

**NORTH CENTRAL FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
REGULAR BOARD MEETING
THURSDAY, JUNE 24, 2021
5:30 P.M.
MINUTES**

1. CALL TO ORDER

District Board Chair Mr. Ken Abrahamian called the meeting to order at 5:36 p.m.

Roll Call

Board Members Present: Mrs. Cheryl Belluomini, Mr. Michael Foglio, Ms. Amanda Souza, Mr. Ken Abrahamian and Mr. Rusty Nonini.

Also present were Fire Chief Tim Henry, Deputy Chief Jacob McAfee, Mr. Ken Price and Mr. Joe Barcelos.

2. INVOCATION AND FLAG SALUTE

The invocation was led by Pastor Jordan and the flag salute was led by Mr. Nonini.

3. PUBLIC COMMENTS

There were no public comments. Chief Henry introduced the District's Admin Tech Chris MacNeill and gave a brief description of some of his job duties he performs for the District.

4. CONSENT AGENDA

A. Consideration and Approval of Disbursements List for May 2021

B. Review and Acceptance of Monthly Financial Reports

- 1) Fresno County: Cash Balances – All Funds**
- 2) Budget Variance Report: YTD Expenses Compared to Budget**
- 3) Revenue and Reimbursement Report**
- 4) PG&E Report**

Mr. Abrahamian asked the District Board and members of the public if there were any items on the Consent Agenda they would like to pull from the agenda for discussion or questions.

Mrs. Belluomini asked about check 5976 written to reimburse an employee for station repairs. Chief Henry explained the District's Property Maintenance Worker purchases items for station repairs and the District reimburses him for the items.

There were no more questions so Mr. Abrahamian called for a motion to adopt the Consent Agenda.

Motion: To approve the Consent Agenda as presented.

Moved by: Mr. Foglio, second by Mrs. Belluomini.

Mr. Abrahamian:	Mrs. Belluomini:	Mr. Foglio:	Mr. Nonini:	Ms. Souza:	Vote:
Aye	Aye	Aye	Aye	Aye	5/0

5. APPROVAL OF MINUTES

A) Minutes of the Regular Board Meeting of, May 20, 2021.

There were no questions or comments.

Motion: To approve the minutes of the Regular Board Meeting of May 20, 2021 as presented.

Moved by: Mr. Nonini, second by Mrs. Belluomini.

Mr. Abrahamian:	Mrs. Belluomini:	Mr. Foglio:	Mr. Nonini:	Ms. Souza:	Vote:
Aye	Aye	Aye	Aye	Aye	5/0

B) Minutes of the Special Board Meeting of, June 10, 2021.

There were no questions or comments.

Motion: To approve the minutes of the Special Board Meeting of June 10, 2021 as presented.

Moved by: Mr. Nonini, second by Ms. Souza.

Mr. Abrahamian:	Mrs. Belluomini:	Mr. Foglio:	Mr. Nonini:	Ms. Souza:	Vote:
Aye	Aye	Abstain	Aye	Aye	4/0

6. FIRE CHIEF REPORT

A) Fire Incident/Fire Prevention Reports for May 2021

Chief Henry called the District Board's attention to the summary report for incident data for the month of May. He went over the chart that represents the percentage of calls for each individual District station and the percentage calls overlap at each station. Chief Henry then reviewed the types of fires the District responded to in May.

Chief Henry took the District Board through the May investigation report pointing out the increase in investigations this month and answered a few questions from the District Board.

B) District Station 59 Upgrade

Chief Henry updated the District Board on repairs needed to be done at Station 59 now that the District is going to reopen the station. Chief Henry went through the entire list with the District Board and answered several board member questions.

7. EMERGENCY DESIGNATION FOR STATION 59 UPGRADES BASED ON OBTAINED FINDINGS

A) Action item – Consider and approve based on the findings presented that an emergency designation exists and authorize Fire Chief Henry to proceed with the upgrades needed for District station 59.

