

JACKSON VALLEY FIRE PROTECTION DISTRICT

MEETING OF THE BOARD OF DIRECTORS

*** MINUTES ***

Date: July 13th, 2022, 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 Chairman Herfel, also present, Treasurer Cantwell, Director Farmer Director Calhoun, and Director Scott. Staff present; Chief Makemson, Engineer Billingsley and Assistant Chief Faist. Administrative Assistant Jo English was also present; There were no guests attending the meeting.

II) The Pledge of Allegiance was recited after the meeting was called to order.

III) 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 Farmer moved to approve the agenda without amendment, Director Calhoun 2nd the motion, all in favor 4 ayes

IV) 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.

Discussion included Chief Makemson stating that the chiefs meeting was moved due to the death of another chief's brother.

V) Approval of the Minutes from the June 8th, 2022, Regular Board Meeting:

Treasurer Cantwell moved to approve the minutes for June 8th without amendment. Director Calhoun 2nd the motion, all in favor, 4 ayes.

VI) Approval of the Minutes from the June 17th, 2022, Special Board Meeting:

Chairman Herfel moved to approve the minutes for June 17th without amendment. Treasurer Cantwell 2nd the motion. All in favor, 4 ayes.

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

a) Budget Expenditure year to date:

Treasurer Cantwell reported budget expenses year to date revenue of 82000 and 83100. We have exceeded our projected budget for 82000/101720. Treasure Cantwell will work with Jo to make sure all equipment purchases are coming out of 101722. Treasurer Cantwell also addressed and explained the budget expenditures to new board member Katie Scott. Measure M funds will be used for pay/nominal fees beginning with the next payroll run and Board Stipends will be paid from 8200. Treasurer Cantwell also included Balance Sheet by Fund which we reviewed the balances in each account. Measure M stands at just over \$900,000 currently. Treasurer Cantwell also stated that we will need to move funds to cover all accounts and will work with Jo on doing so. This time last year the 101720 fund was depleted. Monies will be moved from 101724. Treasure Cantwell also states that he will continue to step back from his administrative duties and hand them off to Jo.

b) Budget Committee Meeting:

Treasurer Cantwell reported the Budget Committee has had difficulty meeting due to inability to make schedules match. Treasurer Cantwell noted that we have just paid our GRSM bill for the year and there was a \$20,000 increase due to factors such as Strike team involvement. Director Calhoun asked if the whole \$20,000 dollar increase was strike team or if there were other factors. Treasurer Cantwell said rates of other items have also gone up, including the worker's compensation rates. He stated that to get a direct number he would have to do some calculations and report back.

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The final budget will be completed in September as the fiscal year as just ended.

c) Payroll and Bills to be paid:

Treasurer Cantwell reported that Jo, Admin. Assistant took care of bills to be paid document this month as well as payroll. He states he is pleased with progress in the administrative office. Noted was a 10,000 in truck repairs. Also paid was a once-a-year payment to Golden State Risk Management for insurance
Director Scott motioned to pay the bills as presented, Director Farmer 2nd the motion; all in favor 4 ayes.

d) Direct Deposit:

The discussion of direct deposit continued as we received an email response to our letter inquiry from Liz Nelson which stated that Jackson Valley Fire Protection District is eligible for direct deposit. Admin Assistant Jo has emailed direct deposit forms to everyone with a deadline to sign up by Friday, July 15th, 2022, and is working with our payroll company to get everyone signed up by the end of the month.

e) Audit 2021/2022: Treasurer Cantwell reports that we received a letter from our Audit company – Cathy Castillo who did our last audit. Per the letter, costs of the next audit will increase from \$7500.00 to \$8200.00. There was discussion about how satisfied JVFD was with the services we received in our last audit. Treasurer Cantwell and Chairman Herfel discussed that there were issues raised but no guidance with solving the issues was received. Chairman Herfel said that Renee – Board Secretary reached out around the 1st of July but had not received a response per his knowledge. Director Farmer states she believes it is too late in the year to search for a new company. Director Scott concurs. Chairman Herfel asks the board to approve using the same audit company this year, or to table the topic until the next board meeting. Director Farmer moves to accept use of the same audit company. Director Scott 2^{nds} the motion. All in favor, 4 ayes, 1 nay.

OLD BUSINESS

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

a) Incident Report from Previous Month:

Chief Makemson reported 31 calls for the month: 19 medical, 4 accidents.

b) Update on Volunteers and Coverage:

Chief reports he and Volunteer Garret Simpson will be heading down to Sierra College next month to recruit.

c) Training Events:

Chief reports all but 2 volunteers have completed wildland training. Next CPR Class for the public will be in August. July's CPR classes were postponed due to local fires.

d) Apparatus/Firehouse Report:

Water tender 6130 was assigned for several days to the Electra Fire. While on duty the tender blew a tire. Chief Makemson stated there were some issues with Cal-fire and getting the tire replaced. At the time of the blowout Jackson Tire did not have a tire in stock, so one was borrowed and the replacement for WT is on order. Chief states that JVFD crew was given extra shifts to cover the cost of the tire that Cal-fire didn't replace because it was stated to be a result of operator error. Chief Makemson also states that he had to buy fuel for the tender because they needed it and the refueling stations hadn't arrived.

