

# Humboldt Bay Fire Joint Powers Authority

## Board of Directors Special Meeting Agenda

Jo Ann Gath, Chair - Melinda Ciarabellini, Vice Chair – Kim Bergel, Secretary- Ed DeWald, Director

533 C Street Eureka, CA 95501

January 20, 2016

1:15 PM Humboldt Bay Fire Conference Room

- I. **Call to Order**
- II. **Pledge of Allegiance**
- III. **Attendance**
- IV. **Approval of the Agenda**
- V. **Consent Calendar**
  - A. Approve Minutes: December 16, 2015 Board Meeting
  - B. Monthly Financial Reports-Receive and Approve for December 2015
- VI. **Public Comment**

*This is the time for members of the public who wish to be heard on matters that do not appear on the Agenda. Each speaker is limited to three (3) minutes. Such time allotment or portion thereof shall not be transferred to other speakers.*

*Pursuant to the Brown Act, the Board may not take action on an item that does not appear on the Agenda.*
- VII. **Ceremonial**
  - A. Promotion of Engineer Freeman to Captain
  - B. Promotion of Assistant Chief Gillespie to Interim Chief
- VIII. **Fire Chief Announcements and/or Reports**
  - A. Retirement letter from Chief Woods
  - B. Thank you from South Lake County Fire Protection District
  - C. Thank you from Scotia Volunteer Fire Department
  - D. MOU Update
- IX. **Committee Reports, Discussion and Action, If Any**
  - A. Budget Committee: Directors Ciarabellini & DeWald
  - B. Personnel Committee: Directors Gath & Bergel
- X. **New Business – Report, Discussion and/or Action**
  - A. **Station 4 Minimum Staffing Level and Future Use:** The Board is requested to discuss the future minimum staffing level and use of Fire Station 4, in light of the 1/5/16 City of Eureka’s City Council meeting of using the facility as a homeless shelter.
  - B. **Allocation of Fiscal 2014-15 Operating Budget Unassigned Funds:** The Board is requested to transfer \$240,491 in unassigned funds from the fiscal year 2014-2015.
  - C. **Resolution recognizing Fire Chief Ken Woods:** The Board is requested to approve a resolution recognizing Fire Chief Ken Woods.
  - D. **Executive Secretary Step Increase:** The Board is requested to approve a salary step increase for the Executive Secretary based upon her “Greatly Exceeds Expectations” appraisal rating from her annual review.
- XI. **Closed Session**

A. **Pursuant to Government Code §54957 (b) (1)**

Personnel: Review Public Employees Performance Evaluation, Discipline or Dismissal.

No report following closed session is required pursuant to §54957.1(5) if no final action is taken. The Chair will report on any action taken in closed session.

**XII. Announcement of Next Regular Meeting: February 10, 2016.**

**XIII. Adjournment**

All JPA Board meetings are conducted in accessible locations. If you require American Sign Language interpreters, assistive listening devices, transportation to and from the meeting site or other accommodations to participate in this meeting, these may be requested by calling (707)441-4000 no later than 72 hours in advance of the scheduled meeting time. Any writing or documents provided to a majority of the JPA Board regarding any item on this Agenda are available during normal business hours for public inspection 533 C Street, CA, or at the scheduled meeting.

Posting Statement: I hereby certify that this agenda, in it's entirety, was posted at the following locations on this 15th day of January 2016 at 5:00pm.

**Station 1:** 533 C Street, Eureka   **Station 2:** 755 Herrick Ave, Eureka   **Station 3:** 2905 Ocean Ave, Eureka  
**Station 4:** 1016 Myrtle Ave. Eureka   **Station 5:** 3455 Harris Street, Eureka   **Eureka City Hall:** 531 K Street, Eureka

*Ken Woods, Fire Chief*