

MINUTES

FRIDAY/JANUARY 15, 2010

1 PM

BOARD OF DIRECTORS – Garden alley Fire protection District SPECIAL MEETING

Location: 4860 Marshall Road – Garden Valley, CA 95633 – Training Room

The meeting was called to order at 1PM

IN ATTENDANCE: A roll call is taken. Directors, Clark, Sousa, Karen Smith and Richard Smith, are present. Chairman Nelson is absent. Also present are: Chief Bill Dekker, Assistant Chief Linda Szczepanik; District Accountant, Christina Havens: Captain Jeff Burch and Debbie Burch, and (Stringer for the Georgetown Gazette) Pat Snelling There is a quorum, so the meeting proceeds with Vice Chairman Frank Clark officiating.

...pauses or interruption of thought(s)

PLEDGE OF ALLEGIANCE

1.0 - ADOPT AGENDA: – Director Karen Smith makes the motion to adopt the agenda and Director Dave Souza seconds the motion. Passes unanimously.

2.0 – INTRODUCTION OF GUESTS: Chief Dekker introduces Debbie Burch

3.0 – PUBLIC COMMENTS: There are none

4.0 - OLD BUSINESS:

4.1 And 4.2 – Reconciliation of Payroll Issues with Dekker and Szczepanik

Director Souza makes the motion to postpone the discussion of this agenda item due to the fact Chairman Nelson is absent. Nelson has been the liaison between the Auditor's Office and this board regarding this matter, the board is reluctant to move forward until the Chairman is present. Director Karen Smith seconds this motion. A roll call vote is taken and all directors vote in favor of this motion. Director Richard Smith: I would like to recommend that we move forward on this as soon as possible. Agenda Item 4.1 and 4.2 are tabled until a new date is decided upon for the next meeting, after Rick Nelson is contacted.

Agenda Items 5.0 and 6.0/Tabled

7.0 – NEW BUSINESS:

7.1 – Board Packets/Master Copy versus Fee for copies to General Public

Director Karen Smith: We talked about this at our last meeting. Now that our packets are getting larger and larger perhaps it might behoove the board to recommend one copy be made available on the table for people to look at and should they want their own copy they can request it, and they'll be charged 10 cents a page. Richard Smith: What would be involved in that? Would this be money that would go into a slush fund? Havens: When we make copies the contract says we are charged 1 cent plus the cost of the paper. So any amount we receive would be a reimbursement and would go right to the line item for cost of copies, where that money is actually going out. Karen Smith: I'm glad you're here. Good idea!

Havens: It would be replacing money that we are actually spend to make copies. Toner is actually included in the cost of the copy also; and our maintenance and the staples. Richard Smith: So the actual cost is one cent? Havens: One cent for the copy, plus the paper. Our paper expense is one of our larger expenses. We could probably do this for five cents. Dekker: I'd like to reiterate my opinion on this. I don't believe we should be charging at all. It's been the policy of this board to be open and forthcoming, and I wouldn't want the perception that we are trying to throw up road blocks for the distribution of information, regarding board business. I just don't think it is would be worth the time and effort. We have to provide receipts. Pat Snelling speaks from the audience. "Per the Brown Act you cannot charge for any kind of profit, you can only charge for the expense of making the copies." Karen Smith: That's what we just said. Havens: And you have to figure in the person making the copies. Snelling: You can not charge for the person doing the work. You can only charge for the expense of making the copy. Havens: Right and we would factor all those things in. But it would be actual cost. Are intention is not to make a profit. Richard Smith: I'd have to go along with the Chief on this. If all of a sudden we get loads of public in here and were making copies from one end to the other, I don't think it's worth the trouble. Vice Chairman Clark says we'll have a roll call for either charging or not charging. The board clerk reminds Clark there is no motion on the floor. Director Souza: I think we should just put out one agenda, one copy of everything, and then if the public would like their own copy, we'll give them a copy. As you can see we really don't have people coming like they use to. So one packet should be available and if they look at it and want one and request one, we'll give it to them. Vice Chairman Clark: Do we have a second on that? Havens: I have one thing to add. The new copier that we have does have the capability to scan, and we can email. That would be another option. So if anyone wanted a copy we could scan the documents and email. There's no cost to do that. Vice Chair: Is there any other discussion? Karen Smith: I'd like to amend my motion, and say we only put out one copy for perusal and make any other copies on demand. Richard Smith: I second that motion. Pat Snelling: So now you're saying this copy is suppose to be available to the public, 48 hours before the meeting (voice becomes inaudible on the tape) Karen Smith: We have one master copy available and other copies made upon demand, at no charge. Dekker: Again, to reiterate, we are going to make everything accessible to the media, and anyone else, at anytime. We are not throwing up roadblocks...Karen Smith: We are trying to keep our costs down. Dekker: That's my CEO philosophy when anyone walks in here, they can have anything at anytime, and what's legal to give. Board Clerk: Just as a reminder these minutes are also being posted to our website, every month, once you approve them. Richard Smith: Also, I don't think these requests should be made under the FOIA. (Freedom of Information Act). These requests should be made under the California Public Record Act. FOIA is federal. So unless we have federal paper, a request made under that is not a valid request. Vice Chairman: So we really don't need a vote because it died of a first motion, and then the second one was recommend, we accepted that...Richard Smith: We do have a first and a second the floor to put the one package out. Vice Chairman: We have a first and second? Board Clerk: Karen made the motion, Richard seconded it. Karen Smith: So we need to vote on it. A roll call vote is taken. Rick Nelson is absent, and the motion passes 4-0. Richard Smith: I just want to make it clear this is not the only way you can get a copy. You can come here anytime and get it.