Engine 6133 is back from Hi-tech and repaired.

Engine 6134 is now in the shop and is stuck in low range. Chief states the engine should return this week.

e) Grants:

Chief Makemson reports that Engineer Anaya has applied for a free grant. This grant is for new wildland hoses and nozzles. There was also a second grant that was applied for that will help with the purchase of a new Type 1 engine. He says we will not be applying for a 50/50 grant this year. We will stick with free grants.

f) Chiefs' Meeting:

The meeting was cancelled due to the Electra Fire and was rescheduled for 07/14/2022.

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

a) Generator:

Per Chairman Herfel, there is no update.

b) Electrical Panel at Station 172:

Chairman Herfel states he has found some of the necessary panels but has not been in contact with BV about the replacement.

c) Sign for the Firehouse:

Engineer Billingsley states the firehouse sign is about 50% completed and he hopes to have it completed soon.

d) Water Agency Notice:

Chief Makemson has not heard back from Amador Water Agency regarding the notice that we were sent RE: water/sewer usage. Admin Asst Jo states she has also called and left 2 messages for AWA without a returned call.

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

Chief Makemson reports that all hydrants have been completed with the exception of one at The Oaks that still needs repaired.

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

a) Staffing Evaluations:

Chief Makemson states he needs a more uniform form to complete all evals.

He will work with Jo on updating forms and will complete evaluations within the next week.

b) Staff Hiring/Salaries:

No Discussion

c) Administrative Assistant Office Progress Report:

Treasurer Cantwell that Administrative Assistant, Jo is doing a great job but needs more hours to be effective. He would like the board to consent to increase hours to 40 hours per week. Chairman Herfel questioned if there would be enough work to keep both the Admin Assistant and Board Secretary busy, and the fairness to the secretary to give the admin assistant more hours. Treasurer Cantwell states that the board secretary is a contracted position. Director Scott thinks an increase to 40 when needed would be appropriate. Chairman Herfel states that the admin assistant can complete board tasks also.

Director Scott moved to change job description of admin assistant to report to both the Chief and the Chairman of the board, and Treasurer as necessary, increase hours to 40/week. Increase Vacation to 40 hours/year, Sick pay to 20 hours/Year. Director Calhoun suggests the admin assistant report to only Chief and Board Chairman. Chairman Herfel would like to increase hours and benefits for admin assist, and treasurer hours to decrease. Director Scott modified motion to Increase hours to 40/week, Vacation to 40 hours per year, sick to 20 hours per year and who admin assistant reports to, TBD. Motion 2nd by Treasurer Cantwell. All in favor – 5 ayes.

e) Board of Directors Terms Timeline:

A question arose about the terms of board members. Treasurer Cantwell suggested that bylaws be updated and sent to Jo. Chairman Herfel has suggestions for how we proceed with the next board appointment and would like to have everything in place by October 1st. He would like a timetable in place as we have THREE member seats up for reelection (Directors Calhoun, Cantwell and Scott.) Chairman Herfel states he would like openings posted on October 1st, to close October 31st. This will enable the board to interview and have discussions/voting at the November board meeting and board recommendations can be sent to Amador Co BOS.

Bylaws are to be updated by the next meeting on 08/10/2022.

e) Ethics Training for Board of Directors and Administrative Assistant: Admin Assistant sent links to ethics and sexual harassment training. All board members and employees are to complete these trainings and submit certificate of completion to the business office by 08/10/2022.

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f) **Update on Personnel Policy:** Treasurer Cantwell stated that the Personnel policy is a working document and has been under review and update. Treasurer Cantwell and Jo will continue editing and updating the personnel policy. There was some work accomplished, but illness and busy schedules have created a small delay. Will work with Jo and continue updating.

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

a) **Buena Vista Casino Updates:** Closed matter update.

b) **Building Impact Fees:** None received at this time.

c) **Map submittals/approvals:** N/A

d) **Camanche IIIB Project:** Currently, there is no update.

e) **Joint Powers Meeting Update:** No Update - Meeting is next Thursday, July 21st.

f) **Interagency Communications:** None to report.

g) **Nexus Study:** Treasurer Cantwell is having a meeting with Steve at GS. He will ask for recommendations at that time.

XIII) **CLOSED SESSION NEGOTIATIONS****

Items discussed were litigations, contract negotiations and upcoming events. No decisions were made.

XIV) **Meeting called back into session:**

NEW BUSINESS: Discussion only:

Chief Makemson said there is a new Strike Team pay scale and he will work with Chris to update the pay rates.

Adjournment:

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

Next Regular Meeting will be held on: Wednesday August 10th, 2022 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."