



AGENDA
Fairview Fire Protection District Regular Board Meeting
Monday, July 31, 2023, 7:00 P.M.
FIRE STATION 8
25862 FIVE CANYONS PARKWAY, CASTRO VALLEY, CA 94552



.PUBLIC PARTICIPATION FOR ONLINE OBSERVERS

Fairview Fire Protection District encourages public participation by online observers of its meetings, including in any of the following ways.

OBSERVE:

- To observe the meeting by video conference, at the noticed meeting time in the header above, please click on this link, or input the link into your web browser's URL bar:

<https://us06web.zoom.us/j/86016768351>

Zoom's instructions on how to join a meeting by video conference are available at: <https://support.zoom.us/hc/en-us/articles/201362193>, which is a webpage address that provides a tutorial video entitled "Joining a Meeting."

- To listen to the meeting by phone, please call one of the numbers below at the noticed meeting time:

Dial (for higher quality, dial a number based on your current location):

+1 253 215 8782 or +1 346 248 7799
or +1 720 707 2699 or +1 301 715 8592
or +1 312 626 6799 or +1 646 558 8656

For each number, please be patient and when requested, dial the following Webinar ID: 860 1676 8351

After calling any of these phone numbers, if you are asked for a participant ID or code, press the pound (#) key.

Zoom's instructions on how to join a meeting by phone are available at: <https://support.zoom.us/hc/en-us/articles/201362663>, which is a webpage address that provides written tutorial instructions entitled "Joining a Meeting By Phone."

PROVIDE PUBLIC COMMENT VIA TELECONFERENCE: There are three ways for online observers to make public comment within the time allotted for public comment on an eligible Agenda item.

- Comment in advance via email. To send your comment directly to the Board and staff BEFORE the meeting starts, please send your comment, along with your full name and agenda item number you are commenting on, to Michael Preston at mike.preston@fairviewfiredistrict.org. Please note that submissions close twenty-four (24) hours before posted meeting time. All submitted public comments will be provided to the Directors prior to the meeting, and the District will momentarily confirm during the meeting itself receipt of any timely email comments.

- By Video Conference. To comment by Zoom video conference, click the "Raise Your Hand" button to request to speak when Public Comment is being taken on an eligible agenda item at the beginning of the meeting. You will then be unmuted, during your turn, and allowed to participate in public comment. After the allotted time, you will then be re-muted. Instructions on how to "Raise Your Hand" are available at: <https://support.zoom.us/hc/en-us/articles/205566129>, which is a webpage entitled "Raise Hand In Webinar."

- By Phone. To comment by phone, please call on one of the above listed phone numbers. You will be prompted to "Raise Your Hand" by pressing STAR-NINE ("*9") to request to speak when Public Comment is being taken on an eligible agenda item at the beginning of the meeting. Once it is your turn, you will be unmuted and allowed to comment. After the allotted time, you will be re-muted. Instructions of how to raise your hand by phone are available at: <https://support.zoom.us/hc/en-us/articles/201362663>, which is a webpage entitled "Joining a Meeting by Phone."



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If you have any questions about these protocols, please e-mail Michael Preston, at mike.preston@fairviewfiredistrict.org.

