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## Response to 2015-16 Grand Jury Report

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Ron Rickabaugh <rrickabaugh@feltonfire.com>  
To: Grand Jury <grandjury@scgrandjury.org>

Wed, Aug 1, 2018 at 3:07 PM

Grand Jury,

Felton Fire Protection District received your letter published on June 27, 2018, regarding follow up to the 2015-2016 Grand Jury Report. The Board of Directors of the Felton Fire Protection District met in Regular Session on July 12, 2018 and discussed your letter. The Board directed me to write a response to your Findings and Recommendation.

### Findings:

F15. The Board of Directors of the Felton Fire Protection District AGREE.

F16. The Board of Directors of the Felton Fire Protection District AGREE with a comment.

Comment: A project is underway to scan our paper documents of policies and procedures. Once completed, they will be uploaded to [feltonfire.com](http://feltonfire.com), the district's web page.

Felton Fire Protection District is aware the Grand Jury included a Recommendation asking for improvements to the web page to include posting policy and procedure. However, we were unaware there was a time frame for getting this accomplished.

### Recommendations:

R2: HAS NOT BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE As noted above for F16, work has been completed and unfinished items are in process. Once completed, the Board will make it known to the public that all Findings and Recommendations from the 2015-16 Grand Jury Report have been implemented.

Sincerely,

Ron Rickabaugh, Fire Chief  
on behalf of the Felton Fire Board of Directors

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Ron Rickabaugh, Fire Chief  
[Felton Fire Protection District](http://feltonfire.com)  
131 Kirby Street, Felton, CA 95018-9144  
(831)335-4422 - Station  
(831)252-0229 - Cell



Please excuse any errors/typos!

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**Ron Rickabaugh** <rrickabaugh@feltonfire.com>  
To: Grand Jury <grandjury@scgrandjury.org>

Wed, Aug 29, 2018 at 4:10 PM

Grand Jury,

Please find attached the response using the Grand Jury's form.


Please find attached a copy of the July 12, 2018 Board minutes. Item 7.1 on page 2 of the minutes shows the comment directing the Chief to respond on behalf of the Board.

Thank you,  
Ron Rickabaugh

[Quoted text hidden]

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**2 attachments**

 **SKM\_C25818082916250.pdf**  
139K

 **HonoringCommittments\_FFPD\_ResponsePacket.docx**  
96K

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**The 2017–2018 Santa Cruz County Civil Grand Jury  
Requires that the  
Felton Fire Protection District Board of Directors  
Respond to the Findings and Recommendations  
Specified in the Report Titled  
Honoring Commitments to the Public  
Review of 2015-16 Grand Jury Report Responses  
by September 25, 2018**

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When the response is complete, please

1. Email the completed Response Packet as a file attachment to [grandjury@scgrandjury.org](mailto:grandjury@scgrandjury.org), and
2. Print and send a hard copy of the completed Response Packet to

The Honorable Judge John Gallagher  
Santa Cruz Courthouse  
701 Ocean St.  
Santa Cruz, CA 95060

## Instructions for Respondents

California law PC §933.05 (included [below](#)) requires the respondent to a Grand Jury report to comment on each finding and recommendation within a report. Explanations for disagreements and timeframes for further implementation or analysis must be provided. Please follow the format below when preparing the responses.

### **Response Format**

1. For the Findings included in this Response Packet, select one of the following responses and provide the required additional information:
  - a. **AGREE** with the Finding, or
  - b. **PARTIALLY DISAGREE** with the Finding and specify the portion of the Finding that is disputed and include an explanation of the reasons therefor, or
  - c. **DISAGREE** with the Finding and provide an explanation of the reasons therefor.
2. For the Recommendations included in this Response Packet, select one of the following actions and provide the required additional information:
  - a. **HAS BEEN IMPLEMENTED**, with a summary regarding the implemented action, or
  - b. **HAS NOT YET BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE**, with a timeframe or expected date for implementation, or
  - c. **REQUIRES FURTHER ANALYSIS**, with an explanation and the scope and parameters of an analysis or study, and a timeframe for that analysis or study; this timeframe shall not exceed six months from the date of publication of the grand jury report, or
  - d. **WILL NOT BE IMPLEMENTED** because it is not warranted or is not reasonable, with an explanation therefor.

