

**FAIRVIEW FIRE PROTECTION DISTRICT SPECIAL  
BOARD MEETING MINUTES  
MONDAY, MARCH 27, 2023, 7:00 PM  
HYBRID MEETING / AT FIREHOUSE AND ALSO VIA  
TELECONFERENCE OVER ZOOM  
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 7:07 p.m. Director Justice led the pledge of allegiance.

**2. ROLL CALL**

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

In addition, the following staff and service providers were present: Fire Chief Garrett Contreras, General Manager Michael Preston, City Analyst Tara Reyes, and Conor Kennedy, Esq. of Garcia Hernandez Sawhney, LLP.

**3. WELCOME**

President Dimic made welcome comments.

**4. PUBLIC COMMENT PERIOD**

President Dimic opened the public comment period. There was no public comment, and the period was closed.

**5. MESSAGE FROM THE PRESIDENT**

President Dimic welcomed everyone to the meeting, noting the historic occasion of the District's first hybrid meeting.

**6. CERTIFICATE OF TRANSPARENCY PRESENTATION**

The California Special Districts Association's (CSDA) Field Coordinator Colleen Haley delivered formal remarks to commemorate the Fairview Fire Protection District again earning the CSDA's Transparency in Government Certificate. The District Board formally thanked the General Manager and City Analyst.

**7. FIRE CHIEF REPORT**

The Fire Chief updated the Board about incident response times and fire prevention activity for January and February of 2023, updated the board on routine annual inspections of vegetation management, and provided some Departmental updates including one on construction plan checks and another about parking requirements for submittals related to access and egress.

The Chief briefed the Board on new two personnel additions relevant to service provision and code enforcement.

The Directors asked questions of the Chief, and he and the General Manager provided relevant information related to their questions, including chipping program outreach, budget, and availability.

**8. FFPD FINANCIAL UPDATE**

**Director Justice moved to approve the accountant's reports for January and February of 2023. President Dimic seconded. The motion was carried unanimously. AYES 5 (Clark, Dimic, Justice, Choi, McDaniel), ABSENT 0, NOES 0, ABSTAIN 0.**

The General Manager reported on the overall fund balance, expenditures, and budget progress reports from Alameda County and answered questions from Directors.

**9. MEETING POLICY 104.3 UPDATE TO ADDRESS HYBRID**

Counsel for the District addressed the Board to explain the resolution updating the Board's Meetings and Agendas policy to better reflect the new state codified requirements under the Brown Act for hybrid meetings whereby a quorum of Directors meet at a single location within the District's service area while individual Directors may participate via teleconference.

**President Dimic moved to adopt the resolution to approve the new policy. Director McDaniel seconded. The motion was carried unanimously. AYES 5 (Clark, Dimic, Justice, Choi, McDaniel), ABSENT 0, NOES 0, ABSTAIN 0.**

**Break from 7:43 PM**

**10. SPECIAL DISTRICT SEAT ON ALAMEDA COUNTY LAFCO**

The General Manger reported on the process by which LAFCO's District Boards pick nominees and voting designees to select appointees to fill the most recent vacancies.

**Director Justice moved to select Director McDaniel as the District's nominee. Director Clark seconded. The motion was carried unanimously. AYES 5 (Clark, Dimic, Justice, Choi, McDaniel), ABSENT 0, NOES 0, ABSTAIN 0.**

**Director Choi moved to designate Director McDaniel as the District's voter at the May 10 meeting of LAFCO. Director Justice seconded. The motion was carried unanimously. AYES 5 (Clark, Dimic, Justice, Choi, McDaniel), ABSENT 0, NOES 0, ABSTAIN 0.**

**11. APPROVE JOINT POWERS AUTHORITY AGREEMENT FOR CONSOLIDATION OF FASIS WORKERS' COMPENSATION PROVIDER WITH FDAC-EBA**

The General Manager apprised the District Board about a resolution for the District Governing Board to approve a new amended agreement for the District's workers compensation insurance provider.

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

## **12. GENERAL MANAGER REPORT**

General Manager Preston updated the Board about:

- Bid solicitation for termite work at the old Fire Station 8 at 24200 Fairview Ave
- FS8 Solar Inverter Installation Work
- Meeting re.: Alameda County Public Works Coordination on Signage in Right of Way
- Proposed Design of Director Handbook
- Consider Open House Date – The General Manager proposed Wednesday September 20, 2023
- Consider Ethics Training Date
- 2023 Statement 700 Forms

President Dimic appointed an Ad Hoc Committee of herself and Director Justice to work on the Open House.

The Board scheduled an ethics training session on April 24 at 6 – 8:30 PM.

The General Manager briefed the District Board about the potential for a joint green waste initiative with the General Manager of the Ora Loma Sanitary District related to vegetation management.

President Dimic asked the General Manager about CPR training.

## **13. BOARD MOTIONS AND APPROVALS**

**Secretary McDaniel moved to adopt the minutes from the January 30, 2023 regular meeting. Director Clark seconded. The motion was carried unanimously. AYES 5 (Clark, Dimic, Justice, Choi, McDaniel), ABSENT 0, NOES 0, ABSTAIN 0.**

## **14. MEETING ACTION ITEM SUMMARY**

The General Manager will coordinate with the Ad Hoc Committee on the Open House.

The General Manager will coordinate with Counsel to plan an annual ethics training for the District Board on April 24.

The General Manager will meet with the County Public Works Department to develop signage meeting state codes for evacuation routes.

The General Manager explore the potential for a joint green waste initiative with the General Manager of the Ora Loma Sanitary District related to vegetation management.

The General Manager will propose tentative dates set for CPR training to include in the newsletter.

**15. COMMENTS BY BOARD MEMBERS**

Board Members made comments.

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

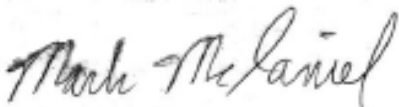
District Counsel training related to Assembly Bill 1234 on April 24.  
Paramedic supplemental tax increase  
Preliminary budget

**17. ADJOURNMENT**

President Dimic moved to adjourn the meeting and Director Clark seconded. All voted in favor.

**AYES 5 (Clark, Dimic, Justice, Choi, McDaniel), ABSENT 0, NOES 0, ABSTAIN 0**

The meeting adjourned at 9:02 PM.



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