

LAKESIDE FIRE PROTECTION DISTRICT
MEETING OF THE GOVERNING BOARD
Minutes

August 13, 2013

1. CALL TO ORDER AND QUORUM

Directors Present:

Director Mark Baker
Director James Bingham
Director Susan Conniry
Director Jon Lorenz
Director Peter Liebig

Also present:

Fire Chief Andy Parr
District Counsel Lisa Foster
Clerk of the Board Laura Fernandez

The meeting was called to order by Director Conniry at 5:30 P.M.

2. PLEDGE OF ALLEGIANCE AND INVOCATION

A. Invocation: Pastor Ralph Goodrich from Harvest Christian Fellowship.

Director Lorenz led the Pledge of Allegiance and Pastor Ralph Goodrich from Harvest Christian Fellowship delivered an invocation.

3. CONFIRMATION OF AGENDA

The Agenda was approved as amended. With Item 4B canceled, Item 5A pulled out of Consent Calendar for discussion, Item 10B discussion with no action, Item 10C tabled until next Board meeting, Item 10D pulled off agenda by staff. M/S/P Lorenz/Baker. Unanimously.

4. APPROVAL OF THE MINUTES AND SPECIAL PRESENTATIONS

A. July 9, 2013 regular Board meeting.

The minutes of July 9, 2013 regular Board meeting were approved as presented. M/S/P Lorenz/Liebig. Unanimously.

Special Presentations

B. Reserve Badge Pinning.

As approved Item 4B was canceled.

C. Logistics Volunteer Group Report.

Dennis Canfield reported on the Logistics Volunteer Group Activities. The report covered all the group's activities. The Logistics Volunteer Group currently has eleven members and together they have logged over 2400 hours of volunteer service. The Chief and the Board thanked them and their wives, and Captain Palmore for all they do.

5. CONSENT CALENDAR

- A.** Resolution 13-012; Fire Mitigation Fee Revenue – Five Year Plan.
As approved, Item 5A was pulled out of consent calendar for discussion. Administrative Services Manager Schiwitz clarified fund information. After discussion and comments: **Motion was made by Director Lorenz, seconded by Director Liebig to adopt resolution 13-012 Fire Mitigation Fee Revenue – Five Year Plan. Motion passed unanimously.**

6. FINANCE

- A.** List of Demands – For July 2013
- | | |
|--|--------------|
| i. Accounts Payable checks 15486 thru 15537: | 505,980 |
| ii. Payroll for July 12 and 26, 2013: | 441,138 |
| iii. Workers Comp checks 6804 thru 6825: | <u>5,570</u> |
| Total demands for July 2013: | \$ 952,688 |

Staff Recommendation: Information item, no action required.

7. CORRESPONDENCE

- A.** Thank you note from Ms. Michelle StClair.
B. San Diego County Board of Supervisors Certificate of Recognition – Eucalyptus Hills Fire Safe Council.
C. County of San Diego, Supervisor Bill Horn, Certificate of Appreciation – Eucalyptus Hills Fire Safe Council.
D. State of California Senate, Certificate of Recognition – Eucalyptus Hills Fire Safe Council.
E. State of California Senate, Certificate of Recognition – Eucalyptus Hills Chipping Day.
F. State of California Senate, Certificate of recognition - Eucalyptus Hills Fire Safe Council.
G. Thank you letter from Insurance Services Office.
All correspondence was acknowledged and briefly discussed. The letter from Insurance Services Office notified the Board of the District's new ISO classification of 3/8B.

8. ORAL COMMUNICATION

None at this time.

9. UNFINISHED BUSINESS:

- A.** Paul H. Stein Consultant. Discussion(Board)
Report on activities to date.
Director Lorenz reported that he and Director Bingham will arrange a meeting with Mr. Stein. He also reported that the 2nd portion of the report will be available mid-September.
- B.** District Fire Prevention Services Contract. Discussion/Action (Board)
Report on activities to-date.
Chief Parr reported communication with County Fire Chief Program manager to develop a new MOU that will include an expanded scope of services. After discussion and comments:
Motion was made by Director Lorenz, seconded by Director Bingham to direct staff to write a letter to the County Fire Authority accepting the terms

of the Scope of Services and financial structure of the agreement for their use in administrative preparations and hiring of personnel. Furthermore, the Board directs Staff to return to the Board with the final agreement, approved by District General Counsel, as soon as possible so the Board can formally approve the entire agreement with the County Fire Authority. No payment of funds shall be made by the District until the final agreement is fully approved by both parties. Motion passed unanimously.

