

1 **June 27, 2023**

2 **REGULAR MEETING OF THE BOARD OF DIRECTORS OF**
3 **THE NORTH COUNTY FIRE PROTECTION DISTRICT**

4 President Acosta called the meeting to order at 5:00 p.m.

5 **ALL RECITED THE PLEDGE OF ALLEGIANCE.**

6 **ROLL CALL:**

7 **Present:** Directors Acosta, Egkan, Munson, Pike and Shaw

8 **Absent:** None

9 **Staff Present:** Chief McReynolds, General Counsel Steinke, Special Counsel James, DFC Mahr,
10 D/C MacMillan, Finance Manager Juul, FM Fieri, B/C August, B/C DeCamp , IT Specialist Swanger,
11 Board Clerk Canpinar, and members of the public and association.

12 **CHANGES TO THE AGENDA:**

13 President Acosta requested the discussion on Agenda Item #3, Capital Improvement Plan Overview,
14 take place after Agenda Item #8, Review and Approve Preliminary Budget for FY 23/24; there were
15 no objections.

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17 **PUBLIC ACTIVITIES AGENDA**

- 18 1. **PUBLIC COMMENT:** President Acosta inquired if there were any public comments regarding items
19 not on the agenda. There being no public comment, the public comment section was closed.
- 20 2. **CHALLENGE COIN RECOGNITION - MIKE FILA:** Chief McReynolds recognized and thanked
21 community member Mike Fila for his life-saving efforts performed on a Fallbrook resident May 4,
22 2023, and for his continued support in providing photos and digital media of the District.

23 **DISCUSSION AGENDA**

- 24 3. **CAPITAL IMPROVEMENT PLAN OVERVIEW:** This Discussion Item was moved, as requested by the
25 Board.

26 **ACTION AGENDA**

27 **CONSENT ITEMS:**

- 28 4. **REVIEW AND ACCEPT REGULAR BOARD MEETING MINUTES FOR MAY 23, 2023.**
- 29 5. **REVIEW AND ACCEPT FINANCIAL REPORTS FOR MAY 2023.**

- 30 6. **REVIEW AND ACCEPT POLICIES & PROCEDURES:**
31 1. Administration – Business Management – Payroll and Benefits – Retirement/Employment
32 Separation
33 2. Single Role Programs – Single Role EMS Services Program – Single Role EMS Service
34 Program Manual
35 3. Administration – Rules and Regulations – Personnel Rules – Disciplinary Policy

36 7. **REVIEW AND ACCEPT THE MONTHLY OPERATIONS ACTIVITY REPORT.**

37 President Acosta inquired whether there were any questions on Consent Items 4-7. There being
38 no discussion, President Acosta asked for a motion to approve the Consent Agenda. On a motion by
39 Director Pike seconded by Vice President Egkan, the motion to approve the Consent Agenda passed
40 unanimously.

41 **ACTION ITEMS:**

42 8. **REVIEW AND APPROVE PRELIMINARY BUDGET FOR FY 23/24 AND SET PUBLIC HEARING DATE/TIME**

43 **CERTAIN SEPTEMBER 26, 2023, AT 5:05 P.M. TO APPROVE THE FINAL BUDGET:** Chief McReynolds
44 presented the Preliminary Budget for review and approval, noting it is a balanced budget, and reflects
45 a spending plan that will meet routine operations and capital improvement planning. FM Juul provided
46 an overview of revenue and expenditures, and notified the Board that this year's Budget looks slightly
47 different, as it was generated utilizing the newly implemented finance software. Chief McReynolds
48 advised the Board approximately \$300,000 is budgeted for improvements at the Administrative office,
49 approximately \$166,000 is budgeted for construction management services of Station 3 and
50 approximately \$1,850,000 is budgeted for the Station 3 renovation. In addition, approximately \$268,000
51 is budgeted for construction management services for the Station 4 rebuild and approximately
52 \$1,000,000 is budgeted for the design process of Station 4. In total, there is approximately \$3.5 million
53 dollars' worth of facility project upgrades for FY 23/24. Director Egkan asked FM Juul how bilingual
54 pay expenses are calculated, to which FM Juul explained the built in 5% inflator accounts for overall
55 budget increases. On a motion by Director Munson seconded by Director Pike, the motion to approve
56 the Preliminary Budget and set the hearing the Final Budget for September 26, 2023, at 5:05 p.m.,
57 passed unanimously.

