



AGENDA
Fairview Fire Protection District Regular Board Meeting
Monday, March 25, 2024, 7:00 P.M.
FIRE STATION 8
25862 FIVE CANYONS PARKWAY, CASTRO VALLEY, CA 94552



PUBLIC PARTICIPATION FOR ONLINE OBSERVERS

Fairview Fire Protection District encourages public participation by online observers of its meetings, including in any of the following ways.

OBSERVE:

- To observe the meeting by video conference, at the noticed meeting time in the header above, please click on this link, or input the link into your web browser's URL bar:

<https://us06web.zoom.us/j/88057221890>

Zoom's instructions on how to join a meeting by video conference are available at: <https://support.zoom.us/hc/en-us/articles/201362193>, which is a webpage address that provides a tutorial video entitled "Joining a Meeting."

- To listen to the meeting by phone, please call one of the numbers below at the noticed meeting time:

Dial (for higher quality, dial a number based on your current location):

+1 253 215 8782 or +1 346 248 7799
or +1 720 707 2699 or +1 301 715 8592
or +1 312 626 6799 or +1 646 558 8656

For each number, please be patient and when requested, dial the following Webinar ID: 87420117251

After calling any of these phone numbers, if you are asked for a participant ID or code, press the pound (#) key.

Zoom's instructions on how to join a meeting by phone are available at: <https://support.zoom.us/hc/en-us/articles/201362663>, which is a webpage address that provides written tutorial instructions entitled "Joining a Meeting By Phone."

PROVIDE PUBLIC COMMENT VIA TELECONFERENCE: There are three ways for online observers to make public comment within the time allotted for public comment on an eligible Agenda item.

- Comment in advance via email. To send your comment directly to the Board and staff BEFORE the meeting starts, please send your comment, along with your full name and agenda item number you are commenting on, to Michael Preston at mike.preston@fairviewfiredistrict.org. Please note that submissions close twenty-four (24) hours before posted meeting time. All submitted public comments will be provided to the Directors prior to the meeting, and the District will momentarily confirm during the meeting itself receipt of any timely email comments.

- By Video Conference. To comment by Zoom video conference, click the "Raise Your Hand" button to request to speak when Public Comment is being taken on an eligible agenda item at the beginning of the meeting. You will then be unmuted, during your turn, and allowed to participate in public comment. After the allotted time, you will then be re-muted. Instructions on how to "Raise Your Hand" are available at: <https://support.zoom.us/hc/en-us/articles/205566129>, which is a webpage entitled "Raise Hand In Webinar."

- By Phone. To comment by phone, please call on one of the above listed phone numbers. You will be prompted to "Raise Your Hand" by pressing STAR-NINE ("*9") to request to speak when Public Comment is being taken on an eligible agenda item at the beginning of the meeting. Once it is your turn, you will be unmuted and allowed to comment. After the allotted time, you will be re-muted. Instructions of how to raise your hand by phone are available at: <https://support.zoom.us/hc/en-us/articles/201362663>, which is a webpage entitled "Joining a Meeting by Phone."



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If you have any questions about these protocols, please e-mail Michael Preston, at mike.preston@fairviewfiredistrict.org.

1. **CALL TO ORDER AND PLEDGE OF ALLEGIANCE**
2. **ROLL CALL: DIRECTORS DIMIC, CHOI, CLARK, JUSTICE, & McDANIEL**
3. **WELCOME:** If you wish to speak on an item which appears on this agenda, the President will call your name when your agenda item is being considered. Please state your name and address for the record. Each speaker is allowed three (3) minutes.
4. **PUBLIC COMMENT PERIOD** (The Public Comments Period provides an opportunity for citizens to address the Board on items not listed on the agenda. The Board welcomes your comments under this section but is prohibited by State law from discussing items not on the agenda.)
5. **MESSAGE FROM THE PRESIDENT** **INFO**
6. **ALAMEDA COUNTY SHERIFF'S OFFICE FIREWORKS ORDINANCE UPDATE SERGEANT MOISES GOMEZ, ALAMEDA COUNTY SHERIFF'S OFFICE** **INFO**
7. **DRAFT 2024-29 DRAFT STRATEGIC PLAN BOARD APPROVAL - THE CONSULTING TEAM** **INFO/ACTION**
8. **FIRE CHIEF'S REPORT** **INFO/ACTION**
Incident Response Statistics - January/February 2024
Fire Prevention Activity - January/February 2024
Vegetation Management Update
9. **FFPD FINANCIAL UPDATE** **INFO/ACTION**
Cash Balance Report - Dec. 2023 & Jan. 2024
Accountant's Report - Jan. 2024
Expenditure Report
- BREAK**
10. **SECOND READING AND ADOPTION OF ORDINANCE 2024-01: AN ORDINANCE OF THE FAIRVIEW FIRE PROTECTION DISTRICT ADOPTING AND RECONFIRMING ORDINANCE 1 ABATEMENT STANDARDS** **INFO/ACTION**



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FIRE STATION 8
25862 FIVE CANYONS PARKWAY, CASTRO VALLEY, CA 94552



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|--|--------------------|
| 11. SECOND READING AND ADOPTION OF ORDINANCE 2024-02:
AN ORDINANCE OF THE FAIRVIEW FIRE PROTECTION
DISTRICT ADOPTING A FORMAL PROHIBITION DISTRICT-
WIDE OF “SAFE AND SANE” FIREWORKS | INFO/ACTION |
| 12. GENERAL MANAGER REPORT <ul style="list-style-type: none">• Notice of Regular Special District Seat on Alameda LAFCO | INFO/ACTION |
| 13. BOARD MOTIONS AND APPROVALS
Regular Meeting Minutes - January 29, 2024
Special Meeting Minutes - March 9, 2024 | INFO/ACTION |
| 14. MEETING ACTIONS ITEMS SUMMARY | INFO/ACTION |
| 15. COMMENTS BY BOARD MEMBERS | |
| 16. AGENDA ITEMS FOR NEXT BOARD
MEETING | |

ADJOURNMENT

In compliance with the Americans with Disabilities Act, for those requiring special assistance to access the videoconference meeting, to access written documents being discussed at the Board meeting, or to otherwise participate at Board meetings, please contact the General Manager, Michael Preston at (510) 583-4930 for assistance. Notification at least 48 hours before the meeting will enable the District to make reasonable arrangements to ensure accessibility to the Board meeting and to provide any required accommodations, auxiliary aids or services.

