

CARMEL VALLEY FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS  
Minutes of the Regular Meeting  
Open to the Public  
February 25, 2010  
Mid Carmel Valley Fire Station  
8455 Carmel Valley Road  
Carmel, CA 93923

**CALL TO ORDER:** President Poitras called the meeting to order at 5:36 PM, February 25, 2010.

**ROLL CALL:** Roll was called as follows:

<u>PRESENT</u>	<u>ABSENT</u>	<u>STAFF</u>	<u>GUESTS</u>
Builta			Urquides
Hastings		Sargenti	
Panholzer		Croswell	
Poitras			
Waller			

The clerk left the meeting after the Roll Call.

**CLOSED SESSION:** Pursuant to Government Code Section 54957.6, a Closed Session was called at 5:37 PM by President Poitras after convening in Open Session at 5:36 PM, regarding:

- A. Conference with District Legal Counsel on Potential Litigation Government Code Section 54956.9(b) One Matter.
- B. Instructions to Labor Negotiators, Government Code Section 54957.6. The Board Publicly Declares its Designated Representatives to be Warren E. Poitras, Jr. and Fire Chief Mike Urquides.

The President adjourned the Closed Session at 5:56 PM.

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**CALL TO ORDER:** President Poitras called the Regular meeting to order at 6:00 PM, February 25, 2010.

**ROLL CALL:** The clerk called the roll as follows:

<u>PRESENT</u>	<u>ABSENT</u>	<u>STAFF</u>	<u>GUESTS</u>
Builta		Urquides	Pete Garneau
Hastings		Sargenti	Kalani Fonseca
Panholzer		Lemos	
Poitras		Schuler	
Waller		Simpson	
		Cummings	
		Pilotte	
		Lindsey	
		Uwelling	
		Lia Pilotte	
		Bostwick	
		Oliva	
		Croswell	

**PLEDGE OF ALLEGIANCE:** President Poitras asked Director Builta to lead everyone in the Pledge of Allegiance.

**REPORT ON RETURN FROM CLOSED SESSION:** President Poitras stated that there was no report from Closed Session.

**CONFIRMATION OF THE AGENDA:** Director Waller asked that a check register replace the transaction detail in the Board Meeting information.

There was a motion by Director Builta seconded by Director Panholzer to confirm the agenda.

APPROVED:   5                        NO:   0                        ABSENT:   0  

**PUBLIC HEARING:** There was no Public Hearing scheduled.

**CONSENT CALENDAR:** There was a motion by Director Builta seconded by Director Panholzer to approve the Consent Calendar.

APPROVED:   5                        NO:   0                        ABSENT:   0  

**PUBLIC COMMENTS and CORRESPONDENCE:** President Poitras invited comments and correspondence from the Public.

President Poitras read a card from the City of La Canada Flintridge expressing thanks for Carmel Valley Fire Protection District's emergency response to the Station Fire.

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**ACTION CALENDAR:** A. Discussion and Possible Approval of the Agreement for the Joint Exercise of Powers to Operate and Maintain a Regional Incident Support Vehicle.

Chief Urquides explained that with the purchase of a new breathing support unit and the addition of three new fire agencies to the JPA, Monterey County Regional Fire prepared a new agreement. The terms and conditions remain the same.

Director Waller noted a few grammatical errors within the agreement, and that the staff report and agreement differ in naming Salinas Rural Fire District rather than Monterey County Regional Fire. Chief Urquides stated that because some member agencies signed the agreement prior to the finalization of Salinas Rural Fire District's name change, for legal purposes District Counsel advises leaving the name as it is within the agreement.

The Board discussed the response and staffing benefits realized by the District.

There was a motion by Director Builta seconded by Director Waller to approve the agreement for the Joint Exercise of Powers to Operate and Maintain a Regional Incident Support Vehicle.

APPROVED:   5                        NO:   0                        ABSENT:   0  

B. Discussion and Possible Adoption of Resolution #2010-03, A Resolution Authorizing the Closure of a Savings Account at First National Bank; Resolution #2010-04, a Resolution Authorizing the Monterey county Auditor-Controller to Make an Electronic Vendor Payment from the Carmel Valley Fire District Fund #577 to First National Bank; Resolution #2010-05, a Resolution Authorizing the Transfer of Remaining Funds from County Fund #585 "Mid-Carmel Valley Fire District" Fund to County Fund #577 "County Valley Fire District" Fund; Direct Staff to Complete Necessary

Paperwork to Execute the Intention of Resolution #2010-03, Resolution #2010-04, and Resolution #2010-05.

Division Chief Sargenti reported that Resolution #2010-03, #2010-04, and #2010-05, support efforts to streamline District processes.

