

**MORONGO VALLEY COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS**

11207 Ocotillo Street Morongo Valley, CA 92256

**REGULAR BOARD MEETING MINUTES**

Covington Park, Community Building MPR 11165 Vale Drive  
Morongo Valley, CA 92256

7:00 p.m. Regular Business  
**February 18, 2020**

The Morongo Valley Community Services District complies with the Americans with Disabilities Act of 1990. If you require special assistance to attend or participate in this meeting, please call (760) 363-6454.

Materials related to any items on this agenda submitted to the Board after distribution of the agenda packet are available for public inspection during normal business hours at the CSD Main Office, 11207 Ocotillo Street, Morongo Valley, CA 92256.

Government Code Section 54954.2 (a)(3) [Brown Act] – States that, “No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of a legislative body or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Section 54954.3. In addition, on their own initiative or in response to questions posed by the public, a member of a legislative body or its staff may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. Furthermore, a member of a legislative body, or the body itself, subject to rules or procedures of the legislative body, may provide a reference to staff or other resources for factual information, request staff to report back to the body at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda”.

**A. CALL TO ORDER**

**The Regular Board Meeting of February 18, 2020 was called to order at 7:03 PM. The Regular Board Meeting of February 18, 2020 was led by Vice President Brook due to President Swarat feeling under the weather.**

**B. ROLL CALL**

1. Gayl Swarat, President X
2. Kristina Brook, Vice President X
3. Matthew Campos, Director X
4. Laurie Klimowicz, Director Not in Attendance
5. Johnny Tolbert, Director X

**C. PLEDGE OF ALLEGIANCE**

**The Pledge of Allegiance was led by Vice President Brook.**

#### **D. APPROVAL OF THE AGENDA**

The Board generally considers items in the order listed on the agenda. However, items may be considered in any order as established by the direction of the Board. Under certain circumstances, new agenda items may be added by a two-thirds vote of the Board. [Gov. Code Sec. 54954.2(b)(2)]

1. Agenda for the Regular Board Meeting of January 21, 2020

**President Swarat would like to express her concern on record, on items K1 and K2. She stated that minutes are not taken during closed sessions, Director Campos asked her to add an item to the Agenda but she does not agree to put them on. President Swarat stated that she feels threatened by an outside agency. Vice President Brook stated that they will take this issue up in the closed session.**

**MOTION:** President Swarat motioned to approve the Agenda for the Regular Board Meeting of January 21, 2020.

**SECOND:** Director Tolbert Seconds.

**RESULT:** Motion to Pass with a 4-0-1 Vote.

#### **E. PUBLIC COMMENTS ON AGENDA ITEMS**

The Board of Directors now takes time to consider your comments on items which are on the agenda. The President will recognize you at the appropriate time in order to assist in the orderly and timely conduct of the meeting. When called upon to speak, please state your name and residence. Comments will be limited to three (3) minutes or less. If you wish to comment on an agenda item or non-agenda items during Public Comment, fill out a Request to Speak form and give it to the General Manager. There will also be a one (1) minute Public Comment period before each agenda item.

**There were no public comments at this time.**

#### **F. PUBLIC COMMENTS ON NON-AGENDA ITEMS**

The Board takes time to consider public comments on items of concern not on the agenda. When you are called to speak, please limit your comments to three (3) minutes or less. The Board is prohibited by law from taking action or entering into active discussion or deliberation on items not listed on the agenda. [Gov. Code Section 54954.2(a)(2)]

**Cynthia Flores stated that her and her family are new to the area. They would like to get more involved the community. Vice President Brook stated that our sphere of influence was only the Fire Department, CSD/Park, and the lights, however, the Basin Wide Foundation is a great place to get more information as well as the Fire Fighter Auxiliary.**

## **G. AGENCY REPORTS**

1. Sheriff's Report – San Bernardino County Sheriff's Representative  
**Captain Newport started by saying good evening to the crowd. He would like to introduce Sargent Eric Smoot. Sargent Smoot has 17 years of service and was a resident of Yucca Valley. He is now their new Administrative Representative. Sargent Smoot previously worked on the narcotics team. Captain Newport stated that there were around 1800 calls for service. The OHV team will be in Morongo Valley this weekend. He asked the public to please call if you have any issues. He stated that he would like to inform the public that KOH (King of the Hammers) was this weekend. He estimates that there will be about 60,000 attendees. He also stated that there were 921 warnings issues as well as 1000 stops with 20 citations. He mentioned that there was no Fire Department attending, KOH hired their own private fire team. At this time there were no fatalities.**