1. **CALL TO ORDER AND PLEDGE OF ALLEGIANCE**
2. **ROLL CALL: DIRECTORS DIMIC, CHOI, CLARK, JUSTICE, & McDANIEL**
3. **WELCOME:** If you wish to speak on an item which appears on this agenda, the President will call your name when your agenda item is being considered. Please state your name and address for the record. Each speaker is allowed three (3) minutes.
4. **PUBLIC COMMENT PERIOD** (The Public Comments Period provides an opportunity for citizens to address the Board on items not listed on the agenda. The Board welcomes your comments under this section but is prohibited by State law from discussing items not on the agenda.)
5. **MESSAGE FROM THE PRESIDENT** **INFO**
6. **FIRE CHIEF'S REPORT** **INFO/ACTION**
Incident Response Statistics – May/June 2023
Fire Prevention Activity – May/June 2023
Vegetation Management Update
July 4th Report
7. **FFPD FINANCIAL UPDATE** **INFO/ACTION**
Cash Balance Report - April and May 2023
Accountant's Report
8. **PUBLIC HEARING FOR 2023/24 FINAL BUDGET** **INFO/ACTION**
The public is invited to comment and make suggestions about the District's budget expenditure plan for 2023-24. The Adopted Preliminary Budget is attached, can be viewed on the District's web site, and is posted at Fire Station 8 on Five Canyons Parkway and the old Fire Station on Fairview Avenue.
9. **ADOPT FY23/24 FINAL BUDGET AND STRATEGIC OBJECTIVES** **INFO/ACTION**
10. **STATUS OF POSSIBLE FIREWORKS ORDINANCE UPDATE AND ORDINANCE CHANGES IN UNINCORPORATED ALAMEDA COUNTY DISCUSSED AT ALAMEDA COUNTY SHERIFF'S ADVISORY COUNCIL MEETINGS – DIRECTOR CLARK** **INFO/ACTION**



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BREAK

11. GENERAL MANAGER REPORT

INFO/ACTION

- Report on FRMS (Workers Compensation Provider for FFPD) benefits.
- Open House Committee Report
- Contract Review Committee Report
- Hosting ACSDA Meeting at San Felipe Park
- FHSZ Mapping Update Status by CalFire

12. BOARD MOTIONS AND APPROVALS

INFO/ACTION

Regular Meeting Minutes – May 22, 2023

13. MEETING ACTIONS ITEMS SUMMARY

INFO/ACTION

14. COMMENTS BY BOARD MEMBERS

15. AGENDA ITEMS FOR NEXT BOARD MEETING

ADJOURNMENT

In compliance with the Americans with Disabilities Act, for those requiring special assistance to access the videoconference meeting, to access written documents being discussed at the Board meeting, or to otherwise participate at Board meetings, please contact the General Manager, Michael Preston at (510) 583-4930 for assistance. Notification at least 48 hours before the meeting will enable the District to make reasonable arrangements to ensure accessibility to the Board meeting and to provide any required accommodations, auxiliary aids or services.

5. MESSAGE FROM THE PRESIDENT

6. FIRE CHIEF'S REPORT



Response Time Report July 31, 2023

March/April	
Average Response Time	Eng. 8 – 3 min 52 sec. Eng. 9 – 3 min 30 sec.
5 min 50 sec or less	93% (115/124)
ERF less than 8 min	0% (0/0)

➤ **ERF = Effective Response Force**



July 6, 2023

To: Garrett Contreras, Fire Chief
Through: Eric Vollmer, Deputy Fire Chief
Scott Anderson, Deputy Fire Chief
From: Miles Massone, Fire Marshal

Re: FFPD Fire Prevention Activity (May-June 2023, Bi-Monthly Report)

During the past two months, The Office of the Fire Marshal has been involved in the following activity in the Fairview Fire Protection District:

Performed (1) Fire Inspections (Annual/Fire Protection/Building)

- 3221 East Ave Annual

Reviewed (1) Referrals for Future Construction/Development

- Fairview Ave Site Development Review – 6,000 sq. ft. SFR, caretaker home, & barn

Performed (11) New Construction Plan Checks for Single Family Residences/Additions

- 27640 Fairview Ave Variance to allow 6' fence within 30' setback
- 2491 East Ave Condition changes to existing permit
- 2497 East Ave Condition changes to existing permit
- 25422 Uvas Ct Condition changes to existing ADU permit
- 25227 2nd St Convert detached garage to ADU
- 2637 East Ave Development of 5 commercial and 19 townhome units
- 24787 Fairview Ave Installation of Sprinklers
- 3361 East Ave Remodel of SFR
- 2060 Twin Creeks Pl New SFR Construction
- 24552 Karina Ct New SFR Construction
- 26234 Clover New SFR Construction

