

# Humboldt Bay Fire Joint Powers Authority

Draft

## Board of Directors Special Meeting Minutes

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

533 C Street Eureka, CA 95501

March 29, 2016

1:30 PM Humboldt Bay Fire Conference Room

- I. Call to Order  
**The meeting was called to order at 1:35 p.m.**
- II. Pledge of Allegiance
- III. Attendance  
**Present: Directors Gath, Ciarabellini, DeWald & Bergel. Interim Fire Chief Gillespie. Deputy Chief Reynolds. Finance Director Howard. Legal Counsel Day-Wilson. Clerk Harris.**
- IV. Approval of the Agenda  
**Motion was made, seconded (DeWald, Bergel) and passed unanimously to approve the Agenda.**
- V. Consent Calendar
  - A. Approve Minutes: February 4, 2016 Board Meeting and February 25, 2016 Budget Committee Meeting.
  - B. Monthly Financial Reports-Receive and Approve for January & February 2016**Motion was made, seconded (DeWald, Ciarabellini) and passed unanimously to approve the Consent Calendar.**
- VI. Public Comment **NONE**
- VII. Fire Chief Announcements and/or Reports
  - A. Honor Guard Thank You
  - B. LAFCO Rupp endorsement
  - C. Butane Hash Oil Update
- VIII. Committee Reports, Discussion and Action, If Any
  - A. Budget Committee: Directors Ciarabellini & DeWald **NONE**
  - B. Personnel Committee: Directors Gath & Bergel **NONE**
- IX. New Business – Report, Discussion and/or Action
  - A. Fire Chief Contract: The Board is requested to review and approve a 3 year (36 month) contract for Fire Chief Services with Bill Gillespie.  
**Motion was made, seconded (DeWald, Bergel) and passed unanimously to approve a 3 year contract for Fire Chief Services with Bill Gillespie.**
  - B. Board Committee's: The Board is requested to create a standing Insurance committee and assign board committees for April 2016-2017.  
**Motion was made, seconded (DeWald, Ciarabellini) and passed unanimously to create an Insurance committee and assign Board committee positions. The positions are as follows:**  
**Personnel: Gath & Bergel**  
**Budget: Ciarabellini & DeWald**  
**Insurance: Gath, DeWald, Ciarabellini & Bergel**
  - C. Resolution 2016-3 recognizing the Eureka Public Safety Communications Center: The Board is requested to approve Resolution 2016-3 recognizing the Eureka Public Safety Communications Center.

Motion was made, seconded (Ciarabellini, Bergel) and passed unanimously with a roll call vote to approve Resolution 2016-3 recognizing the Eureka Public Safety Communications Center.

Ayes: DeWald, Gath, Ciarabellini, Bergel

Nay: NONE

- D. 2016-2017 Preliminary Fee Schedule: The Board is requested to review and approve the Preliminary Fee Schedule for fiscal year 2016-2017.

**Motion was made, seconded (DeWald, Bergel) and passed unanimously to approve the Preliminary Fee Schedule for fiscal year 2016-2017.**

- E. 2016-2017 Preliminary Budget: The Board is requested to review and approve the FY 2016-2017 Preliminary Budget in the Amount of \$8,493,711.00.

**Motion was made, seconded (Ciarabellini, DeWald) and passed unanimously with a roll call vote to approve the FY 2016-2017 Preliminary Budget in the amount of \$8,497,711.00.**

Ayes: DeWald, Gath, Ciarabellini, Bergel

Nay: None

- X. 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.

**Chair Gath closed the open meeting at 2:59 and went into closed session to review public employees performance evaluation, discipline or dismissal pursuant to §54957 (b) (1). The Board returned to open session at 3:18 as required by GC §54957 with a report of no action taken.**

- XI. Announcement of Next Regular Meeting: April 13, 2016.

**The Board requested staff to cancel the regular scheduled April 13<sup>th</sup> Board meeting and to proceed with the regular scheduled May 11<sup>th</sup> Board meeting with a time change to 3:30 pm.**

- XII. Adjournment

**The meeting was adjourned at 3:21 p.m.**

**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 30th of March 2016 at 1:30 p.m.

*Jenna Harris*, Clerk