

JACKSON VALLEY FIRE PROTECTION DISTRICT

MEETING OF THE BOARD OF DIRECTORS

*** MINUTES ***

Date: January 8th, 2020 at 7:00 pm

Location: Jackson Valley Fire Department

Address: 2701 Quiver Drive, Lone CA

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; Cantwell Farmer, Thompson and Brown. Staff present; Chief Makemson, Assistant Chief Faist. Also present Cathy Castillo CPA, Judy Biobst, Cal Fire guest and Secretary Fogal.

II) Approval of Agenda:

Brown moved to approve the Agenda, Thompson 2nd the motion all in favor 5 ayes.

III) Public matters not on the agenda:

No items to present.

IV) 2018/2019 Audit Presentation:

Cathy Castillo CPA started the Draft Audit Presentation expressing the audit received a "clean opinion" which was explained as the best opinion that could be given for an audit. Cathy Castillo shared that everything went very well during the Audit; everyone was very helpful and organized with all needed information being available.

The Auditor spoke about establishing a fund for a specific purchase, for example an apparatus; moving money from the General Reserve to a Reserve Fund. The Board will need to vote on a Resolution for the fund.

The Auditor suggested that once the final Audit is accepted it should be added to the Jackson Valley Fire Protection (JVFPD) web site.

V) Approval of the Minutes from the December 11th, 2019 Regular Meeting:

Brown moves to approve the Minutes; Thompson 2nd the motion all in favor 4 ayes.

Farmer abstains as she was not at the 12/11/2019 meeting.

VI) Buena Vista Casino - Suggest Action; Discussion and Possible Action:

No updates, no action.

VII) Financial reports: Action items:

a) Budget Expenditure year to date:

Cantwell reports sales tax revenue continues with a slow climb and should hit budgeted amount, expenses running right at 42%, this is due to Insurance being paid in one payment and not over twelve months. Property tax revenues are rolling in, Cantwell reports we are doing well overall financially.

b) Payroll and bills to be paid:

Brown moves to approve to pay the bills as presented, Farmer 2nd the motion, all in favor 5 ayes.

OLD BUSINESS

VIII) Chief's Report: Suggest Action; Discussion and Possible Action:

a) Incident Report:

Chief reports 38 calls for the month of December, twenty-seven (27) more calls in 2019 than in 2018.; Ten (10) less vehicle accidents than last year, Medicals calls up slightly this year, vegetation fires five (5) more than last year, no devastating fires. The Casino was not a big impact on calls for the year.

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b) Update on Volunteers and Coverage:

Two volunteers left in December; we have a total of seven (7) volunteers at this time. Chief, Assistant Chief, Engineers and Volunteers brings the total to fourteen on staff. Currently we are doing well on having double staffed most of the days.

c) Training / Events:

FC5 Training this month in Plymouth at a cost of \$50.00 per person, also training in Sutter Creek "live trailer fire" class at no cost.

d) Apparatus Report:

No update, no action; working on bids.

f) Chiefs' Meeting:

No report, Chief was out of town.

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

a) Generator: No bids at this time, Chief would like to continue working with the County for assistance.

b) Firehouse Community Park: No update at this time.

X) Hydrants and accesses: Suggest Action; Discussion and Possible Action: No action.

XI) Personnel: Suggest Action; Discussion and Possible Action:

a) Staff Evaluations: Engineer Billingsley and Engineer Byrd due for evaluations.

d) Personnel Policy: Cantwell worked on the update on the Personnel Policy with a slight increase for volunteer's pay. Cantwell moved to adopt the new Exhibit A attachment to the Personnel Policy, Thompson 2nd the motion all in favor 5 ayes.

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

a) Building Impact fees: Cantwell reports one impact fee of \$500.00 received.

b) Map submittals/approvals: No action.

c) Joint Powers Meeting Update: Not at this time.

d) Interagency Communications to the Board: No action.

NEW BUSINESS: Discussion only:

Adjournment:

Brown motions to adjourn to the next regular meeting on February 12, 2020, at 7:00 pm; Farmer 2nd the motion all in favor 5 ayes.