2. Morongo Basin Healthcare District Mobile Medical Unit Presentation – Representative Joe Ruddon  
**Representative Joe Ruddon started off by telling the public some of Morongo Basin Healthcare Districts background. He gave a very thorough presentation informing the public of who they were and what they do. He stated that they provide comprehensive healthcare services by a nurse practitioner. They provide lab test, refill prescriptions, and provide some immunizations.**

3. Smith Marion & Co. Financial Statements and Independent Auditors' Report for the Fiscal Year Ended June 30, 2019 – Smith and Marion Co. Representative Kendra Dockham  
**It was stated that Kendra was not in attendance. It was concluded to add this to next month's agenda.**

4. Director of Operation's Report – Gerald Yearsley  
**Chief Brakebill read off the Director of Operations Report. He stated that the Morongo Valley Community Services District finished quarter one of the Extrication Equipment Grant. He mentioned that we are still waiting on the equipment to come in, but once it does, we will be ready to tag them. He also mentioned that the 700 Forms are due to the office by March 19, 2020. The forms are officially due April 1, 2020. Lastly, He mentioned that it's time again for the Annual Chuck Osborne Award. Residents can vote online at the Morongo Valley Community Services District's website. Nominations must be received by March 30, 2020. Deputy Chief Brakebill stated that there was a total of 55 phone calls and 28 walk-ins for the CSD. Deputy Chief Brakebill read off the Morongo Valley Fire Departments training logs as well as the fire call break down.**

**MOTION:** Director Tolbert motioned to approve the Director of Operations Report for January 2020.

**SECOND:** President Swarat Seconds.

**RESULT:** Motion to Pass with a 4-0-1 Vote

5. Risk Management and Public Relations Ad Hoc Committee Report –  
Directors Klimowicz and Brook

**Director Klimowicz was not in attendance. Vice President Brook mentioned that she met with Administrative Assistants Brittany Chavez and Sydney Anderson prior to the Regular Board Meeting. It was mentioned that Brittany had written up a discount plan for when renters wanted full days or multiple areas of the Covington Park Facility. It was mentioned that the only concern the Board of Directors had was the price to rent the Kitchen, it seemed too low. It was stated to bring back prices for the kitchen at a later date, but renters could use the refrigerator for \$20.**

**MOTION:** Director Tolbert motioned to approve the new prices except the kitchen price.

**SECOND:** Director Campos Seconds

**RESULT:** Motion to Pass with a 4-0-1 Vote

6. Director of Operations Ad Hoc Committee – President Swarat and  
Director Brook

1. Public Workshop on how to complete an annual Performance  
Evaluation

**Vice President Brook reads “during the Morongo Valley Community Services District's regular Board Meeting of January 21, 2020, the Board of Directors approved having an open Public Workshop regarding a PowerPoint presentation on how to complete an annual performance evaluation. This Public Workshop was scheduled for Wednesday February 5, 2020 at 7:00PM in the MPR room at Covington Park. Unfortunately, due to unforeseen circumstances, this Public Workshop was cancelled. It is recommended that the Board of Directors schedule a date this month to hold this public workshop. It is still recommended that the Annual Director of Operations Evaluation be set for the Regular Board Meeting of March 17, 2020 in a closed session with the Director of Operations, Gerald Yearsley and his representative (if he chooses to have one).” Monday, March 9<sup>th</sup> at 6:30 PM was the agreed upon date for the Public Workshop led by Chief Brakebill.**

2. Director of Operations Job Description and Contract

**The Ad Hoc Committee and the Director of Operations is still working on the Director of operations Job /Description and Contract as it was not made when the General Manager position and the Fire Chief position combined.**

7. Fire Apparatus Driving Parameters Ad Hoc Committee -Directors Brook and Tolbert

**It was stated that sometimes the Brush Patrol 461 is not being deployed. Chief Brakebill mentioned that it was required to do a pre-trip inspection. He stated the turbochargers are starting to go, the brakes are not doing well and there is an oil leak. It has been taken out of service multiple times during the last few months. He stated that the Brush Engine still works fine when he is there. He is working on getting these repairs fixed but these are good stats to have for future grants. Director Campos asked are the engines mechanically approved by ICEMA? Chief Brakebill stated that we have contacted them, and they are aware we are using all of them, but they are just not showing up to the appointments.**

