

**NORTH CENTRAL FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
REGULAR BOARD MEETING
THURSDAY, AUGUST 24, 2017
5:30 P.M.
MINUTES**

1. CALL TO ORDER

District Board Chair Mr. Ken Abrahamian called the meeting to order at 5:34 p.m.

Roll Call

Board Members Present: Mrs. Cheryl Belluomini, Mr. Rusty Nonini, Mr. Ken Abrahamian, Mr. Keith Koligian and Mr. Rusty Souza.

Also present were Deputy Fire Chief Rich Cabral, Mr. Ken Price, Mr. Joe Marchini and Mr. Joe Barcelos.

2. INVOCATION AND FLAG SALUTE

The invocation was led by Mr. Barcelos and the flag salute was led by Chief Cabral.

3. PUBLIC COMMENTS

There were no comments

4. CONSENT TO AGENDA

5. APPROVAL OF MINUTES

A. Minutes of Regular Board Meeting of July 27, 2017.

Motion: To approve the minutes of July 27, 2017, as submitted.

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

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

6. PRESENTATIONS – CORRESPONDENCE – REPORT/FIRE CHIEF

A. Fire Chief General Update

1) July Incident Report – Information only

Chief Cabral called the District Board's attention to the incident report and asked if there were any questions. There were no questions about the incident report but Mr. Souza asked if the Fire Department can begin reporting on the new construction activity again. He mentioned the District Board used to receive a report each month but it has been a while since any new activity has been reported. Chief Cabral said he would check into providing this report on a monthly basis again to the District Board.

2) General Updates – Information only

Chief Cabral reported on continued training to members of the department. The Fire Department is continuing to meet the significant action review team's

recommendations regarding incident management and training of our company officers. The Department recently began a captain's academy for newly appointed captains. Another thing the Department has done this past month is a multi-casualty drill at the Savemart Center. This was training for an incident if we had an active shooter in a particular location where there are lots of occupants perhaps an assembly at a high school. The training was to prepare our personnel to manage such an incident and there was some terrific lessons learned from this training. The Department is also beginning to work with our law enforcement partners on these types of incidents to understand their role. Obviously, law enforcement are the ones that are going to make the scene secure. But the Department recognizes there are opportunities for us to engage in the incident at earlier stages to save individuals who are viable patients that need the most immediate care.

Chief Cabral mentioned he reached out to a representative with Smeal Fire Apparatus to try to get a value on old Water Tender 23 which the District is considering selling and they estimated the value at anywhere between \$30,000 and \$50,000.

Chief Cabral updated the District Board on the status of the three new fire engines ordered last fall. The chassis are expected to be delivered to the manufacturer in September and November.

7. BUSINESS MANAGER REPORT

A. Lease Agreement with American Ambulance

Mr. Barcelos reported he received a notice from American Ambulance informing the District that moving forward on the lease agreement which expires December 31st of this year, American Ambulance will no longer lease space at Stations 21 and 47.

After some discussion about what the current monthly rent is and whether American is going to restore the space they rented back to its original state, Mr. Barcelos asked if the District Board wanted to assign an Ad Hoc Committee to work with him on this item.

The District Board consensus was to assign two Board Members to make up the Ad Hoc Committee to work with Mr. Barcelos. Mr. Nonini and Mr. Koligian volunteered to be on the Ad Hoc Committee.

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

A. Public Hearing

Mr. Abrahamian opened the floor for the public hearing for public comments on the 2017 weed abatement season at 5:50 p.m.

There were no public comments.

Mr. Abrahamian closed the floor for the public hearing for public comments on the 2017 weed abatement season at 5:51 p.m.

B. Review list of properties sent “Notice to Destroy Weeds” – information only

Mr. Barcelos reported seven more notices to destroy weeds were mailed out in August. These properties will be re-inspected and any not abated by the property owner will be assigned to the District’s Abatement Contractor.

9. SECOND AMENDMENT TO THE TOWER LEASE AGREEMENT WITH UNWIRED BROADBAND

A. Action item – Consider and approve the second amendment to the tower lease agreement with Unwired Broadband to add equipment to the District towers at Stations 21 & 23.

Mr. Barcelos reported he received notice from Unwired Broadband letting him know they would like to add some equipment on the towers at Station 21 and 23. The District’s current agreement with Unwired Agreement allows for this addition with written notice. After the District received the written notice, Unwired provided the attached amendment which has been reviewed and approved by District legal counsel. Unwired is requesting to add one antenna to both towers and per the agreement pay an additional \$100 rent for each antenna per month.

Mr. Barcelos mentioned communication experts with the City of Fresno approved the location of the new equipment and verified the new equipment will not interfere with the communication equipment used by the District for radio communications.

There were no questions so Mr. Abrahamian called for a motion.

Motion: To approve the second amendment to the tower lease agreement with Unwired Broadband to add equipment to District towers at Stations 21 & 23.

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

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

10. PUBLIC HEARING AND ADOPTION OF THE 2017-2018 FISCAL YEAR FINAL BUDGET

A. Conduct Public Hearing for the 2017-2018 Final Budget.

B. Action item – Consider and adopt the 2017-2018 fiscal year Final Budget as presented.

Mr. Abrahamian opened the floor for the public hearing for the 2017-2018 Final Budget at 5:55 p.m.

