

# JACKSON VALLEY FIRE PROTECTION DISTRICT

## MEETING OF THE BOARD OF DIRECTORS

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

Date: March 9th, 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 Director Thompson, Director Cantwell and Director Farmer; Director Calhoun was absent. Staff present; Chief Makemson, Assistant Chief Faist and Engineer Billingsley. Secretary Fogal was present.

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 Thompson moved to approve the agenda, Director Cantwell 2<sup>nd</sup> the motion, all in favor 4 ayes.  
Director Calhoun 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 matters were discussed.

### IV) Approval of the Minutes from the February 9<sup>th</sup>, 2022 Regular Board Meeting:

Director Thompson moved to approve the minutes, Director Cantwell 2<sup>nd</sup> the motion, all in favor 4 ayes.  
Director Calhoun was absent.

### V) Approval of the Minutes from the February 23<sup>rd</sup>, 2022 Special Board Meeting:

Director Cantwell moved to approve the minutes, Director Thompson 2<sup>nd</sup> the motion, all in favor 4 ayes.  
Director Calhoun was absent.

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

#### a) Budget Expenditure year to date:

Director Cantwell reported we are 7/12ths through the fiscal year. Director Cantwell discussed the 8200 fund balance and noted the transfer of funds has not completely recovered; moving money around will need to wait until late spring. We are expecting big numbers coming out from the Windy Fire and the volunteer staffing pay from the Move Up and Cover will also come from the 8200. Tax Assessment Fund is back up; Expenses on 8200 for the year are below budget. Measure M year to date, we are doing well. Measure M expenses are slightly below budget. Chairman Herfel asked if hiring an additional staff member should be considered as volunteers are not always available to provide two staffing; or another consideration is to increase stipends, Chief Makemson would also consider a pay increase for staff.

#### b) Payroll and Bills to be paid:

Director Farmer moved to pay the bills as presented, Director Thompson 2<sup>nd</sup> the motion all in favor 4 ayes.  
Director Calhoun was absent.

c) Director Cantwell presented a new Cal Card Policy noting a new account number for Chief Makemson card.  
Director Cantwell noted the policy is also a living document.

#### d) Audit suggestions to move funds:

Director Cantwell said this will need to wait until the Budget Committee meets for the new fiscal year.

e) **Strike Team Policy:** The Strike Team Policy is approved; it was revised and approved at the Special Meeting last month.

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**OLD BUSINESS**

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

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

Chief Makemson reported 57 calls for the month of February, 41 were medical, 1 Hazmat, a couple of wildland fires busy month.

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

Two volunteers are in the Cal Fire academy, they will be picked up if they pass.

**c) Training Events:**

Starting pre-training for Strike Team so they will be eligible to be called out, with the dry grass it may be as early as May. Engineer Billingsley informed the Chief our application approved to become a CPS Training Center. We will have in-house training and provide a public service for the community. We have a web address to sign up for the class so a schedule can be made.

**d) Apparatus/Firehouse Report:**

Engine 6140 is in the shop for annual maintenance, it needs rear brakes; the Chief is waiting on the manifest with any additional repairs. The squad had brakes replaced also. The discussion on Station 172, Chairman Herfel will look at the cost of the electrical materials including lights to make the needed improvements.

**e) Grant:** Chief reported we are due our first shipment on the 22<sup>nd</sup>, of the wildland gear purchased from the grant. Engineer Anaya is keeping track of the grant money we are receiving and where the grant money is dedicated for including three new radios that were ordered for the engines, they are sixty (60) days out to receive.

**f) Chiefs' Meeting:** Discussion only

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

**a) Generator:** No update, it was proposed in the County Budget but we have not heard from the County.

**b) Sign for the Firehouse:** Engineer Billingsley is expecting completion by summertime.

**c) Landscaping for the Firehouse:** Engineer Billingsley gave an update on the construction of the drip system and the redwood trees he is purchasing for the landscaping, also checking into large rocks to place around the trees.

**d) Solar:** Solar is up and running, Director Cantwell is going to ask for refund on the PGE credit.

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

Chief Makemson reports all hydrants are working, next couple of months they will be starting Hydrant maintenance and weed abatement.

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

**a) Staffing Evaluations:** No Evaluations due

**b) Personnel Policy:** No Update

**c) Treasure's Pay:** No action was taken

**d) Hiring of an Administrative Personnel:**

The Board reviewed the "Job Description" the committee created for the hiring of the Administrative position. Chief Makemson said the committee is looking for an approval of the job description so they could post the position on Indeed and the local paper to start the process of obtaining resumes. Director Thompson moved to go forward with the process to post the job description, Director Cantwell 2<sup>nd</sup> the motion all in favor 4 ayes. Director Calhoun was absent.

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

**a) Buena Vista Casino Updates:** Discussion only, no action.

**b) Building Impact Fees:** Director Cantwell said last month there was a new one.

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- c) **Map submittals/approvals:** Discussion only, no action.
- d) **Joint Powers Meeting Update:** Chairman Herfel reported a meeting is scheduled for 3/17/2022.
- e) **Interagency Communications to the Board:** Discussion only.
- f) **Nexus Study:** It may allow JVFPD to increase the Impact Fees that we can collect; Director Cantwell said he would contact Beverly Berg as she would be a good person to speak with for more information.

NEW BUSINESS: Discussion only:

The bathroom's remodel is complete.

Adjournment:

Director 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 April 13<sup>th</sup>, 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."*