

JACKSON VALLEY FIRE PROTECTION DISTRICT

MEETING OF THE BOARD OF DIRECTORS

*** MINUTES ***

Date: September 8th, 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 Chairman Herfel; Directors present, Director Farmer, Director Cantwell and Director Calhoun; Director Thompson was absent. Staff present; Chief Makemson and Assistant Chief Faist; also present Secretary Fogal. 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 Cantwell moved to approve the Agenda; Director Farmer 2nd the motion all in favor 4 ayes; Director Thompson 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) Approval of the Minutes from the August 11th, 2021 Regular Board Meeting:

Director Cantwell moved to approve the Minutes, Director Farmer 2nd the motion, all in favor 4 ayes with minor correction; Director Thompson was absent

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

a) Budget Expenditure year to date:

Director Cantwell reported he had a meeting with the Budget Director, stating the 8200 fund balance is \$66,000.00, which is very low at this time of year. This fund is used to pay firehouse bills, volunteers, and all expenses other than our Engineer payroll.

Director Cantwell expressed caution on expenditures that are used from the 8200 fund until we have received tax revenue at the end of the year. Director Cantwell will be creative by moving funds from equipment fund to pay repair bill for engine. Discussion regarding the Prop 172 money, Director Cantwell is going to push to move out of the Measure M and placed into the 8200 fund, as it should be.

Director Calhoun requested the financials to be sent to the Board members 72 hours prior to each meeting allowing time review the numbers; Director Cantwell said he needs to think about the Brown Act, and he is available for questions along the way. He asked if you want the financials electronically so the formula could be exposed, he would be happy to.

Director Cantwell reported our Measure M fund is where it should be. He also reported we received two mitigation checks from EBMUD as well as one impact fee.

b) Payroll and Bills to be paid:

Director Cantwell spoke about the payroll of our Engineer covering a station up country due to fires and strike team participation that added extra expenses on payroll to have coverage at our station.

Director Cantwell is moving Invoices to be paid for engine repair and tires to pay out of equipment fund for Engine 6134. Director Calhoun motioned to pay the bills as presented, Farmer 2nd the motion all in favor 4 ayes, Director Thompson was absent.

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c) Final Approval of Budget for 2021/2022:

Director Cantwell presented the Budget looking for the Boards approval; Director Cantwell said he met with the Budget Committee then he met with the Budget Director. Cantwell added \$24,000.00 to the income line and expenses line to have the strike team expenses covered for wages; after discussion on the estimated expenses on wages due to Strike Team participation it was a Board consensus to increase the income line item Strike Team on the Budget to \$71,200.00; this will also change the FICA and Social Security.

Director Calhoun made a motion to approve the Budget with the discussed changes, Director Farmer 2nd the motion; all in favor 4-0. Director Thompson was absent.

d) Discussion on Financial Independence from the County:

No further discussion.

e) Audit 2020/2021; Audit 2021/2022

Strike Team Policy / CAL Card Policy:

Director Cantwell presented a draft document "Payroll Policy and Procedures, Strike Team Pass-through wages and travel or meal" Upon review the Chief noted a correction under "All staff are paid regular wages while on Strike team assignments, regular wages are exempt from District FLSA overtime standards", Chief notes this is not completely true, it should read Full time staff is not exempt from District FLSA overtime standards Volunteers are; when earned on the strike team assignments. This document will be tabled; some amendments need to be made and presented at the next meeting.

Chief Makemson said the extra CAL Card needs to be in his possession for the staff to use when called out on a Strike Team. Director Cantwell will change the policy to reflect the Chief will be passed the extra Cal Card and the Chief or Assistant Chief who will be responsible for the card use and to pass the card to Team Leader when needed.

Chief presented a Jackson Valley Fire –Statewide Mutual Deployment document that states the Chief will assure no more than half of our staff will be deployed on the Strike Team; they will also be currently qualified to go out on all Strike Teams. This document will be available upon request.

Director Cantwell asked if there should be a limit on the distance our Engine and staff to travel for Strike Teams, Chief said he did not want a limit, he would not send our Engine 6134 farther than our equipment could travel. Water tender is good and it is good for it.

Chairman Herfel asked what if we need an Engineer to return to the station while on Strike Team, Chief Makemson said at any time he can remove a staff off a line if he needs to bring them back he can with a phone call.

OLD BUSINESS

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

a) Incident Report from Previous Month:

Chief Makemson reported 46 calls for the month; 2 HazMat calls, 32 medical calls, 2 smoke checks, 6 public assists, and 4 vehicle accidents.

b) Update on Volunteers and Coverage:

We are doing well on volunteers, nine days that were not double covered.

c) Training Events:

Water training event was held, one Engineer was unable to attend and will receive the training at a later date.

d) Apparatus/Firehouse Report:

Engine 6133 has a wobble; it will be going into to find the problem, out of service until it is repaired. Engine 6134 needs to go in and have A/C checked.

e) Chiefs' Meeting:

Discussion at the Chief's meeting was that the County has updated their MOU with Sac Metro. If there is a HazMat in Amador County a call to Camino and it will paid for by the County and Sac Metro will be our Hazmat unit.

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

a) Generator:

Chief said we are waiting to hear back from the County if there is County Grant for assistance on a Generator.

b) Solar for the Firehouse:

Solar has been approved; Chief is asking Chief Mackey come to sign off on the permit.

c) Sign for the Firehouse:

Engineer Billingsley is working on the signage for the Firehouse.

d) Landscaping for the Firehouse:

Engineer Billingsley is working on the landscaping.

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

Chief Makemson reported The Oaks had a Hydrant out of service, working on it.

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

a) Staff Updates:

No updates, we are full staffed at this time.

b) Staffing Evaluations:

Engineer Gibson had his 90 day evaluation.

c) Personnel Policy:

Chief Makemson discussed the policy change regarding the "Strike Team Policy", as discussed with Director Cantwell. This policy should state the Chief and Assistant Chief will be paid properly to receive their pay while on Strike Team participation as the full time staff receives theirs while deployed. Other changes will also need to be updated regarding insurance, seasonal fire fighter positions, out of district volunteers and more.

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

a) Buena Vista Casino Updates:

Director Calhoun said the lunch meeting has been rescheduled.

b) Building Impact Fees: One \$500.00 fee has come in and a couple more pending.

c) Map submittals/approvals: County has now gone to all electronic documents. Chief suggest a resolution to be put in place to adopt the County's planning fee for Map Approvals. This should be added to the Agenda.

d) Joint Powers Meeting Update: Canceled.

e) Interagency Communications to the Board: Director Cantwell discussed the Audit, he provided the Auditor copies of the Minutes and the Agenda's, and it will be about three weeks for a response from them.

d) Fund Raising Events: Discussion only.

NEW BUSINESS: Discussion only:

Chief Makemson is attending the Risk Management Authority Annual Conference 2021.

Chief is hoping to have the October Kids Day, depending on the virus.

Adjournment:

Director Cantwell moved to adjourn to the next Regular Meeting, Director Calhoun 2nd the motion; all in favor 4 ayes, Director Thompson was absent.

Next Regular Meeting will be held on: Wednesday October 13th, 2021 at 7:00 pm