

**FAIRVIEW FIRE PROTECTION DISTRICT REGULAR
BOARD MEETING MINUTES
MONDAY, JULY 29, 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 7:03 p.m. Director Justice led the pledge of allegiance.

2. ROLL CALL

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

In addition, the following staff and service providers were present: Acting Fire Chief Eric Vollmer, Fire Marshal Miles Massone, General Manager Michael Preston, 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. COMMENDATION AND PRESENTATION OF PLAQUE TO (RET) FIRE CHIEF CONTRERAS FOLLOWING HIS RETIREMENT

Director McDaniel presented a plaque with grateful words of congratulations and thanks to Retired Chief Garrett Contreras. Former Chief Contreras delivered remarks and summarized the highlights of his years of service.

7. Fire Chief's Report

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

8. 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 May and June 2024 Accountants' Report in the packet. Director McDaniel seconded. Motion carried unanimously.

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

BREAK

9. PUBLIC HEARING FOR 2024/25 FINAL BUDGET

Vice President Justice opened the hearing and invited public comment. No comment was made. Vice President Justice closed the hearing.

10. ADOPT FY 24/25 BUDGET

The General Manager briefed the Board about the details of the preliminary budget and adjustments from the prior year's budget.

- \$40,000 will be moved from unappropriated funds into facility upgrades so that the funding is available for the capital program and engineering services for the road repair project coming up.

The Board asked questions of the General Manager and then voted to adopt.

The Board made changes to annual goals and priorities and the General Manager noted them.

Director Clark moved to implement the \$40,000 amendment to the budget and adopt the budget. Director McDaniel seconded. Motion carried unanimously.

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

BREAK

11. GENERAL MANAGER REPORT

General Manager Preston updated the Board about:

- Streamline web hosting services update
- Reminder to Directors who intend to run for their seats in November General Election to register with Registrar of Voters between July 15 & August 9, 2024
- Vice President needs to appoint Open House Committee
- Discussion on how to pay Open House food vendor
- National Night Out

Director Justice volunteered for the Open House Committee.

12. CONTRACT REVIEW COMMITTEE

General Manager reported back about the performance metrics raised during the meeting

with the City of Hayward and also explained clarifications requested by the City.

13. REPAIR/REPLACEMENT OF ROAD SURROUNDING FIVE CANYONS PARKWAY FIRE STATION

The General Manager briefed the Board about professional services contracts in the packet.

Director Clark moved to approve both engagements in the packet. Director Justice seconded. Motion carried unanimously. AYES 4 (Clark, Choi, Justice, McDaniel), ABSENT 1 (Dimic), NOES 0, ABSTAIN 0.

14. BOARD MOTIONS AND APPROVALS

Secretary McDaniel moved to approve the minutes from the May 20, 2024 regular meeting. Director Clark seconded. Motion carried unanimously. AYES 4 (Clark, Dimic, Justice, McDaniel), ABSENT 1 (Choi), NOES 0, ABSTAIN 0.

15. MEETING ACTION ITEM SUMMARY

General Manager will work on the open house and seek to resolve questions about payment for vendor.

General Manager will engage both professional services companies and proceed to coordinate with counsel on the pending RFP.

General Manager will address Board changes to annual goals and priorities.

General Manager will take a table at National Night Out.

16. COMMENTS BY BOARD MEMBERS

Board Members made comments.

17. AGENDA ITEMS FOR NEXT BOARD MEETING

Report back from Open House

Road Repair RFP

Succession Planning

ADJOURNMENT

Vice President Justice moved to adjourn the meeting and Director McDaniel seconded. **Motion carried unanimously. AYES 4 (Clark, Choi, Justice, McDaniel), ABSENT 1 (Dimic), NOES 0, ABSTAIN 0.**

Meeting adjourned at 8:27 PM.

A handwritten signature in black ink that reads "Mark McDaniel". The signature is written in a cursive style with a large, looping 'M' and 'D'.

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