

**FAIRVIEW FIRE PROTECTION DISTRICT REGULAR
BOARD MEETING MINUTES
MONDAY, NOVEMBER 18, 2024, 7:00 PM
MEETING 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 Vice President Michael Justice at 7:04 p.m. Director Justice led the pledge of allegiance.

2. ROLL CALL

Board members present: Directors Robert Clark, Michael Justice, Mark McDaniel, and Director Choi. Director Dimic is absent.

In addition, the following staff and service providers were present: Interim Fire Chief Eric Vollmer, General Manager Michael Preston, Acting Fire Marshall Andrew Westfield, and Conor Kennedy, Esq. of Garcia Hernandez Sawhney, LLP.

3. WELCOME

Vice President Justice made welcome comments.

4. PUBLIC COMMENT PERIOD

Vice President Justice opened up the public comment period. No comment was provided. After which the period was closed.

5. MESSAGE FROM THE PRESIDENT

Vice President Justice welcomed everyone to the meeting.

6. FIRE CHIEF'S REPORT

Interim Fire Chief Eric Vollmer and Fire Marshal Massone delivered the Incident Response Report, the Vegetation Management Update, and the Fire Prevention Activity report.

The Board asked questions of the Interim Chief.

7. FFPD FINANCIAL UPDATE

The General Manager briefed the Board about the Fund Balance report and the Accountant Reports in the packet.

Director Clark moved to accept the September 2024 Accountants' Report in the packet. Director Justice seconded. Motion carried unanimously.

AYES 4 (Justice, Clark, McDaniel, Choi), ABSENT 1 (Dimic), NOES 0, ABSTAIN 0.

The Directors asked questions of the General Manager about the expenditure report.

8. 2025 Meetings Calendar

The Directors worked with the General Manager to adjust the 2025 meeting calendar as follows:

January 27

March 31

May 19

July 28

September 29

November 17

Director Clark moved to adopt the 2025 meeting calendar as amended. Director Choi seconded. Motion carried unanimously.

AYES 4 (Justice, Clark, McDaniel, Choi), ABSENT 1 (Dimic), NOES 0, ABSTAIN 0.

9. BOARD APPROVAL TO FINALIZE AND ISSUE RFP FOR REPAVING PROJECT

The General Manager presented a Request for Proposals to seek bids for a repaving project at Fire Station 8, 25862 Five Canyons Pkwy, Castro Valley, CA.

Director Justice moved to authorize the General Manager to finalize the technical specifications and other details of the RFP and issue it to seek bids. Director Clark seconded. Motion carried unanimously.

AYES 4 (Justice, Clark, McDaniel, Choi), ABSENT 1 (Dimic), NOES 0, ABSTAIN 0.

10. APPROVAL OF CHANGES TO GOVERNANCE POLICY.

The General Manager sought changes to the policy to align General Manager duties with those outlined in the General Manager Employment Agreement and to clarify other language in the General Manager section of the policy.

Director McDaniel moved to approve the proposed changes to Policy 103.4 and amend the policy to use the abbreviation designation “General Manager (“GM”)” for the first use of the term “General Manager” in the policy, except for the provision that proposed to change the last clause of Section II(C)(1) from “FFPD Board of Directors” to “GM.” **Director Choi seconded. Motion carried unanimously.**

AYES 4 (Justice, Clark, McDaniel, Choi), ABSENT 1 (Dimic), NOES 0, ABSTAIN 0.

11. REPORT ON ACSDA MEETING – DIRECTOR McDANIEL

Director McDaniel reported back from the ACSDA meeting.

12. GENERAL MANAGER REPORT

General Manager Preston updated the Board about:

- Report on Personal Emergency Preparedness and CERT Class Offerings
- Succession Planning Committee

13. BOARD MOTIONS AND APPROVALS

Secretary McDaniel moved to approve the minutes from the September 30, 2024 regular meeting. Director Clark seconded. Motion carried unanimously.

AYES 4 (Justice, Clark, McDaniel, Choi), ABSENT 1 (Dimic), NOES 0, ABSTAIN 0.

14. MEETING ACTION ITEM SUMMARY

General Manager will finalize and issue the RFP.

General Manager will generate a new clean version of final Policy 103.4 as reflected in the packet with two changes: amend the policy to use the abbreviation designation “General Manager (‘GM’)” for the first use of the term “General Manager” in the policy, and exclude the proposed change to the last clause of Section II(C)(1) from “FFPD Board of Directors” to “GM.”

General Manager will review PG & E bills and determine causal background for increased costs.

General Manager will update default District meeting calendar in the applicable District policy to address Memorial Day and Thanksgiving conflicts.

15. COMMENTS BY BOARD MEMBERS

Board Members made comments.

16. AGENDA ITEMS FOR NEXT BOARD MEETING

Swearing in, Election of Officers.

Report back about RFP.

Select a negotiating committee for upcoming service contract renewal.

ADJOURNMENT

Vice President Justice moved to adjourn the meeting and Director Clark seconded. Motion carried unanimously.

AYES 4 (Justice, Clark, McDaniel, Choi), ABSENT 1 (Dimic), NOES 0, ABSTAIN 0.

Meeting adjourned at 8:02 PM.

A handwritten signature in black ink that reads "Mark McDaniel". The signature is written in a cursive style with a horizontal line underneath it.

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