



## **BOULDER CREEK FIRE PROTECTION DISTRICT**

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Board of Directors  
Minutes of the Board of Directors Meeting  
Regular Board Meeting  
March 12th, 2024

- 1.0 Convene Meeting/Roll Call
  - The Regular Board meeting of the Board of Directors of the Boulder Creek Fire Protection District was called to order by Chairman Locatelli on March 12th, 2024 at 9:00 A.M. Present were, Director Robustelli, Director Locatelli, Director Presswood, Director Currier, Director Scruggs, Fire Chief Bingham and Admin Aileigh McCormack. No public members were present.
- 2.0 Additions and Deletions to Agenda
  - Director Scruggs would like to add a agenda item under New Business 0.6
  - Motion made by Dir. Robustelli to approve Dir. Scruggs requested to add an item under New Business for today's meeting, seconded by Dir. Currier. Vote was unanimous. Motion carries.
- 3.0 Oral Communications
  - None
- 4.0 Approval of Minutes
  - .01 Regular Board Meeting February 13th, 2024
    - Dir. Robustelli asked that going forward there is an explanation on acronyms used throughout the minutes. He used BAER for example from the February meeting minutes.
    - Dir. Locatelli would like to make a change to Additions and Deletions to Agenda and add more explanation on the replacement of the representation letter from Zach Pehling.
    - Motion made by Dir. Robustelli to approve the minutes from the Regular Meeting February 13th, 2024, seconded by Dir. Presswood. Vote was unanimous. Motion carries.
- 5.0 Approval/Payment of Bills
  - .01 Approval/Payment of Bills
    - Dir. Robustelli expressed his concern on continually spending money on B-2101 as it is getting too old and would like to explore purchasing a new one in the near future.
    - Dir. Robustelli asked when the last time Ipads were replaced in B-2102, B-2103 and E-2112 and Chief Bingham explained it has been a few years, so that is why three new ones were purchased from Apple.
    - Dir. Currier asked for clarification on the Ernies Auto bill and Chief Bingham explained that we purchased the parts to complete an annual service separately and provided them to SCM Performance.
    - Motion made by Dir. Robustelli to approve the payment of bills in the amount of \$55, 227.41, seconded by Dir. Currier. Vote was unanimous. Motion carries.

- 6.0 Correspondence
  - Received a letter from Felton Fire that will be further discussed under New Business.
  
- 7.0 Unfinished Business
  - .01 NFIRS / First Due report
    - Chief Bingham made a note that his numbers were lower for this month due to his sickness.
  
  - .02 Remodel of the fire station kitchen
    - Dir. Robustelli requested we rename this agenda item to “Repair of the fire station kitchen” instead of “Remodel of the fire station kitchen”
    - No further update
  
  - .03 Station generator replacement
    - The siren test was successfully completed.
    - Dir. Locatelli suggested that we set a recurring test and sound the siren more frequently.
    - Dir. Robustelli suggested that when we set a time and date, we notify the public to help mitigate panic.
    - First Tuesday of every month was the suggested time.
    - The board discussed the energy audit and look forward to learning what size of generator is needed to support the fire station and or the BC Rec and Sheriff’s substation buildings.
    - The Rec. District is looking into purchasing their own generator and will present that to Chief Bingham once they gather more information.
    - Dir. Robustelli asked Chief Bingham to remind the Rec. District that in the case of emergency, the Fire District will take over the building and use it for operations.
  
  - .04 Special District Associations (FDAC & CSDA)
    - FDAC- Fire Districts Association of California and CSDA - California Special Districts Association.
    - FDAC would cost \$250/year to become members. We were members from 2015-2020 and Chief Bingham is looking to become members again.
    - CSDA has not returned our phone call to give us a membership amount.
    - There are a lot of different training and educational opportunities that would be very useful from each organization.
  
  - .05 Report on the billing process between the County of Santa Cruz and US Bank
    - Chief Bingham explained the calendar timeline that he and the Administrative Assistant built out to explain the processing time it takes to complete the payment for US Bank from start to finish.
    - Administrative Assistant and Chief Bingham are going back twelve months to see where the possible mistake was and why there were late fees on our statements.
  
- 8.0 New Business
  - .01 Website compliance check
    - Every month. Streamline runs an automated compliance check on the 241 pages we have accessible to the public.
    - For March 2024, we have a website compliance score of 100%
  
  - .02 Formation of apparatus replacement schedule committee

- Chief Bingham would like to update the overall schedule. Dir. Robustelli and Dir. Scruggs volunteered to be a part of the committee.
- Motion made by Dir. Currier to nominate Dir. Robustelli, Dir. Scruggs and Chief Bingham to be members of apparatus replacement schedule committee, seconded by Dir. Presswood. Vote was unanimous. Motion carries.

#### .03 Policies and Procedures table of contents

- Chief Bingham explained his findings and why the policy numbers are inconsistent and found that the past draft policies had been created and never moved forward but still hold policy numbers in the table of contents.
- Dir. Robustelli suggested going through to cleanup and update all of the Policies and Procedures. Chief Bingham agrees and would like to set a committee to work together with the board.
- Chief Bingham suggested that once the apparatus replacement schedule committee is completed, a new committee will be created to work on all these changes and updates.

#### .04 Budget committee

- Dir. Presswood, Dir. Locatelli and Chief Bingham had their first meeting and looked at past finances and began discussion on adjusting the current budget.
- Chief Bingham will bring back a resolution for the budget adjustments to the April board meeting to be looked over.
- Dir. Locatelli caught the rest of the board up to speed with the current budget and what changes need to be made. For example; payroll, wages and stipends.
- The next budget committee meeting is Thursday, March 14th.

#### .05 Felton Fire letter regarding executive services assistance

- Felton Fire sent out a letter asking that it be shared with each department's board.
- Felton Fire is seeking a Fire Chief, ½ Administrative Assistant and Fire Inspector during the time they are in transition of trying to sort out their next steps.
- Dir. Robustelli expresses his concern that we might not have the extra time or resources to offer our help.

#### .06 Presentation by Director Scruggs

- The purpose of this presentation is to show a different way to build board packets to be more user friendly.
- Proposing to make small changes to the agenda that way supporting material is labeled/organized. Some board members and the executive staff had some concerns and will review the suggestions before any changes are made.

#### 9.0 Chief's Report

- The April meeting will be moved to April 16th, 2024 at 9:00am due to Dir. Scruggs absence.

#### 10.0 Adjournment at 12:24 PM