5. MESSAGE FROM THE PRESIDENT

6. ALAMEDA COUNTY
SHERIFF'S OFFICE
FIREWORKS
ORDINANCE UPDATE
SERGEANT MOISES
GOMEZ, ALAMEDA
COUNTY SHERIFF'S
OFFICE

INFO

7. DRAFT 2024-29
DRAFT STRATEGIC
PLAN BOARD
APPROVAL - THE
CONSULTING TEAM

INFO

8. FIRE CHIEF'S REPORT

INFO/ACTION



Response Time Report March 25, 2024

January/February	
Average Response Time	Eng. 8 – 4 min 05 sec. Eng. 9 – 3 min 13 sec.
5 min 50 sec or less	91.1% (133/146)
ERF less than 8 min	0% (0/0)

➤ **ERF = Effective Response Force**



March 5, 2024

To: Garrett Contreras, Fire Chief
Through: Eric Vollmer, Deputy Fire Chief
Scott Anderson, Deputy Fire Chief
From: Miles Massone, Fire Marshal

Re: FFPD Fire Prevention Activity (January-February, Bi-Monthly Report)

During the past two months, The Office of the Fire Marshal has been involved in the following activity in the Fairview Fire Protection District:

Performed (10) Fire Inspections (Annual/Fire Protection/Building)

- 2931 Pickford Way Annual – Daycare Small
- 2714 Kelly St Annual – Daycare Small
- 22502 Woodroe Ave Annual – Daycare Small
- 22505 Woodroe Ave Annual – 24 HRS Community Care Facility
- 25621 Camino Vis Annual – Daycare Small
- 2500 Hansen Rd Annual – Daycare Large
- 2241 Fernwood Ct Annual – Daycare Small
- 24912 2nd St Annual – Essential City Facilities
- 25862 Five Canyons Annual – Essential City Facilities
- 24912 2nd St Annual – Essential City Facilities

Reviewed (4) Referrals for Future Construction/Development

- 3005 Pickford Way Application for a Parcel Map to split a 17,381 sq. ft. lot into 2
- 5289 Hilltop Rd Admin CUP for a temporary home sales office used during construction
- 2958 Winchester Dr Tentative Parcel Map PM-11396 to subdivide one lot into 2
- 22897 Valley View Dr Subdivide a parcel containing one home into two parcels

Performed (6) New Construction Plan Checks for Single Family Residences/Additions

- 5499 Hilltop Rd Terrace View at Five Canyons, 25 new SFR, TRACT 6869
- 25386 2nd St New detached ADU w/ deck, removal of shed and add'l structure
- 2551 Live Oak Ter Remodeling of and addition to SFR
- 2701 East Ave Previous permit BLD2020-00562 Store Construction
- 2072 East Ave Addition to 1-store SFR to include 2 bedrooms and 2 bathrooms
- 1895 East Ave Construction of new 998 sq. ft. garage and rear retaining wall

Performed (2) Fire Sprinkler/Alarm/Underground Line Plan Checks

- 2060 Twin Creeks Pl New construction, SFR
- 23051 Henry Ct Installation of 13D fire sprinkler system

Performed (6) Vegetation Management Complaint Inspections

- Boulder Canyon Dr Failed – Second Abatement Notice Mailed
- 25634 Camino Vista Re-Inspection Due
- 23274 Maud Ave Closed – In Compliance
- 23354 Maud Ave Closed – In Compliance
- 23330 Maud Ave Closed – In Compliance
- 25833 Fairview Ave Closed – In Compliance

Respectfully,

Miles Massone
Fire Marshal

9. FFPD FINANCIAL UPDATE

INFO/ACTION

PeopleSoft
CASH BALANCES BY FUND

Report ID: FXGLA301
 Fiscal Year 2024
 Accounting Period 6 thru 6 --- Fund(s) Requested: All
 Fund: 43300 Fairview Fire District

Page No. 1
 Run Date 02/06/2024
 Run Time 15:25:53

<u>Journal Date</u>	<u>Journal ID</u>	<u>Jrnl Line Description</u>	<u>Beginning Balance</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Apportionment</u>	<u>Interfund Transfers</u>	<u>Ending Balance</u>
2023-12-01	APP0997506						-6,129.78	7,459,103.93
2023-12-05	0000998512	Cash in Treasury				8,936.23		7,468,040.16
2023-12-05	0000998513	Cash in Treasury				32,471.28		7,500,511.44
2023-12-06	0000998893	Cash in Treasury					-257.49	7,500,253.95
2023-12-07	0000998514	Cash in Treasury				2,106,362.67		9,606,616.62
2023-12-07	0000998686	Cash in Treasury				-14,781.85		9,591,834.77
2023-12-07	0000998687	Cash in Treasury				-5,031.25		9,586,803.52
2023-12-07	APP0998247						-1,733.56	9,585,069.96
2023-12-11	0000998736	Cash in Treasury					26,143.17	9,611,213.13
2023-12-11	0000998737	Cash in Treasury					825.49	9,612,038.62
2023-12-11	0000998902	Cash in Treasury					-9,420.51	9,602,618.11
2023-12-22	0001000530	Cash in Treasury					-201.81	9,602,416.30
2023-12-22	0001000532	Cash in Treasury					-47.20	9,602,369.10
2023-12-22	0001000533	Cash in Treasury					-3,255.00	9,599,114.10
2023-12-22	APP1000224						-526.32	9,598,587.78
2023-12-31	ADB0000001	Cash in Treasury					47,519.90	9,646,107.68
Totals for Fund 43300			7,465,233.71	0.00	0.00	2,127,957.08	52,916.89	9,646,107.68

PeopleSoft
 CASH BALANCES BY FUND

Report ID: FXGLA301
 Fiscal Year 2024
 Accounting Period 7 thru 7 --- Fund(s) Requested: All
 Fund: 43300 Fairview Fire District

