

LAKESIDE FIRE PROTECTION DISTRICT
MEETING OF THE GOVERNING BOARD
Minutes

August 14, 2018

1. CALL TO ORDER AND QUORUM

Directors Present:

Director Mark Baker
Director James Bingham
Director Mike Haworth
Director Peter Liebig
Director Bob Robeson

Also present:

Fire Chief Don Butz
District General Counsel Steve Bohemer
Clerk of the Board Laura Fernandez

The meeting was called to order by Director Robeson at 5:38 P.M.

2. PLEDGE OF ALLEGIANCE AND INVOCATION

A. Invocation – Pastor Al Hester from Hill Country Community Church.

Director Liebig led the Pledge of Allegiance and Pastor Al Hester from Hill Country Community Church delivered an invocation.

3. CONFIRMATION OF AGENDA

The Agenda was approved as presented. M/S/P Liebig/Baker. Motion passed unanimously.

A. Special Presentation

**Badge Pinning
Anthony Cano
Michael Assof**

4. CONSENT CALENDAR

A. Approval of the minutes – June 26, 2018 regular Board meeting.

B. Approval of the minutes – June 26, 2018 special Board Meeting.

C. Approval of the minutes – July 18, 2018 special Board Meeting.

D. List of Demands – June 2018

i.	Accounts Payable check 20553 thru 20600:	237,457
ii.	Payroll for June 8 and 22, 2018:	613,549
iii.	Workers Comp checks 9073 thru 9099:	<u>26,942</u>
	Total demands for June 2018:	\$ 878,476

E. List of Demands – July 2018

i.	Accounts Payable check 20601 thru 20671:	366,159
ii.	Payroll for June 6 and 20, 2018:	<u>2,108,739</u>
	Total demands for July 2018:	\$ 2,878,898

Motion was made by Director Bingham, seconded by Director Liebig to approve consent calendar. Motion passed unanimously.

5. FINANCE**A. Resolution 18-025 – Fire Mitigation Fee Revenue – Five Year Plan.**

Staff recommendation: Authorize the submission of the Fire Mitigation Fee Annual Report as required by the Fire Mitigation Fee Program and Adopt Resolution 18-025 – Resolution of the Governing Board of the Lakeside Fire Protection District Adopting a Five-year Plan for the use of Mitigation Fee Revenue.

Finance Officer Madeline Smith reported on the Fire Mitigation Fee Program and the District's participation.

Motion was made by Director Baker, seconded by Director Haworth to Authorize the submission of the Fire Mitigation Fee Annual Report as required by the Fire Mitigation Fee Program and Adopt Resolution 18-025 – Resolution of the Governing Board of the Lakeside Fire Protection District Adopting a Five-year Plan for the use of Mitigation Fee Revenue. Motion passed unanimously.

6. CORRESPONDENCE**A. Thank you email from The Provos.**

Correspondence was acknowledged and briefly discussed. Director Liebig thanked our crew that responded to his house and captured a rattle snake.

7. ORAL COMMUNICATION

None at this time.

8. UNFINISHED BUSINESS:

None at this time.

9. NEW BUSINESS:**A. Resolution 18-027 – Appointment of Robert Schiwitz to the extra help position of Administrative Services Manager. Discussion/Action. (Chief/Board)**

Staff Recommendation: Adopt Resolution 18-027 – Approve “A Resolution of the Board of Directors appointing Robert Schiwitz to the extra help position of Administrative Services Manager and authorizing The Fire Chief to execute the limited duration Appointment Agreement Between Robert Schiwitz and the District”.

Motion was made by Director Bingham, seconded by Director Haworth to Adopt Resolution 18-027 – Approve “A Resolution of the Board of Directors appointing Robert Schiwitz to the extra help position of Administrative Services Manager and authorizing The Fire Chief to execute the limited duration Appointment Agreement Between Robert Schiwitz and the District”. Motion Passed Unanimously.

- B. Human Resources Job Description Series. Discussion/Action.
(Chief/Board).

Staff Recommendation: Approve the Human Resources series of job descriptions consisting of HR analyst, HR Specialist II and HR Specialist I.

Motion was made by Director Baker, seconded by Director Haworth to Approve the Human Resources series of job descriptions consisting of HR analyst, HR Specialist II and HR Specialist I. Motion Passed Unanimously.

- C. Resolution 18-028 – Approval of Side Letter Agreement to the MOU for the Lakeside Firefighters Assoc.

Staff Recommendation: That the Board of Directors adopt Resolution No. 2018-028 Approving and Adopting the Side Letter Agreement to the Memorandum of Understanding Between the District and the Lakeside Firefighters' Association.

Director Baker mentioned for the record that his no vote was due to the language being used. Motion was made by Director Liebig, seconded by Director Haworth to adopt Resolution No. 2018-028 Approving and Adopting the Side Letter Agreement to the Memorandum of Understanding Between the District and the Lakeside Firefighters' Association. Motion passed with four ayes and one no director Baker.

10. **REPORTS:**

A. **Directors Report:**

Director Baker thanked staff and the budget committee for all their work.

B. **Chief Report:**

Fire Chief Butz reported on activity on West Fire in Alpine and the crews recently deployed. Staff is working and engaged covering the District.

C. **Staff Report:**

Division Chief Lawler reported on slow process at the County. The redline has been received and Nasland will make the necessary corrections. No time frame on time at this point due to County slow process.

D. **Comments and Information from District Counsel:**

None at this time.

E. **Firefighters Association Report:**

Captain Jordan reported on Lakeside's first place win at the MDA Chili Cookoff and invited everyone to the Open House September 29 at Station 2.

11. **FUTURE DISCUSSION ITEMS**

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.

Having no additional items to discuss the meeting was adjourned at 6:10 P.M.

Respectfully submitted,


Clerk of the Board, Laura Fernandez