8. Morongo Valley Community Services District and Fire Department Funding Ad Hoc Committee – President Swarat and Director Campos

**President Swarat stated they are looking into all opportunities to revise funds. She stated that we do something to see if people in the community are ready to step up to the plate. The assessment we got in 2002 does not keep up the necessities of the Morongo Valley Community Services Districts and Fire Department. She mentioned that if we don't do anything soon that the Morongo Valley Community Services District and Fire Department won't last and someday soon, we are going to close.**

9. Morongo Valley Sport's League – Carl "Buddy" Stogner

**Buddy was not in attendance. Director of Operations Yearsley stated that Buddy left a message stating that the Morongo Valley Sports League was holding an Easter egg hunt. The public can look on Facebook for more information.**

#### **H. CONSENT CALENDAR**

Items on the consent calendar are considered to be routine matters or formal documents covering previous District Board instruction. Items may be acted on by one motion of the Board unless a Board Member requests a separate discussion and/or action on an item.

1. Minutes of the Regular Board Meeting of January 21, 2020

**There were no changes to the Regular Board Meeting Minutes of January 21, 2020.**

**MOTION:** Director Tolbert motioned to approve the Regular Board Meeting Minutes of January 21, 2020.

**SECOND:** President Swarat Seconds.

**RESULT:** Motion to Pass with a 4-0-1 Vote

2. Cash/Checks Disbursements & Credit Card Purchases - \$72,476.77

**MOTION:** President Swarat motioned to accept the Cash/Checks Disbursements and Credit Card Purchases for January.

**SECOND:** Director Tolbert Seconds

**RESULT:** Motion to Pass with a 4-0-1 Vote

**I. OLD/CONTINUED BUSINESS**

1. Kitchen Update

**Administrative Assistant Sydney Anderson spoke on the Covington Park Kitchen inspection. This inspection did not go as planned and many more items are needed in order to make the Kitchen Compliant. An official inspection report was created by San Bernardino, Sydney read off a list of the things the kitchen needed. An estimated cost will be brought at a later meeting.**

2. Contractor follow-up

**Director of Operations Yearsley stated that he read all the California Contractor Laws. He stated that there isn't an actual contractor license for this stuff, and it doesn't stipulate the month and year. There was not one thing that excluded janitorial or maintenance for the amount we are paying. It was agreed that the Morongo Valley Community Services District would be more comfortable paying Carl Stogner directly rather than his business B and T Tire.**

3. Old Engine 462

**Director of Operations Yearsley stated that during a prior Board Meeting under Public Comments for non-agenda items, a member of the community brought concern of the old Medic Engine 461 and how it was currently at Yermo-Calico Fire Department. It was stated that the office personnel went through all old records and found a copy of minutes from the February 20, 2018 Board Meeting where it was approved by the Board of Directors that we could donate the Engine to Yermo-Calico Fire Department as it was too much an expense for us to repair. These minutes were prepared by the previous General Manager and found in her old files. They are not the official minutes approved by the board, as those mentioned the Tape Recorder had malfunctioned. Director Campos asked if the vehicle was still insured. Director of Operations Yearsley stated that Administrative Assistant Brittany Chavez handles all the insurance related tasks and had removed the vehicle. Director Campos stated that we need proof of Yermo-Calico removing all the stickers that associate the vehicle with the Morongo Valley Fire Department.**

4. Office of Traffic Safety Grant

**Vice President Brook read the email from Lisa Bauquier. The Board of Directors approved putting our effort into the OTS Grant as well as approved the cost of \$3,470 for grant help during the previous Regular Board Meeting of January 21, 2020. Unfortunately, the Morongo Valley CSD office personnel found out the day the grant was due that this grant, even though it was labeled as medical equipment, does not actually fund any equipment that isn't specifically for traffic Collisions. She stated that she advised Lisa to submit the grant. However, it is unlikely that we will receive funding from it and if we do, it was explained that we would only receive around \$5,000. She stated that the AFG Grant is due March 13, 2020.**

**MOTION:** President Swarat motioned to move forward with the AFG Grant for the Brush Engine with four-wheel drive and move forward with Lisa Bauquier not exceeding \$6,000.

