

JACKSON VALLEY FIRE PROTECTION DISTRICT

MEETING OF THE BOARD OF DIRECTORS

*** DRAFT MINUTES ***

Meeting of Wednesday, March 8, 2017 at 7:00 pm
2701 Quiver Drive, Lone CA

I) Call to Order:

The meeting was called to order at 7:05 p.m. by Chairman Herfel. Board members present: Herfel, Farmer, Cantwell, Thompson and Brown; staff in attendance Assistant Chief Faist, and Secretary Fogal.

II) Approval of Agenda:

Farmer motioned to approve the Agenda as presented, Brown to 2nd, all in favor 5 ayes.

III) Public matters not on the agenda: N/A

IV) Approval of the Minutes from February 8th, 2017 Regular Meeting:

Brown motions to move to approve minutes as amended with corrections, Farmer 2nd, all in favor 5-0
Corrections: 5 b) Change from 3-0 in favor to 3 favors, Cantwell abstains.
Correction: 11 1) Change from 3-0 to 4-0 Ayes

V) Financial reports: Action items:

a) Budget Expenditure year to date:

Cantwell reports year to date slightly behind in the 8200 income, and slightly ahead in payroll.

Overall February came in under budget.

2015-2016 Audit has been paid.

Additional Measure M funds may need to be moved to cover cost of training.

b) Budget Committee Report:

Brown reports that the Committee met to discuss 10 year plan for impact fee. The Equipment Fund will be funded by \$15K in 2017-18, \$27,900 in years 2018-19 thru 2020-21, and in years 2021-22 thru 2025-26 any excess amount over annual loan payments on new apparatus 6131 will go to equipment fund up to a maximum combined amount of \$38,700 as per the submitted and approved 10 year plan. Herfel ask for a motion to approve the 10 year plan as discussed, Brown motioned to approve, Farmer 2nd, all in favor 5 Ayes.

c) Payroll and bills to be paid:

Cantwell reports Payroll came in lowest due to a short month and 15 days without double coverage.

Boot allowances were paid for the year.

P & L Bookkeeping gave a discount first month of billing.

Brown made a motion to pay the bills as presented, Thompson 2nd all in favor 4-0, Cantwell abstains.

d) Payroll Processing:

Cantwell reported payroll processing went well in February, will have the Auditors Office mail the payroll checks moving forward.

After discussion at the February meeting Cantwell researched the cost of software to be able to move bill paying as well as printing the payroll checks from the County to the Station. The Software for QuickBooks will be at a cost of about \$200.00 or Pro for \$300.00 and check printer at a cost of \$200.00. P & L would work with us to merge the programs to work together as we move forward.

e) 2015-2016 Audit:

Auditor sent e-mail draft of the Audit report requesting a signature on the release letter to approve her draft Audit, to accept the Audit as prepared. Brown motioned to have the release letter signed by Cantwell and sent back to the Auditor, Farmer 2nd all in favor 5-0 Ayes.

JACKSON VALLEY FIRE PROTECTION DISTRICT

MEETING OF THE BOARD OF DIRECTORS

f) District Depository Option:

Cantwell reports that he spoke with two Banks regarding the option to move Measure M Funds to an account to access for bill paying as well as Payroll Checks to be paid; both Banks report no monthly fees as well as on-line banking. It is with consensus of the Board Members to have Cantwell speak with the Auditor's Office and obtain information regarding the process of moving Measure M Fund as well as the General Funds to an account that would be accessed for paying the bills as well as the possibility of future printing and paying the payroll checks.

OLD BUSINESS

VI) Chief's Report:

a) Incident Report:

Assistant Chief Faist reports they received 14 medical calls, smoke check for alarms going off, two calls for Public Assist, two Vehicle Accidents, five structure fires in lone called for mutual aid that were canceled on the way there. 14/15 days without double coverage.

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

Some volunteers were unavailable as often due to working overtime and obligations.

c) Training Events:

Training events will be coming up in the spring.

d) Vehicle Report:

Engine 6146 and 6120 both went in for oil changes. 6140 was reported that the O rings may have been installed improperly, this has been corrected. 6134 in shop, mechanic will contact International to discuss the problem and confirm the needed repair to correct the shaking of the Engine while braking.

e) **Firehouse Items needed:** Not aware of any items needed at this time

f) **Personal and Medical Supplies and Equipment:** N/A

g) **Communication equipment, radios and pagers:** N/A

h) Outside meetings attended:

Chief's meeting held at Station 171 on March 2nd, reviewing Measure M Funds distribution.

VII) Structure/Property Report:

a) **Asphalt Project:** Herfel spoke to Contractor and with the weather changing the project will begin soon.

VIII) Hydrants and accesses: All working

IX) Personnel:

a) Staff Evaluations: Engineer Hazlet in June, Engineer Burdick in July

XI) Administrative/ Departmental Matters:

a) Buena Vista Casino - Updates from County/Tribe meeting: Canceled

b) Building Impact fees: N/A

c) Map submittals/approvals: N/A

d) Update on LAFCO meeting: N/A

e) Joint Powers Meeting Update: N/A

f) Interagency Communications to the Board:

A draft letter was reviewed and approved to use in the event of request of Incident Report. This letter if used would be signed by the Chief.

JACKSON VALLEY FIRE PROTECTION DISTRICT
MEETING OF THE BOARD OF DIRECTORS

NEW BUSINESS: Discussion items only

Adjournment: Cantwell moved to adjourn meeting at 8:26 pm to the next regular meeting, Brown 2nd^{the} motion. All in favor 5 Ayes. _____ Next regular meeting April 12th, 2017

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