

**CARPINTERIA-SUMMERLAND FIRE PROTECTION DISTRICT**

**MINUTES**

**REGULAR BOARD MEETING OF NOVEMBER 15, 2011**

**CALL TO ORDER**

The meeting was called to order at 6:35 P.M. by President Bob Duncan at Carpinteria City Hall, Council Chambers, 5775 Carpinteria Avenue, Carpinteria, California

**ROLL CALL**

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

Administrator: Fire Chief Michael Mingee

**PLEDGE OF ALLEGIANCE**

Led by Secretary Lisa Guravitz

**INTRODUCTIONS, PROCLAMATIONS, PRESENTATIONS AND RECOGNITIONS**

Chief Mingee provided information regarding the Toys for Tots drive, stating that bins will be placed at Headquarters, Station 1 and Station 2. He added that the Fire Department will pick up all bins throughout the City of Carpinteria on December 15<sup>th</sup>. The Chief introduced newly hired Battalion Chief Robert Kovach. Battalion Chief Kovach introduced his family. He also expressed his gratitude to be a part of the organization, and stated that he is eager to take on new challenges.

**PUBLIC COMMENTS**

There were no public comments at this meeting.

**CORRESPONDENCE**

Chief Mingee highlighted a press release from the Los Padres National Forest announcing the new operational plans for the Santa Maria Air Tanker Reload Base. The Chief reviewed several letters from LAFCO. Chief Mingee highlighted a letter to the Santa Barbara County Board of Architectural Review requesting a

**CALL TO ORDER**

**ROLL CALL**

**PLEDGE**

**PUBLIC COMMENTS**

**CORRESPONDENCE**

Development Permit to construct the Summerland Community Public Safety Center. The Chief stated that this letter was submitted in support of the first Public Hearing to be held November 18<sup>th</sup> at 2:00 p.m.

**APPROVAL OF MINUTES**

The motion to approve the minutes of the regular Board Meeting of October 18, 2011 was made by Vice President Price, seconded by Director Miller and passed unanimously.

**FINANCIAL MATTERS**

The motion was made by Director Brighton, seconded by Secretary Guravitz and passed unanimously to approve the Financial Reports for the month ending October 31, 2011. Chief Mingee stated that the financial status sheets are now loaded with the budget figures. He also highlighted revenues versus expenditures in fund 3630.

**A RESOLUTION OF THE GOVERNING BOARD OF THE CARPINTERIA-SUMMERLAND FIRE PROTECTION DISTRICT ADOPTING CHANGES FOR THE EMPLOYEE DEFERRED COMPENSATION 457 PLAN IN ACCORDANCE WITH INTERNAL REVENUE CODE**

The Chief provided a staff report regarding changes within the 457 plan. The motion was made by Director Brighton, seconded by Director Miller, to adopt the changes for the employee deferred compensation 457 plan. The Roll Call Vote was as follows:

Bob Duncan: Aye  
Craig Price: Aye  
Lisa Guravitz: Aye  
Diane Brighton: Aye  
Ben Miller: Aye

**DISCUSSION ITEM: PETITION FOR RECOGNITION FROM CIVILIAN EMPLOYEES**

Chief Mingee provided a staff report regarding a petition for recognition from the civilian employees. It was determined that this item will be agendized for the December meeting, at which time the Chief will be appointed as the unrepresented employees negotiator. This item will then be discussed in closed session.

**RESOLUTION OF THE GOVERNING BOARD OF THE CARPINTERIA-SUMMERLAND FIRE PROTECTION DISTRICT IDENTIFYING EXEMPT EMPLOYEES AND WORK PERIODS FOR ALL EMPLOYEES IN COMPLIANCE WITH THE FEDERAL FAIR LABOR STANDARDS ACT**

**APPROVAL OF MINUTES:  
REGULAR MEETING OF  
OCTOBER 18, 2011**

**FINANCIAL MATTERS**

**RESOLUTION 2011-17  
ADOPTING CHANGES FOR  
EMPLOYEE DEFERRED  
COMPENSATION PLAN**

**DISCUSSION ITEM:  
PETITION FOR  
RECOGNITION FROM  
CIVILIAN EMPLOYEES**

**RESOLUTION 2011-18  
IDENTIFYING EXEMPT  
EMPLOYEES**

The Chief provided a staff report regarding the identification of Exempt Employees. The motion was made by Director Miller, seconded by Director Brighton, to adopt resolution 2011-18 as read. The Roll Call Vote was as follows:

Bob Duncan: Aye  
Craig Price: Aye  
Lisa Guravitz: Aye  
Diane Brighton: Aye  
Ben Miller: Aye

**DISCUSSION ITEM: 10 YEAR MASTER PLAN DRAFT**

Chief Mingee provided a power point presentation regarding the 10 year Master Plan Draft.

**ADMINISTRATIVE REPORT**

Chief Mingee stated that the Board will formally meet new Battalion Chiefs Blair and Gallagher at the January meeting. The Chief expressed his thanks to Richard Evans for his participation during the Avocado Festival. Chief Mingee also thanked floor personnel for their interaction with the public during this event. The Chief indicated that a telephone conference was held with FEMA representatives regarding the processing of our Assistance to Firefighters Grant funds. Chief Mingee stated that the "Don't Panic, Prepare" program is on-going. The Chief stated that the Dahlia Court expansion and the Lagunitas development continue to move forward. Chief Mingee indicated that the Fire Prevention Bureau approved 14 plans last month. The Chief mentioned various improvements at Station 2. He also noted that the District has purchased the approved additional staff vehicle for the Fire Prevention Bureau.

Director Miller stated that a meeting regarding the Organizational Review will be held this Thursday.

Chief Mingee stated that the Green Business of Santa Barbara will make a formal presentation at the January Board Meeting.

**CLOSED SESSION IN ACCORDANCE WITH GOVERNMENT CODE 54957, CONFERENCE WITH LABOR NEGOTIATOR(S). AGENCY DESIGNATED REPRESENTATIVE: PRESIDENT DUNCAN. UNREPRESENTED POSITION: FIRE CHIEF**

The Board retired into closed session to meet with the Agency designated negotiator. The Board reported out of closed session at 8:35 P.M. No action taken.

**DISCUSSION ITEM:  
10 YEAR MASTER  
PLAN DRAFT**

**ADMINISTRATIVE  
REPORT**

**BOARD  
COMMUNICATIONS**

**UPCOMING AGENDA  
ITEMS**

**CLOSED SESSION**

**MOTION TO APPROVE A SECOND AMENDMENT TO THE EMPLOYMENT AGREEMENT BETWEEN THE CARPINTERIA-SUMMERLAND FIRE PROTECTION DISTRICT AND MICHAEL D. MINGEE, FIRE CHIEF**

The motion was made by Secretary Guravitz, seconded by Director Brighton and passed unanimously to approve a second amendment to the Employment Agreement between the Carpinteria-Summerland Fire Protection District and Michael D. Mingee.

The Board adjourned at 8:40 P.M.

**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: Executive Assistant, Joyce Reed

**MOTION TO APPROVE:  
AGREEMENT BETWEEN  
CSFPD AND FIRE CHIEF**