

JACKSON VALLEY FIRE PROTECTION DISTRICT

MEETING OF THE BOARD OF DIRECTORS

*** MINUTES ***

Meeting of July 12, 2017 at 7:00 pm
2701 Quiver Drive, Lone CA

I) Call Regular meeting to Order:

The meeting was called to order at 7:00 p.m. by Chairman Herfel. Board members present: Herfel, Cantwell, Farmer, Brown and Thompson. Staff in attendance was Chief Makemson and Secretary Fogal.

II) Approval of Agenda:

Thompson made a motion to approve the Agenda as presented, Brown 2nd the motion, all in favor 5 ayes.

III) Public matters not on the agenda:

No comment

IV) Approval of the Minutes from June 14th, 2017 Regular Meeting:

Brown motioned to approve the minutes, Cantwell 2nd all in favor 5 ayes.

V) Financial reports: Action items:

Budget Expenditure year to date

- a) Cantwell reports June expenses will be light in the way of bill paying as some bills due by 30th of June; some bills are due and paid in the first week of July.
- b) We came in \$35,000 under budget on expenditures year to date on the 8200 General Fund.
- c) \$587.00 Will be moved from the Measure M fund as it was shown as personal expense, which is not permissible and will be moved to the 8200 fund on finals statement.
- d) As indicated by the Board, the process to begin moving money funds that are not spent for Capital Improvements to will be moved to the Equipment Fund to replace Engine 6134 in the future.

b) Budget Committee Report:

Formal Budget Report is attached to the June Minutes and submitted to the county.

c) Payroll and bills to be paid:

Brown moves to approve the Payroll and Bills to be paid as presented, Farmer 2nd the motion all in favor 5-0.

d) Payroll Processing:

Cantwell reports going fairly well, The Board agrees to have Cantwell speak to the County regarding the Engineers receiving a base salary check and an additional check for wages such as overtime to be paid on a second check in the same month.

e) 2015-2016 Audit:

Final Audit has been received and copies given to each Board Member.

Next year's Audit to include the Chiefs management report as addressed in the Audit.

Brown motions to accept the Audit as presented, Thompson moves to 2nd the motion, all in favor 5-0.

State Controller's office requires a copy of the final Audit.

OLD BUSINESS

VI) Chief's Report:

JACKSON VALLEY FIRE PROTECTION DISTRICT

MEETING OF THE BOARD OF DIRECTORS

a) Incident Report:

Chief reports 35 calls for the month. A Summary was presented to the Board as to the incident regarding an injury to an Engineer that occurred on a call. It was an unfortunate accident and after review by the Chief, it was decided to purchase a Pole Saw that will remain on the main Engine to prevent the same incident to occur in the future. The Engine had some minor damage that will be addressed and repaired.

The Fourth of July was calm; the Chief authorized three people on site from 8:00 to 5:00 and two that night to cover any calls.

b) Update on Volunteer Days of Service at the Station:

Eleven days last month without double coverage (some were days and some nights). Chief reports Engineer Hazlet will be leaving on the 28th of July for approximately a year for Military Service, one Engineer is out with an injury at this time. The seasonal Firefighters, Engineers and Volunteers have helped covering shifts; only two days of overtime has occurred to have the coverage needed.

Chief has requested to have a budget committee meeting on Friday the 21st at 7:00 pm tentatively, to review the possibility of Engineers to go from ten days to nine days a month.

Discussion to add a fourth Engineer, Chief will start a potential hiring list; the new hire would be a contracted employee. Brown made a motion to hire a one year contracted employee beginning August 1st, 2017 at the Engineers base pay with benefits if employees choses, Thompson 2nd the motion all in favor 4 ayes, one nay by Cantwell.

c) Training / Events:

Chief Reports training has been slow this month due to the high temperatures.

d) Vehicle Report:

New Command vehicle is in, air conditioning is very nice. Radio was programmed by Cal Fire at no cost, will need to tune the antenna at a minor cost. Assistant Chief Faist has the old Command Vehicle at his place at this time. Engine 6130 will be moved to the Buena Vista Fire Station.

e) Firehouse Items needed:

Need to buy two dividers for volunteers gear in the bays. Gloves have been ordered.

f) Personal and Medical Supplies and Equipment:

Defibrillator Pads ordered last month

g) Communication equipment, radios and pagers:

N/A

h) Outside meetings attended:

N/A

VII) Structure/Property Report:

Exterior Firehouse building will be painted once paint is purchased; to be completed before to rainy season returns. Discussion to seal asphalt by contractor as budgeted.

VIII) Hydrants and accesses:

All hydrants have been inspected; area around the Hydrants cleared and any repairs needed have been completed.

JACKSON VALLEY FIRE PROTECTION DISTRICT
MEETING OF THE BOARD OF DIRECTORS

IX) Personnel:

a) Staff Evaluations:

Engineers Burdick's evaluation completed, he will receive his (COLA) pay raise.
Engineer Hazlet's evaluation is past due and will be completed.

b) Personnel Evaluation: N/A

X) Administrative/ Departmental Matters:

- a) Buena Vista Casino - Updates from County/Tribe meeting:** Cancelled
- b) Building Impact fees:** None
- c) Map submittals/approvals:** None
- d) Update on LAFCO meeting:** Cancelled
- e) Joint Powers Meeting Update:** Cancelled
- f) Interagency Communications to the Board:** Measure M report copies received.

NEW BUSINESS: Discussion items only:

Adjournment:

**Farmer motioned to adjourn at 8:30 pm, Brown 2nd the motion all in favor 5-0.
Next regular Board meeting will be held on August 9th, 2017 at 7:00 pm.**

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."