Chief Henry called the District Board's attention to his memo on using a sole source contract for upgrades to station 59. When I realized the District needed to do this, I went to Mr. Price and asked him what can we do and I gave him the District's purchasing policy. Mr. Price responded in a memo basically on the hurdles the District needs to get accomplished to move forward on with a sole source contract so I am going to let him summarize what is in his memo. He asked Mr. Ken Price to brief the District Board on sole source guidelines.

Mr. Price stated normally, the default rule in California is that as a governmental entity the District has a duty to request bids where the lowest responsible bidder is selected. The District is required to do what is known as an RFP or a request for proposal which is provided for in public contract code. The question Chief Henry asked me is what can the District do for station 59 when there is a hard and fast timeline to complete infrastructure improvements so the District can have personnel stationed at this station by July 1, 2022.

Mr. Price stated he did some research on the California Public Contract Code and found a provision that allows the District upon the determination of an emergency or the existence effectively of an emergency to have a sole source procurement. Chief Henry will need to ensure that the selected contractor has the expertise, the skills, the ability to get infrastructure, equipment and materials to complete the project. Mr. Price stated there is a provision in the statute that says the board would have to make a 4/5ths vote to repair a public facility and make a finding the emergency will not permit a delay resulting from a competitive solicitation for bids and that the action is necessary to respond to the emergency.

Mr. Price stated an emergency is defined under section 1102 as a sudden unexpected occurrence that poses a clear and eminent danger requiring immediate action to prevent or mitigate the loss or impairment of life property or essential public services. In this case, the district needs to effectively determine whether something like this could qualify as an emergency. As you know, the District is a fire protection district that needs to be able to respond to fires and calls within the northwest Fresno unincorporated area.

Mr. Price stated upon my review of the law, I believe this would qualify as an emergency in which if the District were unable to complete the project there would be a pretty significant risk of life, property or essential public services. What we are asking for is for the District Board to make this determination upon a 4/5ths vote so Chief Henry can move forward on a sole source public contract.

Chief Henry stated in trying to do due diligence I worked with staff to determine the process for purchasing under District policy, California guidelines and what can we expect the timeline for completion to be before we can operationally move into station 59. Mr. Barcelos and I went back and looked at when the District went out to bid a couple years ago and used that process to come up with a timeline. Chief Henry stated he also talked to a couple contractors working on building projects in the Kerman area right now to help verify some of the steps to get permits approved. Chief Henry described the entire process and the amount of time each step would take and the entire process best case scenario will take about seventeen (17) to nineteen (19) months. Chief Henry answered several questions from the District Board about the costs and possible delays due to permitting.

Chief Henry called the District Board's attention to the operational impact in the memo to address the what ifs. What if we can't move in there, is it possible to put trailers in there for housing, is it possible to park the engines, the vehicles of the six firefighters housed at the station, and all the construction equipment. The parking lot at station 59 only has about nine spots. There is not enough room at the station to respond to calls while construction is in progress at the station without possibly delaying response times.

Chief Henry stated based on this project timeline, I am asking the board to approve the sole source contract option tonight and authorize us to move forward on a sole source contract. Chief Henry stated he will meet with County staff to make sure his timeline is accurate and it is in the best interest of the District to move forward with a sole source contract.

Chief Henry and Mr. Price answered a few more questions from the District Board. After all the questions Mr. Abrahamian asked if anyone from the public had any questions or comments, having none he called for a motion.

Motion: To authorize the following findings; that in order to repair District station 59, there is an emergency and that emergency will not permit a delay resulting from a competitive solicitation of bids.

Moved by: Mr. Nonini, second by Ms. Souza.

Mr. Abrahamian:	Mrs. Belluomini:	Mr. Foglio:	Mr. Nonini:	Ms. Souza:	Vote:
Aye	Aye	Aye	Aye	Aye	5/0

8. PUBLIC HEARING FOR WEED ABATEMENT AND LIST OF ABATEMENT NOTICES.

A) Action item – Conduct the Public Hearing.

