

JACKSON VALLEY FIRE PROTECTION DISTRICT

MEETING OF THE BOARD OF DIRECTORS

*** MINUTES ***

Date: March 10th, 2021 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 Board Chairman Herfel; additional Board members present Cantwell and Thompson, Farmer was absent. Staff present; Chief Makemson, Engineer Anaya, Volunteer Gabriel; also present Secretary Fogal. Guest present was Dana Calhoun and Firefighter Matt Dolezal.

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)

Thompson motioned to approve the Agenda, Cantwell 2nd the motion all in favor 3-0. Farmer was absent.

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 were discussed.

IV) Filling Board of Director Positions with recommendations to The Board of Supervisors to appoint:

Director Thompson spoke to the Board and shared the committee had conducted interviews for the open seats. Director Thompson motioned to receive Herfel on the Board and Dana Calhoun join the Board, Cantwell 2nd the motion all in favor 3-0. Farmer was absent. Cantwell motioned for Farmer to fill and complete the seat that had been held by Director Brown who had resigned, Thompson 2nd the motion all in favor 3-0. Farmer was absent. A letter will be sent to the Board of Supervisors with our recommendations on the open seats appointments and terms.

V) Approval of the Minutes from the February 22nd, 2021 Special Meeting:

Thompson moved to approve the Minutes, Cantwell 2nd the motion; all in favor 3 ayes. Farmer was absent.

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

a) Budget Expenditure year to date:

Cantwell discussed we are at 58% of the fiscal year, revenue will not change much until after April 10th Property Taxes are due and paid. Expenses are running at 62%, we should receive strike fund reimbursement for the salaries we have already paid out we are running behind but will be catching up when paid by Strike Team Fund. Measure M Funds shows we are exceeding our estimate on funds to be received and budget expectations, doing well. With Measure M Funds we can be considering hiring a fourth full time person at the Budget Committee meeting.

b) Payroll and Bills to be paid:

Thompson motioned to pay the bills as presented, Herfel 2nd the motion all in favor 3 ayes. Farmer was absent.

c) Audit 2019/2020:

1. **GANN Limit:** Cantwell said he received a letter from Tacy saying there was no clear understanding on the GANN Limit for our circumstances; it may be revisited at the end of the Fiscal year Audit and will be discussed if it applies to our Funds.

2. **Strike Team Policy:** Chief has not had the opportunity to work on the Policy as he is working on other projects.

3. **CALCard Policy and Procedure:** The Auditor is looking for card control, Cantwell said himself and the Secretary is able to review and monitor the card purchases at all times. Cantwell also discussed the Pay checks are not being received on the 1st of each month. Cantwell said he will contact the County to see if Direct Deposit can be re-established with the County so the staff can be paid on time each month.

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OLD BUSINESS

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

- a) **Incident Report:** 19 calls for the month 13 medical aids, slower month.
- b) **Update on Volunteers and Coverage:** 14 days w/o 2 staff, Chief said we need to hire more staff to correct.
- c) **Training Events:** Trainings are coming up in Sutter Creek.
- d) **Apparatus/Firehouse Report:** Engine 6134 will be going in for schedule B service; should be under \$4000.00 if nothing is found wrong or needs brakes during service.
- e) **Chiefs' Meeting:** Chief was not able to attend; he left his phone number if he was needed.

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

- a) **Generator:** Chief received a bid on a diesel generator; bid was for about \$49,000.00, Chief is working on a Grant.
- b) **Solar for the Firehouse:** Herfel received an email from the solar company, they are waiting on PGE.
- c) **Community Board / Award Plaques:** No update.

XI) Hydrants and accesses: Suggest Action; Discussion and Possible Action:

Chief reports all hydrants are operating properly; Chief will check and sign off on Lake Amador's Hydrants.

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

- a) **Staff Updates:** Chief has received three applications for a full time position and will be testing. Herfel brought to attention the discussion of a pay increase to our staff to be addressed at the upcoming Budget Meeting.
- b) **Staffing Evaluations:** Engineer Anaya due.
- c) **Personnel Policy:** No action

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

- a) **Buena Vista Casino Updates:** Would like to work more with them in the future.
- b) **Building Impact fees:** We received three (3) Impact Fees.
- c) **Map submittals/approvals:** Chief working on the Cold Packing Station project on Camanche Road. Also the sub-division is still in discussion, not moving quickly but still an ongoing project. There is still discussion going on for Trailer Park project on Jackson Valley Road and Buena Vista area.
- d) **Joint Powers Meeting Update:** Herfel reports he will be at the next meeting representing JVFPD, on the 17th. Discussion will be on the Measure M Money distribution.
- e) **Interagency Communications to the Board:** Water Agency is requesting to join our meeting or attending their meeting.
- f) **Grand Jury Report:** "Reports have been submitted to the County" No response at this time.

NEW BUSINESS: Discussion only: We will hopefully be inside for the next meeting

Adjournment:

Cantwell moved to adjourn to the next Regular Meeting, Thompson 2nd the motion; all in favor 3 ayes.
Next Regular Meeting will be held on: Wednesday April 14th, 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.