<u>Journal Date</u>	<u>Journal ID</u>	<u>Jrnl Line Description</u>	<u>Beginning Balance</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Apportionment</u>	<u>Interfund Transfers</u>	<u>Ending Balance</u>
2024-01-05	APP1001445						-5,193.07	9,640,914.61
2024-01-09	APP1001820						-1,039.96	9,639,874.65
2024-01-12	APP1002353						-11,150.00	9,628,724.65
2024-01-19	0001003545	Cash in Treasury					-201.81	9,628,522.84
2024-01-19	0001003547	Cash in Treasury					-47.20	9,628,475.64
2024-01-19	0001003548	Cash in Treasury					-3,255.00	9,625,220.64
2024-01-19	APP1003070						-611.94	9,624,608.70
2024-01-24	APP1003551						-24.50	9,624,584.20
2024-01-26	APP1003901						-301.50	9,624,282.70
2024-01-30	0001004566	Cash in Treasury				26.00		9,624,308.70
Totals for Fund 43300			9,646,107.68	0.00	0.00	26.00	-21,824.98	9,624,308.70

FAIRVIEW FIRE PROTECTION DISTRICT

ACCOUNTANTS REPORT

JANUARY 2024

#	PAYEE	DESCRIPTION	AMOUNT
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	Expenditures Continued -		
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	-----	-----	-----
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EXPENDITURES - page 2 \$ -

Operating Budget - Expenditures	FY 23/24 Adopted Final Budget	Year to Date to 03/12/24	% to Date
Director Fees and Expenses			
Director Fees for Board Attendance	7,000	1,700	24%
Director Expenses (i.e. mileage), ACSDA Meeting Host Refreshments	1,500	200	13%
Training for Board Members, Perpetual Plaque	5,000	1,569	31%
Supplies and Technology			
Office/Technology (Zoom, Gmail, Survey Monkey)/Event Supplies	5,500	4,529	82%
Newsletter	4,500	-	0%
Website	2,500	959	38%
Memberships		-	
Alameda County Env Health (CUPA)	834	-	0%
Cal Special Dist Assoc (Local Chapter)	100	-	0%
Payment to LAFCO	700	521	74%
Administration Services			
General Manager Services	43,200	21,809	50%
Legal Counsel & Recording Secretary	43,200	8,051	19%
Publicity and Legal Notices	3,000	310	10%
Bookkeeping Services	16,000	17,302	108%
Annual Audit	12,000	11,150	93%
Insurance	15,000	13,419	89%
Lease Payment to County	15	-	0%
Workers Compensation Insurance	4,000	3,413	85%
Alameda County Tax Admin Fee	30,000	-	0%
Facilities Services			
Alarm Systems	4,000	3,162	79%
Janitorial	500	-	0%
Old Fire Station 8 Upkeep	5,000	-	0%
Utilities - East Bay MUD	1,000	451	45%
Utilities - PG&E	30,000	8,535	28%
Yard Service	4,800	3,200	67%
Fence Replacment (OFS8)		-	
Retainer for Solar Analysis		-	
Programs and Events			
Disaster Preparedness Program	10,000	-	0%
Chipping Program	15,000	15,000	100%
Firewise Projects/Residential Assistance	10,000	10,000	100%
Weed Abatement Courtesy Notice	5,000	-	0%
Strategic Plan			
Strategic Plan Postcard Mailing		2,922	
Red Flag Staffing	10,000	-	0%
District Election			
District Election	-	-	0%

Subtotal District Expenses	289,349	128,202	44%
Emergency Response Services	\$ 3,240,444	3,240,444	100%
Paramedic Services	360,049	360,049	100%
Subtotal Hayward Fire Contract	3,600,493	3,600,493	100%
Capital Commitment	FY 23/24 Adopted Final Budget	Year to Date to 03/12/24	% to Date
Apparatus Replacement	205,489	205,489	100%
Equipment Replacement	27,562	27,562	100%
Facility Capital Improvements	223,657	223,657	100%
Subtotal Capital Budget	456,708	456,708	100%
	FY 23/24 Adopted Final Budget	Year to Date to 03/12/24	% to Date
TOTAL OPERATING EXPENDITURES	4,346,550	4,185,403	96%
Revenues	FY 23/34 Adopted Final Budget	Year to Date to 03/12/24	
Property Tax	3,949,601	2,544,782	64%
Interest	75,777	110,069	145%
EMS (ALS)	29,055	16,615	57%
Other Revenue	-		
TOTAL REVENUES	4,054,432	2,671,466	66%
<i>ERAF Contribution = 21.89%</i>			

BREAK

10. SECOND READING AND ADOPTION OF 2024-01

INFO/ACTION

BOARD OF DIRECTORS

MELISSA DIMIC
MARK MCDANIEL
BOB CLARK
MICHAEL JUSTICE
SARAH CHOI

GENERAL MANAGER:

MIKE PRESTON



FAIRVIEW

FIRE PROTECTION DISTRICT

25862 FIVE CANYONS PKWY
CASTRO VALLEY, CA 94552
(510) 583-4930

FIRE CHIEF

GARRETT CONTRERAS

WWW.FAIRVIEWFIREDISTRICT.ORG

FAIRVIEW FIRE PROTECTION DISTRICT ORDINANCE: 2024-01

AN ORDINANCE OF THE FAIRVIEW FIRE PROTECTION DISTRICT ADOPTING AND RECONFIRMING ORDINANCE 1 ABATEMENT STANDARDS

WHEREAS, state law codifies the Fairview Fire Protection District’s (“District”) authority to order the abatement of nuisances in the form of fire hazards;

WHEREAS, the District’s 2020 Fuels Management and Weed Abatement Ordinance notifies all parcel owners in the District of this authority and sets forth the process for the District to declare a public nuisance, authorize the issuance of a Notice to Destroy Weeds to the property owner which provides the date and place for a hearing before the Governing Board of the District (“Board”), set forth findings, and issue an Order to Abate;

WHEREAS, the Board wishes to adopt and reaffirm the abatement standards codified in “Ordinance 1.”

NOW THEREFORE BE IT RESOLVED, DETERMINED, AND ORDERED by Ordinance of the Fairview Fire Protection District as follows:

ABATEMENT STANDARDS

The following standards are considered as a minimum. The Fire District may require additional abatement due to terrain, height of growth, location, use of land, etcetera. No burning is allowed.

RUBBISH, TRASH, OTHER UNSAFE CONDITIONS:

I. ALL PROPERTIES

A. All rubbish, trash, trimmings or litter shall be abated.

B. All wood fuel or lumber shall be neatly stacked or removed from property:

WEEDS, GRASS, BRUSH, AND DEAD GROWTH:

I. RESIDENTIAL AND COMMERCIAL AREAS

A. Complete abatement:

1. All weeds, grass, or other vegetation that is dry or will become dry during the months of May - November must be removed or otherwise abated from the entire parcel.

