

February 25, 2025

**REGULAR MEETING MINUTES OF THE
BOARD OF DIRECTORS OF THE
NORTH COUNTY FIRE PROTECTION DISTRICT**

LOCATION: 990 E. MISSION ROAD, FALLBROOK CA 92028

President Shaw called the meeting to order at 5:00 p.m.

ALL RECITED THE PLEDGE OF ALLEGIANCE.

ROLL CALL:

Present: Directors Bartholomew, Egkan, Munson, Pike, and Shaw

Absent: None

MOMENT OF SILENCE: President Shaw requested a moment of silence for Cal Fire Captain Rebecca Marodi.

STAFF PRESENT: Chief McReynolds, General Counsel Steinke, DFC MacMillan, DC August, BC Harrington, BC Bradshaw, IT Specialist Swanger, Board Clerk Canpinar, and members of the public.

CHANGES TO THE AGENDA:

There were no changes to the February 25, 2025, Regular Board meeting agenda.

PUBLIC ACTIVITIES AGENDA

1. **PUBLIC COMMENT:** President Shaw inquired if there were any public comments regarding items not on the agenda. There being no public comment, the public comment section was closed.

DISCUSSION/PRESENTATION AGENDA

2. **2025 TRAINING PROGRAM PROGRESS REPORT:** BC Harrington provided an overview of the NCFPD training program, noting the combined annual training hours invested in our personnel consistently exceeds the minimum requirements.
3. **ZERO-EMISSION RESCUE EQUIPMENT:** DFC MacMillan and Chief McReynolds pointed out three pieces of battery-powered extrication equipment that were on display, all of which were recently purchased with grant funding money acquired in 2024. Battery-powered items like these further the NCFPD mission to drive sustainability initiatives forward in alignment with the Climate Action Policy.

ACTION AGENDA

30 **CONSENT ITEMS:**

31 4. **REVIEW AND ACCEPT REGULAR BOARD MEETING MINUTES FOR JANUARY 28, 2025**

32 5. **REVIEW AND ACCEPT FINANCIAL REPORTS FOR DECEMBER 2024**

33 6. **REVIEW AND ACCEPT POLICIES & PROCEDURES:**

34 There were no policies or procedure revisions for the February 25, 2025, Regular Board
35 Meeting.

36 7. **REVIEW AND ACCEPT THE MONTHLY OPERATIONS ACTIVITY REPORT FOR JANUARY 2025**

37 President Shaw inquired whether there were any questions on consent items 4-7. There being
38 no discussion and no public comment, President Shaw asked for a motion to approve the consent
39 agenda. On a motion by Director Pike seconded by Vice President Egkan, the motion to approve the
40 consent agenda passed unanimously.

41 At 5:17 p.m. there was a brief public comment by Alex Puente, a representative from Howells
42 Government Relations (HGR). Mr. Puente stepped to the podium to briefly introduce himself to the
43 Board and Staff, noting a full report from HGR will be brought back to the Board in March.

44 **ACTION ITEMS:**

45 8. **NCFPD FY 2023-34 DISTRICT FINANCIAL AUDIT:** Paul Kaymark of Nigro & Nigro presented the
46 financial audit for FY 2023-24. Mr. Kaymark pointed out the audit is to obtain reasonable reporting in
47 accordance with government accounting standards, and not to provide an assurance on internal
48 controls, reporting there were no material issues to report and if there were, they were addressed
49 orally and corrected. A few noteworthy items were as follows: ambulance revenue was down, as BLS
50 116 came back from service in Vista; mitigation fees more than doubled from the previous year, up
51 \$412,837; the annexation of Rainbow resulted in a decrease of approximately \$80,00; grant money
52 received came in at \$969,737; property tax saw an increase of 5.2%; the California CLASS
53 investment portfolio earned a 4.74% return on investment. Chief McReynolds noted liquid reserves
54 in CLASS will decrease in the coming year, as those funds will be used to pay for the Station 3
55 renovation. On a motion by Director Pike seconded by Director Munson, the motion to adopt the FY
56 2023-24 District financial audit passed unanimously.

57 At 5:32 p.m., President Shaw requested a short recess to allow the Board to step outside to view
58 the newly purchased Type 1 engine. The meeting was reconvened at 5:45 p.m.

59 9. **OUTCOME OF FINANCE MANAGER RECRUITMENT AND EMPLOYMENT AGREEMENT:** Chief McReynolds
60 presented the newly drafted employment contract between the District and the new finance manager,
61 Lorena Rocha. After conducting an open and competitive recruitment process for the position, Ms.
62 Rocha was selected as the top candidate, subsequently accepting the conditional job offer. The
63 Finance Manager position, now classified as a contract role serving at the discretion of the Fire Chief,
64 requires the execution of a separate employment contract, reflecting an annual base salary of
65 \$164,411.00. On a motion by Director Munson seconded by Vice President Egkan, the motion to
66 approve the execution of Ms. Rocha's contract to serve as the District Finance Manager passed
67 unanimously.

68 10. **HUMAN RESOURCES MANAGER JOB DESCRIPTION:** Chief McReynolds advised the Board that due to
69 the increasing complexity of the human resources division, the current Human Resources Specialist
70 position needed to be reevaluated. After reviewing formulas for comparable agencies, it was
71 determined that creating a new Human Resources Manager position would benefit the District, as the
72 position would assume the responsibilities of recruitment, classification, compensation, policy
73 development, Worker's Compensation, and CalPERS administration, all of which were previously
74 handled by the Finance Manager. The Human Resources Manager position will fall under the
75 Management Group Bargaining Unit, with an annual salary of \$164,650. Director Bartholomew asked
76 if the Human Resources Specialist position will be filled, to which Chief McReynolds indicated it would
77 not. Director Bartholomew also asked if the position would require wearing a uniform, with Chief
78 McReynolds advising the role would only require civilian attire. On a motion by Director Munson
79 seconded by Director Pike, the motion to approve the new Human Resources Manager position passed
80 unanimously.

