

CARPINTERIA-SUMMERLAND FIRE PROTECTION DISTRICT

MINUTES

REGULAR BOARD MEETING OF MARCH 18, 2008

CALL TO ORDER

The meeting was called to order at 6:30 pm by President Price at Carpinteria City Hall, Council Chambers, 5775 Carpinteria Avenue, Carpinteria, California

ROLL CALL

Directors Present: Craig Price, President 2010
Diane Cogburn, Vice-President 2008
Lou Panizzon, Director 2008
Bob Duncan, Director 2010
Ben Miller, Secretary 2010
Administrator: Fire Chief Michael Mingee

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS

There were no public comments.

PROCLAMATIONS, PRESENTATIONS AND RECOGNITIONS

Fire Chief Mingee introduced Charlie Johnson, PIO, who gave a Powerpoint presentation on the neighborhood clean-up held in the Ladera/Toro Canyon neighborhoods. It was an extremely successful event with some 20 tons of material removed.

CORRESPONDENCE

First item is a letter from the County of Santa Barbara Auditor/ Controller's Office raising our audit fee from \$4500 to \$5000 per year. Director Panizzon commented that he would like some sort of explanation from the Auditor's Office explaining how the amount of increase is determined. Second letter is from the Montecito Fire Protection District thanking us for assistance on the fire at Ty Warner's home on 2/21/08, followed by a "thank you" letter from Mr. and Mrs. Warner thanking all staff involved and offering a dinner or Sunday brunch with guest of choice at the San Ysidro Stonehouse or Plow and Angel restaurants. Next is a letter written by Chief Mingee to Daniel Lender of QAD thanking him for the use of their facility at the February Planning Retreat. Following that is a letter from Battalion Chief Scott Coffman announcing his intention

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ROLL CALL

PLEDGE

PUBLIC COMMENTS

PROCLAMATIONS, PRESENTATIONS AND RECOGNITIONS NEIGHBORHOOD CLEAN-UP DAY CHARLIE JOHNSON, PIO

CORRESPONDENCE

to retire on March 31, 2009. We congratulate Scott on his upcoming retirement. Next is a letter from Jeff Moorhouse who is Chairman of the Carpinteria Lions Club, informing the District that Firefighter/Paramedic Todd Skupien has been selected as Peace Officer of the year for 2007. A special dinner will be held on March 20, 2008 to honor Todd. Final item is an invitation from the City of Carpinteria for our staff to attend an AB 1234 ethics training session at City Hall on April 10, 2008 at 5:30 pm. It is open to all officials and elected members of the Board of Directors of the Fire District.

APPROVAL OF MINUTES

Motion was made by Director Duncan, seconded by Vice-President Cogburn, and passed unanimously to approve the Minutes of the Regular Meeting of March 18, 2008. Motion was made by Secretary Millers, seconded by Director Panizzon, and passed unanimously to approve the Minutes of the Special Meeting Workshop of February 22 & 23, 2008.

FINANCIAL APPROVALS AND MATTERS

Motion was made by Director Panizzon, seconded by Secretary Miller, and passed unanimously to approve the salaries and accounts payable in the following amounts for the month ending February 29, 2008:

Salaries & Benefits, February 2008	\$448,363.94
Services & Supplies	55,809.34
Fixed Assets	-0-
Total	<u>\$504,173.28</u>

Chief Mingee reported that he will be meeting with the Finance Committee on April 3, 2007 to review 2007 budget adjustments and to review the new budget for 2008-2009. Director Panizzon posed some questions regarding the move to Eugenia Place. He stated that he would like to see a line item budget breakdown on the move, and Chief Mingee agreed to provide this to the Finance Committee. The increased costs were primarily due to furniture purchase, electrical renovations, and phone system. Chief Mingee also explained that there were increased costs incurred by the District's backing of the new CAD System.

PUBLIC HEARING – ADOPTION OF ORDINANCE 2008-01/SECOND READING

Battalion Chief Scott Coffman gave a Staff Report consisting of a Powerpoint presentation on the new Ordinance. This meeting

APPROVAL OF MINUTES

APPROVAL OF EXPENDITURES FEBRUARY 2008

PUBLIC HEARING – ADOPTION OF ORDINANCE 2008-01

constitutes the Public Hearing and second reading of the Ordinance. Passing of this Ordinance requires a CEQA Exemption which Nancy Grant will file at the County Clerk's Office. It was noted that fireworks are still illegal in Santa Barbara County. There followed a brief discussion on the fireworks' issue. President Price pointed out that regarding access roads: the District has the power to look at individual situations as necessary and has capability of being adaptable in various unique situations as they arise. Following a roll call vote, all Board Members voted "aye" and motion to approve Ordinance 2008-01 passed unanimously.

