

ZAYANTE FIRE PROTECTION DISTRICT

7700 E. Zayante Road

Felton Ca. 95018

BOARD OF DIRECTORS AGENDA

Monday March 16, 2021

Time 7:00 P.M.

**THIS WILL BE A TELECONFERENCE MEETING VIA ZOOM
ANY MEMBER OF THE PUBLIC WISHING TO LISTEN OR SPEAK DURING
PUBLIC RESPONSE CAN CALL IN AT**

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Meeting ID: 817 7873 8356

1.0: CALL TO ORDER

2.0: FLAG SALUTE

3.0: ATTENDANCE (circle if absent) Clark Fleming Herceg Maxwell Tarbet

4.0: APPROVAL OF PREVIOUS MEETING MINUTES:

Regular meeting 02/16/2021

5.0: ADDITIONS/DELETIONS TO AGENDA

Additions to the agenda may be added as discussion items. The Board will not act on any added items at this meeting. The Board may elect to add the item to a future meeting for action.

6.0: PUBLIC RESPONSE (State name, address and subject.) Time limit of three minutes

7.0: CORRESPONDENCE

7.1: LAFCO

8.0: COMMITTEE REPORTS

8.1: CHIEFS REPORT

8.2: SLV DISTRICT COUNCIL

8.3: COUNTY CHIEFS/SCCFAIG/EMSIA

8.4: OPERATIONS SECTION

8.5: TRAINING SECTION

9.0: OLD BUSINESS

9.1: COVID-19

9.2: Posting and policy 2400 & Lexipol policy 101.

9.4: Fire Chiefs M.O.U.

9.3: Financial Audit for FY 20

10.0: NEW BUSINESS

11.0: POLICY AND PLANNING

11.1: Goals and objectives for 2021

12.0: OTHER BUSINESS (As necessary for the District to perform its functions as required by law)

13.0: BUDGET, BILLS AND PAYROLL

13.1: Approval of bills

13.2: Payroll: Approve pay periods 4 & 5

13.3: Budget to actual through 6 months.

14.0: PERSONNEL

15.0: Round Table

16.0: ADJOURNMENT

NEXT MEETING April 20, 2021

POSTED: March 12, 2021 @ 12:00 P.M.



ZAYANTE FIRE PROTECTION DISTRICT

7700 East Zayante Road, Felton CA 95018
Ph: 831-335-5100 Fx: 831-335-5199

Board of Directors

Minutes of the Regular Meeting

February 16, 2021

1.0: CALL TO ORDER:

Chairperson Fleming called the regular meeting of the Zayante Fire Protection Board of Directors to order at 7:00 PM. This was a teleconference meeting via Zoom

2.0: FLAG SALUTE:

3.0: DIRECTOR ATTENDANCE:

Directors Present: Clark, Fleming, Herceg, Maxwell and Tarbet

Fire Department: Chief Stipes

Absent:

4.0: PREVIOUS MEETING MINUTES:

- Upon motion from Director Herceg and duly seconded by Director Maxwell, minutes from the January 25, 2021 regular meeting were approved by a unanimous vote.

5.0: ADDITIONS AND DELETIONS TO THE AGENDA:

Additions to the agenda may be added as a discussion item. The Board will not take action on any added items at this meeting. The Board may elect to add the item to a future meeting for action.

6.0: PUBLIC RESPONSE: (State name, address and subject. Time limit of five minutes subject to Board discretion)

- None

7.0: CORRESPONDENCE:

- LAFCO's nomination for RCD won't apply to us.

8.0: COMMITTEE REPORTS:

8.1: Chiefs Report:

- Calls for service: 9 calls 1-smoke check, 1-vegetation fire, 1-auto aid, 1- illegal burn, 6-EMS
- The sleeper room is almost finished just needs carpet and beds.
- MSA Fire tested the BA's
- Tuesday night training is in its third week and going well.

8.2: SLV District Council: Didn't meet.

8.3: County Chiefs/EMSIA/SCCFAIG: There was a special meeting of EMSIA for the new EMS chief. A meeting was planned for SCCFAIG but there was no quorum.

8.4: Operations Section: nothing

8.5: Training Section: canceled

9.0: OLD BUSINESS:

9.1: Covid-19: Things are doing better. Everyone has had their second shot except one Firefighter, and he is waiting for his second.