Director Waller noted a few grammatical errors within the Resolutions.

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***Action Calendar Item B., continued***

There was a motion by Director Panholzer seconded by Director Waller to adopt Resolution #2010-03, and to direct staff to complete necessary paperwork to execute the intention of the resolution.

There was a Roll Call Vote:

APPROVED: Builta, Hastings, Panholzer, Poitras, Waller

NO: 0 ABSENT: 0

There was a motion by Director Builta seconded by Director Panholzer to adopt Resolution #2010-04, and to direct staff to complete necessary paperwork to execute the intention of the resolution.

There was a Roll Call Vote:

APPROVED: Builta, Hastings, Panholzer, Poitras, Waller

NO: 0 ABSENT: 0

There was a motion by Director Panholzer seconded by Director Waller to adopt Resolution #2010-05, and to direct staff to complete necessary paperwork to execute the intention of the resolution.

There was a Roll Call Vote:

APPROVED: Builta, Hastings, Panholzer, Poitras, Waller

NO: 0 ABSENT: 0

C.Valley Volunteer Retirement Fund Transfer

Division Chief Sargenti reported that the fund managers from the office of William Rand met with the Valley Volunteers to discuss the Valley Volunteer Retirement Plan. The managers recommend the transfer of assets into a more conservative fund. The Valley Volunteers agree with the recommendation. Battalion Chief (B.C.) Cummings is present tonight to confirm the recommendation.

B.C. Cummings stated his appreciation for the openness of the Board.

He gave a history of the Valley Volunteers Retirement Plan, and confirmed that the Valley Volunteers agree to follow the recommendation to transfer the current assets of the plan into a more conservative fund allocation.

B.C. Cummings reported that the current MOU includes the continuation of the plan. Termination of the plan would need to be preceded by the meet-and-confer process and a change to the MOU. He suggested that District Administration, representatives from the Board and Valley Volunteers meet to begin discussions.

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***Action Calendar Item C., continued***

There was a motion by Director Panholzer seconded by Director Builta to execute a letter to ING Life Insurance and Annuity Company directing the transfer of all of the plan number ZH1154 assets into the ING Fixed Account (Fund #740).

APPROVED: 5 NO: 0 ABSENT: 0

**VOLUNTEER REPORT:** Joseph Oliva reported.

1. The Volunteers continue to work together in joint training drills. This past month training included EMT/EMS recert drills, ladder evolutions and SCBA drills.

2. Travis Alewine put together a group of Volunteer personnel to work at the AT&T Pro-Am. Financial rewards will be realized for the hard work.

3. The Mid Valley Station will host a birthday party this next month.

4. The Volunteers are considering the request to sponsor a Carmel Youth Baseball team and/or a banner.

5. A meeting is scheduled for the Volunteers to discuss combining the individual Volunteer battalion funds.

**STAFF REPORTS:**

**Chief's Report:** (1) Chief Urquides met with Volunteer President Chaney to discuss the timeframe for a Volunteer recruitment. Volunteers who are not meeting the requirements were sent letters of non-compliance. Once those personnel are off the books and their gear is returned, the recruitment process can begin.

Division Chief Lemos recognized Elaney Karabetsos, Steven Criste, Jeremy Pratt and John Clausen, who completed, or are very near completion of Paramedic School. The Chief commended them for their hard work.

Chief Urquides stated that CERT training classes are scheduled under the direction of Captain Jeff Frye.

**COMMITTEE REPORTS:** A. Carmel Regional Fire Ambulance (CRFA)- President Poitras reported on this month's CRFA Board meeting. The Board agreed to lease a new ambulance, discussed a personnel issue and remarked on CRFA's continued excellent response times.

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**BOARD REPORTS: COMMENTS, QUESTIONS TO STAFF:** President Poitras asked for Board comments.

Director Builta asked if there is a meeting scheduled of the committee looking into the District's direction? He hopes that the committee would make a recommendation to the

Board by September. The meeting will be scheduled and input from all personnel groups will be included.

Director Hastings emphasized the importance of notifying potential volunteer personnel that the District's volunteer recruitment process is up-and-coming. There was discussion on the recruitment and testing process.

President Poitras thanked Fire Chief Urquides, Division Chief Sargenti, Division Chief Pilotte, and Lia Pilotte for their continued hard work to get the District's finances in order.

President Poitras commended District personnel on their recent ladder training.

**ADJOURNMENT:** There was a motion by Director Builta seconded by Director Panholzer to adjourn the meeting.

APPROVED: 5 NO: 0 ABSENT: 0

There being no further business, President Poitras adjourned the meeting at 6:38 PM this February 25, 2010.

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Warren Poitras, President Sharon Waller,  
Secretary