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31 **ACTION AGENDA**

32 **CONSENT ITEMS:**

- 33 4. **REVIEW AND ACCEPT REGULAR BOARD MEETING MINUTES FOR DECEMBER 12, 2023.**
- 34 5. **REVIEW AND ACCEPT FINANCIAL REPORTS FOR DECEMBER 2023.**
- 35 6. **REVIEW AND ACCEPT POLICIES & PROCEDURES:**
- 36 A. Limited Light Duty Policy
- 37 7. **REVIEW AND ACCEPT THE MONTHLY OPERATIONS ACTIVITY REPORT.**
- 38 8. **WAIVE THE FULL TEXT READING OF ORDINANCE 2023-01.**
- 39 9. **FOURTH QUARTER 2023 CUSTOMER SATISFACTION SURVEY.**

40 President Pike inquired whether there were any questions on Consent Items 4-9. There being
41 no discussion, President Pike asked for a motion to approve the Consent Agenda. On a motion by
42 Director Acosta seconded by Vice President Shaw, the motion to approve the Consent Agenda passed
43 unanimously.

44 **ACTION ITEMS:**

- 45 10. **ORGANIZATIONAL CHART REVISION - CHIEF MCREYNOLDS:** The proposed revision to the
46 organizational chart moves the Division Chief directly under the Fire Chief. In the upcoming years, the
47 Division Chief will be the lead on numerous facility projects, reporting financial expenses on capital
48 projects to the Fire Chief. The reorganization also shifted the Admin. Battalion Chief and IT Specialist,
49 as this keeps the Division Chief lead span of control appropriate. On a motion by Director Acosta
50 seconded by Director Egkan, the motion to adopt the revised organizational chart was unanimously
51 approved.
- 52 11. **RESOLUTION 2024-01: EMERGENCY ROOF REPAIRS AND CALIFORNIA ENVIRONMENTAL QUALITY ACT**
53 **EXEMPTION - CHIEF MCREYNOLDS AND D/C AUGUST:** Roof leaks were discovered on the shop fleet
54 service roof after recent rain events. Water damage was noted on the ceiling of the shop as well as
55 damage to some shop equipment on the shop floor. Per the NCFPD Purchasing and Contracting
56 Manual and the Public Contract Code (PCC) §22050, the District is authorized to utilize special
57 purchasing procedures when an emergency exists, allowing the District to proceed with repairs without
58 a competitive bid solicitation. President Pike asked if this was a budgeted item, to which Chief

59 McReynolds advised the cost would be covered under the facility and grounds line item in the budget.
60 On a motion by Director Munson seconded by Director Egkan, the motion to adopt Resolution 2024-
61 01 allowing Staff to immediately execute a contract for emergency roof repairs passed unanimously.

62 12. **CHANGE ORDER: NCFPD ADMINISTRATION BUILDING RENOVATION - CHIEF McREYNOLDS:** The
63 interior renovation work at the Administration building is scheduled to be finished at the end of January.
64 Upon further inspection of the exterior of the property, it was determined the parking lot needed major
65 repairs. The recommendation from the construction contractor was to have the entire parking lot
66 ground and overlaid with 2" of new asphalt, resulting in an additional cost of \$43,029.00. Director
67 Egkan asked if the overlay was included in the original scope of work. Chief McReynolds advised only
68 patch-type asphalt repairs and storm drainage issues were addressed in the original scope of work.
69 Board discussion ensued. On a motion by Vice President Shaw seconded by Director Acosta, the
70 motion to approve a change order of \$50,000.00 for additional expenditures on the Administration
71 building passed unanimously.

72 13. **SECOND PUBLIC HEARING - DATE/TIME CERTAIN – JANUARY 23, 2024, AT 5:05 P.M TO REVIEW AND**
73 **APPROVE ORDINANCE 2023-01: UPDATED COMMUNITY RISK FEE SCHEDULE AND THE REVISED COMMUNITY**
74 **RISK FEE POLICY – FM FIERI AND CHIEF McREYNOLDS:** Chief McReynolds requested the last sentence
75 in the first paragraph of the corresponding staff report, "The Ordinance was adopted by a unanimous
76 vote of the Board," be removed from the record. President Pike then opened the Public Hearing at
77 5:29 p.m. Chief McReynolds presented the modified Ordinance to the Board noting the changes of
78 significance. Chief McReynolds also presented the modified Community Risk Fee Policy. President
79 Pike then asked if there was any public comment. There being none, the public comment section was
80 closed. On a motion by Director Egkan seconded by Director Shaw, the motion to adopt Ordinance
81 2023-01 and Fee Schedule and the Community Risk Fee Policy as presented passed unanimously.

