

JACKSON VALLEY FIRE PROTECTION DISTRICT

MEETING OF THE BOARD OF DIRECTORS

*** MINUTES ***

Date: August 11th, 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 Chairman Herfel; Directors present, Director Farmer, Director Cantwell and Director Calhoun; Director Thompson was absent. Staff present; Chief Makemson, Assistant Chief Faist, Engineer Billingsley, Volunteers James and Gabriel; 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 Farmer moved to approve the Agenda; Director Cantwell 2nd the motion all in favor 4 ayes; Director Thompson 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) Approval of the Minutes from the July 14th, 2021 Regular Board Meeting:

Director Farmer moved to approve the Minutes, Director Cantwell 2nd the motion; all in favor 3 ayes Director Thompson was absent; Director Calhoun abstained.

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

a) Budget Expenditure year to date:

Director Cantwell spoke about the expenditures year to date on the final report for the last of the fiscal year. Director Cantwell reports we exceeded Measure M expectations by about \$15,000 on last fiscal year, overall it was a good year. Because of bills received after fiscal year ended that were budgeted for the previous year and other changes, Director Cantwell would like to reconvene with the Budget Committee one more time before bringing before the Board for approval. Director Cantwell also reported 8200 exceeded revenue by over \$30,000, we can thank the EBMUD mitigations and other revenue received that were not budgeted. Also received was Strike Team reimbursement which has expenses as well, the Strike Team will have a line on this year's Budget.

b) Payroll and Bills to be paid:

Director Cantwell reports the overtime paid in the last three months could have paid a full time staff's salary for three months with the overtime paid, this is temporary issue and hopefully has worked itself out. Director Cantwell also said the yearly Insurance was paid this month; the cost of yearly insurance is \$41,000.00. Director Farmer made a motion to pay the bills as presented, Director Calhoun 2nd the motion all in favor 4 ayes. Director Thompson was absent.

c) Discussion on Financial Independence from the County:

No further discussion.

d) Audit 2020/2021; Audit 2021/2022:

Strike Team Policy: Director Cantwell spoke about our previous year Audit, he asked about the progress of Strike Team Policy. Chairman Herfel said we should provide the auditor a policy, the Chief said he will put a policy together noting no more than 50% of staff can participate on Strike Team, this is the policy.

Cal Card Policy: Director Cantwell said he is still working on the Cal Card policy.

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Director Cantwell said we received a letter from Cathy Castillo CPA, with a quote to perform the audit again this year at a cost of \$5,500.00 to \$5,750.00; Director Calhoun made a motion to sign the acceptance letter from Cathy Castillo CPA; Director Farmer 2nd the motion all in favor 4 ayes, Director Thompson was absent.

OLD BUSINESS

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

a) Incident Report from Previous Month:

Chief Makemson reported 55 calls for the month, 36 were medical calls, several public assist, three wildfires and 3 vehicle accidents.

b) Update on Volunteers and Coverage:

Chief reported there is a new volunteer, Garrett; he is scheduled to be on site Monday's and Tuesday's; also two other new volunteers started first 40 hour block training.

c) Training Events:

Water Class Event will be held this weekend.

d) Apparatus/Firehouse Report:

Engine 6120 has check engine light on, as well as recall issued on studs, 6120 will be taken in for service.

e) Chiefs' Meeting:

Chief reports the meeting was held, small meeting discussion only. Chief also reports the Grants that were put in for JVFPD and were awarded, clothing and GPS equipment for wildland will be purchased from the grant money.

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

a) Generator:

We will need new bids for generator, the previous bid has expired.

b) Solar for the Firehouse:

Discussion of back-up batteries for solar, we will have to look into the cost.

c) Sign for the Firehouse:

Engineer Billingsley is working on the signage for the building.

d) Community Board / Award Plaques:

Assistant Chief Faist brought in a Community Board, placing it on the outside of the building.

e) Landscaping for the Firehouse:

Engineer Billingsley asked the Board for approval to add about six (6) trees and drip system out on the property with a solar timer and large rocks to protect the trees. Director Cantwell motioned to approve up to \$2,000 for landscaping improvement, Director Calhoun 2nd the motion all in favor 4 ayes. Director Thompson was absent.

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

Chief Makemson reported all hydrants are in service and working.

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

a) Staff Updates: Discussion only.

b) Staffing Evaluations:

The new Engineer is due for an evaluation, 90 day.

c) Personnel Policy:

Chief said we need to update the Personnel Policy and this will include the "Strike Team Policy".

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

a) Buena Vista Casino Updates:

Director Calhoun said there is a lunch meeting scheduled with the committee and Wayne from the Casino.

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- b) **Building Impact Fees:** Discussion only.
- c) **Map submittals/approvals:** Not at this time.

d) **Joint Powers Meeting Update:** Chairman Herfel reported there have been monthly meetings. Most discussions have been regarding the Measure M money distribution, they are public meetings.

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

f) **A letter to TACT Committee and the Board of Supervisors requesting the Camanche 3B development join the "Community Facility District":**

Chief Makemson said the letter is on hold at this time, more information needed.

g) **CPR Class at the JVFPD offered to the community:**

Engineer Billingsley is working on the details to put the CPR Class to be held at the JVFPD Firehouse for the community, it may be early next year and will depend on the Covid virus.

NEW BUSINESS: Discussion only:

Director Calhoun would like to speak with our staff and plan fund raising events for the future, she has some great ideas. The Board agrees it would be a good plan.

Chief Makemson is still planning to have Kids Day in October if Covid permits, also Santa Patrol in December.

Adjournment:

Director Cantwell moved to adjourn to the next Regular Meeting, Director Farmer 2nd the motion; all in favor 4 ayes, Director Thompson was absent.

Next Regular Meeting will be held on: Wednesday September 8th, 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."