

**CARPINTERIA-SUMMERLAND FIRE PROTECTION DISTRICT**

**MINUTES**

**REGULAR BOARD MEETING OF JULY 19, 2011**

**CALL TO ORDER**

The meeting was called to order at 6:40 P.M. by Vice President Craig Price at Carpinteria City Hall, Council Chambers, 5775 Carpinteria Avenue, Carpinteria, California

**ROLL CALL**

Directors Present:	Craig Price, Vice President	2014
	Lisa Guravitz, Secretary	2012
	Ben Miller, Director	2014
	Diane Brighton, Director	2012

Absent: Bob Duncan, President

Administrator: Fire Chief Michael Mingee

**PLEDGE OF ALLEGIANCE**

Led by Director Ben Miller

**INTRODUCTIONS, PROCLAMATIONS, PRESENTATIONS AND RECOGNITIONS**

There were no introductions, proclamations, presentations or recognitions at this meeting.

**PUBLIC COMMENTS**

There were no public comments at this meeting.

**CORRESPONDENCE**

The Chief reviewed correspondence from LAFCO regarding the updated fee schedule, adoption of their budget and upcoming hearings. Chief Mingee highlighted the monthly invitation to the Santa Barbara Chapter of the California Special Districts Association meeting to be held on July 25<sup>th</sup> in Buellton. He added that the guest speaker will be Joni Gray. The Chief mentioned a note from The Summerland Beautiful Association, thanking the District for their partnership at the Summerland Memorial Park. Chief Mingee noted that the group also donated \$100.00.

**CALL TO ORDER**

**ROLL CALL**

**PLEDGE**

**PUBLIC COMMENTS**

**CORRESPONDENCE**

**APPROVAL OF MINUTES**

The motion to approve the minutes of the regular Board Meeting of June 21, 2011 was made by Director Miller, seconded by Secretary Guravitz and passed unanimously. Director Brighton noted a spelling error within the minutes. The motion to approve the minutes of the special Board Meeting of June 30, 2011 was made by Director Miller, seconded by Secretary Guravitz and passed unanimously.

**FINANCIAL MATTERS**

The motion was made by Director Brighton, seconded by Director Miller and passed unanimously to approve the Financial Reports for the month ending June 30, 2011. Chief Mingee thoroughly reviewed the financial status report of funds 3630, 3633 and 3634, stating that the end of the year figures will change slightly with accruals. Director Guravitz asked the Chief to clarify why the line item account for workers compensation, year to date actual, had dropped since last month. The Chief stated that he would research this matter and respond at the next meeting.

**MOTION TO APPROVE THE SUBMITTED FIRE DISTRICT EMPLOYEE SENIORITY LIST AS REQUIRED IN PERSONNEL RULE IX**

Chief Mingee provided a verbal staff report regarding the District Employee Seniority List. The motion was made by Director Brighton, seconded by Director Miller and unanimously passed to approve the Seniority List as required in Personnel Rule IX.

**DISCUSSION ITEM: RECEIPT OF THE FISCAL YEAR 2009-2010 FIRE DISTRICT ANNUAL FINANCIAL STATEMENT**

Chief Mingee provided a staff report regarding the fiscal year 2009-2010 Fire District Annual Financial Statement. The Chief indicated that the Santa Barbara County Auditor's Office has verbally stated that they will increase their cost to perform the District Audit to \$12,000.00. Chief Mingee mentioned that he would obtain quotes from other firms to perform the District Audit. Vice President Price recommended that the Chief send a letter to the Auditor's Office, requesting a lesser increase, as the verbal figure quoted is more than double the current rate.

