

***LAKESIDE FIRE PROTECTION DISTRICT***  
**MEETING OF THE GOVERNING BOARD**  
**Minutes**

**September 11, 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:**

Acting Fire Chief Molloy  
District General Counsel Steve Bohemer  
Clerk of the Board Fernandez

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

**2. PLEDGE OF ALLEGIANCE AND INVOCATION**

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

Director Baker 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 Haworth/Bingham. Motion passed unanimously.

**4. CONSENT CALENDAR**

**A. Approval of the minutes – August 14, 2018 regular Board meeting.**

**B. Approval of the minutes – August 14, 2018 special Board Meeting.**

**C. List of Demands – June 2018**

i.	Accounts Payable check 20655 thru 20761:	583,956
ii.	Payroll for Aug 3, 17 and 31, 2018:	1,084,620
iii.	Workers Comp checks 1000 thru 10021:	<u>11,562</u>
	Total demands for June 2018:	\$ 1,680,138

**Motion was made by Director Baker, seconded by Director Haworth to approve consent calendar. Motion passed unanimously.**

**5. FINANCE**

**A. Resolution 18-029- Amended Final Budget FY2017/2018.**

*Staff Recommendation: Adopt Resolution #18-029 amending the Final Budget for FY-2017/2018 as presented.*

Finance Officer Madeline Smith reported on the Amended Final Budget FY2017/2018. **Motion was made by Director Baker, seconded by Director**

Haworth to Adopt Resolution #18-029 amending the Final Budget for FY-2017/2018 as presented. Motion passed unanimously.

**B. Resolution 18-030 - General Fund Reserve Policy.**

*Staff Recommendation: Adopt Resolution #18-030 allocating fund balances for FYE-2017/2018 as recommended by the staff.*

Finance Officer Madeline Smith reported on the General Fund Reserve Policy. **Motion was made by Director Haworth, seconded by Director Baker to Adopt Resolution #18-030 allocating fund balances for FYE-2017/2018 as recommended by the staff. Motion passed unanimously.**

**C. Resolution 18-031- 5-Year Capital Funding Plan.**

*Staff Recommendation: Accept the Five-Year-Capital Funding Plan for review and adoption prior to October 1, 2018.*

Finance Officer Madeline Smith reported on 5-Year Capital Funding Plan. **Motion was made by Director Haworth, seconded by Director Baker to Accept the Five-Year-Capital Funding Plan for review and adoption prior to October 1, 2018. Motion passed unanimously.**

**D. Resolution 18-032 - Final Budget Fiscal Year 2018-2019.**

*Staff Recommendation: Accept the FY2018-2019 Final Budget for review and adoption prior to October 1, 2018.*

Finance Officer Madeline Smith reported on the Final Budget Fiscal Year 2018-2019. **Motion was made by Director Baker, seconded by Director Liebig to Accept the FY2018-2019 Final Budget for review and adoption prior to October 1, 2018. Motion passed unanimously.**

**E. Resolution 18-033 – Fiscal Year 2018/2019 Salary Schedule.**

*Staff Recommendation: Adopt Resolution 18-033 and approve the Fiscal Year 2018-2019 Salary Schedule as required by California Code of Regulations, Title 2, Section 570.5.*

Finance Officer Madeline Smith reported on Fiscal Year 2018/2019 Salary Schedule. **Motion was made by Director Haworth, seconded by Director Baker to Adopt Resolution 18-033 and approve the Fiscal Year 2018-2019 Salary Schedule as required by California Code of Regulations, Title 2, Section 570.5. Motion passed unanimously.**

**6. CORRESPONDENCE**

None at this time.

**7. ORAL COMMUNICATION**

None at this time.

**8. UNFINISHED BUSINESS:**

None at this time.

**9. NEW BUSINESS:**

**A. Administration – Consulting Services, Contract Renewal/Extension.  
Discussion/Action. (Lawler)**

*Staff Recommendation: Renew/Extend the agreement with Tockstein and Associates to provide consulting services to the District for the purposes of assisting District Staff in the management and oversight for the duration of the two major projects: Station 1 Project (Phase 2 and 3) and Remodel/Refurbishment of Station 3, and other miscellaneous projects.*

Division Chief Lawler reported on the consulting contract renewal with Tockstein and Associates. After discussion and comments. **Motion was made by Director Bingham, seconded by Director Liebig to Renew/Extend the agreement with Tockstein and Associates to provide consulting services to the District for the purposes of assisting District Staff in the management and oversight for the duration of the two major projects: Station 1 Project (Phase 2 and 3) and Remodel/Refurbishment of Station 3, and other miscellaneous projects. Motion Passed Unanimously.**

**B. Capital Improvements – Request for Proposal (RFP) for Remodel/Refurbishment Station 3. Discussion/Action. (Lawler)**

*Staff Recommendation: Authorize the Chief to release the Request for Proposal (RFP) for Remodel/Refurbishment Station 3 to the two qualified Design Build Entities (DBE). The Chief will negotiate the contract with the preferred DBE while ensuring that the District is getting the best value for the project. The negotiated RFP contract will be presented to the Board for approval.*

Division Chief Lawler reported on the Request for Proposal (RFP) for Remodel/Refurbishment Station 3. After discussion and comments. **Motion was made by Director Haworth, seconded by Director Bingham to Authorize the Chief to release the Request for Proposal (RFP) for Remodel/Refurbishment Station 3 to the two qualified Design Build Entities (DBE). The Chief will negotiate the contract with the preferred DBE while ensuring that the District is getting the best value for the project. The negotiated RFP contract will be presented to the Board for approval. Motion Passed Unanimously.**

**10. REPORTS:**

**A. Directors Report:**

Director Bingham announced that he will be attending the CSA69 meeting this Thursday.

**B. Chief Report:**

Acting Fire Chief Molloy announced Captain Downing had a presentation for the Board. Captain Downing presented a recruitment video and reported on the current recruitment process to fill district vacancies. Chief Molloy talked about the significance of September 11 for the first responders today and remembered the ones that served before us. Chief Molloy reported on the current per response billing and CSA115 LAFCO public hearing for joint application with San Miguel on October 1<sup>st</sup> at the County building.

**C. Staff Report:**

None at this time.

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

None at this time.

**E. Firefighters Association Report:**

None at this time.

**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 6:34 P.M.

Respectfully submitted,

  
Clerk of the Board, Laura Fernandez