2. This abatement must be maintained whenever growth exceeds 4 inches in height.

II. CROP LAND AND PASTURE LAND (LIVESTOCK GRAZING)

A. 30 foot wide continuous firebreaks (cleared space) shall be installed and maintained around each parcel property line as the terrain allows.

B. 30 foot wide crossbreaks (cleared space) intersecting the firebreaks shall be installed:

1. On one side of all obstructions to emergency vehicles such as ditches, creeks, fencelines and the like within parcels.

2. On the top of all ridges, hills, and saddles.

3. On both sides of access roads.

C. 30 foot wide minimum cleared space around all buildings or to property line, whichever is closer.

D. Complete abatement (cleared space) extending at least 30 feet beyond the foliage of any trees that would present a hazard to any building or structure.

III. UNUSED LAND -VACANT PROPERTY (WITHOUT GRAZING OR CROP USE)

A. Residential and Commercial areas:

1. Complete abatement (as per "I" above).

B. Rural property other than "IIIA":

1. For parcels 5.0 acres or smaller complete abatement is required.

2. For parcels 5.1 acres or larger requires firebreaks two times the width of the cleared space specified in "II" above.

IV. INACCESSIBLE TERRAIN AREAS- (PROPERTY NOT ACCESSIBLE BY ROADWAY).

- A. Graded fire trails, maintained to provide access for fire fighting personnel and equipment may be used in place of firebreaks and crossbreaks on an area-by-area basis.

SAVINGS CLAUSE

If any provision, sentence, clause, section, or part of these Abatement Standards are found to be illegal or invalid, such illegality or invalidity shall affect only such provision, sentence, clause, section, or part and shall not affect or impair any remaining provisions, sentences, clauses, sections, or parts. It is hereby declared to be the intention of the Fairview Fire Protection District that the Ordinance and these standards would have been adopted had such illegal or invalid provision, sentence, clause, section, or part thereof not been included herein.

PASSED, APPROVED, AND ADOPTED BY ORDER OF THE BOARD OF DIRECTORS OF THE FAIRVIEW FIRE PROTECTION AT THE DISTRICT BOARD OF DIRECTORS REGULAR MEETING ON MARCH 25, 2024, AFTER A FIRST READING TOOK PLACE AT THE BOARD OF DIRECTORS MEETING ON JANUARY 29, 2024, AND THE DISTRICT COMPLIED WITH ALL REQUIREMENTS APPLICABLE TO ADOPTING AN ORDINANCE SET FORTH IN CALIFORNIA GOVERNMENT CODE.

- Ayes:
- Noes:
- Absent:
- Abstaining:

Mark McDaniel
Secretary
Board of Directors
Fairview Fire Protection District

Melissa Dimic
President
Board of Directors
Fairview Fire Protection District

Date

1 1. SECOND READING AND ADOPTION OF ORDINANCE 2024-02

INFO/ACTION

BOARD OF DIRECTORS

MELISSA DIMIC
MARK MCDANIEL
BOB CLARK
MICHAEL JUSTICE
SARAH CHOI

GENERAL MANAGER:

MIKE PRESTON



FAIRVIEW

FIRE PROTECTION DISTRICT

25862 FIVE CANYONS PKWY
CASTRO VALLEY, CA 94552
(510) 583-4930

FIRE CHIEF

GARRETT CONTRERAS

WWW.FAIRVIEWFIREDISTRICT.ORG

FAIRVIEW FIRE PROTECTION DISTRICT ORDINANCE: 2024-02

AN ORDINANCE OF THE FAIRVIEW FIRE PROTECTION DISTRICT ADOPTING A FORMAL PROHIBITION DISTRICT-WIDE OF “SAFE AND SANE” FIREWORKS

WHEREAS, state law codifies the Fairview Fire Protection District’s (“District”) authority to adopt an ordinance to prohibit the sale, use, or discharge of fireworks within the District’s service area, per California Health and Safety Code § 12541.1;

WHEREAS, according to the California Office of the State Fire Marshal, certain fireworks that bear the State Fire Marshal's “Safe and Sane” Seal may in certain select parts in the State of California be sold from noon June 28th through noon July 6th each year, unless a local ordinance is adopted and is more restrictive.

WHEREAS, it is by mutual understanding of the City of Hayward and the Fairview Fire Protection District that all fireworks are illegal in both service areas, and that Safe and Sane fireworks are *not* legal in either service area.

WHEREAS, in order to clarify and preclude any possible ambiguity in the application and enforcement of state, county, city, and special district regulations, the District’s Governing Board of Directors hereby takes formal action to clarify and reaffirm the regulation District-wide that **the sale, use, or discharge of all fireworks, including Safe and Sane Fireworks, are prohibited in the District’s service area.**

NOW THEREFORE BE IT RESOLVED, DETERMINED, AND ORDERED by Ordinance of the Fairview Fire Protection District as follows:

No person shall sell, use, discharge, or possess for the purpose of sale, use or discharge any fireworks within the Fairview Fire Protection District’s Service Area.

PASSED, APPROVED, AND ADOPTED BY ORDER OF THE BOARD OF DIRECTORS OF THE FAIRVIEW FIRE PROTECTION AT THE DISTRICT BOARD OF DIRECTORS REGULAR MEETING ON **MARCH 25, 2024**, AFTER A FIRST READING TOOK PLACE AT THE BOARD OF DIRECTORS MEETING ON **JANUARY 29, 2024**, AND THE DISTRICT COMPLIED WITH ALL REQUIREMENTS APPLICABLE TO ADOPTING AN ORDINANCE SET FORTH IN CALIFORNIA GOVERNMENT CODE.