- C. Operations – Fire Station 1 Relocation. Discussion/Action (Board)
Report on activities to-date.
Chief Parr reported that on Board's direction he has been investigating the possibilities of funding 4 million dollars for Station 1 relocation. LAFCO is currently conducting a study on CSA 115.
- D. Next Generation RCS Issues and Costs. Discussion/Action(Chief/Board)
Report on activities to-date.
Chief Parr reported there was no new information on next generation RCS issues and costs.

10. NEW BUSINESS:

- A. Heartland Fire Training Authority 4th Amendment to Joint Powers Agreement. Discussion/Action(Chief/Board).
Motion was made by Director Lorenz, seconded by Director Liebig to Adopt Resolution 13-014 approving the fourth amendment to the Heartland Fire Training Authority joint powers agreement. Motion passed unanimously.
- B. Lexipol Electronic Policy & Procedure Manual.
Discussion/Action(Chief/Board)
Administrative Services Manager Schiwitz reported on the need to update the Policies and Procedures Manual for the District. He presented the Lexipol proposal and recommendations to update to their electronic policy & procedure manual and the associated costs of \$6,000.00 for the first year and \$4,900 annually thereafter. The recommended set up and implementation for this project includes a project manager that will add around \$50,000 to the cost.
The Board recommended that staff come back to the Board with a proposal that already includes the project manager and the project manager's cost, and also include the second year fee in the proposal.
- C. Management Consultant to streamline the Lexipol Implementation.
Discussion/Action(Chief/Board)
This item was tabled until next Board meeting.
- D. Fleet Services Group Presentation. Discussion/Action(Chief/Board)
This item was pulled by staff.
- E. Resolution 13-013 Authorizing Records Destruction. Discussion/Action (ASM/Board).

Staff Recommendation: Adopt Resolution 13-013 Authorizing the Destruction of Certain Records and Documents Maintained by the District.

Administrative Services Manager Schiwitz reported on records for destruction. After question and answer session:

Motion was made by Director Lorenz, seconded by Director Baker to Adopt Resolution 13-013 Authorizing the Destruction of Certain Records and Documents Maintained by the District. Motion passed unanimously.

11. REPORTS:

A. Directors Report:

- Director Baker thanked the staff and associations that have been involved in the budget committee through the years. Requested agenda item in future agenda for State FDAC meeting topics in late August. He also requested a report on media activity.
- Director Liebig reported that the FAIRA meeting was canceled and thanked the LVGs for all their work.
- Director Lorenz reported HTFA meeting he attended. He attended the HAM Radio operator training and passed the test. He also announced the Special Districts Association meeting on the 15th and the LAFCO meeting on the 16th. On the 18th he is planning on attending the East County Town Hall meeting at West Hills High School.
- Director Conniry reported on HAM radio training she attended. Conversation with the Chief will be changed to 9:00 or 9:30 AM for the upcoming session on September 12th. She also reported HCFA had some good news with some savings on their Workers Comp. annual fees.

B. Chief Report:

Chief Reported on:

- Lemon Crest house fire, thanked the crews and LVGs for their support.
- Deployed to Silver Fire
- Cedar Fire Memorial event October 26, 2013.
- 4 inch hose has been delaminating and was taken out of service for inspection. The inspection identified 1750 feet of the hose which was taken out of service. A program will be put in place to replace hose on a regular basis.
- Thanked George Tockstein for his help during the ISO rating survey.
- Shift meetings.
- Byan Peters came to visit. He is recovering and in good spirits.
- Strategic Plan workshop will be scheduled after Stein Report.

C. Staff Report:

- Periodic reports

D. Comments and Information from District Counsel:

None at this time.

E. Firefighters Association Report:

None at this time.

12. CLOSED SESSION:**A. PUBLIC EMPLOYEE EVALUATION – Government Code Section 54957**

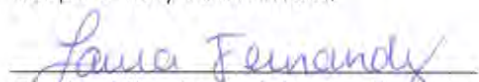
Title: Fire Chief

The above matters described on the agenda may be held in closed session in a conference with counsel under the provisions of Government Code Section stated above. If closed sessions are held, a report of actions subject to disclosure will be made by the District's Counsel upon return to open session respectively.

No closed session was held.

Having no additional items to discuss the meeting was adjourned at 7:38 P.M.

Respectfully submitted,


Clerk of the Board, Laura Fernandez