

**FIRE PROTECTION DISTRICT REGULAR BOARD MEETING MINUTES  
WEDNESDAY SEPTEMBER JANUARY 29, 2024, 7:00 PM  
MEETING AT FIRE STATION 8  
25862 FIVE CANYONS PARKWAY, CASTRO VALLEY, CA 94552**

**1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

The meeting was called to order by Board President Melissa Dimic at 7:06 p.m. Director Dimic led the pledge of allegiance.

**2. ROLL CALL**

Board members present: Directors Melissa Dimic, Robert Clark, Mark McDaniel, Sarah Choi, and Mike Justice.

In addition, the following staff members were present: Fire Chief Garrett Contreras; General Manager Mike Preston, and Conor Kennedy, Esq. of Garcia Hernandez Sawhney, LLP.

**3. WELCOME**

Board President Dimic welcomed everyone to the meeting.

**4. PUBLIC COMMENT PERIOD**

President Dimic invited public comment. No member of the public spoke.

**5. MESSAGE FROM THE PRESIDENT**

President Dimic welcomed everyone to the meeting.

**6. ELECTIONS OF OFFICERS**

**Director Justice nominated Director Dimic for President. Director McDaniel Seconded. AYES 5 (Clark, Dimic, Justice, Choi, McDaniel), ABSENT 0, NOES 0, ABSTAIN 0.**

**President Dimic nominated Director Justice for Vice President. Director Clark seconded. AYES 5 (Clark, Dimic, Justice, Choi, McDaniel), ABSENT 0, NOES 0, ABSTAIN 0.**

**Director Justice nominated Director Choi for Second Vice President. Director Dimic seconded. AYES 5 (Clark, Dimic, Justice, Choi, McDaniel), ABSENT 0, NOES 0, ABSTAIN 0.**

**Director Clark nominated Director McDaniel for Secretary. Director Dimic seconded. AYES 5 (Clark, Dimic, Justice, Choi, McDaniel), ABSENT 0, NOES 0, ABSTAIN 0.**

**Director Choi nominated Director Clark for Treasurer. Director Dimic seconded. AYES 5 (Clark, Dimic, Justice, Choi, McDaniel), ABSENT 0, NOES 0, ABSTAIN 0.**

**7. PRESENTATION OF 2022-23 ANNUAL AUDIT**

Mr. Bryce Rojas at Cropper Rowe, LLP presented the audit, finding an unmodified opinion confirming that the District's financial position is very strong.

**President Dimic moved to accept the audit report. Director Choi seconded. The motion was carried unanimously. AYES 5 (Clark, Dimic, Justice, Choi, McDaniel), ABSENT 0, NOES 0, ABSTAIN 0.**

**8. INTRODUCTION TO LONG TIME BOOKKEEPER BARBARA CHARNLEY AND DESCRIPTION OF SERVICES.**

Bookkeeper Charnley noted details of her role for the District, and the Board thanked her.

**9. FIRE CHIEF'S REPORT**

Chief Contreras delivered the Fire Chief's report, starting with Incident Response Statistics in the packet for November/December 2023. The Board was briefed about inspection close outs and vegetation management. Chief Contreras gave an update regarding the chipping program and resident assistance program, including grant funding gaps and the role of the District in assisting with affordable chipping for stakeholders who could not otherwise afford it. The Chief pointed the Board's attention to the resident assistance program transparency report.

The Board asked questions, including a question about the transparency report for the resident assistance chipping program, which the Chief answered with respect to vetting safeguards.

The Chief noted that the RFP for emergency management services is live on the county's procurement website, with the deadline to come in August 2024. The Chief noted his optimism about potential changes to service provision related to the RFP. The Chief also noted a new recruitment class of fifteen firefighters and certain recruitment wins. An Academy Graduation will place in June 2024.

**10. FFPD FINANCIAL UPDATE**

The General Manager briefed the Board about the cash balance report and accountant's report in the packet.

**Director Justice moved to accept the November and December 2023 Accountant's Reports. Director Clark seconded. AYES 5 (Clark, Dimic, Justice, Choi, McDaniel), ABSENT 0, NOES 0, ABSTAIN 0.**

**BREAK AT 7:35 PM  
RECONVENED AT 7:45 PM.**

**11. FIRST READING TO ADOPT ORDINANCE 2024-01**

**Director Clark moved to waive the reading of the ordinance. President Dimic Seconded. AYES 5 (Clark, Dimic, Justice, Choi, McDaniel), ABSENT 0, NOES 0, ABSTAIN 0.**

**President Dimic moved to approve the first reading. Director McDaniel seconded. AYES 5 (Clark, Dimic, Justice, Choi, McDaniel), ABSENT 0, NOES 0, ABSTAIN 0.**

12. **FIRST READING TO ADOPT ORDINANCE 2024-02**

Director Justice moved to waive the reading of the ordinance. President Dimic Seconded. AYES 5 (Clark, Dimic, Justice, Choi, McDaniel), ABSENT 0, NOES 0, ABSTAIN 0. Motion carried.

President Dimic moved to approve the first reading. Director Choi seconded. AYES 5 (Clark, Dimic, Justice, Choi, McDaniel), ABSENT 0, NOES 0, ABSTAIN 0. Motion carried.

13. **GENERAL MANAGER REPORT**

General Manager Preston reported to the Board about:

- Update on Roadway Maintenance around Fire Station 8
- Strategic Plan Update.

14. **BOARD MOTIONS AND APPROVALS**

Director McDaniel moved to adopt the minutes from the November 27, 2023, regular meeting. Director Clark seconded. AYES 5 (Clark, Dimic, Justice, Choi, McDaniel), ABSENT 0, NOES 0, ABSTAIN 0.

15. **MEETING ACTION ITEM SUMMARY**

The General Manager will continue to research deed-related information about roadway maintenance around Fire Station 8.

The General Manager will collaborate with counsel to agendize and post the second reading of both Ordinances at the March 25, 2024, regular meeting.

The General Manager will work with the Newsletter Ad Hoc of Directors Dimic and McDaniel.

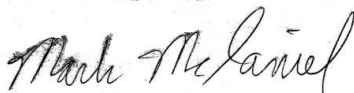
16. **COMMENTS BY BOARD MEMBERS**

Board Members made comments and discussed the California Voting Rights Act.

17. **AGENDA ITEMS FOR NEXT BOARD MEETING**

18. **ADJOURNMENT**

President Dimic moved to adjourn at 8:14 p.m. Director Clark seconded. AYES 5 (Clark, Dimic, Justice, Choi, McDaniel), ABSENT 0, NOES 0, ABSTAIN 0.



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Mark McDaniel,  
Secretary of the Board of Directors  
Fairview Fire Protection District