Performed (3) Fire Sprinkler/Alarm/Underground Line Plan Checks

- 2933 East Ave Sprinkler Installation
- 24037 Wilcox Sprinkler Installation
- 22505 Woodroe Sprinkler Installation

Performed (21) Vegetation Management Complaint Inspections

- 1801 D St Failed – 1st Abatement Notice Ready to Mail
- 24047 Wilcox Ln Failed – 1st Abatement Notice Ready to Mail
- 25833 Fairview Ave Failed – 1st Abatement Notice Ready to Mail
- 26970 Hayward Blvd Closed – In Compliance
- Weir Dr Failed – 1st Abatement Notice Ready to Mail
- Canyon Terrace Dr Failed – 1st Abatement Notice Ready to Mail
- 4120 Picea Ct Failed – 1st Abatement Notice Mailed

- 24830 Fairview Ave Failed – 1st Abatement Notice Mailed
- 3258 Seagrams Ct Failed – 1st Abatement Notice Mailed
- 27489 Fairview Ave Failed – 1st Abatement Notice Ready to Mail
- 2932 Kelly St Closed – In Compliance
- 23515 Maud Ave Failed – 1st Abatement Notice Mailed
- 25306 2nd St Closed
- 2816 Hidden Ln Closed – In Compliance
- 25200 Carlos Bee Blvd Failed – 1st Abatement Notice Mailed
- 27218 Fairview Ave Failed – 1st Abatement Notice Mailed
- Oakes Dr Closed – In Compliance
- 26980 Halifax Pl Failed – 1st Abatement Notice Ready to Mail
- 26974 Halifax Pl Failed – 1st Abatement Notice Ready to Mail
- 27330 Fairview Ave Failed – 1st Abatement Notice Mailed
- 27218 Fairview Ave Failed – 1st Abatement Notice Mailed

Respectfully,
Miles Massone
Fire Marshal

7. FFPD FINANCIAL UPDATE

INFO/ACTION

PeopleSoft
CASH BALANCES BY FUND

Report ID: FXGLA301
Fiscal Year 2023
Accounting Period 10 thru 10 --- Fund(s) Requested: All
Fund: 43300 Fairview Fire District

<u>Journal Date</u>	<u>Journal ID</u>	<u>Jrnl Line Description</u>	<u>Beginning Balance</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Apportionment</u>	<u>Interfund Transfers</u>	<u>Ending Balance</u>
2023-04-04	0000964510	Cash in Treasury				1,807,981.82		7,073,733.78
2023-04-04	0000969451	Cash in Treasury				4.50		7,073,738.28
2023-04-04	0000969454	Cash in Treasury				544.56		7,074,282.84
2023-04-04	0000969455	Cash in Treasury				1,496.86		7,075,779.70
2023-04-04	0000969456	Cash in Treasury				26.24		7,075,805.94
2023-04-06	0000964886	Cash in Treasury				-1,603.94		7,074,202.00
2023-04-06	0000965015	Cash in Treasury					-246.47	7,073,955.53
2023-04-06	0000965054	Cash in Treasury				-2,707.67		7,071,247.86
2023-04-06	APP0964521						-3,183.18	7,068,064.68
2023-04-08	0000969457	Cash in Treasury				847.65		7,068,912.33
2023-04-08	0000969458	Cash in Treasury				20,030.76		7,088,943.09
2023-04-11	0000965169	Cash in Treasury					-11,607.27	7,077,335.82
2023-04-11	0000965181	Cash in Treasury					52.27	7,077,388.09
2023-04-11	0000965182	Cash in Treasury					21,098.37	7,098,486.46
2023-04-12	0000965281	Cash in Treasury					711.52	7,099,197.98
2023-04-14	0000969446	Cash in Treasury					-218.26	7,098,979.72
2023-04-14	0000969448	Cash in Treasury					-51.04	7,098,928.68
2023-04-14	0000969449	Cash in Treasury					-3,520.25	7,095,408.43
2023-04-17	APP0969053						-926.93	7,094,481.50
2023-04-28	APP0970731						-50,495.77	7,043,985.73
Totals for Fund 43300			5,265,751.96	0.00	0.00	1,826,620.78	-48,387.01	7,043,985.73

