



**Idyllwild Fire Protection District
54160 Marantha Drive
Idyllwild, CA 92549
Regular Board Meeting with Closed Session
Minutes
December 23, 2014**

Meeting was called to order at 1:02 pm held in the classroom of the Idyllwild Fire Protection District 54160 Marantha Drive, Idyllwild CA by Commissioner Buchanan, President; the meeting was recorded.

Please silence cell phones and/or pagers.

Roll Call:

Present: Commissioners President, Buchanan; Vice-President, Donahoo; Secretary, Andrewson, Treasurer, Layton; Commissioner Charles-Stigall; and Fire Chief Patrick Reitz.

Absent: Excused,
Sherry Edwards, Asst. Admin

Pledge of Allegiance led by President Buchanan

Invocation: Chief Reitz

Approval of Agenda

Motion to approve, Commissioner Layton, 2nd Commissioner Charles-Stigall.

Commissioner Andrewson amended from December 25 to December 23, 2014.

Chief Reitz added that the Board meeting will need to recess for Closed Session between 2 – 2:30 pm to access the Attorney.

Passed.

Citizens' Comments:

Jeff Smith of Pine Cove submitted two (2) Public Records Requests.

Commissioner Buchanan stated that with legal counsel IFPD is in compliance with WNKI & IFPD contract and are in compliance with FCC.

Chief Reitz requested clarification if Mr. Smith is speaking as a Board Member to WNKI or as a community member. Mr. Smith stated that he is not seeking information on behalf of the WNKI Board.

Reports:

- Chief Reitz:
 1. The District continues to host blood drives that continue to have good participation from donors.
 2. Attend MAST meeting.
 3. District continues to participate as a member of the Mountain Fire Code Committee.
 4. Testified before the Grand Jury.
 5. District participated in the events around the tree lighting, including transporting Santa, handing out candy canes and Chili. The District collected over \$180.00 for Spark of Love Toy Drive, which was used to purchase additional toys.
 6. Spark of Love has had great support form the community. A load of toys was delivered to The Help Center; additionally toys continue to be collected and will be delivered. Special thanks to Adam Rodriguez for organizing it for the District.
 7. The Town Hall program made a delivery to the Station for the Spark of Love Toy Drive singing carols to the staff. District is attending the Town Hall/Rustic Theater Pajama Party.
 8. Chief wished all Best Wishes for a safe and happy holiday season.

Treasurer:

Chose to report during the Finance Committee report.

Commissioner Layton commented on how productive the CSDA Commissioners Academy was.

Secretary – No Report

Vice President – No Report

President – No Report

Idyllwild Career Firefighter's Association - No Report

Idyllwild Volunteer Company 621:

Reported by Paul Riggi, President.

1. Vehicle registration cards are pending
2. Participated at Elementary School BBQ.
3. Busy passing out candy canes in town.
4. Paul Riggi has provided classes for Career and Reserve staff regarding fire inspection and investigation and will be updated and signed off after the first of the year.

Standing Committee:

Finance Committee: Presented by Commissioner Layton, Committee Chair

Minutes of October meeting minutes are to be corrected. Tabled to January 2015 meeting when corrected and completed.

Consent Calendar: Motion to approve, date correction from November 23rd to 25th. Commissioner Charles-Stigall, 2nd Commissioner Donahoo. Passed.

Action Items:

- Accept November 2014 financials and approve checks:
Commissioner Layton asked that if there the Board has any questions to please provide the questions by email so that Commissioner will have the time to research and respond. Commissioner Layton will sign up for an access code to on line banking to assist the Finance Committee after the New Year.
Motion to accept financials and approve checks. Commissioner Andrewson, 2nd Commissioner Layton. Commissioner Donahoo abstained, he did not agree with one payment. 4 Passed.
- Reviewed November and Year to Date 2014 Fire and Ambulance responses.
- Reviewed November 2014 CBD Management Ambulance Transaction Summary report.
- Accept Financial Committee October 21, 2014 minutes.
- Reviewed and approved renewal of Cooperative Agreement for the loan of Federal Excess Personal Property Resolutions signatures. Motion to approve, Commissioner Andrewson, 2nd Commissioner Donahoo. Passed.
- Review and approved Hazard Mitigation Plan including; Hazard Mitigation Appendix B.
Motion to approve Resolution #014-06 – Adopting the Idyllwild Fire Protection District Local Hazard Mitigation Plan Annex from The Riverside County Operational Area as Required by Federal Disaster Mitigation & Cost Reduction Act of 2000.
Motion to approve, Commissioner Layton, 2nd Commissioner Charles-Stigall. Passed.
- Reviewed and approved Policy #2005 – Sick Leave for Part-time Employees.
Discussion:
Commissioner Layton motioned to approve with revised language adding:
“2005.1.1 Part-time employees may accrue up to a maximum of 48 hours of sick leave; with no provision to “cash out” during employment or upon separation from employment.”
And modifying 2005.5 “six month”.
Motion to accept, Commissioner Layton, 2nd Commissioner Andrewson. Passed.
- Reviewed and approved Policy #2100 – Nepotism
Motion to approve, Commissioner Donahoo, 2nd Commissioner Layton. Passed.
- Reviewed and approved Policy # 5010 – Commissioner Meetings.
Motion to approve, Commissioner Andrewson, 2nd Commissioner Charles-Stigall. Passed.

Per the Policy Clerk of the Board, Chief Reitz calls for nominations for each Board position:

- Election of Officers:

President:

Nomination to appoint Commissioner Buchannan, Commissioner Andrewson, 2nd Commissioner Charles-Stigall...
Motion to approve Commissioner Layton, 2nd Commissioner Andrewson. Passed.

Vice-President:

Nomination to appoint Commissioner Donahoo, Commissioner Layton, 2nd Commissioner Andrewson. Motion to approve Commissioner Layton, 2nd Commissioner Charles-Stigall. Passed.

Secretary:

Nomination to appoint Commissioner Andrewson, Commissioner Donahoo, 2nd Commissioner Buchanan. Motion to approve Commissioner Donahoo, 2nd Commissioner Buchanan. Passed.

Treasurer:

Nomination to appoint Commissioner Layton, Commissioner Andrewson, 2nd Commissioner Layton. Motion to approve Commissioner Charles-Stigall. 2nd Commissioner Andrewson. Passed.

Clerk of the Board, Motion to appoint Chief Reitz. Commissioner Donahoo, 2nd Commissioner Layton. Passed

- Reviewed and approved Fire Chief Goals. Proposed handout was distributed. Motion to approve, Commissioner Layton, 2nd Commissioner Donahoo. Copy attached. Passed.
- Reviewed, amended and approved Rules & Regulations (Hiring/Testing). Handout was distributed. Move to add the additional language for exam process and to also include physical agility to the Captains' exam process. Motion to approve, Commissioner Layton, 2nd Commissioner Andrewson. Passed.

Correspondence: Presented in Board Packets.

Regular Meeting Recessed @ 2:30 pm

Closed Session began @ 2:35 pm

Pursuant to Government Code 54956.9:

- Conference with Legal Counsel – Anticipated Litigation.
- James Reyes vs. Idyllwild Fire Protection District.

Reconvened to Regular Meeting @ 2:57 PM.

Adjournment: 3:35 pm. Motion to approve Commissioner Donahoo, 2nd Commissioner Andrewson. Passed.

Next regularly scheduled meeting will be Tuesday January 27, 2015at 1:00 pm

Respectfully submitted,

Commissioner Charles-Stigall

APPROVED:

Jerry Buchanan, President

Date

Patrick Reitz, Clerk of the Board

Date