

JACKSON VALLEY FIRE PROTECTION DISTRICT

MEETING OF THE BOARD OF DIRECTORS

*** REGULAR MEETING MINUTES ***

Date: February 13th, 2019 at 7:00 pm

Location: Camanche Firehouse

Address: 2701 Quiver Drive, Lone CA

I) Call Regular Meeting to Order:

The meeting was called to order at 7:15 p.m. by Board Chairman Herfel, additional Board Members present; Farmer, Cantwell, Thompson and Brown. Staff present; Chief Makemson, Engineer Hazelet and Volunteer Ramos. Also present Consultant Dennis Tremelling and Secretary Fogal.

II) Approval of Agenda:

Thompson made a motion to approve the Agenda as presented, Farmer 2nd the motion, all in favor 5 ayes.

III) Public matters not on the agenda:

No matters to discuss at this time.

IV) Approval of the Minutes for the January 9th, 2019 Regular Meeting:

Brown Motions to approve the minutes as presented, Farmer 2nd the motion all in favor 5 ayes.

V) Buena Vista Casino – Updates/ Suggested action; Discussion and Possible Action.

Chairman Herfel said after the Special Meeting the night before, the committee, County and the Lawyer stayed. Dave Ritchie, Legal Counsel has arraigned for a meeting with the County on Wednesday February 20th. Legal Counsel and the committee will have a conference call tomorrow to go over a strategy going forward. Herfel asked if a Special Meeting should be posted for the Wednesday the 20th, 2019, Thompson and Catwell agreed.

VI) Financial reports: Action items:

a) Budget Expenditure year to date:

8200 Revenues are showing at 61% overall, one expense for \$12,750.00 for Insurance Bond Money does not show as paid, but it was a pre-paid expense last June taking it to mid-50% as far as year to date expense. Measure M Fund revenues at 60% of prior year budget, a pre-paid expense of \$22,587.00, Insurance has not been moved into paid, once moved into actual paid overall 50%, right in line.

b) Budget Committee Report:

Not at this time.

c) Payroll and bills to be paid

Payroll is high due to 70 hours overtime, which brought the bills to be paid higher than normal. Staples bill high due to forms being printed for the Engineers to use for their calls. Thompson moved to pay the bills as presented, Farmer 2nd the motion, all in favor 5-0.

d) Payroll Service Provider:

Cantwell has been happy with new Payroll Service other than pay stubs arriving after pay checks were received, still working out the details changing to new service.

OLD BUSINESS

VII) Chief's Report:

a) Incident Report:

Chief Makemson reported 29 calls for the month, 1 structure fire, 17 medicals and a couple of vehicle accidents, and one call at the casino.

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

No update

c) Training / Events:

March 2nd & 3rd. Weather Class no cost. In March there will be an EMT Skills Training in Sutter Creek that will be mandatory for full time staff. The Chief will cover the Station while the Engineers are in training. Later in March there will a fire burn at the depot in Sutter Hill.

d) Vehicle Report:

Engine 33 had an oil leak took it in and had it fixed; now having steering problems. It will have to be taken in and have a flush on the steering box.

e) Firehouse Items:

Not aware of any items.

f) Personal and Medical Supplies and Equipment:

Good at this time

g) Communication equipment, radios and pagers:

New radio plan, will not have to have them re-programed this year.

h) Outside meetings attended:

Chief Moreno still President, Chief Ken Mackey still Vice President, Chief Makemson alternate for strike team and alternate on grant money funds. Chief was invited by EBMUD to a meeting to talk about ways to increase revenue.

XIII) Structure/Property Report: No update at this time.

IX) Hydrants and accesses: No update at this time.

X) Personnel:

a) Staff Evaluations: Engineer Steif completed BJ's six month evaluation due next month.

b) Personnel Evaluations: N/A

c) Staff Hiring: Job Posting has been added to the Web Site and Facebook, applications have been received.

d) Board Members approve to hold positions on the Board, all in favor 5 ayes.

XII) Administrative/ Departmental Matters:

a) Building Impact fees: Not at this time.

b) Map submittals/approvals: Not at this time.

c) Update on LAFCO: Cantwell presented a "Reimbursement Policy" for Boards approval, Brown motion to adopt the policy, Thompson 2nd all in favor 5-0.

Dave Ritchie offers Training in Sexual Harassment, Ethics Training which includes Brown Act Training. The Board agrees to schedule the Training at a cost of approximately \$1,200.00. Brown moves to contact Dave Ritchie, Thompson 2nd all in favor 5-0. Written Formal Complaint process was discussed, to have a form added on the Web Site to print and mail to the Fire Station. Brown motions, Thompson 2nd all in favor 5-0. Cantwell is working on a formal "Financial Policy and Procedures" to be documented in an SOP.

d) Joint Powers Meeting Update: Herfel reports next meeting in three months, discussion of Measure M Money.

e) Interagency Communications to the Board: No Update

f) EBMUD Discussion: Meeting with Ken from EBMUD and the Chief on Saturday.

g) Badge for the outside of the station: Still on going.

NEW BUSINESS: Discussion only:

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Adjournment to a special meeting of: To a possible meeting on Wednesday 20th, 2019 at 7:00 pm, to be determined.

Adjournment:

Thompson motioned to adjourn the meeting, Farmer 2nd the motion, all in favor 5-0.

Next regular meeting will be held on: Wednesday March 13th, 2019 at 7:00 pm

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