



**Minutes of the French Camp McKinley Fire District Board of Directors
Regular Board of Directors' Meeting on January 21, 2020 at 6:00P.M.
French Camp McKinley Fire District Administration Office Building
310 E. French Camp Road, French Camp, CA 95231**



The Regular Meeting of the Board of Directors for the French Camp McKinley Fire District was called to order by, Board Chairperson Pico on January 21, 2020 at 6:00 P.M. at the French Camp McKinley Fire District Administration

Building; 310 E. French Camp Road, French Camp, CA 95231.

Roll Call/ Directors Present: Mary Nicholson, Bobbie Pico, Larry Lee, and Gorman Houbein.

Directors Absent: Joshua Butticci.

I. Meeting Called to Order

- January 21, 2020, Regular Board of Directors' Meeting was called to order at 6:01 P.M. by Board Chairperson Mary Nicholson.

A. Pledge of Allegiance.

B. Approval of Meeting Minutes

- Approval of the Meeting Minutes for the November 19, 2019 Regular Board Meeting as it was typed and presented to the members of the Board of Directors of the French Camp McKinley Fire District at 6:03 P.M.
Motioned by Director Pico to Approve Meeting Minutes as presented, Seconded by Director Lee to approve the minutes as it was typed and presented, Motion carried.
- Approval of the Meeting Minutes for the December 10, 2019 Regular Board Meeting presented to the members of the Board of Directors of the French Camp McKinley Fire District at 6:04 P.M. the following corrections were amended:
 - b. Information items (as applicable): Working to revive the fire fighter reserve program in French camp McKinley Rural Fire Protection District and initiate a reserve program in Mountain House.
 - VIII. Consent / Action Items, d. Director Lee Houbein motioned to approve Fire Chief McArn to receive a retirement plan contribution of 12% from August 1, 2018 through December 1, 2019 to be placed in the Fire Chief's retirement account. Seconded by Director Pico, with none opposed, Motion carried.
Motioned by Director Lee to Approve Meeting Minutes with the above corrections presented, Seconded by Director Pico to approve the minutes with the above corrections presented, Motion carried.

C. Approval of Meeting Agenda

- **Approval of the Meeting** Agenda for the January 21, 2020 Regular Board Meeting presented to the members of the Board of Directors of the French Camp McKinley Fire District at 6:06 P.M. The following corrections were amended:
 - At 7:21 P.M., adjourned to Closed Executive Session for the following item(s):
 - Adjourned Closed Executive Session at 7:46 P.M. and continued as Open Session at 7:46 P.M.:
Motioned by Director Houbein, to Agenda with the above corrections presented, Seconded by Director Pico to approve the Agenda with the above corrections presented, Motion carried.

II. PUBLIC COMMENTS & CORRESPONDENCE:

- A. Engagement for Seniors and Disabled individuals
 - Aging Community and Nursing Centers
 - Increasing greater awareness in our community
- B. Implementing quarterly drills (How do we get support)?
 - Contact fire department to schedule to come and observe

III. FIRE CHIEFS REPORT:

A. Monthly Activity Summary



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- Administration, Operations, Fire Prevention, EMS, Trainings, and Information/Technology updates:
 - At 6:00 P.M. Fire Chief McArn reported on the training hours, notable incidents, French Camp McKinley Fire District personnel activities, and calls for the month of December 2019, operation, and training.
 - Fire Chief McArn and the individuals present at the Regular Meeting of the Board of Directors for the French Camp McKinley Fire District reviewed the Monthly Fire and EMS Report for December 2019.
 - Fire Chiefs Report, Chief McArn had shared with the members of Board of Directors all the **recent Public Relations activities that staff were involved in with the community of both districts**; in addition, to the upcoming ones as well.
- Note: Reports on file.

B. Response Summary (presented)

IV. OLD BUSINESS:

A. Program Management

- February 1st

B. Policy Manual

- Total of 400 policies that will be divided between the Program Managers.
- EMS Policies added to French Camp McKinley Rural Fire protection.
- June 1, 2020 timeline for meaningful re-write of all policies. Whole department will read and acknowledge policies. Staff will be trained
- Policy Manual Protocol for the Board. A Board member will be assigned to work with Chief McArn and Planning officer Miller.
- Manuals will be reviewed every (2) years,

C. Wellness Examinations

- Complete. 80% of exams are back.

V. NEW BUSINESS :

A. Ethics Training for the Board of Directors

- Grand Jury wants this to happen.
- Must be done every (2) years
- Chairperson Mary Nicholson would like for all Board members to be completed by Feb 2020 Meeting.
- Chief will get website out to all Board Members.

B. Automatic Aid Agreements

- Contract hasn't been updated since 1979.
- This was created as a "Help our neighbors and them helping us" which is currently out of balance.
- Would like to look at other options. Manteca and Lathrop expressed interested in discussing automatic aid agreement.

