

JACKSON VALLEY FIRE PROTECTION DISTRICT

MEETING OF THE BOARD OF DIRECTORS

*** MINUTES ***

Date: April 13th, 2022 at 7:00 pm

Location: Jackson Valley Fire Protection District Firehouse

Address: 2701 Quiver Drive, Ione, CA 95640

I) Call the Regular Meeting to Order:

The meeting was called to order at 7:00 p.m. by Chairman Herfel, also present Director Thompson, Director Cantwell, Director Farmer and Director Calhoun. Staff present; Chief Makemson, Engineer Billingsley and Volunteer James Engstrom. Secretary Fogal was also present.

After the meeting was called to order The Pledge of Allegiance was recited.

II) Approval of Agenda:

Items listed on the consent agenda are considered routine and may be enacted by one motion. Any item may be removed for discussion and action and made part of the regular agenda at the request of a Board member(s)

Director Thompson moved to approve the agenda, Director Farmer 2nd the motion, all in favor 5 ayes.

III) Public matters not on the agenda:

Discussion items only, no action to be taken. Please note there is a three (3) minute limit per speaker per topic.

No matters were discussed.

IV) Approval of the Minutes from the March 9th, 2022 Regular Board Meeting:

Director Thompson moved to approve the minutes, Director Cantwell 2nd the motion, all in favor 4 ayes, Director Calhoun abstains.

V) Financial reports: Action items: Suggest Action; Discussion and Possible Action

a) Budget Expenditure year to date:

Director Cantwell reported the Directors were all emailed reports from the county, expenses were below the curve, Measure M funds were above the curve.

b) Budget Committee Meeting:

Director Cantwell reported on the committee's review of the staff salaries; he noted the committee is recommending starting July 1st, 2022, to increase each engineer's salary by \$6,000/year. Also, there would be a 5% increase for engineers upon completion of classes and task book to move up to Captain Status. This process may take up to a year or two to complete; all engineers are eligible to achieve this. Effective July 1st, 2022, Engineers will on their 10th and or 11th, day of the month will be paid overtime at a rate of 1.5 for the day. This will increase their annual earnings as well. We are also adding a new step for Assistant Chief Faist from \$5,400 to \$7,200 as of July 1st, 2022. Also, the firefighter salary will be more in line with the Engineers from \$39,000 to \$42,000.

Director Cantwell suggested Engineers who chose to receive a contribution into their retirement account in lieu of medical insurance to increase the contribution from \$400.00, to \$600.00 per month. Director Cantwell proposed is to increase the employer contribution to match up to 9% of employee's contribution into their retirement account.

Director Thompson motioned to approve the document in salary percentage increase, the other caveats that are not in writing to be tabled until a presented document is reviewed to vote on, Director Cantwell 2nd the motion, all in favor 5-0.

c) Payroll and Bills to be paid:

The Directors were all emailed the report for review. Director Cantwell noted we received grant money and purchases were made for radios and pagers from the Grant money, we are waiting on receipt of the radios. Director Calhoun motioned to pay the bills as presented, Director Farmer 2nd the motion, all in favor, 5-0.

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OLD BUSINESS

VI) Chiefs' Report: Suggest Action; Discussion and Possible Action:

a) Incident Report from Previous Month:

Chief Makemson reported 28 calls for the month of March; 21 were medical.

b) Update on Volunteers and Coverage:

Chief stated 15 days were not double coverage; Chief said in two months Sierra College Academy will have graduates and Chief will go and try to recruit more volunteers.

c) Training Events:

Chief reports everyone is working on refresher S-130 wildland classes. Engineer Billingsley has been preparing for the CPR Classes at the Fire station; he has had interest from the community. The first class is scheduled for May 19th, 2022. There is a designated email to sign up, planning to hold smaller class sizes on the weekdays in the evenings or weekend days, class time is about four hours. This is a community outreach program, at no cost for the community.

d) Apparatus/Firehouse Report:

The water tender is back from the shop, it was serviced including new brakes and pump test; it will be sent out on wildland fires this year. Engine 6134 is currently in for service, may be about \$2,000. Over the weekend, Assistant Chief Faist's squad had the catalytic convertor stolen. There was a police report submitted.

e) Grant: Discussed above.

f) Chiefs' Meeting: Canceled last Thursday, rescheduled for tomorrow.

VII) Structure/Property Report: Suggest Action; Discussion and Possible Action:

a) Generator: No update, it was proposed in the County Budget but we have not heard from the County.

b) Sign for the Firehouse: Engineer Billingsley is expecting completion by summertime.

c) Landscaping for the Firehouse: Engineer Billingsley reported the five trees have been planted and the drip system is in. Still working on the boulders for the trees, need to send a request.

VIII) Hydrants and access: Suggest Action; Discussion and Possible Action:

Chief Makemson reports all hydrants are working, next couple of months they will be working on Hydrant maintenance and weed abatement. The Chief said we will be doing the flow test for the Oaks.

IX) Personnel: Suggest Action; Discussion and Possible Action:

a) Staffing Evaluations: Evaluation, one due in May.

b) Staff Hiring/Salary: Discussed above.

c) Personnel Policy: Needs update for salaries, and more.

d) Hiring of an Administrative Personnel:

Director Calhoun said there they have received good applicants; they have narrowed down to about eight that will be interviewed next week. Director Cantwell presented a draft outlining the Treasurer duties for the Board's consideration, as we hire an Administrative Assistant. Director Calhoun discussed that some of the duties noted should be considered duties performed by the Administrative Assistant going forward. This topic will be further discussed in a Special meeting after the interviews to clarify the job description for the Treasurer verses Administrative Assistant.

X) Administrative Departmental Matters: Suggest Action; Discussion and Possible Action:

a) Buena Vista Casino Updates: Discussion only, ongoing.

b) Building Impact Fees: Director Cantwell reports we received the Covid money from the Huntington response and a check from Camanche.

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c) **Map submittals/approvals:** Discussion only, no action.

d) **Joint Powers Meeting Update:** Chairman Herfel joined the meeting per zoom, he gave an update.

e) **Interagency Communications to the Board:** Director Cantwell said we received the insurance bill from Golden State Risk Management, the cost has gone from \$42,000 to \$60,000 yearly. He asked for the Board's approval to seek quotes from other liability insurance companies. Chairman Herfel said with the large increase he suggested it would be a good idea to obtain quotes.

f) **Nexus Study:** Director Cantwell has not received a response from Beverly Burr, he will continue to reach out and get information on the Nexus study.

NEW BUSINESS: Discussion only:

Director Thompson had sent an email of resignation to Chairman Herfel several weeks ago and an email to the administrative email a couple of weeks ago. He was thanked by Chief Makemson for his outstanding service on the Board of Directors. The Board Directors also thanked him for serving. His seat will need to be filled for the remainder of his term. We will need to put the vacancy out in local papers.

Adjournment:

Director Cantwell moved to adjourn, Director Farmer 2nd the motion; all in favor 5 ayes.

[Special Meeting: To be announced after Interviews with Administrative Assistants applicants.](#)

Next Regular Meeting will be held on: Wednesday May 11th, 2022, at 7:00 pm.

These Minutes shall be made available upon request in alternative formats to persons with a disability, as required by the Americans With Disabilities Act of 1990 (42 U.S.C. 12132 and the Ralph M. Brown Act (California Government Code 54954.2) Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Jackson Valley Fire Protection District at (209)763-5848, during regular business hours, at least forty-eight hours prior to the time of the meeting."