

# JACKSON VALLEY FIRE PROTECTION DISTRICT

## MEETING OF THE BOARD OF DIRECTORS

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

Date: June 8th, 2022 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, Treasurer Cantwell, Director Farmer and Director Calhoun. There is a vacant seat on the Board of Directors. Staff present; Chief Makemson and Administrative Assistant Jodi English. Secretary Fogal was present, also guest John Carr.

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 Calhoun moved to approve the agenda with an amendment, Director Farmer 2<sup>nd</sup> the motion, all in favor 4 ayes. (a) Amendment under Agenda item: X) Personnel: To include vacancy on the Board of Directors for the remaining term until January of 2023.

### 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 topics discussed.

### IV) Approval of the Minutes from the May 11<sup>th</sup>, 2022 Regular Board Meeting:

Treasurer Cantwell moved to approve the minutes with a correction under bills to be paid, correction under Item VI: Bills to be Paid. Amendment: The total cost of repairs of the water tender approximately \$16,000.00, Director Farmer 2<sup>nd</sup> the motion with the correction, all in favor 4 ayes.

### V) 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, we have surpassed the budget amount except a small differential to the EBMUD Mitigation and Assessments, overall we have exceeded our forecasted 82000 fund by \$43,000 to date with two months to go. Expenses on 8200 are good at year to date. Clothing and personal supplies will fall below budgeted amount when we receive money from the 50/50 Grant. Revenue on Measure M is far exceeding our expectations, with two months to go; we should probably be close to \$75,000 over budgeted amount we have received in the account. Treasurer Cantwell also included Balance Sheet by Fund, balances in each account was reviewed. Measure M stands at \$923,000 currently. The Ten Year Plan for a new apparatus is currently saving money.

#### b) Budget Committee Meeting:

Treasurer Cantwell reported the Budget Committee met last night and went over the first draft of the budget, Administrative Assistant Jo helped to prepare. Director Cantwell noted the projected money for the use of the Water Tender needs to be added in. The Budget Committee agreed that all boots on the ground and firefighting salaries will be paid 100% out of Measure M. This draft will be reviewed again by the Budget Committee; the final budget needs completion by September or October. We cannot finish an active budget until we get actual end of year fiscal numbers, this will be completed by the end of July. Chief notes we need to put in the budget for upcoming asphalt sealing and structure projects.

The Board is in consensus to prepare a letter to send the Board of Supervisors asking if funds were received from the Casino that was bookmarked to support the Jackson Valley Fire Protection District from the previous contact.

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

**c) Payroll and Bills to be paid:**

Treasurer Cantwell reported that Jo, Admin. Assistant prepared bills to be paid document this month. Tender repair bill for \$16,315.00 was on the report this month. Also paid was a once a year payment to a third party Administrator who oversees the John Hancock retirement fund. Director Farmer motioned to pay the bills as presented, Director Calhoun 2<sup>nd</sup> the motion; all in favor 4 ayes.

**d) Office Manager Report:**

Administrative Assistant Jo reported that she was asked three questions to report on.

1. Progress in the office: She has been spring cleaning and removing clutter from the top of filing cabinets. Next she would like to archive and clean the file cabinets with the Secretary Renee.
2. Report what she has learned: She has learned to work with the county, creating vouchers and processing payroll. She has been looking at the filing system and would like to move some files to electronic scanning filing. She has been working with Chris on the budget process and Pension Management. She has attended her first FLSA training; there are four more six hour classes to attend. She has also been processing all the mail.
3. Changes she would like to see happen: Office forms to look more professional and updated, the purchase orders system to be redone. The Personnel files need to be updated, to archive older files. Employee Handbook needs to be worked on, she has been highlighting processes that need to be updated or removed if not applicable. She is also working on job descriptions. Also she would like to see a change to the computer usage, to assign emails to each office person to avoid confusion as to what has been addressed and not addressed and for legality reasons. She would like to see all office work be done at the office and not from home. Also to set a timeline to complete any office training needed to go forward. Treasurer Cantwell noted she has been working on the process due August 1<sup>st</sup>, to revise the Benefit Assessment Fee Schedule; Jo will meet with the people at the County Assessor office.

