

# JACKSON VALLEY FIRE PROTECTION DISTRICT

## MEETING OF THE BOARD OF DIRECTORS

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

Meeting of Wednesday, January 11, 2017 at 7:00 pm  
2701 Quiver Drive, Lone CA

### I) Call to Order:

The meeting was called to order at 7:03 p.m. by Chairman Herfel. Board members present: Herfel, Cantwell, Brown Thompson, and Farmer. Staff in attendance: Chief Makemson, Assistant Chief Faist, and Secretary Fogal.

### II) Approval of Agenda:

Herfel requested Agenda be amended to move 7 b) up to 3 a)  
Brown moved to approve agenda with Amendment, Farmer 2<sup>nd</sup>, all in favor 5-0.

### III) Public matters not on the agenda:

- a) Assistant Chief Faist, requested information on coverage for Volunteers in training under the age of 18.
- b) Discussion to add to next Agenda the possibility to add a Hydrant or water main when property owners are working on water line and to provide access.

### IV) Syntrol Solar Company Visit:

Thomas Norton and Dillion from Syntrol Solar Company came to discuss financing options. First option would be to pay cash; this would reduce cost by 6% from \$77,376.00 to \$72,734.00. Next option suggested by Syntrol would be a Hybrid/Lease to own that would require a Personal Guarantee. Brown noted that a personal guarantee was not an option as JVFPD is a public entity. The last option suggested would be for the JVFPD to obtain financing. The Board agreed that options to be reviewed at the next Budget Committee Meeting.

### V) Approval of the Minutes from December 14th, 2016 Regular Meeting:

Cantwell request two corrections;  
5 b) Correction: Continue review of all payroll hours to stay within budget.  
5 e) Correction: Auditor did show for scheduled meeting.  
Cantwell moves to approve minutes with corrections, Brown 2<sup>nd</sup> all in favor 4-0, Thompson abstained.

### VI) Financial reports: Action items:

- a) Budget Expenditure year to date: Cantwell encourages the possible reduction in winter hours of Engineers with the amount of overtime paid for the month; Chief Makemson said the shift swaps needs to be reviewed to avoid the overtime hours. Brown, Farmer & Thompson agree to keep Engineers hours the same at this time, and review again at the next meeting.
- b) Payroll and bills to be paid: Brown motioned to pay the bills as presented, Thompson 2<sup>nd</sup>, all in favor 5-0.
- c) Payroll Processing: Cantwell reports we have (EIN); all W-4's have been received by payroll processing (P&L).
- d) 2015-2016 Audit: Due to cost of Attorney fee, Auditor Watts requested a letter to explain the fees to Cota Cole were for General Council.
- e) District Depository Option: Cantwell received a letter from the County with an explanation of fees the district collects. More information will be required to evaluate the options.

## OLD BUSINESS

### VII) Chief's Report:

- a) Chief reports 39 calls for the month of December, 353 calls total last year. Calls for Public Assist will drop down as person has passed away.
- b) Volunteers: 10 daytime shifts without double coverage, two additional days with no day coverage.
- c) No Special Training scheduled, at this time.

**JACKSON VALLEY FIRE PROTECTION DISTRICT**  
**MEETING OF THE BOARD OF DIRECTORS**

- d) Vehicle Report: Water tender truck needs to go in for repair to possible electronic board causing problems with air dryer failure, will talk to the mechanic to decide.
- e) Firehouse Items needed: N/A at this time
- f) Personal and Medical Supplies and Equipment: N/A at this time
- f) Communication equipment, radios and pagers: N/A at this time
- g) Sent paperwork for VFA grant and applied for FEMA grant.
- h) Outside meetings attended: Chief attended Lake Camanche Homeowners meeting; reported the meeting went well with two new directors added; Chief also attended a couple Chief meetings.

**VIII) Structure/Property Report:**

- a) Storage building update: **Complete**

**IX) Asphalt Project:**

Contractor will begin the project when the weather reaches the proper temperature to install asphalt.

**X) Hydrants and accesses:**

**XI) Personnel:**

- a) Staff Evaluations: Engineer Chris due for pay raise.

**XII) Administrative/ Departmental Matters:**

- a) Buena Vista Casino - Updates from County/Tribe meeting: No information
- b) Building Impact fees: N/A
- c) Map submittals/approvals: N/A
- d) Update on LAFCO meeting: Next week
- e) Joint Powers Meeting Update: Next week
- f) Interagency Communications to the Board: N/A
- g) By-laws review: Board members given draft copy of the by-laws for review, By-law approval to be added to the next Agenda. Cantwell moves to appoint Vicky Farmer as Vice Chairperson, motion to 2<sup>nd</sup> by Thompson all in favor 4-0 approved. Discussion to have a resolution added to have four (4) year terms for current Board members.
- h) Golden State Risk Management to be at the Station on Tuesday the 17<sup>th</sup>, 2017 for five year inspection.

NEW BUSINESS: Discussion items only:

**Adjournment: Cantwell moves to adjourn meeting at 9:08 pm to the next regular meeting, Brown 2<sup>nd</sup> the motion. All in favor 5 Ayes. \_\_\_\_\_ Next regular meeting February 8<sup>th</sup>, 2017**

*This agenda 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."*