

JACKSON VALLEY FIRE PROTECTION DISTRICT

MEETING OF THE BOARD OF DIRECTORS

*** MINUTES ***

Date: April 14th, 2021 at 7:00 pm

Location: Jackson Valley Fire Protection District Firehouse

Address: 2701 Quiver Drive, Lone, CA 95640

I) Call the Regular Meeting to Order:

The meeting was called to order at 7:00 p.m. by Vice Chairperson Farmer; additional Directors present Director Cantwell, Director Thompson and Director Calhoun; Chairman Herfel was absent. Staff present; Chief Makemson, Assistant Chief Faist and Engineer Anaya, also present Secretary Fogal.

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 motioned to approve the Agenda, Director Cantwell 2nd the motion all in favor 4-0. Director Herfel was absent.

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 topics were discussed.

IV) Filling Board of Directors Seats and Terms:

Director Farmer noted that Director Herfel and Director Farmer were both re-appointed to their positions by the Board of Supervisors; Vice Chairperson Farmer welcomed Director Calhoun to the JVFPD Board of Directors.

V) Approval of the Minutes from the March 10th, 2021 Regular Board Meeting:

Director Thompson moved to approve the Minutes, Director Calhoun 2nd the motion; all in favor 4 ayes. Director Herfel was absent.

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

a) Budget Expenditure year to date:

Director Cantwell discussed year to date report, assessments doing very well. Measure M revenue is doing well. Expenses on 8200 fund are at 52% of Budget date. Director Cantwell said Budget Committee will need to review money for volunteers as we have not received the funds from the Casino that would have been budgeted for our Volunteers. This will be further discussed at the Budget Meeting.

b) Budget Committee Report:

No update, the meeting is coming up.

c) Payroll and Bills to be paid:

Director Cantwell canceled the AT&T the mobility cell phone and tablet; also he paid the final payment on the squad. Director Thompson moved to pay the pay the bills as presented, Director Calhoun 2nd the motion all in favor 4 ayes. Director Herfel was absent.

d) Audit 2019/2020:

1. **Strike Team Policy:** Chief Makemson has not had the opportunity to work on the written Policy as he is working on other projects.

2. **CALCard Policy and Procedure:** Director Cantwell said the Auditor is looking for card control and reintegrated that himself as well as Secretary Fogal have access to review card activity at all times.

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OLD BUSINESS

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

- a) **Incident Report:** Chief Makemson reported 43 calls for the month 35 were medical aids, 4 vehicles accidents and 1 wildland fire.
- b) **Update on Volunteers and Coverage:** One new Volunteer, Chief hopes to bring him onboard. 9 days without double coverage.
- c) **Training Events: Gearing up for Wildland Training.** Next week there will be training on the Dam. Engineer Anaya and our intern will be taking a Company Officer Class this will be a six series class. Chief's goal is to provide a pay increase with promotion. They will become a company Chief Officer.
- d) **Apparatus/Firehouse Report:** 6134 is in the shop for a Schedule B.
- e) **Fire Fees:** Chief Makemson explained the process on the fees; after 2006 new homes out of city limits will pay about \$620.00 a year per home.
- f) **Chiefs' Meeting:** Held in Sutter Creek.

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

- a) **Generator:** Waiting for approval on Grant, bid was \$49,000.00.
- b) **Solar for the Firehouse:** Waiting on PGE.
- c) **Community Board / Award Plaques:** No update.

XI) Hydrants and accesses: Suggest Action; Discussion and Possible Action:

Chief reports they will start Hydrant maintenance; cleaning and clearing weeds next month.

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

- a) **Staff Updates:** Chief held a written test last week, three candidates applied, two showed for testing. There will be more testing then interviews with local Chiefs; hoping to hire by May 1st, 2021.
- b) **Staffing Evaluations:** Engineer Anaya's evaluation complete.
- c) **Personnel Policy:** Cantwell states several items need to be reviewed and rewritten on our Policy.

XI) Administrative/ Departmental Matters: Suggest Action; Discussion and Possible Action:

- a) **Buena Vista Casino Updates:** Director Calhoun will be on the BJ Committee going forward.
- b) **Building Impact fees:** No updates at this time.
- c) **Map submittals/approvals:** No update.
- d) **Joint Powers Meeting Update:** Meeting tomorrow with only one topic, will be a zoom meeting.
- e) **Interagency Communications to the Board:** PGE wants to have JVFPD for a PSP emergency zone; this would include a charging station for the community.

NEW BUSINESS: Discussion only: Engineer Anaya will be working on our Web Site to update it and add links for Burn Permits information and upcoming events, the Board agreed.

Adjournment:

Director Cantwell moved to adjourn to the next Regular Meeting, Director Thompson 2nd the motion; all in favor 4 ayes. Next Regular Meeting will be held on: Wednesday June 9th, 2021 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."