

JACKSON VALLEY FIRE PROTECTION DISTRICT

MEETING OF THE BOARD OF DIRECTORS

*** MINUTES ***

Meeting of August 9th, 2017 at 7:00 pm
2701 Quiver Drive, Lone CA

I) Call Regular meeting to Order:

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

II) Approval of Agenda:

Brown made a motion to approve the Agenda, Thompson 2nd motion with a correction to the date on the Draft Agenda approval of the minutes from June 14th to July 12th, all in favor four ayes.

III) Public matters not on the agenda:

An Engineer requested to purchase toy footballs and badges with "Jackson Valley Fire, Junior Volunteer" to be given to children during a call or visiting the Firehouse. These toys have been purchased and will send the badges for personalized imprint.

IV) Approval of the Minutes from July 12, 2017 Regular Meeting:

Brown motioned to approve the minutes, Thompson 2nd all in favor four ayes.

V) Financial reports: Action items:

a) Budget Expenditure year to date

Cantwell has not received anything new from the County as the Year End Fiscal will cause the report to run a little behind. Cantwell met with Budget Analyst and reports the Measure M Income for the year came in about \$20,000 under for the Revenue Projection.

b) Budget Committee Report:

Brown reports that the discussion with the option of adding an additional Engineer verses the overtime hours of the Engineers. It was an agreed decision that it would be more financially beneficial to continue with the overtime verses hiring at this time.

c) Payroll and bills to be paid:

Brown moves to pay the bills as presented, Thompson 2nd the motion all in favor 4-0.

d) Payroll Processing:

Cantwell has presented to the Board for consideration a change to the pay date from the last day of the month to the 7th of each month for consolidation to one paycheck. After discussion Herfel asked the Board to add this discussion to the next month's Agenda when all Board members would be present.

e) 2016-2017 Audit:

Cantwell will contact the Auditor to begin the fiscal year Audit process and discuss Measure M revenue for the start of the new Fiscal year.

OLD BUSINESS

VI) Chief's Report:

a) Incident Report:

47 calls for the month, 31 were Medical, more than usual vehicle accidents and Medical assist calls.

266 calls for the year so far, by the next Board meeting will have the tally of calls volume for Measure M.

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

Three of the five Volunteers have left, for different reasons.

c) Training / Events: Working to set up Emergency Vehicle Operation Course (EVOC). Trainer has been real busy maybe in a month or two to set a date.

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d) Vehicle Report:

Minor repairs have been done on the Engines; most repairs have been done by Engineer B.J. Old Command Vehicle is being used and parked at Assistant Chief Faist residence. Faist reports that is saving time to get to calls. Cost of keeping the vehicle will be discussed at the next Board meeting.

e) Firehouse Items needed:

The Chief contacted the new ice vendor and will have the ice refilled and also will purchase Gatorade from vendor at a reasonable cost. Gatorade to be used on calls for the Engineers on the fire line only.

f) Personal and Medical Supplies and Equipment:

Good for now, will do an inventory tomorrow.

g) Communication equipment, radios and pagers:

The Radios and Antennas are all tuned in the Command Vehicle.

h) Outside meetings attended:

Had a Chief meeting with the plan to introduce and meet the new Cal Fire Chief, new Chief did not attend.

VII) Structure/Property Report:

Seal Coat process on Asphalt has been started and will be completed with new stripping tomorrow. Herfel request a voucher to be in progress to pay the contractor when work is complete.

VIII) Hydrants and accesses:

Chief to confirm all have been completed that were assigned to Engineers.

IX) Personnel:

- a) Injured Engineer is scheduled to return to work on the 20th of August.
- b) Staff Evaluations: Engineer Hazlet's evaluation has not been completed; he has left for Military duty.
- c) Personnel Evaluation: Evaluation Form for the Chief will be sent to the Board Members for review.

X) Administrative/ Departmental Matters:

- a) **Buena Vista Casino - Updates from County/Tribe meeting:** Meeting scheduled for next month.
- b) **Building Impact fees:** A letter was sent to the builder of new home construction to request fees due to Fire Department, will follow up on fees to be received. A hold on the final may be placed if fees are not paid.
- c) **Map submittals/approvals:** US Mines opening a plant in the old clay mine, it is a possibility it will be mixing and shipping fertilizer. JVFPD needs to be included in mailing of updated information due to the nature of the composition of material on site. A letter will be sent to LAFCO asking to be included in all correspondence regarding the plant.
- d) **Update on LAFCO meeting:** N/A
- e) **Joint Powers Meeting Update:** Herfel attended the meeting last month, person expected to give presentation was not present.
- f) **Interagency Communications to the Board:**
Cantwell gave copies of the 700 Form to be completed by all Board Members and returned to the County.

NEW BUSINESS: Discussion items only:

Adjournment: Brown motions to adjourn the meeting, Thompson 2nd the motion all in favor 4-0 at 8:15 pm.

Next regular meeting will be held on September 13th 2017 at 7:00 pm

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