Ayes:
Noes:
Absent:
Abstaining:

Mark McDaniel
Secretary
Board of Directors
Fairview Fire Protection District

Melissa Dimic
President
Board of Directors
Fairview Fire Protection District

Date

12. GENERAL MANAGER REPORT

INFO/ACTION



LAFCO

Alameda Local Agency Formation Commission

February 4, 2024

Board Presidents
Independent Special District Selection Committee

SUBJECT: Notice of Regular Special District Seat on Alameda LAFCO

Dear Committee Members:

This letter serves as notice that the Special District Member Seat on the Alameda Local Agency Formation Commission (LAFCO) will expire on May 6, 2024. Therefore, Alameda LAFCO in conjunction with the Alameda County Chapter of the California Special Districts Association, is calling a meeting of the Alameda County Independent Special District Selection Committee (ISDSC) for **Wednesday, May 8, 2024 at 10:00 a.m.**, following the regular ACSDA meeting. Candidate nominations are due **Friday, May 3, 2024**. Please note that the incumbent, Ralph Johnson, has indicated that he plans to seek re-nomination.

Alameda LAFCO is a political subdivision of the State of California and currently operates under authority of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2001 (Government Code Section 56000). LAFCO is delegated regulatory and planning responsibilities to coordinate the efficient and responsive delivery of local governmental services and highlighted by overseeing the formation, expansion and related changes involving cities and special districts. There are presently 14 cities and 29 special districts subject to LAFCO’s jurisdiction in Alameda County.

Decision-making at Alameda LAFCO is directly vested with its 11-member Commission. The Commission is divided between seven regular voting members and four alternate voting members. Representation on the Commission is also divided between four distinct appointee categories: (a) three appointees from the County of Alameda, (b) three appointees from the cities/towns, (c) three appointees from the independent special districts, and (d) two appointees from the general public. State law specifies all Commission members shall exercise their independent judgment on behalf of the interests of the public as a whole and not on behalf of their appointing authorities.

The purpose of the ISDSC is to elect special district members to LAFCO. The ISDSC consists of the presiding officers of the legislative bodies of each independent special district in Alameda County. Pursuant to Government Code Section 56332 and the ISDSC rules, a special district’s board of directors may appoint one of its members to attend the meeting if the presiding officer is unable to attend. Please find the ISDSC’s rules and the Government Code Section 56332 enclosed (Attachment 1 and Attachment 2).

For this election each independent special district is entitled to nominate one board member for the LAFCO special district enterprise seat. The nominees must meet the eligibility requirements outlined in Section VI of the ISDC's rules (Attachment 1). A nomination and voting delegate form is enclosed (Attachment 3). Eligible nominees may circulate a statement of qualifications prior to or at the May 8th ISDSC meeting.

Any district nominating a candidate must ratify that nomination by board resolution. Furthermore, upon nomination, the nominating district must notify in writing all other districts of their candidate selection. No resolution is needed from a district that does not wish to nominate a candidate. Attached is a list of each district's contact information (Attachment 4).

Please note the following timeline:

Friday, May 3, 2024

Nominations due from each district. Please complete and return the attached form to Alameda LAFCO. Please note that pursuant to Government Code Section 56332, "if only one candidate is nominated for a vacant seat, that candidate shall be deemed selected, with no further proceedings."

Friday, May 3, 2024

Each district submits the name of the presiding officer or designee who will be voting at the May 10th meeting. Please complete and return the attached form to Alameda LAFCO.

Before, Wednesday, May 8, 2024

All nominating agencies must ratify their district's nominee via board resolution and send notice of the nomination to the presiding officers of all the other districts (see attached contact information). Please submit a copy of the resolution to Alameda LAFCO.

Wednesday, May 8, 2024

Independent Special District Selection Committee meeting at same location as the ACSDA meeting.

Should you have any questions, please contact me directly by telephone at 510.670.6267 or by e-mail at rachel.jones@acgov.org.



Rachel Jones

Attachments:

1. ISDSC Rules
2. Government Code Section 56332
3. Nomination and Voting Delegate Form Special District Contact Information
4. Special District Contact List

Revised 1/14/04

RULES
FOR THE LAFCO
INDEPENDENT SPECIAL DISTRICT SELECTION COMMITTEE

Adopted April 13, 1994

By: Alameda County Chapter, California Special Districts Association

SECTION I PURPOSE

The purpose of the Independent Special District Selection Committee (ISDSC) shall be to appoint the regular and alternate special district members to the Alameda County Local Agency Formation Commission (LAFCo) whenever a vacancy exists among members representing independent special districts (Government Code Section 56332).

SECTION II MEMBERSHIP

The ISDSC shall be composed of the presiding officer of the legislative body of each independent special district either located wholly within Alameda County or containing territory within Alameda County that represents 50% or more of the assessed value of taxable property of the district. The district may appoint one of its members as an alternate ISDSC member in the event the presiding officer is unavailable (Government Code Section 56332).

SECTION III MEETINGS

The LAFCo Executive Officer shall give written notice to the presiding officer of each eligible independent special district that a meeting of the ISDSC will be held on a specified date and at a specified time and place pursuant to:

- A. A vacancy existing among the members or alternate member representing independent special districts upon the Commission; or
- B. Receipt of a written request by one or more members of the ISDSC representing districts having 10% or more of the assessed value of taxable property within Alameda County (Government Code Section 56332).

All meetings of the ISDSC shall be open meetings and comply with all applicable provisions of the Ralph M. Brown Act.

SECTION IV QUORUM

Each presiding officer or alternate member attending the meeting shall be required to register their attendance. Members representing a majority of the eligible districts shall constitute a quorum for the conduct of the ISDSC business. No meeting shall be convened by the LAFCo Executive Office prior to establishing a quorum.

SECTION V VOTING

Each member of the ISDSC shall be entitled to one vote for each independent special district of which he or she is the presiding officer (Government Code Section 56332).

SECTION VI ELIGIBILITY

To be eligible for nomination and selection to the Alameda County Local Agency Formation Commission, an individual:

- A. Must be an elected or appointed independent special district officer within Alameda County (Government Code Section 563323);
- B. Must be a resident of Alameda County (Government Code Section 563323);
- C. Must not be a member of the legislative body of a city or county (Government Code Section 563323);
- D. Must act in such a manner so as to represent the diverse interests of all agencies, not his or her individual district; and
- E. Must be willing to make a time commitment to fulfilling his or her county-wide role representing all special districts.

An elected or appointed independent special district board member who is an employee of the State of California, a county, a city, or a special district is eligible for nomination and selection to the Commission as a special district representative (Government Code Section 563323).