Mr. Abrahamian opened the floor for the Public Protest Hearing for public comments on the 2021 weed abatement season at 6:30 p.m.

There was no one from the public to address the District Board regarding the 2021 weed abatement season.

Mr. Abrahamian closed the floor for the Public Protest Hearing for the 2021 weed abatement season at 6:35 p.m.

B) Review the List of Notices - Information only.

The District Board reviewed the list of notices.

9. LONG-TERM CAPITAL FUND PLAN AND APPARATUS REPLACEMENT SCHEDULE

A) Action item – Consider and approve the proposed long-term Capital fund plan and apparatus replacement schedule.

Mr. Barcelos called the District Board's attention to the apparatus replacement schedule. He stated this schedule lists all the District apparatus and staff vehicles and the year the District is expected to replace each apparatus or vehicle for the next twenty (20) years. This schedule will help the District calculate the annual contribution needed towards capital to cover future capital purchases. We estimated the costs based on what we initially paid for each apparatus or vehicle and increased the cost by an annual three percent increase. All of the payment amounts listed in the schedule are based on making finance payments based on a 10-year financing term. The purchases are spaced out so the District will replace a front-line fire engine every three years instead of purchasing several in one year like the District did a few years ago.

Mr. Barcelos moved on to the spreadsheet showing a 20-year capital fund purchases plan. This spreadsheet shows all the proposed purchases, improvements, and annual revenues coming into the capital fund from accrued interest, strike team reimbursements and annual budget contribution.

Chief Henry discussed the proposed plan to buy land in a few years to build another station southeast of the City of Kerman. Chief Henry answered some questions from the District Board about the plans for the new station. He stated this spreadsheet helps us plan for all the future purchases to replace apparatus, buy land, build a station, and do capital improvements when needed.

Mr. Barcelos explained the financing of apparatus using a 10-year lease purchase program the District has used in the past when we purchased a new water tender. The current interest rate is around 2.5 percent, the District's current lease purchase financing for the water tender was at 3.08 percent so I used 2.8 percent interest rate for this spreadsheet.

Mr. Barcelos answered a few District Board questions about the capital fund and the financing of the apparatus. After the questions and discussion, Mr. Abrahamian called for a motion.

Motion: To approve the Capital fund 20-year plan and the apparatus and district vehicle replacement schedule.

Moved by: Mr. Foglio, second by Mr. Nonini.

Mr. Abrahamian: Mrs. Belluomini: Mr. Foglio: Mr. Nonini: Ms. Souza: Vote:
Aye Aye Aye Aye Aye 5/0

10. PRELIMINARY BUDGET FOR THE 2021-2022 FISCAL YEAR

A) Action item – Consider and adopt the District’s Preliminary Budget for the 2021-2022 fiscal year

Mr. Barcelos called the District Board’s attention to the 2021-2022 Preliminary Budget and stated he would like to take the District Board through each page of the Budget and point out the highlights.

Fiscal Year 2020-2021 ending June 30, 2021:

- On page one, the Summary page, net operating revenue is projected to be \$227,029 after making a \$1.8 million contribution into the District’s Capital fund and a \$150,000 into the District Pension 115 Trust account.
- Page two, operating revenue is projected to increase by 5.89 percent. This is an increase of \$373,390 above projections and an increase of \$565,229 over tax revenue of last fiscal year. Page three is a chart showing tax revenue increases over the past six years which show a six-year average of 5.37 percent.
- Operating expenses are on page four and personnel expenses are on page five. Operating expenses are projected to be \$198,753 under budget and personnel expenses are projected to be \$650,554 under budget.
- Mr. Barcelos listed all the capital purchases, improvements and building fund projects approved for the fiscal year that were completed or are still in progress. He pointed out the \$403,596 deposit in the capital fund that represents strike team reimbursement.
- Page eight is an overview of grant revenues and expenses.
- Total projected ending District Fund balances as of June 30, 2021 is \$9,915,859 which is an increase of \$2,310,619 from last fiscal year.

