

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

**Minutes of Special Meeting:** November 30, 2021 at 3:00pm. Located in the Chester Public Utility District conference room: 251 Chester Airport Road.

**Directors Present:** Steve Graffweg, Steve Voboril, Royce Raker, Blake Mathews & Steve Trotter

**Directors Absent:** none

**Guests Present:** 1 and Zero amount of public called in.

**Staff Present:** 7 CPUD/CFD employees and volunteers.

1. **Call to Order:** Director Voboril called the meeting to order at 3:00pm.
  - a. Director Voboril led the Pledge of Allegiance.
  - b. Agenda Approval: Director Trotter made a motion to accept Agenda. Director Raker seconded. All in favor, motion carried.
2. **Public Comment Agenda Items:** none
3. **Establish negotiators for the Professional Fire Fighter. Local #5317 MOU:** Chief Layne's recommendation to the board is to have the GM, himself and a board member with an alternate. Director Graffweg would like to have 2 board members. GM Homme stated he believes management needs to be involved as there has been no movement in a year and a half since the 2 board members have been negotiating. Chief Layne stated that too many involved makes it cloudy. Director Voboril would like to get all board members up to speed on the MOU in closed session as the current negotiator. Director Trotter made a motion to table the discussion until 12-7-2020 Closed Session at a Special Meeting. Director Raker seconded the motion. All in favor, motion carried.
4. **2021-2022 Stationary Engineers, Local 39 Miscellaneous MOU:** Chief Layne stated that this was tabled last time. Cheryl Johnson gave a presentation, (Exhibit A). Director Raker stated that a vote is needed as this has already been tabled. Director Graffweg stated that there should have been 2 directors involved during the process from beginning. Director Voboril stated that how the MOU was explained to him is that many items within it were negotiated in previous MOUs. Director Mathews asked if overtime on Cesar Chavez would exceed \$600.00. Cheryl stated it would have to be during the normal office hours and be something catastrophic. He then stated that to increase moral, that the holiday in question seems minimal. Director Trotter made a motion to accept the MOU as written based on the figures and formula presented in Exhibit A Column 'F'. Director Mathews seconded the motion. Roll Call vote: Ayes: Mathews, Raker and Trotter. Nay: Graffweg. Abstain: Voboril. MOU passes.
5. **Finance Committee Update:** Director Voboril explained that for 2 committee meetings he has discussed with staff and management making some changes to the Financials. He recommended as a motion to the board that the 600-fund be added back to the 400-fund, as it used to be. All the while, still track Ambulance Expenses within the 400-fund as

their own General Ledger line items. Director Mathews seconded the motion. All in favor motion carried.

6. **Personnel Committee Update:** Director Graffweg stated he has not updated the Purchasing Policy to include the 2 signatories on \$3000.00 items.
7. **EMS Scheduling Policy: (Exhibit B)** Chief Layne stated that the policy needs to be a bit vague so as to use Per Diem as well. He stated that there already is a staffing policy and a scheduling policy in place. Director Voboril stated that the Peninsula needs to stop covering Chester, so we need 24/7 coverage as a minimum policy. Chief Layne stated that by the provider agreement, we have been covered. He would like to hire 1 more full-time EMT or even better, another full-time medic. Director Raker didn't think that financially the district could afford a full-time medic. Director Graffweg asked if the captain was being used to fill EMT openings if needed. Chief Layne replied, yes. He then stated that his goals have been to increase revenue and to cut costs. He can only do that if given the tools. He is still in discussion with the other agency in regards to the transfer program. He stated that it could be a 120K per month revenue option. He said he will track the overtime and forced days over the next 3 months. He was given direction from the board to hire a full time EMT to fill the schedule. Scheduling Policy: discussion only.
8. **Mandatory Hold-Over Policy:** Chief Layne handed out the draft policy and stated it was vetted through district council and does not violate the MOU. The lack of medics as of late is the main reason for the hold-over force. He is working on a new notification system to the employees so that everyone is in the loop and has plenty of notice, when possible. Fire Fighter/Paramedic Turner mentioned the conflict in spending too much in overtime, or to not hold over. Chief Layne said that this new policy will take that decision up the chain from now on. He also said he will have the policy ready for board vote by Tuesday's Special meeting. Captain Dean stated they have gotten some response for per diem medics since the increase in the hourly wage. Director Trotter made a motion to extend mandatory hold-over if needed until next Tuesday. Director Raker seconded the motion. All in favor, motion carried. Chief Layne will post a memo to the crew so they are advised.
9. **Closed Session: Read verbatim by Director Voboril: Gov. Code Section 54957: Public Employee Evaluation: General Manager. @4:33pm.**  
*Director Raker leaves@5:07pm*
10. **Reconvene:** 5:08pm
11. **Report on Closed Session:** Director Voboril stated they are extending GM Homme probation for 3 more months, to March 2022. New evaluation in February 2022.
12. **Comments:**  
**Directors:** Director Graffweg and Director Voboril thanked Director Trotter for his many years on the Board.  
**Staff:** Cheryl thanked the board for passing the MOU.
13. **Adjournment:** Director Trotter made motion to adjourn the meeting at 5:10pm. Director Mathews seconded the motion. All in favor, meeting adjourned.  
Clerk to the Board, Cheryl E. Johnson  
Approval of Minutes *Cheryl E. Johnson*