PeopleSoft
 CASH BALANCES BY FUND

Report ID: FXGLA301
 Fiscal Year 2023
 Accounting Period 11 thru 11 --- Fund(s) Requested: All
 Fund: 43300 Fairview Fire District

<u>Journal Date</u>	<u>Journal ID</u>	<u>Jrnl Line Description</u>	<u>Beginning Balance</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Apportionment</u>	<u>Interfund Transfers</u>	<u>Ending Balance</u>
2023-05-02	0000972671	Cash in Treasury				224.21		7,044,209.94
2023-05-02	0000972672	Cash in Treasury				-110.85		7,044,099.09
2023-05-02	0000972673	Cash in Treasury				50.58		7,044,149.67
2023-05-04	0000972669	Cash in Treasury				28.64		7,044,178.31
2023-05-06	0000972833	Cash in Treasury				763.81		7,044,942.12
2023-05-06	0000972834	Cash in Treasury				24,632.49		7,069,574.61
2023-05-11	0000972665	Cash in Treasury				-590.48		7,068,984.13
2023-05-11	0000972666	Cash in Treasury				-633.86		7,068,350.27
2023-05-12	0000972667	Cash in Treasury				-2,657.55		7,065,692.72
2023-05-12	0000973027	Cash in Treasury					-194.31	7,065,498.41
2023-05-12	0000973029	Cash in Treasury					-3,134.00	7,062,364.41
2023-05-12	0000973030	Cash in Treasury					-45.45	7,062,318.96
Totals for Fund 43300			7,043,985.73	0.00	0.00	21,706.99	-3,373.76	7,062,318.96

8. PUBLIC HEARING FOR 2023/24 FINAL BUDGET

INFO/ACTION

9. ADOPT FY23/24 FINAL BUDGET & STRATEGIC OBJECTIVES

INFO/ACTION

Operating Budget - Expenditures	FY 22/23 Adopted Final Budget	FY 23/24 Proposed Final Budget	Year to Date to 07/19/23	% to Date
Director Fees and Expenses				
Director Fees for Board Attendance	7,000	7,000	4,500	64%
Director Expenses (i.e. mileage)	1,500	1,500	-	0%
Training for Board Members	5,000	5,000	-	0%
Supplies and Technology				
Office/Technology/Event Supplies	5,500	5,500	4,054	74%
Newsletter	3,600	4,500	4,166	116%
Website	2,500	2,500	525	21%
Memberships				
Alameda County Env Health (CUPA)	834	834	-	0%
Cal Special Dist Assoc (Local Chapter)	100	100	-	0%
Payment to LAFCO	700	700	395	56%
Administration Services				
General Manager Services	43,200	43,200	28,100	65%
Legal Counsel & Recording Secretary	43,200	43,200	15,237	35%
Publicity and Legal Notices	3,000	3,000	1,084	36%
Bookkeeping Services	9,000	16,000	12,431	138%
Annual Audit	12,000	12,000	10,815	90%
Insurance	12,000	15,000	10,733	89%
Lease Payment to County	15	15	-	0%
Workers Compensation Insurance	3,000	4,000	3,847	128%
Alameda County Tax Admin Fee	30,000	30,000	2	0%
Facilities Services				
Alarm Systems	4,000	4,000	2,680	67%
Janitorial	500	500	-	0%
Old Fire Station 8 Upkeep	5,000	5,000	13,450	269%
Utilities - East Bay MUD	1,000	1,000	982	98%
Utilities - PG&E	30,000	30,000	21,731	72%
Yard Service	4,800	4,800	4,800	100%
Fence Replacment (OFS8)			-	
Retainer for Solar Analysis			-	
Programs and Events				
Disaster Preparedness Program	10,000	10,000	2,329	23%
Chipping Program	15,000	15,000	15,000	100%
Firewise Projects/Residential Assistance	10,000	10,000	-	0%
Weed Abatement Courtesy Notice	4,000	5,000	4,281	107%
Red Flag Staffing	10,000	10,000	-	0%
District Election				
District Election	35,000	35,000	32,845	94%
Subtotal District Expenses	311,449	324,349	193,988	62%
Emergency Response Services	\$ 3,115,811	\$ 3,240,444	3,115,811	100%
Paramedic Services	346,201	360,049	346,201	100%
Subtotal Hayward Fire Contract	3,462,012	3,600,493	3,462,012	100%

