

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

*Jo Wattle, Chair – Kim Bergel, Director, - Kathi Hendricks, Director- Austin Allison, Director*

3030 L Street Eureka, CA 95501

**February 13, 2019**

4:00 pm Humboldt Bay Fire Training Classroom

1. **Call to Order** **The meeting was called to order at 4:03pm.**
2. **Pledge of Allegiance**
3. **Attendance Present: Directors Wattle, Allison, Hendricks & Bergel (4:22). Fire Chief Robertson. Deputy Chief Reynolds. Clerk Harris.**

4. **Approval of the Agenda**

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

5. **Consent Calendar**

- A. Minutes: January 9, 2019
- B. Financials

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

6. **Public Comment**

**No one from the public spoke.**

7. **Committee Reports, Discussion and Action, If Any**

- A. Budget Committee: Directors Hendricks & Bergel **None**
- B. Personnel Committee: Directors Hendricks & Allison **None**

8. **Fire Chief Communications**

- A. CRRS, Amy Conlin
- B. Temporary Administrative Assistant, Bekah Kemp
- C. New HFD Board Member, Robert Murias

9. **Board of Director Reports/Announcements** **None**

10. **Old Business**

- A. **2019 Board Positions** The Board is requested to select a Vice-Chair and Secretary to serve for a term of one year beginning January 2019.

**The Board selected Director Allison as Vice Chair and Director Bergel as Secretary.**

- B. **2019 Board Committees** The Chair will be asked to appoint a Board member to prospective committees. The committees are as follows; Budget, Personnel, PACE Insurance and Humboldt Bay Fire Steering Committee.

**The Chair appointed committees as listed.**

**Budget: Hendricks, Bergel**

**Personnel: Allison, Wattle**

**PACE: Hendricks, Allison**

**Steering: Wattle, Bergel**

## 11. New Business

- A. **Declaration and Disposal of Surplus Property** The Board is requested to declare one used 2002 Horton International 4300 LP "Squad" as surplus, and authorize the transfer of the Squad to the Samoa Peninsula Fire District for the sum of \$1,000.

**Motion was made, seconded (Hendricks/Allison) and passed unanimously with a roll call vote to approve the declaration of surplus property and authorize the transfer of the Squad to the Samoa Peninsula Fire District for the sum of \$1,000.**

**Ayes: Wattle, Allison, Hendricks, Bergel**

**Nos: None**

**Absent: None**

- B. **Mid-Year Budget Review** The Board is requested to approve the amendments to the 2018-2019 Budget. The amendments do not change the total amount of the budget.

**Motion was made, seconded (Hendricks/Allison) and passed unanimously with a roll call vote to approve the amendments to the 2018-2019 Budget.**

**Ayes: Wattle, Allison, Hendricks, Bergel**

**Nos: None**

**Absent: None**

- C. **Deputy Fire Chief** The Board is requested to approve a 5% salary step increase within the salary range for the Deputy Fire Chief based upon staff recommendation, appraisal rating from his annual review and time in position qualifying for step increase.

**Motion was made, seconded (Hendricks/Bergel) and passed unanimously to approve a 5% salary step increase for the Deputy Fire Chief.**

- D. **Executive Secretary** The Board is requested to approve a 5% salary step increase within the salary range for the Executive Secretary based upon staff recommendation, appraisal rating from her annual review, and time in position qualifying for step increase.

**Motion was made, seconded (Allison/Bergel) and passed unanimously to approve a 5% salary step increase for the Executive Secretary.**

12. **Announcement of Next Regular Meeting:** The next regular meeting of the Board is scheduled for March 13 2019, at 4:00pm.

## 13. Adjournment **The meeting adjourned at 4:29pm.**

**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 February 13, 2019 at 4:00 p.m.

*Jenna Harris, Clerk*