**SECOND:** Director Tolbert Seconds

**RESULT:** Motion to Pass with a 3-0-1-1 Vote

President Swarat Aye, Director Campos Aye, Director Tolbert Aye, Director Klimowicz Absent, Director Brook Abstain

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**J. NEW BUSINESS**

1. EMS Coordinator

**Director of Operations Yearsley stated that the Morongo Valley Community Services District was fortunate enough to have an EMS Coordinator that volunteered his time and energy to the Morongo Valley Fire Department for the past year. Unfortunately for us, our current EMS Coordinator has been offered a paid position elsewhere and has resigned from our employment. Chief Brakebill stated that we don't need an EMS Coordinator, we need a Paramedic or higher to keep track of things such as narcotics. Director of Operations Yearsley stated that since we are a small Department, we can promote a Paramedic on staff. We have a month to figure it out.**

2. Mid-Year Budget Review

**It was stated that this was informational for the Board of Directors. It was stated that it is time for the Morongo Valley Community Services District's annual Mid-Year Budget Review. Director Tolbert asked if the Board of Directors needed to move any money from one account to another? Director of Operations Yearsley stated that Bonnie (the bookkeeper) doesn't think so, we ran 2 medics with overtime for quite a while the Morongo Valley Community Services District and Fire Department should be fine.**

3. Morongo Valley Community Services District Board Meeting Start Time  
**President Swarat stated that a member of the community discussed during the previous Board Meeting of January 21, 2020 in Public Comments on Non-Agenda items that it would be beneficial for the community if the Board Meetings could start at least a couple hours earlier than they currently do. She stated that Yucca Valley, Desert Hot Springs, MAC, and Cathedral City all start their meetings at earlier times. After little discussion the Board of Directors agreed upon the days and times of the Morongo Valley Community Services District's Regular Board Meetings being every third Wednesday at 6:00 PM. These changes are to take place in March and will be reflected on the Morongo Valley Community Services District's website.**

**MOTION:** President Swarat motioned to change the Regular Board meeting to every third Wednesday at 6:00 PM starting in March 2020.

**SECOND:** Director Tolbert Seconds.

**RESULT:** Motion to Pass with a 4-0-1 Vote.

#### 4. Attorney Cost Continuation

**Board President Gayl Swarat, discussed a preliminary cost report on attorney costs for Board Related Problems. As she was unable to get all the figures in time for the meeting, it has been brought back to the Board of Directors stating that, \$6,869.75 was spent on Board related problems during a two-year span. She suggested that the Board of Directors need a workshop to learn better ways to work together. Some Board members don't know how to behave, Board members should not be walking through the bay door at the Fire Station. We all want this to be successful, everyone should be thinking about the bigger picture. Vice President Brook stated that all Board Members should be contacting the President prior to contacting the attorney. If we could solve problems internally, we would ultimately save money.**

#### **K. CLOSED SESSION MEETING**

1. Anticipated Litigation Case #SMCMS2000008
2. Director of Operations 360° Evaluation

**The Board of Directors went into closed session at 9:19 PM.**

**Vice President Brook left closed session early. She stated that she would be resigning from her position due to the two male Board Member. Her resignation was never received by office staff.**

#### **L. Report out on Closed Session Meeting**

1. Report on Anticipated Litigation; Case #SMCMS2000008

**President Swarat reported that the Board of Directors agree to pay the sum amount of \$1,675 to eliminate the possibility of a litigation.**

2. Report out on Director of Operations 360° Evaluation

**There were no decisions made regarding this issue.**

-----END OF ADMINISTRATIVE ITEMS-----

**M. INDIVIDUAL DIRECTOR REPORTS**

**President Gayl Swarat** - Nothing to report at this time.

**Vice President Brook**- Left the meeting early, therefore, nothing to report.

**Director Klimowicz**- Not in attendance.

**Director Tolbert**- Reported that February 24 through 28, Cal Trans will be doing maintenance. He also wished President Swarat a Happy Birthday.

**Director Campos**- Thanked the Fire Department, CSD staff, maintenance, and fellow Board Members. He expresses his thanks and gratitude; he knows they have bad days but they always get through it.

-----**Morongo Valley Community Services District**-----

**N. ANNOUNCEMENTS**

1. Next Regular Board Meeting: March 18, 2020

**O. ADJOURNMENT**

**The Regular Board Meeting of February 18, 2020 was adjourned at 10:55 PM.**