C. Radio Communication: First Net

- First Net is an economical alternative way to communicate if our primary system goes down.
- Alternative way to communicate for public safety. Push -to-Talk utilizing mobile phone.

D. New Website (Frenchcampfire.com)

- Quick links (User Friendly)
 - Board Meetings
 1. Agenda and Meeting minutes available to the community.
 - Board of Directors



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1. Currently seeking term expiration dates
 - Public can request Tours, Visits, Smoke detectors, etc.

VI. BUDGET AND FINANCE:

A. Budget Committee Revenue / Expense Report:

- At 7:08 P.M. The Budget and Finance Report was reported by the Budget and Finance committee.
 - i. Director Lee reported on the financial report for the month of December; which concluded his report on Budget and Finance.
 - ii. Budget looks good except for OT (incurred overtime for the testing)
 - iii. This concluded this section of the Informational Items for this Regular Board of Directors' Meeting at 7:12 P.M.
- Note: Reports on file.
- French Camp McKinley Fire District Financial Statements –December 31, 2019
 - At 7:15 P.M., members of the Board of Directors along with the Administration reviewed the Financial Statements ending in December 31, 2019.
 - This concluded this section of the Information Items for this Regular Board of Directors' Meeting at 7:19P.M.
- Maintenance and Equipment Report:
 - Service issue with Engine 16, reimbursement is pending.

B. Deferred Compensation Providers

- Currently with ICMA not helpful
 - Looking at other vendors (Mass Mutual) for retirement account management. SJ County's is currently Mass Mutual .
 - Benefits
 1. Automatically taken monthly or per pay period (Payroll deduction)
 2. Mass Mutual will handle everything
 3. Better access, research tools and the Employee can set themselves up.
 - There is a management charge until we hit the 1 million mark, similar to ICMA

C. LAFCO-

- Currently looking at contracts in the unprotected areas. (Island areas where they do not have fire stations)
 - Researching as to where the contracts status. Seeking history on contracts. Contacted Jim Glacier for more background.
 1. What are the terms of these contracts?
 2. Which properties are covered?
 - Will start from scratch to rejuvenate contracts interest.

VII. CONSENT / ACTION ITEMS:

A. Authorize expenditures for the Month of December 2019. (Members of the Board of Directors)

- **At 7:13 P.M., member of the Board of Directors approved the authorization of the expenditures for the month of December 2019.**
 - Director Houbein motioned to approve the expenditures of December 2019 as submitted through observation, Seconded by Director Pico, with none opposed, Motion carried.
Ayes: Director Lee, Director Houbein, Director Nicholson & Director Pico.
Noes: None
Abstained: None
- **At 7:15 P.M., member of the Board of Directors approved to pay bills for the month of**



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December 2019.

- Director Lee motioned to approve the payment of the bills for the month of December 2019 as submitted through observation, Seconded by Director Houbein, with none opposed, Motion carried.

Ayes: Director Lee, Director Houbein, Director Nicholson & Director Pico.

Noes: None

Abstained: None

B. Newman and Beardslee Contract Agreement: Legal Consultation and Service

- **At 7:20 P.M., member of the Board of Directors approved to hire Newman and Beardslee: Legal Consultation and Service for this particular case.**
 - Director Lee motioned to hire Newman and Beardslee: Legal Consultation and Service for this particular case as submitted through observation, Seconded by Director Houbein, with none opposed, Motion carried.

Ayes: Director Lee, Director Houbein, Director Nicholson & Director Pico.

Noes: None

Abstained: None

C. Authorize establishing an employee retirement account with MassMutual Life Insurance and transferring employee retirement account to Mass Mutual Life Insurance from ICMA

- **At 7:25 P.M., members of the Board of Directors Authorize establishing an employee retirement account with MassMutual Life Insurance and transferring employee retirement account to Mass Mutual Life Insurance from ICMA**
 - Director Houbein motioned to Authorize establishing an employee retirement account with MassMutual Life Insurance and transferring employee retirement account to Mass Mutual Life Insurance from ICMA as submitted through observation, Seconded by Director Pico, with none opposed, Motion carried.

Ayes: Director Lee, Director Houbein, Director Nicholson & Director Pico.

Noes: None

Abstained: None

VIII. At 7:29P.M., adjourned to Closed Executive Session for the following item(s):

- a) Conference with Fire Chief McArn -PERSONNEL MATTER
- b) Government Code Section 54957

IX. Adjourned Closed Executive Session at 7:46 P.M. and continued as Open Session at 7:46 P.M.:

- **Report of the Closed Executive Session Item 8a.**

- X. With no further business being brought before the board at this time of the meeting, the meeting was adjourned at 7:53P.M. by current Board Chairperson Mary Nicholson Regular Board of Directors' Meeting at 6:00 P.M. at the French Camp McKinley Fire District Administration Building, 310 E. French Camp Road French Camp, CA 95231.**

Cordially Submitted by,

**Jonisha Woodward
Clerk of the Board
French Camp McKinley Fire District
Feb 12, 2020**