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60 **DISCUSSION AGENDA**

61 3. **CAPITAL IMPROVEMENT PLAN (CIP) OVERVIEW (THIS ITEM WAS MOVED, AND THEREFORE NOT IN**
62 **SEQUENTIAL ORDER)**: D/C MacMillan and B/C DeCamp provided an overview of the breakdown of costs
63 associated with the CIP. Information only; no further action required.

64 **ACTION AGENDA**

65 9. **REVIEW AND APPROVE RESOLUTION 2023-08, ESTABLISHING THE LIMIT OF APPROPRIATIONS OF**
66 **PROCEEDS OF TAX SUBJECT TO LIMITATION FOR FISCAL YEAR 2023-2024 IN COMPLIANCE WITH ARTICLE**
67 **XIII-B OF THE CONSTITUTION OF THE STATE OF CALIFORNIA)**: Chief McReynolds presented the required
68 action to the Board, noting it is necessary for the District to approve this Resolution annually. As is
69 routinely the case, the District is under the maximum amount allowed. On a motion by Director Pike
70 seconded by Director Munson, the motion to adopt Resolution 2023-08 establishing the limitation of
71 appropriations passed unanimously.

72 10. **REVIEW AND APPROVE RESOLUTION 2023-09, REQUESTING A TEMPORARY TRANSFER OF FUNDS**
73 **FROM THE COUNTY TREASURER TO NORTH COUNTY FIRE PROTECTION DISTRICT)**: Chief McReynolds
74 presented a request to approve Resolution 2023-09 to the Board, as this is an annual action that is
75 required to obtain advances on the tax monies due the District from the County. The Resolution permits
76 the District to be advanced a maximum of 85% of the anticipated taxes due in a given year, which the
77 District uses until taxes are collected and released. On a motion by Vice President Egkan seconded by
78 Director Shaw, the motion to approve Resolution 2023-09 as presented passed unanimously.

79 11. **REVIEW AND CAST VOTE IN ELECTION FOR CALIFORNIA SPECIAL DISTRICTS ASSOCIATION (CSDA)**
80 **BOARD OF DIRECTORS (BOD), SOUTHERN NETWORK, SEAT C)**: Chief McReynolds notified the Board there
81 is a vacant seat for the Southern Network BOD at CSDA, with three candidates up for election: Arlene
82 Schafer (incumbent), Al Nederhood and John Skerbelis. Director Pike informed the Board that the
83 Fallbrook Regional Healthcare District voted for Al Nederhood. After reviewing the applications,
84 Director Pike expressed interest in voting for Arlene Schafer. Board discussion ensued. On a motion
85 by Vice President Egkan seconded by Director Pike, the motion to authorize the Board Clerk to submit
86 an electronic ballot casting a vote for Arlene Schafer passed unanimously.

87 12. **REVIEW CONTRACT EXTENSION WITH SPECIAL DISTRICT COUNSEL JAMES)**: Chief McReynolds
88 reviewed the current contract extension utilizing Special Counsel James for District legal services

89 through June 2023. Chief McReynolds requested the Board provide direction on whether to extend
90 Special Counsel James' contract. All of the Directors thanked Special Counsel James for his services,
91 and Board discussion ensued. On a motion by Vice President Egkan, seconded by Director Pike, the
92 motion to terminate Special Counsel James' contract effective June 30, 2023, passed unanimously.

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94 **STANDING DISCUSSION ITEMS:**

95 ● **LEGAL COUNSEL REPORT:** There was no legal counsel report for the June 27, 2023, Board
96 meeting. Director Pike expressed interest in continuing to receive legal counsel reports. General
97 Counsel Steinke reported that relevant legal counsel reports, including legislative updates, will be
98 provided moving forward.

99 ● **WRITTEN COMMUNICATIONS:** Information only; no action required.

100 ● **BOARD RECOGNITION PROGRAM:** Information only; no action required.

101 ● **COMMENTS:** Information only; no action required.

102 ● **STAFF REPORTS/UPDATES:**

103 ● **KEITH McREYNOLDS, FIRE CHIEF:** Chief McReynolds informed the Board of the following
104 items:

- 105 ○ Station 3: Hazmat reports are complete, and there was no evidence of asbestos or
106 lead. Septic upgrades will not be necessary.
- 107 ○ IT Specialist Swanger is in the process of selecting a firm to implement cyber security.
- 108 ○ An ambulance working group will meet in July to discuss the ambulance delivery
109 system, along with discussing ambulance staffing.
- 110 ○ Board approval was requested to close the Administrative office the Monday before
111 the July 4th holiday, as there could be staffing concerns; there were no objections.