81 11. **RESOLUTION 2025-02 – REVISED SALARY SCHEDULE:** Chief McReynolds informed the Board the
82 attached resolution is required to comply with Government Code §570.5. Salary Schedule Resolutions
83 are required to be adopted whenever there are modifications to salary schedules. Resolution 2025-02
84 reflects the adjusted salaries for both the Finance Manager and newly created Human Resources
85 Manager position. On a motion by Director Munson seconded by Director Pike, the Board unanimously
86 adopted Resolution 2025-02, adopting the updated pay schedule.

87 12. **NOMINATIONS FOR CALIFORNIA SPECIAL DISTRICT ASSOCIATION (CSDA) BOARD OF DIRECTORS:** The
88 CSDA Southern Region Seat "B" is up for election. As a member of the CSDA Southern Network, the
89 NCFPD Board of Directors can submit nominations or votes of support for candidates. If a member is
90 nominated, the Board Clerk will complete the required documentation and file for the election process.
91 President Shaw asked if there was any discussion or nominations by the Board; there being no
92 discussion and no nominations, there was no motion, and no vote was cast for the CSDA Southern
93 Region Seat "B."

94 **LEGAL COUNSEL REPORT:** General Counsel Steinke reviewed the legal report on the disclosure of
95 behested payments.

96 ● **WRITTEN COMMUNICATION:** Information only; no action required.

97 ● **BOARD RECOGNITION PROGRAM:** Information only; no action required.

98 ● **STAFF REPORTS/UPDATES:**

99 ● **CHIEF McREYNOLDS:** CHIEF McReynolds informed the Board of the following items:

- 100 ○ Updates were provided on the two working fires, the Lilac 2 fire, and the fire at the
- 101 north end of town.
- 102 ○ Burn suspensions have been lifted.
- 103 ○ The biennial Wildfire Preparedness Symposium will take place on May 3.
- 104 ○ The spring badge pinning will take place on April 8 at Station 1.
- 105 ○ Jacqueline Howells of Howells Government Relation will provide a grant opportunity
- 106 update to the Board in March. The time for a potential trip to Washington D.C. is
- 107 undetermined.

108 ● **CHIEF OFFICERS AND OTHER STAFF: BC BRADSHAW:** BC Bradshaw will start the process of
109 developing a hazard mitigation plan in combination with County OES in May. BC Bradshaw also
110 reported that call volumes have been increasing, with Station 1 receiving 17 calls in 24 hours. **BC**
111 **HARRINGTON:** BC Harrington provided training and communications report updates, noting an
112 Engineers exam in March, BC exams in May, and an upcoming Chief Officer Boot Camp. **DC AUGUST:**
113 DC August provided an update on facility projects, noting the progress of the Station 3 renovation
114 and the continued County planning phase with the Station 4 project. Station 2 will have a redesign
115 of the back apron to mitigate ingress and egress incidents. DC August confirmed that all fire stations

are now actively equipped with security cameras and wireless printers. **DFC MACMILLAN:** DFC MacMillan gave a shout out to MSO Murphy for her involvement in rewriting the peer support guide contract. DFC MacMillan provided operations updates, including the "A" shift crew response to the attic fire on February 13, 2025. DFC MacMillan thanked the Board for their support with Medic 110, as ambulance call volumes continue to rise.

- **BOARD:** Vice President Egkan requested a list of upcoming NCFPD events from Board Clerk Canpinar.

- **BARGAINING GROUPS:** THERE was no comment from the bargaining groups.

- **PUBLIC COMMENT:** There was no additional public comment.

CLOSED SESSION

At 6:19 p.m. President Shaw inquired whether there was a motion to adjourn to closed session. On a motion by Director Pike seconded by Vice President Egkan, there was no objection to adjournment. President Shaw read the items to be discussed in closed session and open session was closed. A short break ensued after the reading of the closed session items. At 6:25 p.m. the Board entered closed session to hear:

CS-1. ANNOUNCEMENT – PRESIDENT SHAW:

CS-2. CONFERENCE WITH LABOR NEGOTIATOR (GOVERNMENT CODE §54957.6): AGENCY

REPRESENTATIVE-CHIEF McREYNOLDS; EMPLOYEE ORGANIZATIONS-MANAGEMENT GROUP EMPLOYEES

CS-3. REPORT FROM CLOSED SESSION – PRESIDENT SHAW:

- **REOPENING TO OPEN SESSION:**

On a motion by Director Pike seconded by President Shaw which passed unanimously, the Board returned to open session at 6:50 p.m. and the following items were reported out to the public:

CS-2. CONFERENCE WITH LABOR NEGOTIATOR (GOVERNMENT CODE §54957.6)- AGENCY

REPRESENTATIVE CHIEF McREYNOLDS; EMPLOYEE ORGANIZATIONS MANAGEMENT GROUP EMPLOYEES:

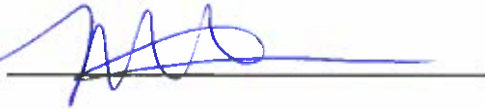
On a motion by Director Pike seconded by Vice President Egkan, the Board unanimously agreed to authorize the inclusion of the Human Resources Management position into the Management Group Bargaining Unit.

ADJOURNMENT

A motion was made at 6:52 p.m. by Director Munson seconded by Director Pike to adjourn the

meeting and reconvene on March 25, 2025, at 5:00 p.m., which motion carried unanimously.

Respectfully submitted,



Mavis Canpinar

Board Clerk

Minutes approved at the Board of Director's Meeting on:

3/25/25