Fiscal Year 2021-2022 highlights:

- Net operating revenue is projected to be \$24,946 after a contribution to the Capital Fund of \$900,000.
- Property tax revenue is projected to increase by \$203,143 which is a two percent increase from last fiscal year.
- Operating expenses are projected to increase by \$178,673 and personnel expenses are projected to increase \$383,918 over last year’s adopted budget.
- Mr. Barcelos went through the list of capital purchases, improvements and building fund projects proposed for the 2021-2022 fiscal year
- The projected District Fund balances for June 30, 2022 is \$9,862,825 which is a decrease of \$53,034 from June 30, 2021.

Mr. Barcelos answered a couple questions from the District Board. After the questions and discussion, Mr. Abrahamian asked if anyone from the public had any comments, having none he called for a motion.

Motion: To adopt the 2021-2022 Preliminary Budget as presented.

Moved by: Mr. Nonini, second by Mr. Foglio.

Mr. Abrahamian: Mrs. Belluomini: Mr. Foglio: Mr. Nonini: Ms. Souza: Vote:
Aye Aye Aye Aye Aye 5/0

PUBLIC COMMENT - Before Closed Session. Mr. Abrahamian stated the District Board will be moving into closed session and asked if any members of the public would like to make a comment on the Closed Session item. There were no comments.

11. CLOSED SESSION

A) CONFERENCE WITH LABOR NEGOTIATORS – Government Code section 54957.6

Agency designated representatives: Chief Tim Henry and outside negotiator Che Johnson Liebert Cassidy Whitmore

Employee organization: North Central Professional Firefighters Association

Unrepresented employee: All employees not represented by an association/bargaining unit

Report from Closed Session: No action to report from Closed Session.

12. RESOLUTION NO. 21-06 AMENDING RESOLUTION NO. 20-10 TO MAKE CHANGES TO ESTABLISHED SALARIES AND BENEFITS FOR CURRENT AND FUTURE EMPLOYEES

A) Action item – Consider and adopt Resolution No. 21-06 amending Resolution No. 20-10 to make changes to established salaries and benefits for current and future employees.

Chief Henry stated the resolution before the District Board is to propose a three percent increase for the non-represented District employees listed in the resolution. Chief Henry stated he reviewed the Consumer Price Index (CPI) for the past few years and the CPI has averaged around three percent.

Mr. Abrahamian asked the District Board if they had any questions or comments. There were no questions or discussion so he called for a motion to adopt this resolution.

Motion: Adopt Salary and Benefit Resolution No. 21-06

Moved by: Mrs. Belluomini, second by Ms. Souza.

Mr. Abrahamian: Mrs. Belluomini: Mr. Foglio: Mr. Nonini: Ms. Souza: Vote:

Aye Aye Aye Aye Aye 5/0

13. BOARD MEMBER COMMENTS/REPORTS

14. ANNOUNCEMENTS

A) Next Regular Board Meeting: Thursday, July 22, 2021 at 5:30 p.m.

Chief Henry asked the District Board if the September Regular Board meeting can be moved from September 23rd to Thursday, September 30th. The District Board will check their calendars and report back if there are any conflicts with the proposed meeting date change.

15. ADJOURNMENT

Motion: To adjourn the meeting at 8:05 p.m.

Moved by: Mr. Nonini, second by Mr. Foglio

Mr. Abrahamian: Mrs. Belluomini: Mr. Foglio: Mr. Nonini: Ms. Souza: Vote:
Aye Aye Aye Aye Aye 5/0

Rusty Nonini, Board Vice Chair
North Central Fire Protection District

Date