

# JACKSON VALLEY FIRE PROTECTION DISTRICT

## MEETING OF THE BOARD OF DIRECTORS

\*\*\* MINUTES \*\*\*

Meeting of Wednesday, April 12, 2017 at 7:00 pm  
2701 Quiver Drive, Lone CA

**I) Call to Order:**

The meeting was called to order at 7:05 p.m. by Chairman Herfel. Board members present: Herfel, Farmer, Cantwell, Thompson and Brown; staff in attendance Chief Makemson, Assistant Chief Faist, and Secretary Fogal.

**II) Approval of Agenda:**

Brown made a motion to approve the Agenda; Thompson moved to 2<sup>nd</sup> the motion, all in favor 5 ayes.

**III) Public matters not on the agenda: N/A**

**IV) Approval of the Minutes from March 8th, 2017 Regular Meeting:**

Brown made a motion to approve minutes as presented Farmer 2<sup>nd</sup> the motion, all in favor 5 Ayes.

**V) Financial reports: Action items:**

**a) Budget Expenditure year to date:**

Cantwell reports budget and expenditures year to date income Measure M account are not exceeding the revenue, 66% is the target and budget is on target. Salaries report slightly over, but still running within budget.

**b) Budget Committee Report:**

Brown reports Budget Committee met, key items that we will be addressing are that 8200 salaries going up slightly, as well as Measure M salaries going up with scheduled pay raises. Overall budget will look similar to last year; there will be nominal changes depending on revenues though some adjustments may need to be made. At the next regular meeting the first proposed budget should ready for approval. As discussed, the cost to seal coat the asphalt in the parking lot will be included as part of the maintenance budget

**c) Payroll and bills to be paid:**

First annual payment on new Command Vehicle was paid this month.

Chief has requested a copy of the AT&T bill for review.

Motion made by Brown to pay the bills as presented Herfel 2<sup>nd</sup> all in favor 4-0, Cantwell abstains.

**d) Payroll Processing:**

Payroll went back to mailing U.S.P.S. One Engineer received paycheck one day after payday possibly due to his mailing location, other than that it went well.

**e) 2015-2016 Audit:**

We are waiting for final Audit report to arrive in the mail.

**f) District Depository Option:**

Cantwell met with Tacy Oneto Rouen to discuss the possibility of moving funds from the County to be independent. At this time the County does not charge to process the bills paid for the Firehouse, currently Cantwell has to prepare the vouchers to be paid then bring to the County. In the event the funds are moved out of the County, Cantwell reports the Administrative cost could increase approximately \$4,000 yearly. This cost would include oversight of the bookkeeping service and also allow the time to prepare the checks to make the necessary payments as well as the payroll checks to be printed and mailed, this would add better control. Additional information is needed to consider the Depository Option with regards to the Interest earned on the reserve in the County Account or the option of moving to Public Funds into a Bank of the Boards choice.

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A Special Meeting has been requested for Tuesday April 18<sup>th</sup> at 7:00 pm, this will allow time needed to obtain the information needed from several banks and the County to compare the Interest rates available for the funds.

**OLD BUSINESS**

**VI) Chief's Report:**

**a) Incident Report:**

Chief Makemson reports there were 28 calls for the month, 10 days without double staffing.

**b) Update on Volunteer Days of Service at the Station:**

Volunteers have been showing up, this helps in assisting days without double staffing.

**c) Training Events:**

Chief is working on setting up an Emergency Vehicle Operation Course (EVOC), training cost approximately \$1,200 last year. The Board agreed that \$2,000 in funds to be moved out of Professional/Legal into Training.

**d) Vehicle Report:**

Vehicle 6134 is getting older costing money; the airbag in the cab will need to be looked at losing air. Command Vehicle will need to bring into EVO to install once items received, when a bay is available installation will take about three weeks.

**e) Firehouse Items needed:**

All items needed to purchase will be under \$500.00.

**f) Personal and Medical Supplies and Equipment:**

All items needed to purchase will be under \$500.00.

**g) Communication equipment, radios and pagers:**

\$200.00 approximately will be needed Program Command Vehicle.

**h) VFA Grant:**

VFA Grant paperwork sent in, April reported lost. Sent in again and weeks later they called back saying they needed original with signature, due to the time frame required to spend the money and invoice the Chief told them to keep the money this year. He will apply again next year for the Grant.

**i) Outside meetings attended:**

Chief's meeting held, working on the Measure M seat money.

**VII) Structure/Property Report:**

**a) Asphalt Project:**

Herfel will contact the contractor to see when the project will be started.

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**VIII) Hydrants and accesses:**

Buena Vista Store is re-building after a fire; a Hydrant will be added at the cost to the owner about \$7,000 for the Hydrant and to run the line and install.

**IX) Personnel:**

a) Staff Evaluations:

Engineer Hazlet's evaluation is due in May 2017, Engineer Burdick's evaluation due in July 2017.

A closed session meeting will be held on June 14th 2017 at 6:30 pm to be added to the Agenda for the Chief's Evaluation that was originally to be completed in December of 2016.

**X) Administrative/ Departmental Matters:**

a) **Buena Vista Casino - Updates from County/Tribe meeting:**

Meeting canceled.

b) **Building Impact fees:**

New person is working at the planning department; Cantwell will meet with the new person and discuss the Impact fees. Thompson made a motion to waive the \$900.00 in fees for the Buena Vista store remodel due to them paying the \$7,000 for the Hydrant, Brown 2<sup>nd</sup> the motion all in favor 5 Ayes.

c) **Map submittals/approvals:**

None

d) **Update on LAFCO meeting:**

None

e) **Joint Powers Meeting Update:**

The next Joint Powers meeting scheduled for next week.

f) **Interagency Communications to the Board:**

The Board discussed recent litigations from other entities holding class action law-suits regarding proper payment of overtime. Cantwell reports that our legal has reviewed and reported that our FLSA policy is done correctly. There will be a class held in Las Vegas on the subject if any person would like to attend.

g) **Web Page Update:**

The Web Page has been updated to provide enough storage space to add additional approved Minutes and Agendas.

NEW BUSINESS: Discussion items only: Chief Makemson requested a new Staples Card.

Adjournment: Brown moved to adjourn to the Special Meeting of Tuesday; April 18<sup>th</sup>, 2017 at 7:00 pm, Thompson 2nd all in favor 5-0.

**Next regular Board meeting will be held on May 10<sup>th</sup>, 2017 at 7:00 pm.**

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