SECTION VII SEATING DESIGNATION

The seating of special district representatives on the Alameda County Local Agency Formation Commission shall be in accordance with the following designations:

- 1. One regular seat shall be designated as an "Enterprise District" seat;
- 2. One regular seat shall be designated as a "Non-Enterprise District" seat; and

3. One alternate seat shall be designated from either and Enterprise or Non-Enterprise district.

An "Enterprise" district is defined as any jurisdiction that derives the majority of its total revenues from user fees and/or service charges.

A "Non-Enterprise" district is defined as any jurisdiction that derives the majority of its total revenues from property taxes.

SECTION VIII NOMINATING PROCESS

Each independent special district shall be entitled to nominate a maximum of one board member from any district.

Each special district board shall determine its own internal process for selecting a name to be placed in nomination and for ensuring said nominee meets the eligibility criteria as set forth in Section VI.

- Districts are required to ratify said nominee by adoption of a board resolution.

Upon selection of a district nominee, the presiding officer of the district shall provide written notification of their nominee to the presiding officers of all other independent special districts.

An eligible district nominee may circulate a statement of his/her qualifications prior to the date of the ISDSC meeting.

SECTION IX BALLOTING PROCESS

At the meeting of the ISDSC, the balloting shall be conducted in accordance with the following:

- A. If vacant, the first balloting shall be for selection of the "Enterprise District" representative. The candidate receiving a simple majority shall be declared the winner. In the event of a tie or no majority winner, a run-off ballot(s) shall be conducted.
- B. If vacant, the second balloting shall be for selection of the "Non-Enterprise District" representative. The candidate receiving a simple majority shall be declared the winner. In the event of a tie or no majority winner, a run-off ballot(s) shall be conducted.
- C. If vacant, the third balloting shall be for selection of the alternate representative. The candidate receiving a simple majority shall be declared the winner. In the event of a tie or no majority winner, a run-off ballot(s) shall be conducted.

When previous balloting has taken place for Enterprise and/or Non-Enterprise vacancies, the ballot for the alternate representative shall also include the names of all non-winning candidates from the other ballots, if the candidate so desires.

Upon completion of the balloting, the ISDSC shall provide written notification to the LAFCo Executive Officer of the name(s) of the Committee's appointment(s) to the Commission.

SECTION X ALTERNATE NOMINATING AND BALLOTING PROCESS

In the event that the LAFCo Executive Officer determines that securing a quorum of ISDSC members for a meeting is not feasible, the LAFCo Executive Officer may conduct business of the ISDSC in writing (Government Code Section 56332).

SECTION XI TERMS OF OFFICE

Regular representatives shall serve staggered four year terms. The alternate representative shall serve a four year term.

If a representative or alternate is unable to complete a full term, and more than one year is remaining in the uncompleted term, a nominating and balloting process shall be conducted in accordance with these bylaws.

The expiration date of the term of office of each member shall be the first Monday in May in the year in which the term of the member expires (Government Code Section 56334).

Any district member may be removed at any time and without cause by a majority vote of the ISDSC, as the appointing body (Government Code Section 56334). Failure to attend three regular Commission meetings in a calendar year may be grounds for possible removal by the ISDSC.

SECTION XII MEMBER DISQUALIFICATION

At the time of appointment of a regular member or alternate, the ISDSC may, by majority vote, provide that the member or alternate is disqualified from voting as a member of the Commission on any proposal affecting the district of which the member is a representative (Government Code Section 56332).

State of California**GOVERNMENT CODE****Section 56332**

56332. (a) The independent special district selection committee shall consist of the presiding officer of the legislative body of each independent special district. However, if the presiding officer of an independent special district is unable to participate in a meeting or election of the independent special district selection committee, the legislative body of the district may appoint one of its members as an alternate to participate in the selection committee in the presiding officer's place. Those districts shall include districts located wholly within the county and those containing territory within the county representing 50 percent or more of the assessed value of taxable property of the district, as shown on the last equalized county assessment roll. Each member of the committee shall be entitled to one vote for each independent special district of which he or she is the presiding officer or his or her alternate as designated by the governing body. Members representing a majority of the eligible districts shall constitute a quorum.

(b) The executive officer shall call and give written notice of all meetings of the members of the selection committee. A meeting shall be called and held under one of the following circumstances:

(1) Whenever the executive officer anticipates that a vacancy will occur within the next 90 days among the members or alternate member representing independent special districts on the commission.

(2) Whenever a vacancy exists among the members or alternate member representing independent special districts upon the commission.

(3) Upon receipt of a written request by one or more members of the selection committee representing districts having 10 percent or more of the assessed value of taxable property within the county, as shown on the last equalized county assessment roll.

(c) The selection committee shall appoint two regular members and one alternate member to the commission. The members so appointed shall be elected or appointed members of the legislative body of an independent special district residing within the county but shall not be members of the legislative body of a city or county. If one of the regular district members is absent from a commission meeting or disqualifies himself or herself from participating in a meeting, the alternate district member may serve and vote in place of the regular district member for that meeting. Service on the commission by a regular district member shall not disqualify, or be cause for disqualification of, the member from acting on proposals affecting the special district on whose legislative body the member serves. The special district selection committee may, at the time it appoints a member or alternate, provide that the member or alternate

is disqualified from voting on proposals affecting the district on whose legislative body the member serves.

(d) If the office of a regular district member becomes vacant, the alternate member may serve and vote in place of the former regular district member until the appointment and qualification of a regular district member to fill the vacancy.

(e) A majority of the independent special district selection committee may determine to conduct the committee's business by mail, including holding all elections by mailed ballot, pursuant to subdivision (f).

(f) If the independent special district selection committee has determined to conduct the committee's business by mail or if the executive officer determines that a meeting of the special district selection committee, for the purpose of appointing the special district members or filling vacancies, is not feasible, the executive officer shall conduct the business of the committee by mail. Elections by mail shall be conducted as provided in this subdivision.

(1) The executive officer shall prepare and deliver a call for nominations to each eligible district. The presiding officer, or his or her alternate as designated by the governing body, may respond in writing by the date specified in the call for nominations, which date shall be at least 30 days from the date on which the executive officer mailed the call for nominations to the eligible district.

