

JACKSON VALLEY FIRE PROTECTION DISTRICT

MEETING OF THE BOARD OF DIRECTORS

*** MINUTES ***

Date: December 8th, 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; also present Director Thompson, Director Cantwell and Director Calhoun; Director Farmer was absent. Staff present; Chief Makemson, Engineer Billingsley, Volunteers and 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)

Chairman Herfel asked that the Agenda be amended to include under Administration; Discussion of "AFPD to Increase Fee's". Director Thompson moved to approve the Agenda with Amendment, Director Calhoun 2nd the motion all in favor 4 ayes; Director Farmer 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.

Chief Makemson shared that Engineer Burdick's Grandmother sent the Firehouse a very generous check. The gift is for the Staff to purchase items they could use for the Firehouse and for the Christmas party. The Chief will send Grandma Burdick flowers and a thank you from all the staff.

Engineer Billingsley spoke the Board asking that payroll checks be paid by Direct Deposit. As there have been several payroll checks that have not been received through the USPS mail, lost checks and stolen checks is a problem in the area. Director Cantwell said he would again ask the County begin Direct Deposit for payroll checks. For the next payday, Director Cantwell will pick up payroll checks at the County and bring them to the Firehouse on that day. This will remove the possibility of lost or missing paychecks.

IV) Approval of the Minutes from the November 10th, 2021 Regular Board Meeting:

Director Thompson moved to approve the minutes as presented, Director Herfel 2nd the motion, all in favor 3 ayes; Director Calhoun abstains, Director Farmer was absent.

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

a) Budget Expenditure year to date:

Director Cantwell reported that the Audit recommends that a week prior to each Board meeting, Board members and the Chief will receive an Agenda packet via email. This will include the reports on Expenses year to date on 8200 and 8301 and the Revenue Report. Director Cantwell will also include Payroll report and Bills to be paid, as well as all additional County reports.

b) Payroll and Bills to be paid:

Director Thompson moved to approve the bills as presented, Director Calhoun 2nd the motion all in favor 4 ayes. Director Farmer was absent.

c) Financial Independence:

No update.

d) Audit 2020/2021: Each Board member received the JVFPD draft Audit via email to review. The Auditor would like to provide an "Audit Presentation" The Board agrees to hold a Special meeting on December 22nd, 2021 at 6:00 pm for the Audit Presentation. Director Cantwell presented a document from Auditor with two deficiencies that require a response from the Board.

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Item No 1: "Gross Wages / Strike Team Wages" money had been withdrawn from gross pay for the Chief and Assistant Chief for FICA and SSI. The gross wage from Strike Team cannot have FICA or SSI taken. This has been resolved and refunded. This error has been struck from our previous payroll policy.

Item No. 2: "Condition" – (Strike Team Activity, Remaining Fund Balances). This report will also be given to the Board going forward along with monthly reports. These items have been reviewed and the Authorization form will need to be signed by two Board members response and emailed to the Auditor as corrected.

1a). Strike Team Policy: The Audit states the staff should be using the Cal Cards not using money from their personal money. The Chief will provide the 6134 CAL Card to be given to the Engineer in charge on the Strike Team and 6140 CAL Card will be given to the Lead on the Tender. The Chief states the cards will be locked in a lockbox.

The Chief asked the Board to pay Engineer Gibson for his Strike Team wage he earned last July. We have not received the FEMA reimbursement as of now; it should be received in November of 2022.

Director Calhoun made a motion that Engineer Gibson be paid the Strike Team money that is owed to him from FEMA. Director Thompson 2nd the motion. All in favor, 3-0 ayes; Director Cantwell abstains. This money will come from Measure M Fund, Director Cantwell states this check for Engineer Gibson's Strike Team Money will be issued within 10 days.

Director Thompson moved to approve the Strike Team Policy as presented, as long as it remains a "Living Document" that can be changed and amended, Director Calhoun 2nd the motion all in favor 4 ayes. Director Farmer was absent.

2a). CAL Card Policy: Director Cantwell states it will be ready at the next meeting.

OLD BUSINESS

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

a) Incident Report from Previous Month:

Chief Makemson reported 37 calls for the month, a couple power lines down, 20 were medical calls, few public assist and one structure fire, one vehicle accidents.

b) Update on Volunteers and Coverage:

We had 4 days that we weren't double coverage; the volunteers are doing well.

c) Training Events: In house training with volunteers, in March and May there will be upcoming training. It would be helpful if the money from the "Harrah's Casino" for Training is still available.

d) Apparatus/Firehouse Report:

Chief reports Engine 6146 needs an alignment and a tire on the Engine.

Chief reported the bathrooms are being remodeled; Engineer Gibson has been working on the bathrooms and doing a great job. The bathrooms are going to provide for disability needs.

e) Chiefs' Meeting:

Chief Makemson said there will be a meeting tomorrow to discuss Measure M.

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

a) Generator:

We are waiting to hear from the County regarding assistance.

b) Sign for the Firehouse:

Sign for the Firehouse is ongoing; materials are here, it is a process.

c) Landscaping for the Firehouse:

Engineer Billingsley plans to start the plumbing after the first of the year, prepare for spring planting.

d) Solar: Director Cantwell will contact Senga for information on when we start getting credits from the PGE.

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

Chief Makemson reports all hydrants are working, no reports of any problems.

IX) Personnel: Suggest Action; Discussion and Possible Action

a) Staff Updates: Chief is keeping training going for the volunteers.

b) Staffing Evaluations:

Engineer Gibson's evaluation has been completed.

c) Personnel Policy: No Update.

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

a) Buena Vista Casino Updates:

Director Calhoun has requested to meet with Wayne from the Casino for lunch when he is available.

b) Building Impact Fees: No fees have been received.

c) Map submittals/approvals: Discussion only regarding the potential Trailer Park on Jackson Valley Road.

d) Joint Powers Meeting Update: Chairman Herfel gave an update on the meeting.

e) Interagency Communications to the Board: Discussion only.

f) Staples Advantage Card: Director Cantwell will provide the Secretary with a card for staff request.

NEW BUSINESS: Discussion only:

Director Cantwell spoke with Beverly Burr regarding Impact Fees; it was told that a Nexis Study could be done to reevaluate the Commercial Fees we have been receiving. It was agreed for Director Cantwell to obtain information and cost.

Director Calhoun spoke to the Board about forming a committee to look at all options that could benefit the Jackson Valley Fire Protection District.

The Christmas Party will be on December 14th, 2021 at 6:00 pm.

Special Meeting: To be held on Wednesday December 22nd, 2021 at 6:00 pm.

Adjournment:

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

Next Regular Meeting will be held on: Wednesday January 12th, 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."