

JACKSON VALLEY FIRE PROTECTION DISTRICT

MEETING OF THE BOARD OF DIRECTORS

*** MINUTES ***

Meeting of Wednesday, February 8, 2017 at 7:00 pm
2701 Quiver Drive, Lone CA

I) Call to Order:

The meeting was called to order at 7:00 p.m. by Chairman Herfel. Board members present: Herfel, Farmer, Cantwell and Brown. Thompson was absent. Staff in attendance; Assistant Chief Faist, and Secretary Fogal.

II) Approval of Agenda:

Brown motioned to approve the Agenda, Farmer to 2nd, all in favor 4 ayes.

III) Public matters not on the agenda:

IV) Approval of the Minutes from January 11th, 2017 Regular Meeting:

Brown motions to move to approve minutes with correction Farmer 2nd, all in favor 4-0.
Correction: VII a) 353 total calls last year.

V) Financial reports: Action items:

a) Budget Expenditure year to date:

Cantwell reports Expenditures within budget.

b) Payroll and bills to be paid:

Brown motions to approve the Financial Report and Payroll (with the correction of the addition of \$150.00 added for Taylor Byrds pay that was not on the payroll report), Farmer moves to 2nd with the addition, all in favor 3-0, Cantwell abstained.

c) Payroll Processing:

P & L Bookkeeping processed payroll, first month processing has been a learning curve.

d) 2015-2016 Audit:

Completed, Auditor will send a copy for review by the next meeting.

e) District Depository Option:

Board Members have requested that Cantwell research the option of purchasing the software to pay bills and generate the payroll checks from the station. This will be for discussion at the next meeting.

OLD BUSINESS

VI) Chief's Report:

- a) Assistant Chief Faist reports forty six calls for the month; Four HazMats, nineteen Medicals, one Vehicle Accident, three Structure Fires and seventeen Public Assist calls.
- b) Volunteers update: The Station had 10 shifts without double coverage.
- c) No Special Training scheduled at this time. Volunteers have been attending training.
- d) Vehicle Report: Engine 6140 in the shop for troubleshooting, 6133 needs to go in for pumps test. Engine 6134 has a shake in the front end, will need to take in.
- e) Firehouse Items needed: N/A at this time
- f) Personal and Medical Supplies and Equipment: Some new equipment will be coming up.
- g) Communication equipment, radios and pagers: N/A
- h) Cal Fire notified that VFA Grant received, will need to claim it.
- i) Outside meetings attended: N/A

VII) Structure/Property Report: Complete

VIII) Asphalt Project: The Contractor will start the project when weather is permitting.

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IX) Hydrants and accesses: All working

X) Personnel:

a) Staff Evaluations: Up to date till June

XI) Administrative/ Departmental Matters:

a) Buena Vista Casino - Updates from County/Tribe meeting: No update

b) Building Impact fees: N/A

c) Map submittals/approvals: N/A

d) Update on LAFCO meeting: N/A

e) Joint Powers Meeting Update: N/A

f) Interagency Communications to the Board:

1) GSRMA Board of Directors Election for Fire District Vacancy, Brown makes a motion to direct President Herfel to vote on his discretion, Cantwell 2nd all in favor 4-0.

2) Letter was received requesting a fire report, after discussion Brown has agreed to create a draft form letter to be reviewed and or signed by the Chief or President with a response when a request is received. This will be addressed again at the next meeting.

g) By-laws review: **Brown moves to approve the Resolution 170208 JVFPD By-laws, Cantwell 2nd, All in favor 4-0.**

h) Web Page: **Secretary will pay Invoice for Services from Homestead.**

NEW BUSINESS: Discussion items only: New computer for the office if Payroll and Bill Payments are to be done at the Station.

Adjournment: **Cantwell moves to adjourn meeting at 8:45 pm to the next regular meeting, Brown 2nd the motion. All in favor 4 Ayes. _____ Next regular meeting March 8th, 2017**

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