

JACKSON VALLEY FIRE PROTECTION DISTRICT

MEETING OF THE BOARD OF DIRECTORS

*** MINUTES ***

Date: January 26th, 2021 at 7:00 pm

Location: Jackson Valley Fire Protection District Firehouse

Address: 2701 Quiver Drive, Ione, 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 Farmer; Director Calhoun joined the meeting at 7:10 pm. Staff present; Chief Makemson, Assistant Chief Faist, Engineer Anaya and Volunteer's Matt, James and Gabriel; also 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)

Director Thompson moved to approve, Director Farmer 2nd the motion, all in favor 4aves. Director Calhoun was absent. Director Cantwell request the Item XII F be moved up for discussion; no objections.

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 items discussed.

IV) Approval of the Minutes from the December 8th, 2021 Regular Board Meeting:

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

IV) Approval of the Minutes from the December 22nd, 2021 Special Board Meeting:

Director Farmer moved to approve the minutes, Director Cantwell 2nd the motion, all in favor 4 eyes. Director Calhoun was absent.

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

a) Budget Expenditure year to date:

Director Cantwell emailed the November statement, the December statement was ready for those who have access to it. Director Cantwell will send it when it is ready at the county to retrieve.

b) Payroll and Bills to be paid:

Director Cantwell sent the Board Bills to be paid in advance. Director Cantwell noted the engineer his Strike Team pay. Director Thompson motioned to pay the bills as presented, Director Farmer 2nd the motion, all in favor 4 eyes. Director Calhoun was absent.

c) Cal Card Policy: Director Cantwell created a log for charges on the Cal Card and all receipts are accountable. Director Cantwell has given the Chief Makemson the extra Cal Card that would be used with the Chief or Assistant Chief permission. Director Cantwell proposed a Cal Card Policy that was reviewed by the Board, Chief and Assistant Chief. After review the Cal Card Policy, It was recommended that the limit on the card be raised to \$5,000 for the two cards that are held in a lock box. Director Cantwell will adjust the Cal Card Policy to reflect the limit be raised to \$5,000.

d) Hiring Administrator Personnel

Director Cantwell discussed the timetable of hiring of an Administrative person for the Firehouse. It was decided a committee be formed to write a policy and discuss the job description as well as the interviews to hire. Director Calhoun discussed her concern of Director Cantwell's reporting of hours worked and the billable hours he was reporting.

JACKSON VALLEY FIRE PROTECTION DISTRICT
MEETING OF THE BOARD OF DIRECTORS

Director Thompson motioned to form a Committee of Chief Makemson, Assistant Chief Faist and Director Cantwell to write a policy for a job description to go forward to hire and administrative personnel, Director Calhoun 2nd the motion, all in favor 5 ayes.

e) Conversation following the Audit:

The audit report suggested we pass a resolution reserving funds, specifically Measure M funds. Money could be transferred, with the County's agreement. After discussion, it was decided that this topic be tabled.

f) Resolution: Director Cantwell discussed that we have adopted a resolution that the minimum of \$350,000 reserve be established for the Measure M fund. This topic was tabled.

OLD BUSINESS

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

a) Incident Report from Previous Month:

Chief Makemson reported 43 calls for the month, 30 were medical; total for last year were 483 calls.

b) Update on Volunteers and Coverage:

Volunteers were not as available due to the virus and other commitments.

c) Training Events:

Chief will be taking a class next month and Engineer Anaya will be taking a class in February and in April. Next week there will be a CPR class here, in March there will be a CPR class for the community. It will be no charge to the persons attending the class.

Chief attend a Neighbor Watch meeting, they are working on a fire safe community program. Chief will be participating; it will provide the community with grants for signage and fire breaks and a possible emergency siren along with other programs to benefit the community

d) Apparatus/Firehouse Report:

There is another recall on the vehicle; Chief will get it in for the repair.

e) Chiefs' Meeting:

Chief reports the meeting was a discussion on the Measure M numbers.

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 is in progress.

c) Landscaping for the Firehouse:

Engineer Billingsley is waiting for the spring to plant the trees.

d) Solar:

Director Cantwell said we have credit with PGE, it took four months to have the solar up and running.

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

Chief Makemson reports all hydrants are working. The Oaks are up for their five year flow test inspection, the Chief will take care of it.

IX) Personnel: Suggest Action; Discussion and Possible Action

a) Staff Updates: No update.

b) Staffing Evaluations: Engineer Anaya is complete and will receive his pay increase.

c) Personnel Policy: No Update.

JACKSON VALLEY FIRE PROTECTION DISTRICT
MEETING OF THE BOARD OF DIRECTORS

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

a) Buena Vista Casino Updates:

Director Calhoun reported they met with a representative from the Casino for lunch.

b) Building Impact Fees:

Director Cantwell reported we received a \$500.00 impact fee and we received a check from EBMUD.

c) Map submittals/approvals: Discussion only.

d) Joint Powers Meeting Update: Chairman Herfel said meeting canceled, due to the virus.

e) Interagency Communications to the Board: Discussion only.

NEW BUSINESS: Discussion only:

Chairman Herfel discussed to add the Nexus Study to the next Agenda.

Adjournment:

Director Cantwell moved to adjourn, Director Farmer 2nd the motion; all in favor 5 ayes.

Next Regular Meeting will be held on: Wednesday February 9th, 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."