Administrative Assistant Jo also spoke with the County regarding our request for Direct Deposit on payroll. Treasurer Cantwell suggests we draft a formal letter to Tacy Oneto and Elizabeth Nelson to request the change to move to Direct Deposit for payroll, the letter to be cc'd to the Board of Supervisors. The Administrative Assistant Jo will draft the letter and Chairman Herfel will sign the letter.

Due to issues with the office computer, we will contact Volcano to update internet service to the highest speed service.

**OLD BUSINESS**

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

**a) Incident Report from Previous Month:**

Chief Makemson reported 47 calls for the month; more than half of the calls were medical.

**b) Update on Volunteers and Coverage:**

Chief reports we are slim on volunteers, he appreciates the ones we have, two have moved on; next month he will be going to Sierra College to speak to graduates about volunteering.

**c) Training Events:**

Chief reports Monday night they burned at Lake Amador and this Saturday a burn is scheduled at Mule Creek.

Chief will authorize overtime for Mule Creek burn. Next CPR Class will be on June 15<sup>th</sup> for the public.

**d) Apparatus/Firehouse Report:**

Engine 6133 is still at the shop, the list of 18 items are still pending; Chief hopes to have it back next week sometime; he will check on Engine 6134 repair invoice. Mattresses for the firehouse came in, firefighters are glad to have new mattresses.

**e) Grant:**

Chief Makemson reports Engineer Anaya worked with Jo on Grants, Engineer Anaya will be applying for the \$15,000 Grant coming up. Engineer Anaya will also apply again for the big Grant this fall.

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

**f) Chiefs' Meeting:**

The meeting was held at the Pine Grove Camp, discussion was about the medic units. BLS units discussed if ALS is required then they will meet at the call.

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

**a) Generator:** No update.

**b) Electrical Panel at Station 172:** The guy who was supposed to come to look at the install of the generator at the BV, he did not show, he is supposed to reschedule.

**c) Sign for the Firehouse:**

Engineer Billingsley has been working on it, it is coming along.

**IX) Hydrants and access: Suggest Action; Discussion and Possible Action:**

Chief Makemson reported there were three hydrants out of service, he will stop by and check if they have been repaired. The Oaks have had the repair fixed and Chief will do the flow test for the Oaks.

**X) Personnel: Suggest Action; Discussion and Possible Action:**

**a) Staffing Evaluations:** As the policy is changing to perform staffing evaluations for all employees in June, it needs to be updated in the personnel policy.

**b) Staff Hiring/Salaries:** Chief noted there is an Amendment that would provide funding to Special Districts; he will study up on the Amendment for more information.

**b-2) Vacant Seat on the Board of Directors:** Chairman Herfel said the Board had received two "Letters of Intent" to be on the Board of Directors were received. The committee has recommended applicant Katie Scott to join the Board until January 2023. We will be reviewing the openings on the Board again in January 2023.

**c) Personnel Policy:** No action, discussion only.

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

**a) Buena Vista Casino Updates:** Discussion only.

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

**c) Map submittals/approvals:** Chief reported that there was not a TAC meeting regarding the III-B development that he was aware of.

**d) Joint Powers Meeting Update:** There may be a meeting this month; Chairman Herfel said it will be time to review call numbers.

**e) Interagency Communications to the Board:** N/A

**f) Nexus Study:** No update, Treasurer Cantwell has requested a proposal to serve; he would hope to hear back by the next meeting.

NEW BUSINESS: Discussion only:

Chairman Herfel brought an asphalt bid to resurface the parking lot including stripping, we will need to obtain two more bids.

Chief Makemson said there is interest in starting a JVFPD Auxiliary, Chief requested an SOP from the person who wants to form the auxiliary.

Adjournment:

Treasure Cantwell moved to adjourn, Director Farmer 2<sup>nd</sup> the motion; all in favor 4 ayes.

Next Regular Meeting will be held on: Wednesday July 13<sup>th</sup>, 2022 at 7:00 pm.