82 14. **NCFPD EQUITY STATEMENT– CHIEF McREYNOLDS:** Chief McReynolds presented the proposed
83 Equity Statement to the Board. The goal of the equity statement is to ensure the District continues to
84 create an inclusive environment for employees, partners, constituents, and stakeholders. Board
85 discussion ensued. On a motion by Director Acosta seconded by Vice President Shaw, the motion to
86 adopt the Equity Statement passed unanimously.

87 **15. EXTENSION OF AGREEMENT WITH VISTA FIRE DEPARTMENT FOR BLS 116 - CHIEF McREYNOLDS:**

88 Vista Fire Department reached out to NCFPD in January and disclosed ongoing staffing challenges
89 they are experiencing that could potentially result in the shutdown of an ambulance for an unknown
90 period of time. Chief McReynolds explained that this could negatively impact NCFPD ambulance
91 availability, as other neighboring agencies will experience an increase in demand. Director Egkan
92 asked how the extension of the agreement would impact NCFPD staffing. DFC MacMillan explained
93 several staffing adjustments that will be taking place to accommodate the extension. Chief
94 McReynolds informed the Board ongoing discussions will be taking place to determine how much
95 longer the ambulance will need to be in service, with new developments being brought back to the
96 Board for consideration. On a motion by Director Munson seconded by Director Acosta, the motion
97 to extend the agreement with Vista Fire Department and BLS 116 through the end of March and
98 possibly longer passed unanimously.

99 **16. PRIMARY AND ALTERNATE DIRECTOR POSITIONS TO SERVE ON THE NORTH COUNTY DISPATCH JOINT**

100 **POWERS AUTHORITY (NCDJPA) BOARD - CHIEF McREYNOLDS:** Chief McReynolds informed the Board
101 that as a member agency of NCDJPA, the District has one voting seat on the eight-member Board.
102 NCFPD selects one primary and one alternate to serve in these capacities. Director Munson is
103 currently serving as the primary with President Pike serving as the alternate. Board discussion
104 ensued. On a motion by Director Egkan seconded by Vice President Shaw, the motion to continue
105 with Director Munson as the primary and President Pike as the alternate, with the next selection of
106 NCFPD candidates taking place at the meeting immediately preceding the December NCDJPA
107 meeting, passed unanimously.

108 **STANDING DISCUSSION ITEMS:**

109 ● **LEGAL COUNSEL REPORT:** General Counsel Steinke reviewed the included report: An election
110 year: Campaign Donations and Campaign Solicitation.

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

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

113 ● **STAFF REPORTS/UPDATES:**

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

- 116 o Upcoming events include a Badge Pinning on Feb. 21 at 5 p.m. at Station 1 and the
117 Employee Recognition Ceremony will take place in March with the date TBD.
- 118 o The North Zone Fire Chief's Strategic Plan will be brought back to the Board as a
119 discussion item in February.
- 120 o A lobbying trip to Washington D.C. with President Pike and Director Egkan is
121 scheduled for the first week in March, with a second trip scheduled in the summer
122 with Vice President Shaw and Director Munson.
- 123 o The 2023 Annual Report will be finalized at the end of the month.

124 ● **CHIEF OFFICERS AND OTHER STAFF: BC DECAMP:** BC DeCamp provided training and
125 equipment updates. **F/M JUUL.** F/M Juul notified the Board the 22/23 audit will be completed and
126 brought back to the Board in February **FM FIERI:** FM Fieri notified the Board fees for building ADUs
127 have been reinstated and provided an update of community risk reduction concerns. **D/C AUGUST:**
128 D/C August provided an update on facility projects. **DFC MACMILLAN:** DFC MacMillan provided
129 operations updates.

130 ● **BOARD: DIRECTOR EGKAN:** Director Egkan suggested Staff research two upcoming ballot
131 measures taking place in the 2024 election. **PRESIDENT PIKE:** President Pike informed the Board he
132 will be attending the State of the County with Chief McReynolds and Board Clerk Canpinar.

133 ● **BARGAINING GROUPS:** There was no comment from the Bargaining Groups.

134 ● **PUBLIC COMMENT:** Jacqueline Howell provided an update on the Washington D.C. lobbying
135 trip in March.

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CLOSED SESSION

138 There were no closed session items for the January 23, 2024, Regular Board Meeting.

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ADJOURNMENT

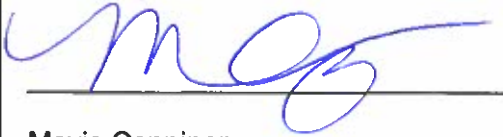
141 A motion was made at 6:29 p.m. by Director Acosta seconded by Director Egkan to adjourn the
142 meeting and reconvene on February 27, 2024, at 5:00 p.m., which motion carried unanimously.

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Respectfully submitted,



Mavis Canpinar

Board Clerk

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

2/27/24