**APPROVAL OF MINUTES:  
REGULAR MEETING OF  
JUNE 21, 2011 AND  
SPECIAL MEETING OF  
JUNE 30, 2011**

**FINANCIAL MATTERS**

**MOTION TO APPROVE  
FIRE DISTRICT  
EMPLOYEE SENIORITY  
LIST**

**DISCUSSION ITEM:  
FISCAL YEAR 2009-2010  
FIRE DISTRICT ANNUAL  
FINANCIAL STATEMENT**

**MOTION TO APPROVE BOARD POLICY 4-I-1, FUND BALANCE DESIGNATIONS IN ACCORDANCE WITH GOVERNMENTAL ACCOUNTING STANDARDS BOARD STATEMENT NO. 54 TITLED "FUND BALANCE REPORTING AND GOVERNMENTAL FUND TYPE DEFINITIONS"**

Chief Mingee provided a staff report regarding policy 4-I-1, Fund Balance Designations in accordance with GASB 54. The motion was made by Secretary Guravitz, seconded by Director Brighton and unanimously passed to approve Board Policy 4-I-1.

**MOTION TO DIRECT THE FIRE CHIEF TO PREPARE A RESPONSE ON BEHALF OF THE BOARD TO THE JUNE 7, 2011 SANTA BARBARA COUNTY CIVIL GRAND JURY REPORT TITLED LOCAL GOVERNMENT EMPLOYMENT BENEFITS IN SANTA BARBARA COUNTY, COMPLICATED AND COSTLY**

Chief Mingee provided background information regarding the Santa Barbara County Jury report titled "Local government Post Employment Benefits in Santa Barbara County, Complicated or Costly". The motion was made by Director Brighton, seconded by Director Miller and passed unanimously to direct the Chief to prepare a response on behalf of the Board to the June 7, 2011 Santa Barbara County Civil Grand Jury report.

**ADMINISTRATIVE REPORT**

Chief Mingee indicated that he and Director Brighton attended the State Budget update hosted by the Carpinteria Valley Chamber of Commerce. Chief Mingee stated that he continues to work on the budget for 2011-12. The Chief mentioned that he has renewed his paramedic license and strike team certification. Chief Mingee stated that the District has received the Green Business designation. The Chief indicated that after major repairs, both Utility 61 and Squad 61 are back in service. Chief Mingee stated that the training last month focused on Wild Land Fire, preparing for the upcoming fire season. The Chief also mentioned that Division Chief Navarro and Firefighter/Paramedic Jim Emerson were instrumental in preparing documentation to become the District's certifying entity pursuant to the Local EMS Agency policy 214, under the authority of Division 2.5 of the Health & Safety Code, Section 1797.208. The District will now be able to recertify their employed personnel with an approved program. Chief Mingee also noted that the fourth Relay for Life will be held on July 30<sup>th</sup> and 31<sup>st</sup> at Carpinteria High School.

**MOTION TO APPROVE FUND BALANCE DESIGNATION POLICY 4-I-1**

**MOTION TO DIRECT THE FIRE CHIEF TO PREPARE A RESPONSE TO THE JUNE 7, 2011 SANTA BARBARA COUNTY CIVIL GRAND JURY REPORT**

**ADMINISTRATIVE REPORT**

Director Miller extended his thanks to the community, Firefighters and the Sheriff's Department for their coordinative efforts in an uneventful July 4<sup>th</sup>. He also gave "kudos" to the Cert Program for the article in the Coastal View newspaper.

There were no items to be placed on the upcoming agenda.

**CLOSED SESSION IN ACCORDANCE WITH  
GOVERNMENT CODE SECTION 54957.6, CONFERENCE  
WITH LABOR NEGOTIATORS. AGENCY DESIGNATED  
REPRESENTATIVES: DIRECTOR MILLER, DIRECTOR  
GURAVITZ AND CHIEF MINGEE. EMPLOYEE  
ORGANIZATION: IAFF LOCAL 2046, CARPINTERIA-  
SUMMERLAND FIREFIGHTERS**

The Board retired into closed session to meet with the Agency designated negotiators. The Board reported out of closed session at 8:10 P.M. No action taken.

The Board adjourned at 8:11 P.M.

**BOARD  
COMMUNICATIONS**

**UPCOMING AGENDA  
ITEMS**

**CLOSED SESSION**

**ATTEST:**

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Bob Duncan, President

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Craig Price, Vice President

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Lisa Guravitz, Secretary

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Diane Brighton, Director

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Ben Miller, Director

Minutes Prepared By: Administrative Assistant, Joyce Reed