

Chester Public Utility District
PO Box 503
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Chester, Ca. 96020
530-258-2171

Minutes of Special Meeting and Workshop: October 26, 2020 at 2:00pm. Located in the Chester Public Utility District conference room: 251 Chester Airport Road.

Directors Present: Steve Trotter, Joe Waterman, Steve Voboril, and Steve Graffweg.

Directors Absent: Royce Raker

Guests Present: none

Staff Present: 6 CPUD/CFD employees and volunteers.

1. **Call to Order:** Director Trotter called the meeting to order at 2:10pm.
 - a. **Agenda approval:** Director Waterman made a motion to accept the agenda with no changes. Director Voboril seconded the motion. All in favor, agenda approved.
2. **Public Comment agenda items:** none
3. **Finance Committee Update:**
 - A. **Temporary Funding:** Director Waterman made a recommendation to pursue a Line of Credit from Plumas Bank, so its ready to go incase its needed. He then made a motion to accept the recommendation. Director Voboril seconded the motion. All in favor, motion carried.
 - B. **Maturing CD:** Director Waterman made a recommendation to transfer the CD to the general checking. Director Graffweg made a motion to accept the recommendation. Director Waterman seconded the motion. All in favor, motion carried.
 - C. **Funding opportunities:** Director Waterman made a recommendation that the District do not go for a Special Assessment and to pursue the Ambulance Annexation as approved at the last board meeting. He also stated that he will be the point person to get the annexation going. Director Graffweg made a motion to accept the recommendation to not pursue the Special Assessment at this time. Director Waterman seconded the motion. All in favor, motion carried. Director Graffweg made a motion to accept the recommendation to pursue the Ambulance District with Joe Waterman as the project manager. Director Voboril seconded the motion. All in favor, motion carried.
4. **Personnel Committee Update:**
 - A. & B. **GM Job Description and Goals and Objectives Policies #2300.00 through #2300.05:** Director Voboril made a recommendation that the GM Job Description and Goals and Objectives Policies #2300.00 through #2300.05 be adopted with the understanding that they can be amended annually. Director Voboril then made a motion to accept the recommendation. Director Waterman seconded the motion. All in favor, Policies adopted.
 - C. & D. **GM letter of interest and hiring process and timeline:** Director Trotter made the recommendation to accept the one letter of interest and to start the interview process. Director Waterman made a motion to accept the recommendation. Director Voboril seconded the motion. All in favor, motion carried. Director Waterman suggested forming a GM Hiring Ad Hock Committee of which he volunteers to be on. Director Voboril also volunteered to be on said committee. Director Trotter made a motion to

form a GM Hiring Process Ad Hoc Committee, consisting of Directors Waterman and Voboril. Director Graffweg seconded the motion. All in favor, Committee formed.

5. 20-21 Safety MOU Negotiating Ad Hoc Committee Update:

A. Letter of Intent to Layoff: Director Voboril stated that when the committee met in August that they sent a letter to the Safety Bargaining Group to set up a meet and confer, and they responded by email that they were all out on fires, making them not available. Then the committee met again and discussed how to balance the budget and contacted the attorney. The attorney reviewed the previous Safety MOU. The attorney's thought was to get the board to consent to draft and send a letter of intent to layoffs. Director Waterman stated that this process is financially driven. The letter of response that the committee received from the Safety Group was the IAFF was going to be their new Union Representation, that has not been confirmed. The Safety Group can represent themselves. Primary motivation is that something must be done. If a meet and confer can not happen, then we have to take action, and that was Director Waterman's recommendation. Director Trotter given gravity of the financial situation that the district is in, notice has to be given incase funds run out. Director Waterman stated that he hopes that the meet and confer can happen, to work things out, so layoffs, hopefully, won't have to happen. The District is legally bound to give the notice. The attorney is just a resource for advice. Director Voboril made a recommendation and motion to ask the attorney to draft a letter of intent to layoff. Director Waterman seconded the motion. After further discussion, all in favor, motion carried.

6. Adopt Board Goals and Objectives Policy #4055:

After a brief discussion, Director Trotter made a motion to adopt Policy #4055 as formatted. Director Voboril seconded the motion. All in favor, Policy approved.

WORKSHOP

7. Board Goals and Objectives continued discussion:

District Funding

Director Trotter stated that this was discussed earlier in the meeting. Chief Layne, unable to attend today, has more to add regarding Streetlight Funding options.

Director Trotter suggested going after the funds owed to us from the USFS contract by way of our insurance carrier attorney. Director Waterman state that route may be cheaper. He then stated that the same group of attorneys are willing to help that handled the Silver Fire case. Director Waterman stated that the Chief Layne should be asked to look into the insurance carrier attorneys. All agreed.

Litigation

Director Trotter stated nothing to report in open session at this time.

Personnel Negotiations

Director Voboril stated that they have crunched numbers to try to balance. Director Waterman stated that they have come up with some proposals should they decide to provide a representative. Fire Fighter EMT, Brianna Evans asked how can you ask for more money and layoff people at the same time? Director Waterman stated that the letter is just a notice that layoff may have to happen, not that they actually will. Director Trotter stated by law the letter has to happen because of the financial state the district is currently in. Director Voboril stated that the letter is only going to the Safety Personnel.

8. Board Training Matrix:

Target Solutions and CSDA training Opportunities

Cheryl shared that she got a notification from CSDA that beginning January 2021, many of the courses will be free. Director Graffweg reminded her that he hasn't had any of the trainings needed. Director Trotter will get with Chief Layne to make sure all the board members are signed up in target solutions.

9. Streetlight Funding:

Chief Layne is looking into the legalities of the "Adopt and Streetlight" idea. He isn't present today to share his findings.

10. Comments:

Directors: Director Waterman stated he is anxious to get started with negotiations and he is willing to help wherever he can.

Staff: Firefighter EMT Ryan Johnson stated that while out of county on a fire that the Safety Group received a letter to ask to start negotiations. The chief has given a verbal ok to continue business under the previous MOU. A 30-day notice in regards to a reopener should be the policy. The letter that was sent back to the committee was sent by email and only reached one committee member as result of a typo. Not an unwillingness to start a negotiation, we weren't home. We were on fires with helps fund this District. The Safety Group has been working with management, who knows we are working to achieve representation with IAFF. The Group has been told that they are under IAFF guardianship, as they have sent in the acceptance cards. We don't want to have any violations on our side and get kicked out of the Union because we are negotiating with the board.

Director Waterman stated he read the response as stating that IAFF would be your negotiator and that you were out of county.

Johnson stated that we have always negotiated with the management. If management and the board change those communication avenues, and its not liked by the board because the group will only go through management, its to no fault of the group that they follow appropriate negotiation practices. His opinion stated that by the committee not liking the response email, and not asking the Chief where talks have gone so far, that by sending a letter of layoffs is excessive.

11. Adjournment: 3:00pm Director Voboril made a motion to adjourn. Director Waterman seconded the motion. All in favor, meeting adjourned.

Cheryl Johnson, CPUD Clerk to the Board.

Approval of Minutes _____