(2) At the end of the nominating period, if only one candidate is nominated for a vacant seat, that candidate shall be deemed appointed. If two or more candidates are nominated, the executive officer shall prepare and deliver one ballot and voting instructions to each eligible district. The ballot shall include the names of all nominees and the office for which each was nominated. Each presiding officer, or his or her alternate as designated by the governing body, shall return the ballot to the executive officer by the date specified in the voting instructions, which date shall be at least 30 days from the date on which the executive officer mailed the ballot to the eligible district.

(3) The call for nominations, ballot, and voting instructions shall be delivered by certified mail to each eligible district. As an alternative to the delivery by certified mail, the executive officer, with prior concurrence of the presiding officer or his or her alternate as designated by the governing body, may transmit materials by electronic mail.

(4) If the executive officer has transmitted the call for nominations or ballot by electronic mail, the presiding officer, or his or her alternate as designated by the governing body, may respond to the executive officer by electronic mail.

(5) Each returned nomination and ballot shall be signed by the presiding officer or his or her alternate as designated by the governing body of the eligible district.

(6) For an election to be valid, at least a quorum of the special districts must submit valid ballots. The candidate receiving the most votes shall be elected, unless another procedure has been adopted by the selection committee. Any nomination and ballot received by the executive officer after the date specified is invalid, provided, however, that if a quorum of ballots is not received by that date, the executive officer shall extend the date to submit ballots by 60 days and notify all districts of the extension.

The executive officer shall announce the results of the election within seven days of the date specified.

(7) All election materials shall be retained by the executive officer for a period of at least six months after the announcement of the election results.

(g) For purposes of this section, “executive officer” means the executive officer or designee as authorized by the commission.

(Amended by Stats. 2015, Ch. 114, Sec. 8. (AB 1532) Effective January 1, 2016.)

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Alameda LAFCO Special District Enterprise Seat Election 2024

Please complete the following information and
return by **Friday, May 3, 2024 to:**

Rachel Jones, Executive Officer
Alameda LAFCO
224 West Winton, Suite 110
Hayward, CA 94544

Telephone: (510) 670-6267
Email: rachel.jones@acgov.org

Name of presiding officer or designee who will attend and vote at the May 8, 2024 ISDSC election meeting at 10 am, following the Alameda County Special Districts Association meeting.

NAME: _____

DISTRICT: _____

NOMINATING DISTRICTS ONLY

You may nominate a maximum of one Board member for the LAFCO special district enterprise seat and the nomination must be ratified by a Board resolution prior to May 8, 2024.*

Candidate Name for Enterprise Seat:

**** If your district is nominating a candidate, you must notify all 14 other independent district presiding officers by mail, fax or e-mail (see enclosed list of contact information).***

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Special District Contact Information*

December 15, 2022

	District	Address	Fax #	Contact/E-Mail
1	Alameda County Mosquito Abatement District	23187 Connecticut St. Hayward, CA 94545	510-925-1756	Ryan Clausnitzer, General Manager ryan@mosquitoes.org
2	Alameda County Resource Conservation District	3585 Greenville Rd., Suite 2 Livermore, CA 94550	925-371-0154	Katherine Boxer, Executive Officer Katherine.boxer@acr.cd.org
3	Alameda County Water District	P.O. Box 5110 Fremont, CA 94537	510-668-4201	Ed Stevenson, General Manager ed.stevenson@acwd.com
4	Castro Valley Sanitary District	21040 Marshall Street Castro Valley, CA 94546	510-537-0757	Roland Williams, General Manager Roland@cvsan.org
5	City of Alameda Health Care District	2070 Clinton Avenue Alameda, CA 94501	510-263-8223	Debi Stebbins, General Manager dstebbins125@gmail.com
6	Dublin San Ramon Services District	7051 Dublin Boulevard Dublin, CA 94568	925-875-2200	Jan Lee, General Manager jlee@dsrsd.com
7	East Bay Municipal Utility District	PO Box 24055, MS 804 Oakland, CA 94623	510-287-0101	Clifford Chan, General Manager clifford.chan@ebmud.com
	East Bay Regional Park District	2950 Peralta Oaks Ct. Oakland, CA 94605	510-544-2001	Sabrina Landreth, General Manager slandreth@ebparks.org
9	Eden Township Healthcare District	20400 Lake Chabot Rd, Suite 303 Castro Valley, CA 94546	510- 538-2031 x 203	Mark Friedman, CEO mark@ethd.org
10	Fairview Fire Protection District	777 B Street Hayward, CA 94541	510-386-2151	Michael Preston, General Manager mike.preston@fairviewfiredistrict.org
11	Hayward Area Recreation & Park District	1099 E Street Hayward, CA 94541	510-881-6710	James Wheeler, General Manager whej@haywardrec.org
12	Livermore Area Recreation & Park District	4444 East Avenue Livermore, CA 94550	925-373-5727 (w) 831-206-5724 (c)	Mathew Fuzie, General Manager mfuzie@larpd.org
13	Oro Loma Sanitary District	2600 Grant Avenue San Lorenzo, CA 94580	510-755-7956	Jimmy Dang, General Manager jdang@oroloma.org
14	Union Sanitary District	5072 Benson Road Union City, CA 94587	510-477-7502	Paul Eldredge, General Manager paule@unionsanitary.ca.gov
15	Washington Hospital Health Care District	2000 Mowry Avenue Fremont, CA 94538	510-818-4813	Kimberly Hartz, CEO kimberly_hartz@whhs.org

*Districts not listed do not participate in the LAFCo election process.

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Independent Special Districts: Enterprise/Non-enterprise Status

	District	Enterprise	Non-Enterprise
1	Alameda County Mosquito Abatement District		X
2	Alameda County Resource Conservation District		X
3	Alameda County Water District	X	
4	Castro Valley Sanitary District	X	
5	City of Alameda Health Care District		X
6	Dublin San Ramon Services District	X	
7	East Bay Municipal Utility District	X	
8	East Bay Regional Park District		X
9	Eden Township Healthcare District		X
10	Fairview Fire Protection District		X
11	Hayward Area Recreation & Park District		X
12	Livermore Area Recreation & Park District		X
13	Oro Loma Sanitary District	X	
14	Union Sanitary District	X	
15	Washington Hospital Health Care District		X

From the State Controllers website

<http://www.sco.ca.gov/ard/local/locrep/districts/forms/0708/distinstruct.pdf>

The following types of district activities should be reported as non-enterprise activities.