Mr. Barcelos started his report by calling the District Board’s attention to the memo listing all the highlights to the budget for both the 2016-2017 budget year and the proposed 2017-2018 final budget.

Highlights for the 2016-2017 budget:

- The property tax revenue actual increase was 6.73 percent which is an increase of \$291,076 from the projected tax revenue and a \$525,165 increase from last year's tax revenue.
- Operating net revenue was projected to be \$1,806,247 but due to the increase in tax revenue above projections, the actual operating net revenue came to \$2,204,309 which is an increase of \$398,062 above projections.
- Operating expenses came in at \$80,804 under budget. Only apparatus maintenance and professional services were over budget.
- Mr. Barcelos went through the list of all Capital and Building fund expenditures.
- The ending total cash balances for all District funds for June 30, 2017, came to \$10,171,975 which is an increase of \$2,065,196 from June 30, 2016.

Highlights for the 2017-2018 budget projections:

- Property tax revenue is projected to increase by 3 percent which is an increase of \$249,843.
- Operating expenses are projected to increase by \$729,695. Most of this increase comes from the expiration of the service agreement settlement payment from the City of Fresno of \$374,594. Another big increase is the Pension Obligation Bond payments which will increase by \$182,428.

Mr. Barcelos called the District Board's attention to page 4 of the final budget which lists all of the operating expenses and went through the list explaining the major increases in operating expenses and some of the significant savings that occurred in 2016-2017 and are projected in 2017-2018.

Continuing the 2017-2018 highlights:

- District staff is projecting an operating net revenue of \$1,692,925
- The Capital/Equipment fund purchases proposed for 2017-2018 are:
 - Three new fire engines estimated to cost \$1,999,384.
 - New Battalion Chief vehicle estimate at \$90,000
 - New staff vehicle estimated at \$25,000
 - A/C unit in communications room at station 45 estimated at \$6,000
- Building Fund projects proposed for 2017-2018:
 - \$13,000 to remove old vinyl flooring at station 21 in the kitchen, dining room and hall and replace by polishing the existing concrete.
 - \$5,500 to trim trees at stations 22 and 23 and remove a tree at station 47.
 - \$6,950 to paint trim, fascia board and exterior doors at stations 21 and 23.

There was some discussion about the polished concrete at station 21 and Chief Cabral explained the advantages the fire department has seen by doing this in some of their stations. There is very little maintenance needed to this type of flooring and it will never need to be replaced or refinished like vinyl flooring. It was the consensus of the District Board to move forward on having the vinyl flooring removed and polishing the existing concrete floors.

- Staff has proposed to transfer from operating cash carried forward \$1,200,000 to the Capital/Equipment fund, \$300,000 to the Reserve fund and \$100,000 to the Building fund.
- The Ending total projected cash balances for all District funds for June 30, 2018, is \$9,777,264 which is a decrease of \$394,711 from June 30, 2017.

Mr. Barcelos asked if there were any questions but here were no more questions.

Mr. Abrahamian closed the floor for the public hearing for the 2017-2018 Final Budget at 6:11 p.m. and called for a motion to adopt the 2017-2018 Final Budget.

Motion: To adopt the 2017-2018 Final Budget as presented.

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

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

11. OLD BUSINESS

A. Consideration and Approval of Disbursements List for July 2017.

There were no questions.

Motion: To approve the July 2017 disbursements from the West America general account in the amount of \$351,969.12

Moved by: Mr. Koligian, second by Mr. Souza.

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

B. Review and Acceptance of Monthly Financial Reports

- 1) Fresno County: Cash Balances – All Funds – No Comments
- 2) Budget Report: YTD Expenses Compared to Budget – No Comments
- 3) Revenue and Reimbursement Report – No Comments
- 4) P G & E Report – No Comments.

12. BOARD MEMBER COMMENTS

Mrs. Belluomini mentioned she went by station 45 one evening and noticed there was no outside lighting and suggested the District put in a security light.

13. ANNOUNCEMENTS

A. Next Regular Board Meeting: Thursday, September 28, 2017 at 5:30 p.m.

14. CLOSED SESSION

A. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION (Gov. Code §94956.9(d)(4).) Number of Cases: 1 *North Central Fire District v. City of Fresno.*

Closed Session Report: There is no action to report from Closed Session.

B. “PUBLIC EMPLOYEE PERFORMANCE EVALUATION.” Title: Business Manager.

Closed Session Report: There is no action to report from Closed Session

15. BUSINESS MANAGER COMPENSATION

A recommendation was made to give Business Manager Barcelos a five percent raise effective July 1, 2017. There were no other comments or questions so Mr. Abrahamian called for a motion.

Motion: To approve a five percent salary increase for the Business Manager with retroactive pay back to July 1, 2017.

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

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

16. ADJOURNMENT

Motion: To adjourn the meeting at 7:22p.m.

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

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


Cheryl Belluomini, Board Secretary
North Central Fire Protection District



Date