### **Validation**

Date of governing body's response approval: May 14, 2018

If you have questions about this response form, please contact the Grand Jury by calling 831-454-2099 or by sending an email to [grandjury@scgrandjury.org](mailto:grandjury@scgrandjury.org).

## Findings

**F15.** The Felton Fire Protection District's submission to the current Grand Jury of written policy and procedures regarding the acquisition and sale of real property contradicts the facts established in the 2016 Grand Jury report that the District lacked such documents, and is inconsistent with the District's 2016 commitment to the public to adopt such policies and procedures in the future.

**AGREE**

**PARTIALLY DISAGREE** – explain the disputed portion

**DISAGREE** – explain why

**Response explanation** (required for a response other than **Agree**):

**F16.** The Felton Fire Protection District has not yet fulfilled its commitment to post policies and procedures on its website.

**AGREE**

**PARTIALLY DISAGREE** – explain the disputed portion

**DISAGREE** – explain why

**Response explanation** (required for a response other than **Agree**): Felton Fire Protection District is the process of completing request. Policies and Procedures are being converted from paper to electronic version for posting on the web site. Board Agenda's and Meeting Minutes are now posted on the web page. Progress is being made on this finding.

## Recommendations

**R2.** Grand Jury report respondents that commit to implement a recommendation should document for the public the completion of that implementation. (F2–F6, F9, F11–F16)

**HAS BEEN IMPLEMENTED** – summarize what has been done

**HAS NOT BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE** – summarize what will be done and the timeframe

**REQUIRES FURTHER ANALYSIS** – explain scope and timeframe  
(not to exceed six months)

**WILL NOT BE IMPLEMENTED** – explain why

**Response explanation, summary, and timeframe:** Felton Fire Protection District is working towards the completion of posting policy and procedure on the Fire District’s web page. Upon completion, the Board of Directors of the Felton Fire Protection District will acknowledge the completion of all tasks regarding the Findings and Recommendations of the 2015-2016 Grand Jury Report regarding the sale of Fire District real property.

## Penal Code §933.05

1. For Purposes of subdivision (b) of §933, as to each Grand Jury finding, the responding person or entity shall indicate one of the following:
  - a. the respondent agrees with the finding,
  - b. the respondent disagrees wholly or partially with the finding, in which case the response shall specify the portion of the finding that is disputed and shall include an explanation of the reasons therefor.
2. For purpose of subdivision (b) of §933, as to each Grand Jury recommendation, the responding person shall report one of the following actions:
  - a. the recommendation has been implemented, with a summary regarding the implemented action,
  - b. the recommendation has not yet been implemented but will be implemented in the future, with a timeframe for implementation,
  - c. the recommendation requires further analysis, with an explanation and the scope and parameters of an analysis or study, and a timeframe for the matter to be prepared for discussion by the officer or director of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This timeframe shall not exceed six months from the date of the publication of the Grand Jury report, or
  - d. the recommendation will not be implemented because it is not warranted or is not reasonable, with an explanation therefor.
3. However, if a finding or recommendation of the Grand Jury addresses budgetary or personnel matters of a County department headed by an elected officer, both the department head and the Board of Supervisors shall respond if requested by the Grand Jury, but the response of the Board of Supervisors shall address only those budgetary or personnel matters over which it has some decision-making authority. The response of the elected department head shall address all aspects of the findings or recommendations affecting his or her department.
4. A Grand Jury may request a subject person or entity to come before the Grand Jury for the purpose of reading and discussing the findings of the Grand Jury report that relates to that person or entity in order to verify the accuracy of the findings prior to their release.
5. During an investigation, the Grand Jury shall meet with the subject of that investigation regarding that investigation unless the court, either on its own determination or upon request of the foreperson of the Grand Jury, determines that such a meeting would be detrimental.
6. A Grand Jury shall provide to the affected agency a copy of the portion of the Grand Jury report relating to that person or entity two working days prior to its public release and after the approval of the presiding judge. **No officer, agency, department, or governing body of a public agency shall disclose any contents of the report prior to the public release of the final report.**



Regular Meeting Minutes

Of The Board of Directors

July 12, 2018

**1.0 Convene Meeting:**

1.1 Call to Order: Meeting was called to order by Chairman James Anderson at 1900 hours.

1.2 Roll Call: Directors Ladd, Richmond, Gelini, Anderson (Walters – Absent)

Staff: Chief Rickabaugh, (Laurie Dennis – Absent)

Guests: None

1.3 Approve meeting minutes of the Regular Meeting held on June 4, 2018 and Special Meeting held on June 11, 2018. Both approved as written on motion by Director Gelini and second by Director Ladd.

