

**Humboldt Bay Fire Joint Powers Authority
Board of Directors Regular Meeting Minutes**

Kim Bergel, *Chair* – Jo Ann Gath, *Vice Chair* – Austin Allison, *Secretary*- Kathi Hendricks, *Director*
3030 L Street, Eureka, CA 95501

November 14, 2018

3:45 PM Humboldt Bay Fire Training Classroom

1. **Call to Order** The meeting was called to order at 3:45pm.

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2. **Pledge of Allegiance**

3. **Attendance** Present: Directors Bergel, Wattle, Hendricks and Allison. Fire Chief Robertson. Deputy Chief Reynolds. Clerk Harris.

4. **Approval of the Agenda**

Motion was made, seconded (Hendricks/Wattle) and passed unanimously to approve the agenda.

5. **Consent Calendar**

- A. Approve Minutes:
 - 1. October 10, 2018
- B. Financials
 - 1. Budget As of October 31, 2018
 - 2. October Demands

Motion was made, seconded (Wattle/Allison) and passed unanimously to approve the consent calendar.

6. **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.

No one from the public spoke.

7. **Fire Chief Communications**

- A. Strike Team
- B. Thank You's
- C. Introduced new recruits & announced Badge Pinning Ceremony
- D. JPA Contract Update
- E. Billing for facility use
- F. College of the Redwoods Fire Tech Program
- G. Full staffing as of Friday November 16
- H. CRR Position update

8. **Board of Director Reports/Announcements**

Director Bergel thanked Captain Miller and Firefighter Powell for taking the time to talk to and show a few EHS students the Engine.

9. Committee Reports, Discussion and Action, If Any

- A. Budget Committee: Director Hendricks & Bergel
- B. Personnel Committee: Directors Hendricks & Allison

10. Old Business None

11. New Business

- A. **PARS Investment Strategy** The Board is requested to review and select a PARS Pensions Investment Strategy option.

Motion was made, seconded (Wattle/Hendricks) and passed unanimously to approve the moderate Investment strategy for PARS.

- B. **Rules and Regulations** The Board is requested to review and approve for adoption the following polices: Accommodation for Disabilities, Equal Employment Opportunity, Guides for Accepting Gifts, Outside Employment, Alcohol and Drug Abuse, Sick Leave Reporting, Attendance Policy, Policy Against Harassment in the Workplace- Zero Tolerance, Subpoena of Fire Personnel, Electronic Media Computer Use Policy, Firearms & Weapons- Free Workplace, and Standards of Employee Conduct.

Motion was made, seconded (Hendricks/Wattle) and passed unanimously to adopt the policies as presented.

- C. **Administrative Assistant Step Increase** The Board is requested to approve a 5% salary step increase within the salary range for the Administrative Assistant based upon staff recommendation.

Motion was made, seconded (Wattle/Allison) and passed unanimously to approve a 5% step increase for the Administrative Assistant.

- D. **Resolution 2018-5 Making Certain Finding as Required by PERS concerning the retirement of Anna Gillespie.** The board is requested to review and approve Resolution 2018-5, replacing Resolution 2018-2.

Motion was made, seconded (Wattle/Hendricks) and passed unanimously with a roll call vote to approve Resolution 2018-5 Making Certain Findings as required by PERS concerning the retirement of Anna Gillespie.

Aye: Bergel, Wattle, Hendricks, Allison.

No: None

Absent: None

12. Other Business None

Open session was closed at 4:05.

13. Closed Session Closed Session was opened at 4:07.

- A. **Labor Negotiations Local 652** Pursuant To Government Code §54957.6 (a)
No report following closed session is required pursuant to §54957.1 (5)

Closed session closed at 4:53 with a report of no action taken.

14. Announcement of Next Regular Meeting: December 12, 2018.

15. Adjournment The meeting adjourned at 4:54pm.

Clerk's Statement: I hereby certify that I am the recording clerk of the Humboldt Bay Fire Joint Powers Authority and that the foregoing is a full, true and correct copy of the minutes passed by the governing Board of the JPA at the regular meeting of the Board of Directors held on the 14th day of November, 2018 at 3:45 p.m.

Jenna Harris, Clerk