

Humboldt Bay Fire Joint Powers Authority

Board of Directors Meeting Minutes

February 11, 2015 1:30 p.m.

Humboldt Bay Fire Conference Room, 533 C St. Eureka, CA

Draft

Secretary-Bergel	DeWald	Chair-Gath	VC-Ciarabellini	Item #	Title and Brief Description	Exhibit
				1.0	CALL TO ORDER-The meeting was called to order at 1:30 p.m.	
				2.0	PLEDGE OF ALLEGIANCE	
				3.0	ATTENDANCE <i>Members arriving after the meeting begins will be noted as present.</i>	
P	P	P	P		Present: Directors Ciarabellini, Gath, Bergel, DeWald. Chief Woods, Asst. Chief Gillespie, Battalion Chief Laidlaw. Engineer Freeman, Engineer Goodman, Captain Gossien, Firefighter Brown. Clerks Hendricks and Harris. Treasurer Howard.	
				4.0	APPROVAL OF THE AGENDA	
Y	2	M	Y		Motion was made, seconded (Ciarabellini/DeWald) and passed unanimously to approve the Agenda.	
				5.0	CONSENT CALENDAR	
				a.	December 22, 2014 meeting minutes	X
				b.	Year to Date Budget Report	X
				c.	Demands December 2014, January 2015	X
Y	M	2	Y		Motion was made, seconded (DeWald/Ciarabellini) and passed unanimously to approve the Consent Calendar.	
				6.0	CEREMONIAL - NONE	
				7.0	COMMUNICATIONS	
					Chief Woods communicated to the Board that the first payroll is completed and went pretty well and that the HBF staff is still working with CalPERS to amend the agreement as there were some errors. Chief Woods also communicated that there were a few issues in the beginning while dealing with Keenan for Insurance but after a few phone calls things have come together.	
				8.0	PUBLIC HEARING - NEW MATTERS -NONE	
				9.0	BOARD AND/OR SPECIAL REPORTS -NONE	
				10.0	OLD BUSINESS - NONE	
				11.0	NEW BUSINESS	
				a.	JPA Cost Allocation Formula The Board is requested to approve the Cost Allocation Percentage for Fiscal Year 2015-2016 in the amount of 65% City and 35%District based on the 2012-2014 statistical information.	X
2	M	Y	Y		Motion was made, seconded (DeWald/Bergel) and passed unanimously to approve the Cost Allocation Percentage for Fiscal Year 2015-2016 with the amendment that the statistical information is based on 2012-2014.	
				b.	Preventions Fee's Implementation The Board is requested to review and approve effective 7/1/15 the implementation of the Prevention Fee Schedule that was approved by the Board on 12/1/2014.	X
2	Y	M	Y		Motion was made, seconded (Ciarabellini/Bergel) and passed unanimously to approve the implementation of the Prevention Fee Schedule effective 7/1/2015.	
				c.	Board Committee's The Board is requested to create two standing committees, "Personnel" and "Budget", made up of two existing board members each to provide oversight, review, labor negotiations and recommendations to the full Board.	X
					Chair Gath appointed Vice Chair Ciarabellini and Director DeWald to the budget committee and Secretary Bergel and Chair Gath to the Personnel Committee. There was discussion of using a third party for the personnel committee, but the Board agreed that they would proceed with using Board members on the committee only, unless there is a need in the future to use a third party.	
				d.	Human Resource Services The board will be asked to review and approve a contract for Human Resource Services. The Services would be used for coordinating recruitments and hiring of new firefighters and to assist with the development of policies for the JPA.	X
Y	2	M	Y		Motion was made, seconded (Ciarabellini/DeWald) and passed unanimously to approve a contract for Human Resource Services for HBF JPA with the amendment of Article 1-G noting a referral to item Article 1-F with approval from JPA Legal Counsel.	
				e.	Administrative Employment Contracts The Board will be asked to approve employment contracts for the three existing office staff members, Executive Secretary, Administrative Technician II and Joint Administrative Assistant.	X
Y	M	2	Y		Motion was made, seconded (DeWald/Ciarabellini) and passed unanimously to approve employment contracts for the three existing office staff members.	
				f.	Joint Exercise of Power Agreement with Humboldt/Del Norte Haz Mat JPA The Board is requested to review and approve providing Hazardous Materials Response Services for the Humboldt/Del Norte HazMat response JPA.	X
2	M	Y	Y		Motion was made, seconded (DeWald/Bergel) and passed unanimously to approve providing services for the Humboldt/Del Norte HazMat JPA.	
				g.	Resolution for portal to portal payment on OES mutual aid responses The board is requested to pass a Resolution authorizing payment of Fire personnel portal to portal on all OES mutual aid responses.	X
2	Y	M	Y		Motion was made, seconded (Ciarabellini/Bergel) and passed unanimously with a roll call vote to pass Resolution 2015-13 authorizing payment of Fire Personnel portal to portal on all OES mutual aid responses.	
				12.0	OTHER BUSINESS	
					By consensus the Board approved allowing staff to search for a Bank to provide direct deposit services with the direction that Staff will try to choose a local bank depending on fees and services provided.	
				13.0	CLOSED EXECUTIVE SESSION NONE	
				14.0	ANNOUNCEMENT OF NEXT REGULAR MEETING The next regular meeting is scheduled for March 11, 2015.	
				15.0	ADJOURNMENT- Meeting was adjourned at 2:35 p.m.	
<p>I hereby certify that I am the recording clerk for the Humboldt Bay Fire JPA Board of Directors and that the above is a true and correct copy of the Minutes for the meeting held on February 11, 2015. Jenna Harris</p>						