- Air Pollution Control
- Ambulance Service
- Animal Control
- Cemetery
- Drainage and Drainage Maintenance
- Financing and Constructing Facilities
- Fire Protection
- Flood Control and Water Conservation
- Governmental Services
- Health
- Land Reclamation and Levee Maintenance
- Library Services
- Lighting and Lighting Maintenance
- Local and Regional Planning or Development
- Memorial
- Parking
- Pest Control

- Police Protection and Personal Safety
- Recreation and Park
- Resource Conservation
- Self Insurance
- Streets and Roads – Construction and Maintenance
- Television Translator Station Facility
- Underground Electric and Communication Facilities

Enterprise activities include:

- Airport
- Electric
- Harbor and Port
- Hospital
- Waste Disposal
- Water

13. BOARD MOTIONS AND APPROVALS

INFO/ACTION

**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.

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

14. MEETING ACTIONS ITEMS SUMMARY

**FIRE PROTECTION DISTRICT REGULAR BOARD MEETING MINUTES
WEDNESDAY SEPTEMBER JANUARY 29, 2024, 7:00 PM
MEETING AT FIRE STATION 8
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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.

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

March 9 Special Meeting Minutes

Meeting called to order by President Dimic at 10:10AM

All directors present.

Pledge

Welcome

Public comment—none.

Begin Strategic Plan Workshop

Every five years or so we need to revisit and update the strategic plan. We've engaged The Consulting Team (TCT) to help the board do so. With us today are Nina and Victoria of TCT.

Introductions

Environmental Scan/Community Survey

- Promulgated via USPS.
- 110 respondents
- Eleven questions
- Issues [not weighted]
 - Website—ease of use/user friendliness.
 - AC Alerts signups
 - Only about 1,100 are signed up in FFPD.
 - Information sharing—going beyond the newsletter.
 - Weed abatement—increasing program awareness.
 - Increasing the use of the program in Five Canyons.
 - CPR classes
 - Alternative routes
 - Thurston gate mentioned.
 - “Who comes up with the routes?” “We did.”
 - Delineating the difference between HFD and FFPD, including the boundaries.

- Perhaps we can have a list of the streets on the website as well as the map.
- Fireworks
- Homeless camps
- Emergency planning for the elderly.
- Parking/emergency access on narrow roads.
- The General Manager commented on the website, alternative routes, and AC Alerts. The lion's share of the conversation centered on alternative routes.
 - “We need to confirm that [alternative routes are] usable.”

Summary of the SLOTS

- Strengths
 - Partnership with HFD.
 - Quick responses.
 - Unified board, with minimal bureaucracy.
 - Commitment to stakeholders.
 - Outreach
 - Newsletter
 - Mailings
 - Fiscal Strength
 - Weed abatement program
- Limitations
 - Current outreach
 - LAFCO
 - Evacuation options impact
 - Property taxes—decrease/
 - County's hold on funds.
 - Limited representation
 - Succession
- Opportunities
 - More outreach
 - Strategic plan response from the community.
 - Increased social media.
 - More classes.

- More fuel management.
- More grants.
- Threats—some of these are repeated from other areas.
 - LAFCO
 - Succession of general manager, board members.
 - Change in designation of zones.
 - County’s influence on funding/ERAF.
 - Many stakeholders believe that FFPD has authority over public/private lands to an extent that is not realistic.
 - Droughts after wet years/increased fuel.

Activity—Selecting three to five priorities regarding the Strategic Plan.

Values—the standards and principles upon which one bases one’s actions. We reviewed ours and focused on the “top five” individually. I chose:

- Responsiveness, service—after all, we’re a *fire protection* district.
- Fiscal responsibility—we must always be mindful that it’s *public* funding.
- Commitment, Dedication—some would say this should be first, but you must start with something to commit *to*, something to dedicate oneself *to*.
- Transparency
- Collaboration.

The general manager and the other board members had varying answers. Part of the divergent answers were due to the amount of **overlap** between the terms. For example, one could interpret *Accountability/Responsibility* to be the same as *Communication/Transparency*.

The areas in which there was the most consensus.

- Responsiveness, service
- Fiscal responsibility
- Community collaboration
- Innovation
- Transparency

Vision

Currently, our plan has no vision statement.

Elements to include.

- Innovation
- Collaboration
- Transparency
- Fiscal responsibility

Director Clark reviewed some points from the prior strategic plan that were pertinent.

After some discussion, we decided to turn to the mission statement.

Mission

The district's mission is to provide our unique and diverse suburban/rural district with:

- Rapid and effective emergency response.
- Safety and prevention.
- Fiscal sustainability...

This section is not finished.

Vision Redux

The Fairview Fire Protection District will continue to foster the district's partnership with its contracted fire agency to anticipate and respond to the diverse and changing needs of the community.

Priorities, Goals, and Actions

We endeavored to have *SMART* goals.

- Specific
- Measurable
- Aligned (with the values/vision/purview)
- Realistic
- Time specific

We split into several groups to discuss the following areas.

- **Community engagement.**
- **Succession regarding the general manager and the board.**
- **Emergency preparedness.**
- **District facilities/equipment analysis.**

Community Engagement

- Tab at the top of the website saying *About this website*. It could clarify that some people want more on the site, some want less. If the website confuses anyone, or leaves anyone dissatisfied, please contact...
 - This could also be a FAQ link.
- Move the **Contact** tab to the top of the homepage.
 - And keep the current tab on the bottom.
 - Have test groups for the site?
- Signage about CPR/safety classes.
- Signage about the website with a QR code.

Succession Planning

- Should we rotate officer positions periodically?
- General Manager
 - Ad hoc committee to work on a job description, salary, benefits, etc.
 - Outreach, applicants, interview process.

Emergency Preparedness

- Establish and confirm (test drive) the alternate evacuation routes.

- Disseminate this information via the website, HOA meetings, USPS, etc.
- AC Alert
 - Pop-up on website?
 - With a “Do not show this again” function.
- Weed abatement.
 - Continued work on grants.
 - Education—see above.

Facilities and Equipment

- Station 8—Have counsel examine ownership facets.
- Station 9—Evaluate the station.
 - If we don’t act, do we lose the collaboration?
- Equipment—inventory

We had public comment at the end.

We adjourned the meeting at 2:15 PM

15. COMMENTS BY BOARD MEMBERS

16. AGENDA ITEMS FOR NEXT BOARD MEETING