1.4 Considerations of Additions to the Agenda: None

**2.0 Public Comment:** None

**3.0 Public Hearing:** None

**4.0 Directors Reports:** Director Anderson reported on recent LAFCO committee meetings regarding the consolidation study of Central and Aptos/La Selva Fire Districts.

**5.0 Staff Report:** Chief Rickabaugh will be on vacation July 15 – 31. Division Chief Gray will be the acting chief while the chief is away.

Rickabaugh looked at run report numbers for this year compared to last year. The fire district is about 80 emergency responses less at this point compared to last year. This can be attributed to the winter storm responses in 2016/17.

The Chief included a draft of the final budget for this fiscal year and financial statements for the board to review. The budget looks good the fiscal year.

This year's PERS Unfunded Liability amount is approximately \$1,200.

The Chief reported there have been meetings with the County Director of Information Services regarding the County's radio system and ongoing maintenance. Meetings have gone very well. The Director wants to work with Fire and Law Enforcement to make necessary repairs and replacements to the infrastructure to improve the system for use in the present and for decades to come.

W2350 returned from having repair work completed. The chief has contacted the maker of the water tank for repairs.

#### **6.0 Unfinished Business:**

- 6.1 Staff Compensation: A) Post-Employment benefits, Fire Chief. On a motion by Director Gelfini and seconded by Director Richmond, Chief Rickabaugh will be paid a monthly stipend of \$700 for health benefits. The monthly stipend will begin the month following his retirement date and continue until Rickabaugh is 65 years of age. This action does not set a precedent for future employees and may be terminated by the Board if the Fire District suffers a significant financial crisis and is unable to continue this stipend. Motion passed with a unanimous vote.
- B) Paid Firefighter wage and benefits: Director Richmond stated he has not met with Director Walters yet. This item will be carried over to the next meeting.

#### **7.0 New Business**

- 7.1 2016 Grand Jury Report. Response required. The Board received a letter from the ~~current Grand Jury as a follow up to the 2014 Grand Jury report~~ regarding the sale of the lot on El Solyo Heights Drive. Findings F15 and F16 and Recommendation R2 applied to Felton Fire District. After discussion, the Board directed the Chief to respond to the Grand Jury on behalf of the Board as follows: AGREE with F15 and F16. For R2, HAS BEEN IMPLEMENTED with a comment stating we are working on converting our policies from paper to digital format to upload to the web site. Once complete, this will be noted at a Board meeting.

- 8.0 Approve paid vendor claims for the month of June 2018:** Board members reviewed the vendor claims in the amount of \$48,636.37. Chief pointed out the cost of EMT school is now over \$2,000. It is important to continue encouraging our fire fighters to become EMT's. Cabrillo College does not currently offer the class. DeFib This in Santa Cruz is our only local option. Claims were approved as presented on motion by Director Ladd, seconded by Director Richmond and passed.

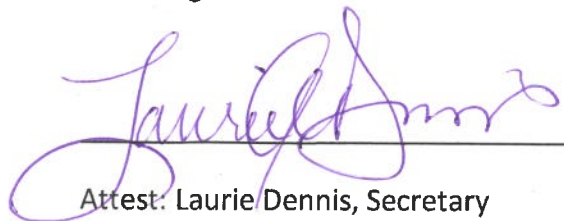
#### **9.0 Closed Session: None**

10.0 **Set date for the next meeting:** The next Regular Meeting will be held on Monday, August 6, 2018 at 7:00 P.M.

11.0 **Adjourn:** Chairman Anderson adjourned the meeting at 1947 hours.



James Anderson, Chairman



Attest: Laurie Dennis, Secretary