

**FIRE PROTECTION DISTRICT REGULAR BOARD MEETING MINUTES
MONDAY, NOVEMBER 27, 2023, 7:00 PM
MEETING AT FIRE STATION 8
25862 FIVE CANYONS PARKWAY, CASTRO VALLEY, CA 94552**

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

The meeting was called to order by Board President Melissa Dimic at 7:06 p.m. Director Dimic led the pledge of allegiance.

2. ROLL CALL

Board members present: Directors Melissa Dimic, Robert Clark, and Mike McDaniel, Mike Justice, and Sarah Choi.

In addition, the following staff members were present: Fire Chief Garrett Contreras, Fire Marshal Miles Massone, General Manager Mike Preston, and Conor Kennedy, Esq., of Garcia Hernandez Sawhney, LLP.

3. WELCOME

Board President Dimic welcomed everyone to the meeting.

4. PUBLIC COMMENT PERIOD

Public comment was taken. A member of the public shared multiple comments about items not on the agenda.

5. MESSAGE FROM THE PRESIDENT

President Dimic again welcomed everyone to the meeting.

6. STRATEGIC PLAN

The General Manager updated the Board about the progress made to date on the strategic plan.

Director Choi moved to direct the General Manager to engage The Consulting Team as described in the packet. President Dimic seconded. **The motion was carried unanimously. Session to take place on January 27, 2023. AYES 5 (Dimic, Clark, Justice, McDaniel, Choi), NOES 0, ABSTAIN 0**

7. FIRE CHIEF'S REPORT

Chief Contreras delivered the Chief's report, starting with Incident Response Statistics in the packet for September/October 2023. The Board was briefed about inspections and plan checks. The Chief delivered a Vegetation Management Complaint update and reported that abatement matters were all resolved through voluntary compliance.

8. FFPD FINANCIAL UPDATE

The General Manager briefed the Board about the cash balance report, the year-to-date expenditure

report, and multiple Accountant's Reports in the packet. The Directors questioned the General Manager, in part about bookkeeping line items and warrants, which the General Manager answered with reminders of prior meetings on those items and warrants.

President Dimic moved to accept the August, September, and October 2023 Accountant's Reports in the packet. Director Clark seconded. The motion was carried unanimously. AYES 5 (Dimic, Clark, Justice, McDaniel, Choi), NOES 0, ABSTAIN 0

9. GENERAL MANAGER REPORT

General Manager Preston reported to the Board about:

- Open House Report
- Open House Raffle
- Directors' Perpetual Plaque
- Ordinance regarding Safe and Sane Fireworks
- Fire Station Roadway Maintenance

10. BOARD MOTIONS AND APPROVALS

Director McDaniel moved to make edits to the minutes from the September 25, 2023, regular meeting and adopt the minutes as edited. President Dimic seconded. The motion was carried unanimously. AYES 5 (Dimic, Clark, Justice, McDaniel, Choi), NOES 0, ABSTAIN 0

11. MEETING ACTION ITEM SUMMARY

The General Manager will engage The Consulting Team for a strategic plan workshop on January 27, 2023.

The General Manager will collaborate with Counsel to report back with an Ordinance Regulating Safe and Sane Fireworks in the FFPD service area.

The General Manager will continue to work on the Fire Station Roadway Maintenance, including the door that was sticking between the Board Room and the Fire Station during the Open House.

12. COMMENTS BY BOARD MEMBERS

Board Members made comments.

13. AGENDA ITEMS FOR NEXT BOARD MEETING

Election of Officers

Ordinance 1 and Safe and Sane Fireworks Ordinances

Presentation of Audit

Strategic Plan Debriefing

The Board Tentatively Set 2024 Meeting Dates:
January 29, March 25, May 20, July 29, September 30, and November 18.

14. **ADJOURNMENT**

President Dimic moved to adjourn at 8:03 p.m. Director Clark seconded. The motion was carried unanimously.

AYES 5 (Dimic, Clark, Justice, McDaniel, Choi), NOES 0, ABSTAIN 0



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