7.2 – Policies and Procedures Updates

Board Clerk: Rick Nelson asked me to put this on the agenda, and even though he is not here to explain his reasoning I would like to share with you why. In 2008 I started to prepare new policies and procedures updates which the former board constantly tabled. He did not know I had

these completed until we started talking. He then suggested I hand them out to you today, so that you have copies for the February meeting. It's not all of reading, but if we start now, again, perhaps we can get through with the updates by the end of the year. Dekker: To confirm what Ms. Cleaver is saying, when I first got here, the board was working on these. The GVFPD's policies and procedures were pretty out-dated. And like Ms. Cleaver said, the board was in such a turmoil they just didn't act on this stuff. It's come to a point in time, that the stuff in the past is being rectified and fixed, and if we can move back on this, we can get in the mode of doing business, instead of always being in crisis mode. Mr. Nelson and I have been talking about policies and procedures the last couple of days, and think it's an appropriate time to really delve into it. We're going to need a committee made up of labor, Captain Jeff Burch from the local union, myself, and a couple of board members. We need to start going through these policies and procedures. Having done this before, in my last department it was a rather long and extensive task. We don't need to reinvent the wheel. What I've done is contacted all department chiefs, on the West Slope of El Dorado County and asked for copies of their policies and procedures. I started receiving those today, and what I'm looking at is some really, really, good stuff. They've been updated, and gone through legal review. It might behoove us to burglarize from our neighboring departments, information that is already successful and avoid doing things differently from everyone else. We can do this in a spirit of cooperation. We can start matching up what others are doing. If in the future there is a change in the district's status, consolidation, etc, we'd be that much farther down the road to making it successful. I'd like to get with Mr. Nelson, and work together so see who would be interested in being on the panel, and start going through this stuff. It's going to be long and tedious. We have all to go through. But, it would be the proper way to go. Vice Chairman Clark: Can we put this on the back burner until next week, until we decide what to do with the payroll discussion. Souza: All of this stuff is coming from different departments...if we can compile everything up, from El Dorado Hills, Diamond Springs, all the different fire districts...if we can get their policies and procedures, we can get a better idea and table it. Vice Chairman Clark asks Karen Smith. There is no reply. Vice Chairman Clark asks Richard Smith. Richard Smith: I wouldn't mind being on the committee. That doesn't mean I have to. But I would volunteer. Dekker: I don't think anyone will ever argue with you. Richard Smith: Someone may want someone else. Director Souza: I'd volunteer. Vice Chairman Clark: ...all in favor say aye. All board members say aye. Jeff Burch: I would like to go on formal notice to receive copies of any changes pertaining to the policies and procedures and be notified of any meetings that may be held. Dekker: You have to be on the committee. Souza: When were these policies and procedures presented to the old board? Board Clerk: Originally, August of 2008. Karen Smith: So the disciplinary policy I have here isn't necessarily what....Jeff Burch: Ours is a grievance procedure. Karen Smith: The Grand Jury did ask me for a copy of the Grievance Procedure. Dekker: They have that. Jeff Burch: They have a copy of our MOU. Karen Smith: I'll tell them that.

8.0 – BOARD MEMBER OPEN FORUM:

9.0 – ADJOURNMENT:

Karen Smith makes a motion to adjourn, but before a second could be heard, Pat Snelling speaks from the audience. "What was the purpose of this meeting? Was it to do the old business and Rick wasn't here?" Several persons are heard to say, Yes. Vice Chairman Clark says all in favor, and ends the meeting.

Respectively Submitted:


Ms. Jo Cleaver

2-9-2010
Date: Board Clerk