ORDINANCE 2008-01

MOTION TO DIRECT THE FIRE CHIEF TO FILE NOTICE OF EXEMPTION PURSUANT TO THE CALIFORNIA ENVIRONMENTAL QUALITY ACT IN RE: ORDINANCE 2008-01

MOTION RE: CEQA EXEMPTION

Motion was made by Director Panizzon, seconded by Vice-President Cogburn, and passed unanimously to direct the Fire Chief to file CEQA Notice of Exemption. Notice was filed on March 27, 2008 at the County Clerk's Office.

MOTION TO APPROVE DISTRICT'S 2008 ORGANIZATIONAL STRATEGIC PLAN

2008 ORGANIZATIONAL STRATEGIC PLAN

Chief Mingee discussed the process used to arrive at a Strategic Plan. A department-wide survey was delivered to all employees in January which asked for basic needs of the District as well as priorities. That survey led to the Planning Retreat Workshop held on February 22 & 23, 2008 at QAD. Chief Mingee also met with the Prevention Bureau and Chief Officers to develop a modified mission statement and values statement. The strategic plan has four components: administration, planning, operations, and training and EMS. This includes goal setting and measurable objectives. It also includes a functional chart which reorganizes duties, a major one being the move to put EMS into the Training Division. Another change was to move the PIO under administration, meaning that Charlie Johnson will work directly for the Chief. The Chief mentioned that he may assemble a quarterly committee for the purpose of tracking the Strategic Plan. Board Members complimented the Chief on a job well done. Motion was made by Director Miller, seconded by Director Duncan, and passed unanimously to approve the 2008 Organizational Strategic Plan as presented.

LAFCO APPROVAL OF MINUTES AND ELECTION

Motion was made by Secretary Miller, seconded by Director Panizzon, and passed unanimously to approve the LAFCO Minutes of February 27, 2008. Motion was also made by Director Panizzon,

LAFCO APPROVAL OF MINUTES AND ELECTION OF REGULAR MEMBER AND

seconded by Director Duncan, and passed unanimously to vote for John Fox to hold the position of Regular LAFCO Special District Member.

ENDORSEMENT OF CERT GRANT REQUEST TO ORFALEA FOUNDATION

Chief Mingee explained the background for this grant request. For several years now the City of Carpinteria, the Sheriff's Department, and the Fire District have worked cooperatively together to sponsor the CERT classes for the community. Kris McGuire of the City has put together this packet – grant request for \$168,000.00, and the Board agreed unanimously to endorse this grant request. Our portion of the application will be forwarded to Orfalea Foundation, and Chief Mingee will keep the Board informed of progress.

ADMINISTRATIVE REPORT

Chief Mingee covered the following topics in his Administrative Report for March, 2008:

The Station One re-model bids will be forthcoming at a public meeting to be held on March 21, 2008. Bids will be opened and the Chief hopes to have a decision in time for the April 15, 2008 meeting. The Chief has also been working closely with Scott Coffman and staff on Ordinance 2008-01, fire code information. He has also been working with the City of Carpinteria on the Orfalea Foundation grant request for the CERT Program. Chief Mingee participated with all platoons in a recent fire training exercise ability to develop a fire stream under a drill environment. Going away luncheon was held for Captain Bill Green who will retire officially in August, 2008. Congratulations are offered to Battalion Chief Scott Coffman who has made the decision to retire effective March 31, 2009.

ADJOURNMENT

There being no further business, the meeting was adjourned at 8:32 pm.

ALTERNATE MEMBER

ENDORSEMENT OF CERT GRANT REQUEST TO ORFALEA FOUNDATION

ADMINISTRATIVE REPORT

ADJOURNMENT

ATTEST:

Lou Panizzon, President

Craig Price, Vice-President

Diane Cogburn, Secretary

Bob Duncan, Director

Ben Miller, Director

Minutes Prepared By: Office Specialist II Nancy Grant