

JACKSON VALLEY FIRE PROTECTION DISTRICT

*** MINUTES ***

Special Board of Directors Meeting

Date: April 27th, 2022 at 7:00 pm

Location: Jackson Valley Fire Protection Firehouse
2701 Quiver Drive, Ione, CA 95640

I) Call the Special Board of Directors Meeting to Order: Chairman Herfel called the meeting to order also present Treasurer Cantwell, Director Farmer and Director Calhoun; One Vacancy Seat on the Board of Directors. Staff present; Chief Makemson, Assistant Chief Faist, Engineer Anaya and Volunteer Engstrom. Secretary Fogal was present also.

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 possible action and made a part of the regular agenda at the request of a Board member(s).

Treasurer Cantwell motioned to approve the agenda, Director Farmer 2nd the motion, all in favor 4 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.

Chief Makemson said they have started the hydrant checks, currently two hydrants are out of service; he will notify the water agency, they are quick to respond. Assistant Chief Faist's emergency truck has an appointment to have the catalytic converter replaced that was stolen off his truck, about estimate is \$2,000.00.

May 12th, there will be a Firewise committee meeting held at the station at 6:00 pm; May 14th, there will be a HOA meeting held at the firehouse. Also a CPR Class on May 19th, this will be the first CPR class at the station, Engineer Billingsley and the Chief will hold this class. Chairman Herfel suggested a flyer be designed and handed out at the upcoming events at the station to inform the public of the vacancy seat on the Board of Directors.

IV) Administrative Assistant, Job Description and Pay: Suggested action; Discussion with possible action:

Discussion of the job description is to have the Administrative Assistant begin to take over the daily responsibilities of accounts payable and processing payroll. Training will begin right away; as the new Assistant becomes fully trained she will take over the bulk of the work that Director Cantwell has been handling. Director Calhoun motioned to approve the job description presented tonight to be a working document. The starting pay offered will be to start at \$22.50 per hour. The job description will be amended to include statement that the Admin. Assistant job description to include duties assigned by Chief Makemson, Director Cantwell 2nd the motion all in favor 4 ayes. The committee will continue to meet going forward to address duties and responsibilities.

V) Treasurer, Job Description and Pay: Suggested action; Discussion with possible action:

The Treasurer Job description was presented for review. Treasurer Cantwell will continue to provide financial oversight and review for the District. A copy of the written job description and duties will be on file. The Treasurer will be paid a \$300.00 monthly salary and monthly task pay \$22.50 per hour for addition task as agreed. Director Calhoun motioned to approve the Treasurer's job description presented as a working document, Director Cantwell 2nd the motion all in favor 4 ayes.

VI) Approval of Hiring the Administrative Assistant based on the Committees Recommendation:

Suggested action; Discussion with possible action:

The Board agreed with the committee's recommendation to hire the Administrative Assistant that was interviewed and approved by the committee. Director Calhoun made a motion to approve the recommendation of the committee, Director Farmer 2nd the motion all in favor 4 ayes. Director Calhoun will contact the person and offer them the job.

VII) Vacancy Seat on the Board of Directors / Advertising and Postings:

Suggested action; Discussion with possible action:

The Board Directors discussed the vacancy seat on the Board of Directors. Director Calhoun noted that a committee be formed to review letters of intent and meet the potential new Director. A flyer was recommended to have available at the Firehouse when the HOA and the Firewise Committee holds their meeting to notify the community of the vacant seat. Director Calhoun noted we need to advertise in the local papers and added to newsletters in the community. Director Calhoun motioned to move forward to form a committee Director Cantwell 2nd the motion all in favor 4 ayes. Chairman Herfel, Director Farmer, Director Calhoun and Assistant Chief Faist will be on the committee.

NEW BUSINESS: Discussion items only:

The Board of Directors will arrive at 6:30 at the May 11th, 2022 meeting to meet the new Administrative Assistant.

Chief Makemson said there is talk that the school board is going to put a Bond on the election; it is to build a new school in Jackson and possibly close the Lone Elementary school. It is recommended to vote no.

The Board of Supervisors is going to approve the weed abatement at their next meeting; it is recommended that we send a letter to Amador County, stating JVFPD does not want to participate.

Adjournment:

Director Cantwell motioned to adjourn Director Farmer 2nd the motion, all in favor 4 ayes.