

Humboldt Bay Fire Joint Powers Authority

Board of Directors Meeting Minutes

April 1, 2015 1:30 p.m.

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

				Title and Brief Description		Draft		Exhibit
Secretary-Bergel	DeWald	Chair-Gath	Item #					
			1.0	CALL TO ORDER <i>The meeting was called to order at 1:32 p.m.</i>				
			2.0	PLEDGE OF ALLEGIANCE				
P	P	P	3.0	ATTENDANCE Present: Directors Bergel, Ciarabellini-1:37), DeWald, Gath; Chief Woods, AC Gillespie; Treasurer Howard, Counsel Day-Wilson, Clerks Harris and Hendricks, Captains Citro, Gossein and Bakke, Engineers Goodman and McFarland, Firefighters Miller and Brown				
			4.0	APPROVAL OF THE AGENDA <i>Chair Gath asked to include a closed session to discuss a personnel matter that arose within the last 72 hours.</i>				
Y	M		2	Motion was made, seconded(DeWald/Ciarabellini) and passed unanimously to approve the agenda with a closed session.				
			5.0	CONSENT CALENDAR				
			a.	February 11 and March 26 meeting minutes				X
			b.	Year to Date Budget Report				X
			c.	Demands February 2015				X
2	M	Y		Motion was made, seconded(DeWald/Bergel) and passed unanimously to approve the Consent Calendar.				
			6.0	CEREMONIAL <i>None</i>				
			7.0	COMMUNICATIONS <i>None</i>				
			8.0	PUBLIC HEARING - NEW MATTERS <i>No member of the public spoke at this time.</i>				
			9.0	BOARD AND/OR SPECIAL REPORTS				
			a.	Overtime and Workers' Compensation- <i>Chief Woods reported that overtime has been very high due to illness and worker's comp absences resulting in a temporary downsizing of the crew on the tiller.</i>				
			b.	Ambulance Contract-Captain Citro reported that St. Joseph Hospital has cancelled their contract with City Ambulance and has extended an invitation of contract to an ambulance company outside of the area. With the threat of the invite, City Ambulance is now requesting an Exclusive Operating Area (EOA). They can only receive the request by either a competitive bid process (which includes cost and meeting a response time standard) or to be grandfathered in. Once the EOA is issued, the ambulance companies are held to the time and reponse standards. City Ambulance is in conversation with HBF in how HBF paramedics can help City Ambulance meet the time and response standards and maintain their EOA. HBF would receive "Stop the clock money" when an engine staffed with paramedics is able to arrive to a call (within the time standard) before an ambulance, therefore stopping the response time clock. This would prevent City Ambulance from being fined or potentially losing the contract.				
			c.	Type III Engine <i>Chief Woods reported that the HFD#1 has purchased a 1991 Type III engine from the City of Pinole that will be housed at Station 5. It will be available to rent to CalFire when needed, and to respond to rural fires in our jurisdiction.</i>				
			10.0	OLD BUSINESS <i>None</i>				
			11.0	NEW BUSINESS				
			a.	Fiscal Audit Report for Year Ended 6/30/2014. The board was asked to review and consider approval of the fiscal audit report for year ended 6/30/2014. Auditor Diane Watts presented the report and responded to questions from the Board.				X
2	Y	M	Y	Motion was made, seconded (Ciarabellini/Bergel) and passed unanimously to accept the financial audit for fiscal year ended June 30, 2014 as presented.				
			b.	Administrative Assistant Performance Review and Contract Renewal. The Board was asked to review the Administrative Assistant's Performance Review covering the past 12 months and consider the renewal of her contract and a pay increase.				X
Y	2	M	Y	Motion was made, seconded (Ciarabellini/DeWald) and passed unanimously to approve a five percent (5%) pay increase for the administrative assistant based on the positive performance evaluation of work performed in the last twelve months.				
			c.	Appointment-Finance Director. The Board was asked to consider the appointment of Wendy Howard as the Finance Director of the JPA. The position became vacant when Paul Rodrigues resigned.				X
Y	M	2	Y	Motion was made, seconded (DeWald/Ciarabellini)and passed unanimously to approve the appointment of Wendy Howard as the Finance Director of the JPA.				
			d.	Medical Director. The Board was asked to consider approval of a contract with Dr. Eric Gerdes to serve as medical director for the JPA at a cost of \$2,000.00 annually.				X
M	2	Y	Y	Motion was made, seconded (Bergel/DeWald) and passed unanimously to approve the contract with Dr. Eric Gerdes to serve as medical director for the JPA at an annual cost of \$2,000.00.				
			e.	FY2013-14 Surplus Allocation. The Board was asked to consider allocating the surplus from FY2013-14 as requested by staff and outlined in the attached exhibit.				X
Y	2	M	Y	Motion was made, seconded (Ciarabellini/DeWald) and passed unanimously with a roll call vote to allocate the \$284,556 FY2013-14 surplus with \$90,000 to the current budget, \$36,250 to purchase a 12-lead cardiac heart monitor, and \$158,306 placed in the Risk Financing Reserve of the JPA.				
			f.	Legal Services Agreement. The Board was asked to review and consider approving a contract for legal services with Currier and Hudson, a firm specializing in the Firefighter Bill of Rights.				X
Y	M	2	Y	Motion was made, seconded (DeWald/Ciarabellini)and passed unanimously to approve the contract for services with Currier and Hudson legal firm.				

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				g.	<b>2015-16 Preliminary Budget.</b> The board was asked to approve the proposed preliminary budget for fiscal year 2015-16 in the amount of \$9,154,173.60, as presented by the Budget Committee; to instruct the members to take the proposed budget to their respective governing Boards for adoption; and to set a time and place for a public hearing on the proposed budget.		X
M	2	Y	Y		<i>Motion was made, seconded (Bergel/DeWald) and passed unanimously with a roll call vote to approve the preliminary budget for fiscal year 2015-16 in the amount of \$9,154,173.60, directing Board Members to present the budget to their respective Boards for approval, and directed the clerk to set the date of the public hearing on May 6, 2015 at 1:30p.m.</i>		
				12.0	OTHER BUSINESS <i>None</i>		
				13.0	CLOSED EXECUTIVE SESSION <i>Chair Gath closed the open meeting at 3:39 and went into closed session to discuss a personnel matter arisen in the last 72 hours, as allowed under GC §54957.8.</i>		
<i>The Board returned to open session at 4:05p.m.. As required by GC §54957.b, Chair Gath reported that no action was taken in closed session.</i>							
				14.0	ANNOUNCEMENT OF NEXT REGULAR MEETING		
					<i>The next regular meeting is scheduled for May 6, 2015.</i>		
				15.0	ADJOURNMENT <i>The meeting adjourned at 4:05 p.m.</i>		
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 Authority at the Regular Meeting of the Board of Directors held on the 1st day of April 2015 at 1:30 p.m. <i>Kathi Hendricks, Clerk</i>							