

# JACKSON VALLEY FIRE PROTECTION DISTRICT

## MEETING OF THE BOARD OF DIRECTORS

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

Date: October 9th, 2019 at 7:00 pm

Location: Jackson Valley Fire Department

Address: 2701 Quiver Drive, Lone CA

### I) Call the Regular Meeting to Order:

The meeting was called to order at 7:00 p.m. by Chairman of the Board Herfel, additional Board Members present; Farmer, Cantwell and Thompson, Brown was absent. Staff present; Chief Makemson and Stephen Billingsley. Also present Nick Webb of Cal Fire and Secretary Fogal.

### II) Approval of Agenda:

Cantwell motioned to amend the Agenda to add (Personnel Policy Change) to the Agenda, Thompson 2<sup>nd</sup> the motion with the change all in favor 4 ayes, Brown was absent.

### III) Public matters not on the agenda:

Engineer Billingsley spoke to the Board about the possibility, with cooperation from other agency's to add a community park area on the Firehouse property, adding trees and grass. Herfel suggested coming up with a plan to show the Supervisors. The Chief suggested adding a fence to the area to provide safety from vehicles traveling on Curran Road. Billingsley asked to add to the Agenda for further discussion.

### IV) Approval of the Minutes from the September 11<sup>th</sup>, 2019 Regular Meeting:

Cantwell moved to approve the minutes, Thompson 2<sup>nd</sup> the motion all in favor 4-0 Brown was absent.

### V) Buena Vista Casino - Suggest Action; Discussion and Possible Action:

Herfel and Farmer attended the Casino quarterly meeting; this meeting was to address how funds were being used. It was noted that Cal Fire said they average one to two calls a daily. Chief said there is a fund the Casino is putting aside for the Lone and Camanche Fire Departments; a request is to be in by February.

### VI) Financial reports: Action items:

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

Cantwell reports we have not received a Budget Statement from the County as of yet, should receive from the County Budget Director soon.

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

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

#### c) Audit 2018/2019:

Cantwell stopped by the Auditors office on Monday and it was closed, he left a message and is waiting to hear back from the Auditors, it is a busy time for them. Cantwell would like to have it scheduled in November.

## OLD BUSINESS

### VII) Chief's Report: Suggest Action; Discussion and Possible Action:

#### a) Incident Report:

Chief reports 38 calls for the month of September, 22 medicals, 1 structure fire at The Country Kitchen.

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

Interns are still coming in, coverage is about at four days a week. Only 12 days that were not 2 staffed last month.

#### c) Training / Events:

Training class is coming up, class is on small downed aircraft; two full timers have signed up to attend.

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### **d) Vehicle Report:**

Engine 6133 is still in the shop. Engine 34 will need to be taken in this winter, pipes are rusted through, Billingsley has been patching the rusted pipes for about a year.

### **e) Firehouse supplies and all needed items;**

Chief is working on an order to put in.

### **f) Personal and Medical Supplies and Equipment:**

Chief is working on an order.

### **g) Communication equipment, radios and pagers:**

Billingsley will be programming handheld radios given to us by lone to then put in service.

### **h) Chiefs' Meeting:**

Wednesday meeting was canceled as task force was busy. A meeting held last week with local Chiefs', Cal Fire and two Supervisors; the decision was to go back fairly close to the old response plan, getting rid of the 118. The plan is to go live around October 21<sup>st</sup>, 2019.

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

a) Chief requested to get bids on a backup generator and expedite it. The Chief wants the Firehouse to be a Generation Station for the community to provide power for people with medical conditions and the community as a whole.

b) We received three bids for painting the exterior of the Firehouse; Pier & Son's bid was the most complete bid at \$7,900.00 and will be available November 7<sup>th</sup>. Herfel motioned to secure Pier & Son, Thompson 2<sup>nd</sup> the motion all in favor 4-0, Brown was absent.

### **IX) Hydrants and accesses: Suggest Action; Discussion and Possible Action:**

Chief spoke to the Water Agency regarding the BV Store hydrant. Chief also spoke with the owner of the store and told them there needs to be progress in the near future. The owner of the store will trench and JVID will install the new hydrant.

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

#### **a) Staff Evaluations:**

Billingsley is due for evaluation.

#### **b) Staff and Personnel Hiring:**

Chief hired a new Engineer, Tyler Byrd; he will be starting on the 23<sup>rd</sup> of October.

#### **c) Volunteers outside the District:**

One new volunteer is almost complete to start.

#### **d) Medical Benefit/Retirement Benefit Personnel Policy Change:**

Cantwell made a motion to change the Personnel Policy; after 60 days of employment, employees will have an option to request an IRA contribution of \$400.00 dollars in lieu of Medical Benefits provided by the Employer. The Engineer will have to provide proof of Medical Insurance they have obtained outside the Employer to be eligible for this policy change; Legal will help to amend the Personnel Policy to include this option. Herfel 2<sup>nd</sup> the motion all in favor 4-0, Brown was absent.

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

a) **Building Impact fees:** No fees received.

b) **Map submittals/approvals:** None received.

c) **Joint Powers Meeting Update:** Herfel said a meeting scheduled for on the 17<sup>th</sup>.

e) **Interagency Communications to the Board:** We received a letter from the Register of Voters thanking us for providing our facility as a polling place in the past elections. With the process of modernizing the elections in Amador County, they will not be utilizing our facility in the upcoming election.

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**f) Web Site:**

The Board discussed the option of adding Streamline as our Web Provider. Cantwell motions to continue obtaining information and discuss at the November meeting. Thompson suggested we invite Streamline to our next meeting.

NEW BUSINESS: Discussion only:

Farmer told the Board on November 3<sup>rd</sup> there will be an annual “Veterans Sporting Clay Shoot”; proceeds go to the Lone Memorial. Open to everyone.

Adjournment:

Cantwell motioned to adjourn to the next Regular Meeting, all in favor 4 ayes.

Next Regular Meeting will be held on: Wednesday November 13<sup>th</sup>, 2019 at 7:00 pm

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