

# JACKSON VALLEY FIRE PROTECTION DISTRICT

## MEETING OF THE BOARD OF DIRECTORS

\*\*\* MINUTES \*\*\*

Date: February 22nd, 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 Board Chairman Herfel; additional Board members present Farmer, Cantwell and Thompson. Staff present; Chief Makemson, Assistant Chief Faist, Firefighter Gibson also present Secretary Fogal; Guest present Dana Calhoun and Rick De Lany. 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)**

Cantwell moved to amend the Agenda; **Moving Item (XII-f) to (II-a)**, Thompson 2<sup>nd</sup> the motion with the modification all in favor 4 ayes.

**II-a)** Cantwell spoke regarding the open seats on the Jackson Valley Fire Protection (JVFP) Board of Directors. At the last Board meeting on February 10<sup>th</sup>, 2021, it was discussed that as two terms had expired, this left the Board with three Directors seats filled until new appointments. With the immediate resignation of Director Brown at the meeting, it left two seated Directors. It was the understanding at that time with only two seated Directors; the meeting would end without the minimum three member quorum.

After later discussions with our Counsel and the Elections office, we received clarification from County Counsel Greg Gillott; as our Board Directors are appointed seats and not elected, the Directors with expired terms can remain on the Board until a successor is appointed by the Board of Supervisors. A Special Meeting was called for tonight.

The two Directors with expired terms have requested to be re-appointed to the Board, interviews will be conducted by a committee for all applicants; a recommendation will then be given to the Board of Supervisors for the appointments to the JVFPD Board. The posting to fill the third seat is open until March 6<sup>th</sup>, 2021 and will be approximately a twenty-two month term.

### 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 January 13<sup>th</sup>, 2021 Regular Meeting:

Cantwell moved to approve the Minutes, Thompson 2<sup>nd</sup> the motion; all in favor 4 ayes.

### V) Approval of the Minutes from the February 10<sup>th</sup>, 2021 Regular Meeting:

Cantwell moved to approve the Minutes with an amendment to include the discussion from the email from the County Elections Office, Thompson moved to also amend the minutes to clarify that Chairman Herfel and Director Farmer had not stepped down; they were asked to move from the table by Director Brown based on an email from the Elections Office regarding terms. As noted above in II-a) both Directors are still on the Board until the seats are filled; Thompson 2<sup>nd</sup> the motion with the amendments, all in favor 4 ayes.

### VI) Financial reports: Action items: Suggest Action; Discussion and Possible Action

#### a) Budget Expenditure year to date:

Cantwell discussed we are at about 50% of the fiscal year, tax collection is included at this point of the year. EBMUD mitigation has been received and has been budgeted well. Department 8200 are in line at 43%, Measure M for this year

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is less than 5% down from the previous year, doing well even with the Covid changes. Financially we are doing really well at this point in the fiscal year.

**b) Payroll and Bills to be paid:**

Bills were approved to pay as presented, all in favor 4 ayes.

**c) Audit 2019/2020:**

1. CAL Card Policy & Procedure: Cantwell is taking to CPA Castillo's office for approval or recommendations.
2. GANN Limit: Still working on; the County Auditor has been working real hard with the State Offices for a final decision on the GANN Limit for our Measure M fund.
3. Strike Team Policy: The Auditor is waiting on a copy of the Strike Team Policy, to include Personnel and Policy and Procedures of the staff while on Strike Team; Chief is working on the Policy.

**OLD BUSINESS**

**VII) Chiefs' Report: Suggest Action; Discussion and Possible Action:**

- a) Incident Report:** 36 calls for the month of January most are medical aid calls.
- b) Update on Volunteers and Coverage:** 16 days w/o 2 staff, we had a staff out for 28 days on a Covid Strike Team; Chief said need to hire additional staff to have the coverage of 2 staff on daily basis.
- c) Training Events:** No training events at this time. Chief is putting in for a four (4) year Grant for training, Fire Academy's and EMT training
- d) Apparatus/Firehouse Report:**  
Chief had tires installed on the Apparatus for \$1,400.
- e) Chiefs' Meeting:**  
Chiefs' meeting was held; Chief Makemson reported that five Chiefs' agree on Measure M discussions; one Chief disagrees; same as the meetings before.

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

- a) Generator:**  
Chief received a bid for a diesel generator; bid was for just about \$49,000.00, Chief is working on a Grant.
- b) Solar for the Firehouse:**  
Herfel sent an email to the solar company; he is waiting to hear back from them.
- c) Surveillance & Security Cameras for the Firehouse:**  
Cameras have been installed and are working well.
- d) Community Board / Award Plaques:**  
No discussion.

**XI) Hydrants and accesses: Suggest Action; Discussion and Possible Action:**

All hydrants are operating properly.

**X) Personnel: Suggest Action; Discussion and Possible Action:**

- a) Staff Updates:** Engineer  
Byrd gave his notice and will be leaving on the 28<sup>th</sup> of February. Chief is looking for new staff.
- b) Staffing Evaluations:** Not at this time.
- c) Personnel Policy:**  
Cantwell will address the Policy on the hiring and Terms of Directors with Legal to update our Personnel Policy.
- d) Strike Team Participation Policy:** Chief Makemson will work on the Policy.

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

- a) **Buena Vista Casino Updates:** No updates at this time.
- b) **Building Impact fees:** Chief reports we should be receiving two (2) Impact Fees for new construction.
- c) **Map submittals/approvals:** Herfel said the community out back is still working on egress and regress; still active.
- d) **Joint Powers Meeting Update:**  
Chairman Herfel said there was a zoom meeting last week; there was discussion on pay break down for all the Fire Departments. There was a motion made and approved to pay what the Chiefs' had recommended. With the tax base higher this year, most will see an increase or remain the same as before. JPA has responded to the Grand Jury Report, and hopefully it will be resolved.
- e) **Interagency Communications to the Board:** Discussion only.
- f) **Filling Board of Director positions with recommendations to appoint; The Board of Supervisors will then be asked to appoint the persons to fill the three vacancies.:** Moved to II-a.

NEW BUSINESS: Discussion only:

Chief Makemson said JVFPD received a \$27,700.00 check for reimbursement for a Strike Team Water Tender for the fourteen days it was gone; this goes in the equipment fund.

Director Thompson wanted to back to personnel and asked when the Budget Committee will be meeting again; Thompson wanted to go on record that the staffs Pay Scale needs to be address by the Budget Committee. Thompson noted the need to work on the staff's wages to encourage staff to stay at JVFP and not leave to seek a higher pay at other departments.

Adjournment:

Cantwell moved to adjourn to the next Regular Meeting, Thompson 2<sup>nd</sup> the motion; all in favor 4 ayes.

Next Regular Meeting will be held on: Wednesday March 10<sup>th</sup>, 2021 at 7:00 pm

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