



**PAJARO VALLEY FIRE DISTRICT  
562 CASSERLY ROAD  
WATSONVILLE, CA 95076  
831 722-6188**

**MINUTES OF THE REGULAR MEETING FOR THE BOARD OF DIRECTORS OF THE  
PAJARO VALLEY FIRE PROTECTION DISTRICT**

**November 19, 2015**

**Called to order at 5:00pm**

President Martone  
Director Freedman  
Director Chauvet  
Director Retz

Absent: Vice President White

**Public comments (not to exceed 3 minutes) for items not listed on the Agenda- None**

**1. Presentations:**

**A. Chief's Report, Pajaro Valley**

BC Estrada reported on the following: there were two recent fatal accidents in the district as well as a structure fire that was confined to the garage. BC Estrada also reported that Cal Fire is transitioning to their winter staffing model. E-4511 has been out of service due to a leak in the radiator and an emissions component failure. BC Estrada reported that fire code violations were found at a commercial building on Summit Road. Staff sought legal counsel advice when responding to the fire code violations. BC Estrada reported that there are two training opportunities for the Board that coming up. As more information becomes available, he will pass it on to the Board.

**B. Incident Report, City of Watsonville**

There were no questions from the Board.

**C. Annual Audit Update**

BC Estrada reported that a report is needed from CalPERS to comply with the GASB requirement. BC Estrada advised that the final audit report may not be available for the January meeting. The auditor suggested changing the audit committee members every 3-4 years.

**2. Minutes**

**A. Approval of the minutes from the regular meeting on July 16, 2015**

Director Freedman motioned to approve the minutes as written. Motion seconded by Director Chauvet. Ayes: All. Motion carried.

- B. Approval of the minutes from the regular meeting on September 17, 2015**  
Director Chauvet motioned to approve the minutes as written. Motion seconded by Director Retz. Ayes: All. Motion carried.

**3. Consent Agenda**

- A. Expenditure Report, vendor & deposit summary**  
The Board reviewed the expenses, and there were no questions from the Board.
- B. Year to date County report**  
BC Estrada reported that the year to date County report is the standard report that is presented at each Board meeting.
- C. American Express statements**  
Director Freedman motioned to approve the expenditure reports. Motion seconded by Director Retz. Ayes: All. Motion carried.

**4. Old Business**

- A. Directors pay staff report**  
BC Estrada reported that at the Board's request, this item was deferred from the September meeting to tonight's meeting. BC Estrada reported that the Board members can't be paid more than \$100 for each meeting without passing a resolution. The Board agreed to keep their current pay and not to increase it.

**5. New Business**

- A. Develop/approve the 2016 Board meeting schedule**  
The Board approved the schedule as presented.
- B. Approval of resolution 2015/08 authorizing overtime and portal to portal pay for employees (see the below Cal OES correspondence)**  
BC Estrada reported that the resolution is a formality that won't cause a financial impact to the District. Chief Larkin reviewed the requirements under the CFFA agreement.  
Director Freedman motioned to approve the resolution. Motion seconded by Director Retz. Ayes: All. Motion carried.

**6. Correspondence**

- A. Cal OES letter dated October 5, 2015 referring to overtime and portal to portal pay.**  
BC Estrada reported on the letter that was received from Cal OES.

**7. Discussion**  
None

**8. Agenda items for the next meeting**

- A.** Selection of President and Vice President
- B.** Annual review of how staff processes and pays warrants
- C.** Selection of committees.
- D.** Annual Audit report

**9. Adjournment**

Motion to adjourn by Director Chauvet and seconded by Director Freedman. Ayes: All.  
Meeting adjourned at 5:30pm

**Next regular scheduled Board meeting  
January 21, 2016 @ 5:00 p.m.**

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**President**

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**Secretary**