112 ● **CHIEF OFFICERS AND OTHER STAFF: B/C DECAMP:** B/C DeCamp provided an overview of the
113 training schedule, discussed First Arriving (a new software that will provide information to both
114 employees and to the public), and provided information about potential challenges posed with the
115 battery storage facility. **B/C AUGUST:** B/C August provided an overview of communications programs,
116 including the status of the digital alerting systems, the status of new VHF portable radios, and an
117 update that IPADs will now be utilized for tablet command projects. **F/M FIERI:** F/M Fieri provided an

118 overview of fire prevention, defensible space, and state-mandated inspections. **D/C MACMILLAN:** D/C
119 MacMillan provided an overview of the Station 2 dedication along with the implementation of the
120 station alerting equipment, and discussed upcoming community outreach messaging. **FM JUUL:** FM
121 Juul reported the close of the fiscal year takes place at the end of the month and the audit will
122 subsequently follow. A new financial management policy is in the works, which will ensure that District
123 resources are managed in alignment with our Mission, Vision and Values. **DFC MAHR:** DFC Mahr
124 provided an update on the transition from 1.5” hoses to 1 3/4” hoses, and indicated the District will
125 start to move forward with battery powered equipment and LED lighting. DFC Mahr also notified the
126 Board this will be his last Board meeting in an official capacity, as he retires in July.

127 ● **BOARD: DIRECTOR PIKE:** Director Pike thanked Staff for the Station 2 dedication and for their
128 work on the DEI initiative. Director Pike also congratulated DFC Mahr on his upcoming retirement.

129 **VICE PRESIDENT EGKAN:** Vice President Egkan congratulated D/C MacMillan on his promotion and
130 DFC Mahr on his upcoming retirement. Vice President Egkan also congratulated FF/PM Cain for his
131 participation in the Demolition Derby at the County fair. **DIRECTOR MUNSON:** Director Munson offered
132 to bring in his grandson, a firefighter with a neighboring agency, to discuss firefighter mental health,
133 and how a peer support dog has been a valuable addition to his department.

134 ● **BARGAINING GROUPS:** FF/PM Lian is in the process of policy reviews and is looking forward
135 to the next labor management meeting. Crews are preparing for wildfire season.

136 ● **PUBLIC COMMENT:** There were no additional public comments.

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CLOSED SESSION

139 At 6:06 p.m., President Acosta inquired whether there was a motion to adjourn to Closed Session.

140 There being no objection, President Acosta read the items to be discussed in Closed Session and

141 Open Session was closed. A short break ensued after the reading of the Closed Session items. At

142 6:15 p.m. the Board entered Closed Session to hear:

143 **CS-1. ANNOUNCEMENT – PRESIDENT ACOSTA**

144 **CS-2. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION (GOVERNMENT CODE §54956.9**

145 **(d)(2))**

146 **CS-3. CONFERENCE WITH REAL PROPERTY NEGOTIATOR (GOVERNMENT CODE §54956-8): PROPERTY AT**
147 **330 SOUTH MAIN AVENUE, FALLBROOK CA 92028**

148 **CS-4. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (GOVERNMENT CODE §54957)**

149 **CS-5. REPORT FROM CLOSED SESSION – PRESIDENT ACOSTA:**

150 ● **REOPENING OPEN SESSION:**

151 On a motion by Director Pike seconded by President Acosta, which passed unanimously, the Board
152 returned to Open Session at 6:51 p.m. and the following items were reported out to the public:

153 **CS-2. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION (GOVERNMENT CODE §54956.9**

154 **(d)(2)):** There was no reportable action.

155 **CS-3. CONFERENCE WITH REAL PROPERTY NEGOTIATOR (GOVERNMENT CODE §54956-8): PROPERTY AT**

156 **330 SOUTH MAIN AVENUE, FALLBROOK CA 92028:** On a motion by Director Munson seconded by
157 President Acosta, the Board unanimously agreed to purchase the Administrative building and pay
158 off any outstanding debt.


159 **CS-4. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (GOVERNMENT CODE §54957):** On a motion by

160 President Acosta seconded by Director Pike, the Board unanimously agreed to provide Chief
161 McReynolds a one-time performance bonus in the amount of \$15,000, and extend his current
162 employment contract one year, through June 30, 2026.

163 **ADJOURNMENT**

164 A motion was made at 7:15 p.m. by Director Shaw seconded by Vice President Egkan to adjourn the
165 meeting and reconvene on July 25, 2023, at 5:00 p.m., which motion carried unanimously.

166
167 Respectfully submitted,

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169 

170 Mavis Canpinar

171 Board Clerk

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173 Minutes approved at the Board of Director's Meeting on:

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7/27/23