Capital Commitment	FY 22/23 Adopted Final Budget	FY 23/24 Proposed Final Budget	Year to Date to 07/19/23	% to Date
Apparatus Replacement	165,919	205,489	165,919	100%
Equipment Replacement	26,759	27,562	26,759	100%
Facility Capital Improvements	217,143	223,657	217,143	100%
Subtotal Capital Budget	409,821	456,708	409,821	100%
	FY 22/23 Adopted Final Budget	FY 23/24 Adopted Preliminary Budget	Year to Date to 07/19/23	% to Date
TOTAL OPERATING EXPENDITURES	4,183,282	4,381,550	4,065,821	97%
Revenues	FY 22/23 Adopted Final Budget	FY 23/34 Adopted Preliminary Budget	Year to Date to 07/19/23	
Property Tax	3,872,158	3,949,601	2,419,735	62%
Interest	74,291	75,777	15,147	20%
EMS (ALS)	28,485	29,055	15,896	56%
Other Revenue	-	-	-	
TOTAL REVENUES	3,974,934	4,054,432	2,450,779	62%
<i>ERAF Contribution = 21.89%</i>				

Strategic Objectives for 2022-23 Fiscal Year

Define the EOC/ICS policy relationship between the Fairview Board and Alco Board of Supervisors/Hayward City Council **continued to 2023-24**

Reapply for continuation of Certificate of Transparency **complete**

Finalize orientation/handbook for Directors. **complete**

Evaluate the feasibility and cost of using the old Fire Station as a community meeting location. **complete**

Strategic Objectives for 2023-24 Fiscal Year

Update Strategic Plan for 2024-2029 cycle.

Define the EOC/ICS policy relationship between the Fairview Board and Alco Board of Supervisors/Hayward City Council

Complete the installation of Alternate Evacuation Route signs on Kelly Hill

BREAK

10. GENERAL MANAGER REPORT

INFO/ACTION



Dear FRMS Employee:

Managing work and your home life can sometimes be a challenge. We are pleased to announce that Halcyon EAP is available with emotional wellbeing and work-life balance resources to keep you at your best. Administered by Halcyon, the program offers guidance to help you address and resolve everyday issues at no cost to you or your family. Features include:



In-the-moment support & short-term counseling. A licensed clinician answers 24/7/365 when you call for assistance with work-related pressures, depression, stress, anxiety, grief, relationship problems, substance abuse or other emotional health concerns. You and your immediate household members may also receive up to **6 sessions** (3 per 6 months, in-person or via video).



Legal consultation. Receive a free, 30-minute legal consultation per issue with a local attorney, by phone or in-person.



Convenience resources. Knowledgeable specialists provide referrals that help address a wide range of challenges such as child or elder care, adoption, pet care, home repair, education and housing needs.



Financial expertise. Consultation and planning with an experienced financial professional is available, providing pressure-free, personalized guidance until your issue is resolved.



Web platform. Your one-stop shop for program support, resources, information and more. Discover on-demand training to boost wellbeing. Find discounted gym memberships, financial calculators, self-assessments and career resources. Visit the Savings Center for a variety of discounts. Or complete a search to explore articles and tip sheets.



Mobile app. Get confidential support and guidance on the go from a licensed counselor via live chat, as well as expert content and resources – all from the convenience of your phone or tablet.



Text therapy. Exchange text messages, voicenotes and resources Monday – Friday with a licensed counselor through the Textcoach® mobile and desktop app.



Animo. Strengthen your mental health and overall wellbeing at your own pace using Animo's self-guided content, practical resources and daily inspiration to foster meaningful and lasting behavior change.



Virtual Support Connect. This digital group support platform offers moderated sessions hosted by licensed counselors on topics such as grief, mindfulness, preventing burnout and more.



Navigator. Take the guesswork out of your emotional fitness! Click the Mental Health Navigator icon on the web portal or mobile app, complete a short survey and receive personalized guidance for accessing program support and resources.

All requests for information or assistance are free of charge and completely confidential. You can contact Halcyon EAP 24 hours a day, 365 days a year. Access support whenever needed, wherever is most convenient for you, using the information below.



1-888-425-4800



halcyoneap.com
group code: **frms**



support@mysupportportal.com



**Download
the mobile
app today!**

Support for everyday issues. Every day.

Savings Center



Bills, healthcare, retirement savings and taxes take enough out of your paycheck. The Savings Center can help you maximize the spending power of your earnings by finding you exclusive discounts. When you visit the Savings Center, you can shop quality name brands at discounts of 25 to 70 percent off regular retail prices!

Register for free:

1. Visit your Halcyon EAP support portal and type 'Savings Center' in the search bar
2. Follow the instructions to register your work or personal email address
3. Explore a wide array of discounts from leading name-brand retailers as well as discounted tickets
4. Redeem discounts online, through catalogs and select in-store merchants

Get started!



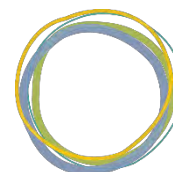
1-888-425-4800



halcyoneap.com



Download the
mobile app today!



Halcyon
EAP

Emotional wellbeing and work-life balance resources to keep you at your best

Halcyon EAP offers expert guidance to help you and your family address and resolve everyday issues.



In-the-moment support

Reach a licensed clinician by phone 24/7/365 for immediate assistance.



Financial expertise

Consultation and planning with a financial counselor.



Legal consultation

By phone or in-person with a local attorney.



Short-term counseling

Access up to 6 sessions (3 per 6 months), in-person or via video, to resolve stress, depression, anxiety, work-related pressures, relationship issues or substance abuse.



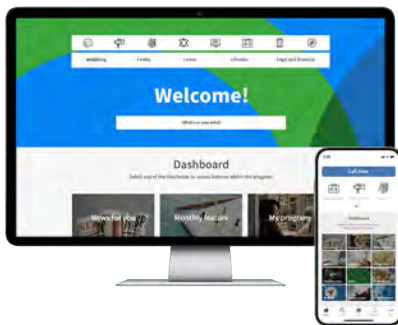
Convenience resources

Referrals for child and elder care, home repair, housing needs, education, pet care and so much more.



Confidentiality

Strict confidentiality standards ensure no one will know you have accessed the program without your written permission except as required by law.



Your web portal and mobile app

- The one-stop shop for program services, information and more.
- Discover on-demand training to boost wellbeing and life balance.
- Find search engines, financial calculators and career resources.
- Explore thousands of articles, tip sheets, self-assessments and videos.

Convenient, on-the-go support

- **Textcoach®**
Personalized coaching with a licensed counselor on mobile or desktop.
- **Animo**
Self-guided resources to improve focus, wellbeing and emotional fitness.
- **Virtual Support Connect**
Moderated group support sessions on an anonymous, chat-based platform



Start with Navigator

Take the guesswork out of your emotional fitness! Visit your web portal or mobile app to complete the short Mental Health Navigator survey. You'll immediately receive personalized guidance to access support and resources.



Download the mobile app today!



1-888-425-4800

halcyoneap.com

group code:

frms



**EAP PROVIDER
NOMINATION FORM**

NOMINATION SUBMITTED ON (DATE): _____

CONTACT INFORMATION

Employee Name: _____

Preferred Telephone: _____ Approved to leave
voicemail at this number? Yes No

Email _____

Employer Name: _____ City of _____

EAP THERAPY PROVIDER INFORMATION

Provider Name: _____

Group/Facility Name
(if applicable): _____

Telephone: _____

Fax: _____

Email: _____

Office Address: _____
Street City State Zip code

Upon receipt, our staff will contact the provider(s) listed above to see if they would like to join our network of participating providers. Please allow 4-6 weeks for recruitment efforts to be completed. Thank you for your nomination.

Submit Form by:

Mail: Halcyon Behavioral by SimpleTherapy P.O. Box 25159 Fresno, CA 93729-5159

Fax: 888.304.1429

Email: credentialing@halcyonbehavioral.com

BOARD OF DIRECTORS

MELISSA DIMIC
MICHAEL JUSTICE
SARAH CHOI
MARK MCDANIEL
BOB CLARK



FAIRVIEW

FIRE PROTECTION DISTRICT

(510) 583-4930

25862 FIVE CANYONS PKWY
CASTRO VALLEY, CA 94552

GENERAL MANAGER:

MIKE PRESTON

FIRE CHIEF GARRETT CONTRERAS

WWW.FAIRVIEWFIREDISTRICT.ORG

To: FFPD Directors
From: Mike Preston, GM
Re: Contract Review Committee

July 14, 2022

On May 22, 2023, the Board appointed an Ad Hoc committee (McDaniel, Justice, Preston) to conduct the annual review of the districts contract for fire protection services with City of Hayward.

This committee agreed that the past year had been very positive relative to relationship with HFD and its service delivery to the district. In addition, they made the following conclusions:

- a. All performance benchmarks outlined in paragraph 3 had been met.
- b. All records and reports outlined in paragraph 12 had been provided.
- c. The increase for the 2023-24 shall be 4% per paragraph 11.
- d. The insurance policy documents outlined in paragraph 5. have been requested.

In addition, in August the General Manager will be discussing with the Fire Chief any actions the Board may need to take in response to the 2022 Fire Code adoption cycle, as it relates to paragraph 9.

The contract can be viewed by selecting this link. [Contract For Service](#)

Recommendation:

By motion the board accept the Contract Review Committee report and deem the annual review complete.

1 1. BOARD MOTIONS AND APPROVALS

INFO/ACTION

**FAIRVIEW FIRE PROTECTION DISTRICT SPECIAL
BOARD MEETING MINUTES
MONDAY, MAY 22, 2023, 7:00 PM
MEETING VIA TELECONFERENCE OVER ZOOM
AND AT
25862 FIVE CANYONS PARKWAY, CASTRO VALLEY, CA 94552**

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

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

2. ROLL CALL

Board members present: Directors Melissa Dimic, Robert Clark, Michael Justice, and Mark McDaniel. Director Sarah Choi attended as a non-member observer via teleconference.

In addition, the following staff and service providers were present: Fire Chief Garrett Contreras, General Manager Michael Preston, City Analyst Tara Reyes, and Conor Kennedy, Esq., of Garcia Hernandez Sawhney, LLP.

3. WELCOME

President Dimic made welcome comments.

4. PUBLIC COMMENT PERIOD

President Dimic opened the public comment period. Public comment was made, and the period was closed.

5. MESSAGE FROM THE PRESIDENT

President Dimic welcomed everyone to the meeting.

6. FIRE CHIEF'S REPORT

The Chief briefed the Board on the Incident Response Statistics in the packet for March/April 2023. The Chief briefed the Board about inspections and plan checks. As a Vegetation Management Update, courtesy notices were mailed out May 5, 2023, and inspections have started. The goal is to have fire inspections completed by the end of June 2023. The Chief announced a Ribbon Cutting on Fire Station 6 and the Fire Training Center. The Chief announced the award of re-accreditation and recognition from the state. The Chief briefed the Board about Hayward Fire Department preparing and training for fire season.

The General Manager supplemented the Chief's report about invitations to the Ribbon Cutting.

The Board asked questions of the Chief.

7. FFPD FINANCIAL UPDATE

The General Manager briefed the Board about the fund balance report in the packet.

Director Clark moved to accept the Reports in the packet. Director Justice seconded. The motion was carried unanimously.

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

8. Approval of Preliminary Budget

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

President Dimic moved to approve the preliminary budget. Director Clark seconded. The motion was carried unanimously.

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

9. PARAMEDIC SPECIAL TAX INCREASE

The General Manager briefed the Board about the history of paramedic special tax increases , explained the mechanism and limit of the tax basis, defined important terms such as “benefit unit,” and identified that the Bay Area Annual CPI for April 2023 as 4.2%.

Director McDaniel moved to adopt the resolution in the packet. Director Clark seconded. The motion was carried unanimously.

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

Break at 7:34 PM

Return at 7:52 PM

10. GENERAL MANAGER REPORT

City Analyst Tara Reyes explained the Directors' Handbook in the Packet, and the Board asked questions about handbook details, organization charts, and specific acronyms.

General Manager Preston updated the Board about:

- Collaborating with the County regarding Alternate Evacuation Route Signs
- The packet memorandum presenting the results of the three inverter replacements the District implemented based on a subject matter expert consultant's recommendations.
- Meeting with a District Director about the Oro Loma Green Waste Can Program
- Contract Review Committee Appointment
- OFS8 Termite Work (Memo Attached)
- Historical listing of FFPD Directors
- CPR Class in June
- A reminder to register for the Ribbon Cutting Fire Station/Training Center June 21

- Fireworks Ordinance update
- Bookkeeper rate increase

President Dimic appointed Directors McDaniel and Justice to the contract review ad hoc committee.

11. BOARD MOTIONS AND APPROVALS

Secretary McDaniel moved to approve the minutes from the March 27, 2023 regular meeting and the April 24, 2023 special meeting. Director Justice seconded. The motion was carried unanimously. AYES 4 (Clark, Dimic, Justice, McDaniel), ABSENT 1 (Choi), NOES 0, ABSTAIN 0.

12. MEETING ACTION ITEM SUMMARY

The General Manager will post the preliminary budget.

The General Manager will follow up on the Board's direction regarding alternate evacuation route signage (*e.g.*, Canyon Ave signage).

The General Manager will coordinate with the Contract Review Ad Hoc Committee to meet with the Chief.

The General Manager will reach out to the Open House Ad Hoc Committee to start planning for the event on Wednesday, September 20, from 3 to 7 pm.

13. COMMENTS BY BOARD MEMBERS

Board Members made comments.

14. AGENDA ITEMS FOR NEXT BOARD MEETING

Budget Hearing, Adoption of Final Budget and Annual Goals
General Manager and Chief Reports
Director Handbook Update
Report from Contract Review Ad Hoc Committee

15. ADJOURNMENT

President Dimic moved to adjourn the meeting and Director Justice seconded. All voted in favor.

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

Meeting adjourned at 9:05 PM.

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

12. MEETING ACTIONS ITEMS SUMMARY

13. COMMENTS BY BOARD MEMBERS

14. AGENDA ITEMS FOR NEXT BOARD MEETING