9.2: Posting and policy 2400 and Lexipol policy 101. Discussion was held on what the board is looking for in a new Chief and what needs to be added to the job title. These items were requested to be added to the list.

1. Public and Minutes
2. Brown Act
3. AB1234 ethic training
4. Workers Comp
5. Communications
6. Board Training

This should be kept out so that it can be revisited.

9.3: Action Item: Upon motion by Director Clark and duly seconded by Director Tarbet the corrected version of Resolution 472-01-21 A resolution requesting the County of Santa Cruz act as the lead agency in pursuing various alternative emergency evacuation routes out of Lompico Canyon, was approved by a unanimous vote.

9.4: Haven't had any new news on the FY 20 audit. Still working on it but it is slow due to Covid.

10.0: NEW BUSINESS:

- **10.1:** Fire Chiefs M.O.U. There was much discussion on the M.O.U and revising it. Chief Stipes will meet with Directors Fleming and Maxwell and they will bring their revisions back to the full board.
- Policy 4000 could stay the same if bullet point 3 is rewritten.
- There was discussion on Consolidation talks between S.L.V.W.D. and S.V.W.D.

11.0: POLICY AND PLANNING: (As necessary for the District to perform its function as required by law.)

11.1: Goals for 2021 Chief and District

- Most of the goals for 2020 were met and new ones need to be set for 2021. Does the Board have any new goals?

12.0: OTHER BUSINESS:

- All of the Directors had to file a 700 form electronically this last year. Please be sure to do the one for this year by April 1, 2021.

13.0: BUDGET AND BILLS:

13.1: Approval of Bills:

- Upon motion by Director Tarbet and duly seconded by Director Herceg bills in the amount of \$5,623.74 were approved for payment by a unanimous vote.
- Upon motion by Director Herceg and duly seconded by Director Maxwell, bills in the amount of \$13,171.88 were approved for payment by a unanimous vote.
- Payroll: Director Fleming will stop by the station this week to approved payroll periods 2 and 3.
- Budget to actual through 6 months. We are halfway through the first 6 months of the year. Maintenance on the Mobil equipment is being done as well as several engines have gone in for service.

14.0: PERSONNEL:


- Our guys who are in the academy are doing great.

15 .0: ROUND TABLE:

- Director Herceg had lunch with BC Troy Adams and Director Fleming hopes to get together with him in person also.

16.0: ADJOURN: 8:13

NEXT MEETING: March16, 2021

	<p>ZAYANTE FIRE PROTECTION DISTRICT</p> <p>TRANSITION POLICY # 2400</p>
<p>SUBJECT: FIRE CHIEF TRAINING & DEVELOPMENT</p>	<p>DATED 03/16/2021</p>

Policy 2400:

Purpose and Scope

This policy identifies and highlights the day-to-day duties of the Fire Chief.

Intent

This Transition Plan is intended to aid fire personnel with successfully transitioning members with development and training into this important rank. This document is intended to serve as a toolbox to show the daily duties of the fire chief.

While shadowing the Current fire chief you will be exposed to and trained on, but not limited to the following.

- Accounts payable. Every month the bills are prepared and paid in multiple batches using a program called One Solution hosted by the County of Santa Cruz.
- Cash Receipts "Deposits of monies". Also done using One Solution.
- Learn the basics of One Solution program
- Microsoft Office Suite
- Board Meetings: Every month the Fire Chief will prepare and post an agenda for the monthly board meeting. This packet will include all attachments that will be discussed at said meeting.
- District budget process
- Basic HR management
- Monthly meetings include, but not limited to Santa Cruz County Fire Chiefs Association, Operation Section, Training Section, EMS Section, Fire Prevention Section, E.M.S.I.A meetings.
- Weekly, monthly, and annual filings with government agencies

- Quarterly meetings include: San Lorenzo Valley Council, Santa Cruz County Fire Agency Insurance Group (Workers Comp).
- Supervising and directing single and multiple units
- Instructing members in operating procedures
- Responding to alarms for fire, EMS, and hazmat incidents
- Assuming command at an incident
- Overseeing routine and preventive maintenance
- Evaluating member performance
- Reading, studying, and applying department procedures
- Preparing public meeting agendas and minutes
- Brown Act & Roberts rules of order
- Preparing and filing California form 700
- Preparing and assigning A.B. 1234 (Ethics)
- Communication skills
- Preparing and filing G.C.R. to the State Controller and any public entity requesting report

Revised

Board Chairperson:

Fire Chief: