

CENTRAL CALAVERAS FIRE & RESCUE PROTECTION DISTRICT
MINUTES

Meeting Date: October 15, 2015

Call to Order: The meeting was called to order at 6:01 pm.

Introduction of Staff: Fire Chief- Jeff Stone
Administrative Assistant- Deborah Miller

Roll Call: Director Overacker, Director Valentine, Director Genochio and Director Mills
Absent- Director Barr

Public Comments: None

Approval of Minutes

Approval of September 9, 2015 Meeting Minutes. Director Overacker made a motion to approve the Meeting Minutes. Director Genochio seconded. (**Ayes-** Genochio, Overacker, Barr, and Valentine; **Absent-**Director Barr)

Approval of September 23, 2015 Meeting Minutes. Director Overacker made a motion to approve the Meeting Minutes. Director Genochio seconded. (**Ayes-** Genochio, Overacker, Barr, and Valentine; **Absent-**Director Barr)

New Business:

- A. Butte Fire Recovery- This will be an ongoing recovery. Administrative office is largely back to normal. Crews are doing 2-3 smoke checks every day. There are many smoldering roots and trees. This will continue until we have significant rain. Many relief supplies are being housed at Station#3. Some items will be distributed by a local church other items will be saved for redistribution after a few month when the need arises. Deana Murchison and Terry Stone sorted everything and have palletted and shrink wrapped items to be saved. The Sender's have generously offer to move them and store them at their ranch so Station #3 can be cleared for the upcoming craft sale. WT-124 will be moved to Station #3. Cal Fire plans to staff our area through the winter with 3-4 engines instead of only one. Additional inmate crews will be around to assist with falling trees and a helicopter for rescue hoisting. E-123 is relocated up to Station#4 and is being re-designated as a rescue for the responding Fire fighters in Glencoe. Chainsaws are on all apparatus and there will be upcoming training. Chief Stone stated the largest concerns are flooding and roads washing out. It is possible that Mountain Ranch could experience access issues which is why there is now a water tender located at Station#3.

County Board of Supervisors has created a committee to work on Butte Fire Recovery, which meets every other week on Tuesdays.

Director Barr arrived- 6:06 pm

- B. Chief's Position- Change to temporary Full Time position. Chief Stone is speaking with the DA office at the County to work only one day per week there and 4 days per week at Central Fire. The recovery process from the Butte Fire will take more time than the original part time position he accepted. Central Fire will be reimbursed for some costs associated with the fire. Director Genochio made a motion to change Chief Stone from a part time to full time hire for a period of 6 months. Director Overacker seconded. (Ayes- Genochio, Overacker, Valentine, Mills and Barr)
- C. Fire Recovery Manager- Chief Stone proposed creating a temporary position. This position would gather and organize invoices that were a direct result of the Butte Fire and submit for reimbursement through the various grants available. Also, when the Butte Fire passed through Station #1 the internet went down for several weeks. The online daily records management system was not available to track personnel, incidents and their activities. Most of this information needs to be manually rebuilt on paper and entered into the online system. Submission of the costs incurred due to the Butte Fire will replenish unexpected costs to central and cover the extra expense to pay for this position. This temporary hire would be compensated at the Step#1 Administrative rate of \$14.48/ hr with a maximum of 20 hours per week for 90 days. Chief Stone would like to recommend Terry Stone be hired for this temporary position. Director Overacker made a motion to hire Terry Stone to Fire Recovery Manager Position as a temporary employee to fulfill the listed duties. Director Barr seconded. (Ayes- Genochio, Overacker, Valentine, Mills and Barr)
- D. Atwood/ ISU Insurance Renewal for 2015/16. Our General Liability, Auto and Dwelling insurance is up for renewal. This year Atwood has offered two options for coverage- Fire Plus and VFIS. Fire Plus is being offered at \$1,300 less than VFIS. VFIS has been our carrier for several years but the Fire Plus policy is very similar and less expensive, so a proposal is included for consideration. Chief Stone explained to the Board that VFIS has a good risk management program, blood borne pathogen program, a good reputation and is Nationwide. Chief Stone recommends staying with VFIS despite the higher premium cost because of the integration with current programs. Director Barr made a motion to renew Central's insurance with VFIS. Director Overacker seconded. (Ayes- Genochio, Overacker, Valentine, Mills and Barr)

Old Business

- A. Fencing Quote for upper parking lot- Tabled until next meeting.

Unfinished Business

- A. Potential Revenue and Service Increase-Discussion- Captain Decoque reviewed the status of the Advanced EMT project. Students reviewed Hospital Policies for Mark Twain and were scheduling Clinical and Ambulance times to complete the training.
- B. Policies and Procedures-Project Status Review Tabled until next meeting.

Directors Reports: None

Committee Reports: Personnel Committee met. Nothing to report.

Financial:

- A. Transmittal for October 15, 2015: Director Barr made a motion to approve the October 15, 2015 transmittal with the correction of Atwood/ISU Insurance payment be changed from \$11,654.00 to \$12,797.00. Director Genochio seconded. (Ayes- Genochio, Overacker, Valentine, Mills and Barr)
- B. Ledger-October 2015- FYI
- C. County Auditor controller monthly Letter- FYI
- D. CPPA and Cal Pers Health Resolution Approved Payments -FYI
- E. Final Budget for Fiscal Year 2015/16- Discussion Listed on Agenda to complete signatures on paperwork before submission to County Auditor. Board Approved Budget at September meeting.
- F. Solid Waste Fee- Station #1- Journal Entry form Discussion Station #1 property tax bill is only for the solid waste fee. Board of Directors treasurer - Director Overacker signed JE form for payment through County accounts.

Fire Chief's Report: There were more calls than normal for the last month due to the Butte Fire. Chief Stone attended a CSFA conference. It is the only organization that represents both career and volunteer Fire departments. West Point Fire lost their engine in the Butte Fire. Since they don't know when they will be able to replace it, they are using their Water Tender as their first out. Consequentially they may have a difficult time responding to mutual aid calls. Chief Stone will work on other options to keep our area safe.

Adjourn from Open Session- Director Overacker made a motion to adjourn from open session. Director Barr seconded. (Ayes- Genochio, Overacker, Valentine, Director Mills and Barr)
Adjourn 6:35pm

Closed Session: Subpoena for documents. No Action Taken

Adjournment: Director Overacker made a motion to adjourn. Director Genochio seconded. (Ayes- Genochio, Overacker, Valentine, Director Mills and Barr)

Meeting adjourned at 6:41 pm.

Approval Signature - Director

Approval Signature - Secretary

CENTRAL CALAVERAS FIRE & RESCUE PROTECTION DISTRICT
MINUTES

Meeting Date: September 9, 2015

Call to Order: The meeting was called to order at 6:02 pm.

Introduction of Staff: Fire Chief- Jeff Stone
Administrative Assistant- Deborah Miller

Roll Call: Director Overacker, Director Valentine and Director Genochio
Absent- Director Mills and Barr

Public Comments: None

Approval of Minutes

Approval of August 12, 2015 Meeting Minutes. Director Overacker made a motion to approve the Meeting Minutes. Director Barr seconded. (**Ayes-** Genochio, Overacker, and Valentine; **Absent-**Director Mills and Barr)

New Business:

- A. Resolution 2015-005 Resolution Accepting Terms for the Funding of the VFA 2015 Grant Discussion/Approval Resolution required by the VFA Grant to give signature authority to Chief Stone for finalizing the paperwork to accept the VFA Grant. Director Genochio made a motion to approve Resolution 2015-005 Director Overacker seconded. (**Ayes-** Genochio, Overacker, and Valentine; **Absent-**Director Mills and Barr)

- B. VFA 2015- Other miscellaneous Documents for Grant Acceptance-Discussion/Approval The grant had several copies of paperwork that needed to be signed original, in triplicate. Once signed the paperwork will be sent returned to The Department of Forestry and Fire Protection for their original signatures. A final completely signed original will be returned to us upon completion. Director Genochio made a motion to approve signing of all original documents for the VFA Grant. Director Overacker seconded. (**Ayes-** Genochio, Overacker, and Valentine; **Absent-**Director Mills and Barr)

- C. Board of Directors- Term ending, Appointment of Board Member for term 2016. Director Mills position was subject to a term change when the County Elections Department implemented a consolidation of elections. This was to prevent Board term expirations occurring on years when no ballot items would be listed and force special ballots to be printed on odd years. This was intended to save money and put the Board of Director Elections on the same cycle as ballot measures. Director

Genochio made a motion to appoint Carl Mills to a Director position with a term end date of November 2016. Director Overacker seconded. (**Ayes-** Genochio, Overacker, and Valentine; **Absent-**Director Mills and Barr)

Old Business

- A. Fencing Quote for upper parking lot- Tabled until next meeting.

Unfinished Business

- A. Sale of Whiskey Slide Property- Final Documents Discussion/ Approval Final Check from close of escrow was received and deposited into county accounts. No approval required.
- B. Potential Revenue and Service Increase-Discussion- Tabled until next meeting.
- C. Policies and Procedures-Project Status Review Tabled until next meeting.

Directors Reports: None

Committee Reports: Personnel Committee met. Nothing to report.

Financial:

- A. Transmittal for September 9, 2015: Director Genochio made a motion to approve the September 9, 2015 transmittal. Director Valentine seconded. (**Ayes-** Genochio, Overacker, and Valentine; **Absent-**Director Mills and Barr)
- B. Ledger-September 2015- FYI
- C. County Auditor controller monthly Letter- FYI
- D. CPPA and Cal Pers Health Resolution Approved Payments -FYI
- E. Final Budget for Fiscal Year 2015/16- Discussion/Approval Director Valentine made a motion to approve the final budget for Fiscal Year 2015/16. Director Genochio seconded. (**Ayes-** Genochio, Overacker, and Valentine; **Absent-**Director Mills and Barr)

Fire Chief's Report: See Attached.

Adjournment: Director Overacker made a motion to adjourn. Director Valentine seconded. (**Ayes-** Genochio, Overacker, and Valentine; **Absent-**Director Mills and Barr)

Meeting adjourned at 6:31 pm.

Approval Signature - Director

Approval Signature - Secretary

CENTRAL CALAVERAS FIRE & RESCUE PROTECTION DISTRICT
MINUTES

Meeting Date: August 12, 2015

Call to Order: The meeting was called to order at 6:03 pm.

Introduction of Staff: Fire Chief- Jeff Stone
Administrative Assistant- Deborah Miller

Roll Call: Director Overacker, Director Valentine and Director Barr
Absent- Director Mills and Genochio

Public Comments: None

Approval of Minutes

Approval of July 14, 2015 Meeting Minutes. Director Overacker made a motion to approve the Meeting Minutes. Director Barr seconded. (**Ayes**-Barr, Overacker and Valentine; **Absent** Director Mills and Genochio)

New Business:

Director Mills arrives- 6:05pm

- A. SAFER Rehire Grant-Discussion/Approval Chief Stone announced to the Board that Central fire was awarded the SAFER Rehire Grant. This funding will allow Central Fire to rehire two Captains positions that were eliminated due to budget constraints. This funding is for a two year term and the applicants will be aware that at the end of the funding period it is very likely that the positions will be eliminated. Captain Jacobsen has been notified by phone call and letter that his position is open for rehire. Chief Stone intends on having a list of qualified candidates since a requirement of the grant is the positions must be filled for the duration of the two years. Director Overacker made a motion to approve and accept the SAFER rehire Grant. Director Barr seconded. (**Ayes**-Barr, Overacker, Mills and Valentine; **Absent**-Director Genochio)

- B. Personnel: Creation of 2 new positions. Fire Captain (Limited Term) Chief Stone requested the Board approve the creation of 2 limited term Fire Captain positions to fulfill the requirement of the SAFER Rehire Grant. Director Overacker asked specifically what does the grant cover. The Grant will pay for regular on duty time and benefits. Qualified candidates must have a physical and CPAT, which will be paid for by Central Fire. Qualified candidates must have Fire Officer, EMT and Engine boss certifications at appointment. Director Mills made a motion to create 2 limited term Fire

Captain positions. Director Barr seconded. (**Ayes**-Barr, Overacker, Mills and Valentine; **Absent**-Director Genochio)

- C. Personnel: Creation of new position. Division Chief: Fire Investigations (Volunteer) Chief Stone requested the Board approve establishing this new volunteer position for Skip Cavalli. He has been doing fire investigations for many years and has recently joined Central as a volunteer. He would like to continue supporting fire investigations in Calaveras County and creating this position would allow him to do so without requiring him to participate in any Central Fire operations. There is no cost associated with the creation of this position. Director Overacker made a motion to create a volunteer Fire Investigator Division Chief position. Director Barr seconded. (**Ayes**-Barr, Overacker, Mills and Valentine; **Absent**-Director Genochio)

- D. Resolution 2015-004 Resolution Authorizing Sale of Whiskey Slide Property APN# 036-006-018 and Signatories Required- Discussion/Approval This resolution will approve Chief Stone to sign all title documents for the sale of the Whiskey Slide Property. Director Mills made a motion to approve Chief Stone as signatory for the papers required for the sale of the Whiskey Slide property. Director Overacker seconded. (**Ayes**-Barr, Overacker, Mills and Valentine; **Absent**-Director Genochio)

Unfinished Business

- A. Sale of Whiskey Slide Property- Title Documents Discussion/Approval Discussed in item 6D.
- B. Potential Revenue and Service Increase-Discussion Chief Stone let the Board know that the 3 advanced EMT students from Central will be starting their clinical training next month. It may be a challenging time dependent upon strike team assignments during that month.
- C. Policies and Procedures-Project Status Review Chief Stone said the committee needs to meet to review Chapters 7-11 before being presented to the Board.

Directors Reports: None

Committee Reports: Personnel Committee met. Nothing to report.

Financial:

- A. Transmittal for August 12, 2015: Director Barr made a motion to approve the July 14, 2015 transmittal. Director Genochio seconded. (**Ayes**-Barr, Mills, Overacker and Valentine; **Absent**-Director Genochio)
- B. Ledger-August 2015- FYI
- C. Budget Adjustment- Corrections As Per Auditor FY 2014/15- Discussion/Approval County closed the June ledger and a few codes changed. Needed to do final clean-up of accounts to balance budget. Director Mils made a motion to

approve budget adjustments as written. Director Barr seconded. (Ayes-Barr, Mills, Overacker and Valentine; **Absent**-Director Genochio)

- D. CPPA and Cal Pers Health Resolution Approved Payments -FYI
- E. Annual Signature Authorization Form- Discussion/Approval This form was part of Resolution 2015-003 in new business.
- F. 2014- Final Audit- Discussion/Approval The final audit was submitted to the board for approval and payment. Director Mills made a motion to approve the final Audit for FY 20134/14. Director Barr seconded. (Ayes-Barr, Mills, Overacker, Valentine and Genochio)

Fire Chief's Report: See Attached.

- A. Adjournment: Director Overacker made a motion to adjourn. Director Barr seconded. (Ayes-Barr, Mills, Overacker, Valentine and Genochio)

Meeting adjourned at 6:31 pm.

Approval Signature - Director

Approval Signature - Secretary

CENTRAL CALAVERAS FIRE & RESCUE PROTECTION DISTRICT
MINUTES

Meeting Date: July 14, 2015

Call to Order: The meeting was called to order at 6:02 pm.

Introduction of Staff: Fire Chief- Jeff Stone
Administrative Assistant- Deborah Miller

Roll Call: Director Overacker, Director Valentine and Director Genochio
Absent- Director Mills

Public Comments: None

Approval of Minutes

Approval of June 10, 2015 Meeting Minutes. Director Overacker made a motion to approve the Meeting Minutes. Director Genochio seconded. (**Ayes**-Barr, Overacker, Genochio and Valentine; **Absent** Director Mills)

New Business:

- A. Resolution 2015-002 Establishing Payment by Calaveras County Auditor-Controller to Employee Benefits System on Behalf of Central Calaveras Fire and Rescue Discussion/Approval This is to approve payment of the invoices for the dental and vision coverage that arrives before the monthly Board Meetings. Admin Debbie Miller will submit a transmittal to generate the check and notify the Board of the payment amount at the following regular meeting. Director Overacker made a motion to approve Resolution 2015-002. Director Genochio seconded. (**Ayes**-Barr, Overacker, Genochio and Valentine; **Absent**-Director Mills)
- B. Resolution 2015-003 Authorizing Signatories to the County Auditor for Transmittals and Transfers Discussion/Approval This is an annual request from the County Auditor to make sure the signature authorization for County transactions is current. Director Overacker made a motion to approve Resolution 2015-003. Director Genochio seconded. (**Ayes**-Barr, Overacker, Genochio and Valentine; **Absent**-Director Mills)
- C. Emergency repairs to well at Station 1 Discussion / Approval PumpCo recommended Central install a tank to reduce wear and tear on the check valve connected to the well pump. The check valve will eventually fail but the installation of the tank could give it another 10 years. PumpCo will install tank and pump for \$4,949.49, special summer sale which includes concrete pad. Check valve replacement would cost \$1,500. Currently a lot of silt is being pumped into the Welltrol and then into the faucets and toilets. The tank will collect the silt and can be cleaned, reducing installation of new tank and pump at Station#1. Director Genochio seconded. (**Ayes**-Barr, Overacker, Genochio and Valentine; **Absent**-Director Mills)

Director Mills arrives- 6:09pm

- D. Emergency repairs to generator at Station 1 Discussion / Approval PumpCo technicians checked the generator while they were evaluating our well issue. They found the upstairs room in the app bay was not added to the electrical panel. Since there is now computer equipment that is necessary for our website and network system located in that room the need for electrical backup exists. They connected the room to the backup system. Upon testing the generator, they found the output to be too high. Contacted a local Generac repair service and a voltage regulator was replaced for \$200.00. No Action Taken.
- E. Fencing Quote for Upper Parking Lot- The Chief explained to the Board that the upper parking lot is used for semi long term parking for personnel vehicles while on a strike team and for personnel vehicles on training nights. Chief presented the Board with a quote for field fencing with corner posts and solar flood lights for \$2,500. Director Valentine suggested the Chief get a quote for 48" fencing with 2 strands of barbed wire. Director Barr suggested that metal lodge poles with braces be used instead of wood for longevity. Chief Stone will contact Terry Crumb for a revised quote with the Director's suggested changes.

Unfinished Business

- A. Sale of Whiskey Slide Property- Title Documents Discussion/Approval Chief updated the board on the progress of the Whiskey Slide sale. Calaveras title went out of business so our title was moved to First American title for completion of the sale. Admin Debbie Miller will call the new title company to check on progress of paperwork.
- B. Potential Revenue and Service Increase-Discussion Chief Stone advised the Board the Advanced EMT students will start their clinical exercises at Mark Twain hospital in August. Paperwork, including a drug test and background test, requested by the hospital to allow them on site have been completed and sent. This moves the students closer to completing the Advanced EMT course and certification.

Directors Reports: None

Committee Reports: Personnel Committee met. Nothing to report. FEMA contacted Chief Stone to make sure all information on our Grant application is current. Might be a good sign that we will get the grant.

Financial:

- A. Transmittal for July 14, 2015: Chief Stone pointed out that some of the charges on this month's transmittal are for turnouts and On Site Fast Response NFPA physicals, which will be reimbursed by the SAFER Grant. Director Barr made a motion to approve the July 14, 2015 transmittal. Director Genochio seconded. (Ayes-Barr, Mills, Overacker, Valentine and Genochio)
- B. Ledger- July 2015- FYI
- C. CPPA and Cal Pers Health Resolution Approved Payments -FYI
- D. Calaveras Auditor- Special District Financial Manual- Discussion Copies of the Manual were given to all Directors.
- E. Budget Adjustments FY 2014/15- Discussion/Approval Budget Adjustment documents were presented to close out the last budget without deficits in any codes. Director Barr made a motion to approve the budget adjustments as written. Director Overacker seconded. (Ayes-Barr, Mills, Overacker, Valentine and Genochio)
- F. CPPA and Cal Pers Health Resolution Approved Payments for July 2015- FYI
- G. Annual signature Authorization Form- Discussion/Approval This form was part of Resolution 2015-003 in new business.

H. 2014- final Audit- Discussion/Approval The final audit was submitted to the board for approval and payment. Director Mills made a motion to approve the final Audit for FY 20134/14. Director Barr seconded. (Ayes-Barr, Mills, Overacker, Valentine and Genochio)

Fire Chief's Report: See Attached.

A. Adjournment: Director Overacker made a motion to adjourn. Director Barr seconded. (Ayes-Barr, Mills, Overacker, Valentine and Genochio)

Meeting adjourned at 6:48 pm.

Approval Signature - Director

Approval Signature - Secretary

CENTRAL CALAVERAS FIRE & RESCUE PROTECTION DISTRICT
MINUTES

Meeting Date: June 10, 2015

Call to Order: The meeting was called to order at 6:01 pm.

Introduction of Staff: Fire Chief- Jeff Stone
Administrative Assistant- Deborah Miller

Roll Call: Director Overacker, Director Valentine and Director Genochio
Absent- Director Mills, Director Barr

Public Comments: None

Approval of Minutes

- A. Approval of April 8, 2015 Meeting Minutes. Director Genochio made a motion to approve the Meeting Minutes. Director Overacker seconded. (Ayes-Barr, Mills, Overacker, Genochio and Valentine)
- B. Approval of May 19, 2015 Special Meeting Minutes. Director Overacker made a motion to approve the Meeting Minutes. Director Genochio seconded. (Ayes-Barr, Mills, Overacker, Genochio and Valentine)

New Business:

- A. Whiskey Slide Property Offer Tabled until Director Mills arrives.
Director Barr arrives- 6:03pm
- B. Policy 1350- Sick Leave: Review and approve changes pursuant CA AB 1522.
Director Mills arrives- 6:17pm
- A. Whiskey Slide Property Offer Chief Stone reviewed the offer from the Mountain Ranch Community Center with the Board. The Board agreed to the terms as set forth in the offer. Terms are as follows: Sale of 7867 Whiskey Slide Road, Mountain Ranch, CA 95246. APN#036-006-02. 1) Purchase price of \$17,000 cash, 2) 30 Day escrow, 3) Good faith deposit of \$1,000, 4) Title policy to be paid by buyer, and 5) Escrow fees to be split between buyer and seller. Director Overacker made a motion to accept the offer from the Mountain Ranch Community Club as written. Director Barr seconded. (Ayes-Barr, Mills, Overacker, Genochio and Valentine)

Unfinished Business

- A. Potential Revenue and Service Increase-Discussion Chief Stone told the Board that at the Fire Chief's Meeting, the contract was finalized to allow the Advanced EMT students to do their clinical exercises at Mark Twain hospital. This moves the students closer to completing the Advanced EMT course and certification.

Directors Reports: Director Overacker contacted Menlo Park Fire to request a loan of a power unit for the Hurst Extrication tools after Chief Stone had told him our unit had broken and was irreparable. He will pick the unit up this week. Chief Schapelhouman from Menlo fire will forward a loan agreement to be signed by Chief Stone.

Committee Reports: Chief Stone needs to meet with the Personnel and Policy and Procedure Committees before the next Board Meeting.

Financial:

- A. Transmittal for June 10, 2015: Director Barr made a motion to approve the June 10, 2015 transmittal. Director Genochio seconded. (Ayes-Barr, Mills, Overacker, Valentine and Genochio)
- B. Ledger- June 2015- FYI
- C. CPPA and Cal Pers Health Resolution Approved Payments -FYI
- D. Budget- Approval of FY 2015/16 Chief Stone recommended the Board approve last year's budget as the proposed budget for next year. Director Barr made a motion to approve the 2014/15 budget as the proposed budget for 2015/16. Director Overacker seconded. (Ayes-Barr, Mills, Overacker, Genochio and Valentine)
- E. GANN Limit- Annual Approval. Director Mills made a motion to approve the calculated GANN Limit for Central Fire's Budget 2015/16. Director Genochio seconded.

Fire Chief's Report: See Attached.

- A. Adjournment: Director Overacker made a motion to adjourn. Director Barr seconded. (Ayes-Barr, Mills, Overacker, Valentine and Genochio)

Meeting adjourned at 6:55 pm.

Approval Signature - Director

Approval Signature - Secretary

CENTRAL CALAVERAS FIRE & RESCUE PROTECTION DISTRICT
SPECIAL MEETING MINUTES

Meeting Date: May 19, 2015

Call to Order: The meeting was called to order at 5:23 pm.

Introduction of Staff: Administrative Assistant- Deborah Miller

Roll Call: Director Overacker, Director Barr and Director Valentine
Absent- Director Genochio and Mills

Financial:

- A. Transmittal for May 19, 2015: Director Barr made a motion to approve the May 19, 2015 transmittal. Director Overacker seconded. (**Ayes**-Director Barr, Overacker and Valentine **Absent**- Director Genochio and Mills)

Adjournment: Director Overacker made a motion to adjourn. Director Barr seconded. (**Ayes**-Director Barr, Overacker and Valentine; **Absent**- Director Genochio and Mills)

Meeting adjourned at 5:31 pm.

Approval Signature - Director

Approval Signature - Secretary

CENTRAL CALAVERAS FIRE & RESCUE PROTECTION DISTRICT
MINUTES

Meeting Date: April 8, 2015

Call to Order: The meeting was called to order at 6:00 pm.

Introduction of Staff: Fire Chief- Jeff Stone
Administrative Assistant- Deborah Miller

Roll Call: Director Overacker, Director Mills, Director Barr and Director Valentine
Absent- Director Genochio

Public Comments: None

Approval of Minutes

- A. Approval of March 11, 2015 Meeting Minutes. Director Overacker made a motion to approve the Meeting Minutes. Director Barr seconded. (**Ayes**-Barr, Mills, Overacker and Valentine, **Absent**- Genochio)

New Business:

- A. Board Meeting Date Changes June, July and August. Tabled until Director Genochio arrives.
- B. Whiskey Slide Property Sale-Discussion/ Approval Chief Stone informed the Board that Director Valentine, Chief Stone and Admin Debbie Miller attended a Mountain Ranch Water Committee meeting to answer questions posed about the Fire Districts future domestic water needs and the expected impact on the well. Since members of the Community Club were in attendance, the information would be forwarded to the Board of the Community Club, who is interested in purchasing our Whiskey Slide Property. No action taken.

Director Genochio arrives- 6:05pm

- C. Final Audit 2012/13- Discussion/ Approval- The final audit was distributed to the Board. Director Overacker made a motion to approve the final audit for 2012/13. Director Mills seconded. (**Ayes**-Barr, Mills, Overacker, Valentine and Genochio)
- A. Board Meeting Date Changes June, July and August. Director Genochio requested a change in Meeting dates for July and August due to Music in the Park conflicts. Director Overacker made a motion to move the Board Meetings for July and August to the second Tuesday of the month. Director Mills seconded. (**Ayes**-Barr, Mills, Overacker, Valentine and Genochio)
- D. PumpCo request for approval of excess cost of backup generator at Station#1
Discussion/ Approval- The Directors were given copies of a letter detailing the necessary items that created a larger final invoice than the original estimate. Chief Stone further explained the charges based on unforeseen items needing to be replaced to make sure the new generator worked as efficiently as possible. Director Overacker made a motion to approve payment of the charges that superseded the original invoice estimate. Director Mills seconded. (**Ayes**-Barr, Mills, Overacker, Valentine and Genochio)

- E. Personnel: Part time Extra Hire Mechanic job position-Discussion/ Approval Chief Stone would like to hire a temporary part time mechanic for 8 hours/week at a rate of \$20/hour. Chief Stone believes this would be cost effective since many minor repairs could be done on site which would save both on personnel time and the diesel required to take apparatus to non-local repair shops. Director Barr made a motion to approve Chief Stone's request to hire a temporary part time mechanic for 8 hours per week at a rate of \$20/hr. Director Genochio seconded. (Ayes-Barr, Mills, Overacker, Valentine and Genochio)

Unfinished Business

- A. Review of Apparatus, Personnel and Building Future Plans- Discussion-None
- B. Potential Revenue and Service Increase-Discussion Chief Stone presented to the community at the Volunteer Recognition Ceremony, the Advanced EMT program. He discussed the extra education requirements and the added skills the personnel certified as Advanced EMT's would possess.
- C. Policy and Procedure -Chapter 6 Discussion/ Approval- Chief discussed current policy references life insurance for personnel. Chief would like to remove this in the new Polices, citing budget constraints. Currently no personnel are participating so there will be no impact. CSFA does offer a life insurance policy to volunteers and other personnel receive the benefit as well through their memberships. Director Genochio commented Section 6000, item 4 should be rewritten to include "sexual orientation". Board reviewed hard copy of Chapter 6. No Action Taken.

Directors Reports: None.

Committee Reports: None.

Financial:

- A. Transmittal for April 8, 2015: Director Barr made a motion to approve the April 8-, 2015 transmittal. Director Genochio seconded. (Ayes-Barr, Mills, Overacker, Valentine and Genochio)
- B. Ledger- April 2015- FYI
- C. Budget transfer: Reserve to Safety equipment to pay \$20,000 for firefighter turnouts. The money will be reimbursed by the Fire Chief's SAFER Grant upon submission of invoice.
- D. CPPA and Cal Pers Health Resolution Approved Payments -FYI

Fire Chief's Report: See Attached.

- A. Adjournment: Director Overacker made a motion to adjourn. Director Barr seconded. (Ayes-Barr, Mills, Overacker, Valentine and Genochio)

B.

Meeting adjourned at 6:55 pm.

Approval Signature - Director

Approval Signature - Secretary

CENTRAL CALAVERAS FIRE & RESCUE PROTECTION DISTRICT
MINUTES

Meeting Date: March 11, 2015

Call to Order: The meeting was called to order at 6:05 pm.

Introduction of Staff: Fire Chief- Jeff Stone
Administrative Assistant- Deborah Miller

Roll Call: Director Overacker, Director Genochio, Director Barr and Director Valentine
Absent- Director Mills

Public Comments: None

Approval of Minutes

- A. Approval of February 11, 2015 Meeting Minutes. Director Overacker made a motion to approve the Meeting Minutes as amended from January 7, 2015. Director Genochio seconded. (**Ayes**-Barr, Overacker, Valentine and Genochio, **Absent**- Mills)

New Business:

- A. Whiskey Slide Property Purchase Offer- Discussion/ Approval The Mountain Ranch Community Center submitted a written offer for Central Fire's property located at 7867 Whiskey Slide Road, APN# 36-006-02. The Board proposed the following counter-offer. The \$15,000 cash offer would be acceptable with a \$2,000 credit for Community Hall rental for Central Fire and its Association. Central Fire will retain the right to attach to the water system for Station#3 from the Community Center for domestic uses only. Materials and labor will be the sole responsibility of Central Fire. Calaveras Title will provide escrow services with a 30 day escrow. Title Insurance will be the responsibility of the purchaser, if desired. If these terms are confirmed at the next Board Meeting for the Mountain Ranch Community Center then the Mountain Ranch Youth Alliance will be notified of the offer and possible new landlord. The existing agreement is transferable. Director Overacker made a motion to offer the sale of the Whiskey Slide Property with the listed conditions. Director Genochio seconded. (**Ayes**-Barr, Overacker, Valentine and Genochio, **Absent**- Mills)
- B. SAFER Grant Acknowledgement Letter- Discussion/ Approval Chief Stone recently applied for a SAFER grant and required an approved signed letter accepting the terms of the SAFER Grant Hiring of Fire fighters for the application. Director Genochio made a motion to approve a letter accepting the SAFER Grant terms for funding. Director Overacker seconded. (**Ayes**-Barr, Overacker, Valentine and Genochio, **Absent**- Mills)
- C. Repair Estimates for U-121- Discussion Chief Stone informed the Board that there was some rear end damage to the Ford utility. Someone hit the back, bending the bumper, pushing in the lower side panel and pinching the tailgate. Admin Debbie Miller took U-121 to Stymeist Auto Paint and repair in Jackson for a quote. Forwarded to Atwood Insurance with photos. Insurance has cut and mailed a check to Central Fire to repair damages. Chief is concerned that repair is estimated to take 7 working days. Local repair estimate is only 2 days. Chief will update the status of the repair at next meeting.
- D. 700 Forms- Passed out forms. Directors and Chief signed forms. Admin Miller will file as directed by County Elections Department.

Unfinished Business

- A. Potential Revenue and Service Increase- Discussion- Captain Fullerton is back to work at West Point Fire. San Andreas Fire is participating in our shared Duty Officer system and covered one of our shifts last week. Chief Stone believes this is a very efficient use of resources to provide District coverage.
- B. Potential Revenue and Service Increase-Discussion Three students in Advanced EMT. One month of class left then they start clinical and ambulance time. Once they finish and receive their certification we can start offering the advance EMT care on a regular basis.
- C. Policy and Procedure -Chapter 5 Discussion/ Approval-Board reviewed hard copy of Chapter 5. There are no substance changes to Chapter 5 just needs some formatting changes. The Policy and Procedure Committee will meet after the regular Board Meeting is adjourned.

Directors Reports: Director Overacker reported that a retired Menlo Park Firefighter who is assisting teaching the Advanced EMT class appreciated that Chief Stone had spearheaded that project to get it started. Director Genochio suggested writing a "Letter to The Editor" to show our appreciation for publishing the article and making the communities aware of this exciting new program. Chief Stone believes there will be another article published when the course ends to highlight the accomplishments of the students. Director Genochio suggested writing the letter after the second article is published.

Committee Reports: None.

Financial:

- A. Transmittal for March 11, 2015: Director Barr made a motion to approve the March 11, 2015 transmittal. Director Genochio seconded. Discussion concerning the Invoice from PumpCo. Final invoice was \$1,100 more than original estimate. Chief Stone reported that vendor was informed that cost overages more than \$500 required pre-approval. Board would like an itemized list of additional \$1,100 and will only approve the original amount of \$6,169.64 at this time. (**Ayes**-Barr, Overacker, Valentine and Genochio, **Absent**- Mills)
- B. Ledger- March 2015- FYI
- C. CPPA and Cal Pers Health Resolution Approved Payments -FYI

Fire Chief's Report: See Attached.

- A. Adjournment: Director Barr made a motion to adjourn. Director Genochio seconded. (**Ayes**-Barr, Overacker, Valentine and Genochio, **Absent**- Mills)

Meeting adjourned at 7:05 pm.

Approval Signature - Director

Approval Signature - Secretary

CENTRAL CALAVERAS FIRE & RESCUE PROTECTION DISTRICT
MINUTES

Meeting Date: February 11, 2015

Call to Order: The meeting was called to order at 6:05 pm.

Introduction of Staff: Fire Chief Jeff Stone
Administrative Assistant- Deborah Miller

Roll Call: Director Overacker, Director Genochio, Director Mills and Director Valentine
Absent- Director Barr

Public Comments: None

Approval of Minutes

- A. Approval of January 7, 2015 Meeting Minutes. Director Overacker made a motion to approve the Meeting Minutes as amended from January 7, 2015. Director Genochio seconded. (**Ayes**-Mills, Overacker, Valentine and Genochio, **Absent**- Barr)
- B. Approval of January 28, 2015 Meeting Minutes. Director Valentine made a motion to approve the Meeting Minutes as amended from January 28, 2015. Director Overacker seconded. (**Ayes**-Mills, Overacker, Valentine and Genochio, **Absent**- Barr)

New Business:

- A. Board Position Annual election-Discussion/ Approval Director Overacker made a motion to adopt the modified Board Positions and unchanged Committee Members Positions. Director Genochio seconded. (**Ayes**-Mills, Overacker, Valentine and Genochio, **Absent**- Barr)
- B. Resolution 2015-001 Cal Fire Terms for Out of District Response Discussion / Approval Chief Stone explained to the Board that the approval of this document would verify that our Fire Fighters called out on a Strike Team are paid portal to portal. Since some of the Strike Team assignments are several hours from Central Fire, this ensures their travel time is also paid by Cal Fire. Director Overacker made a motion to approve Resolution 2015-001. Director Mills seconded. (**Ayes**-Mills, Overacker, Valentine and Genochio, **Absent**- Barr)
- C. 700 Forms- Tabled Until Next Meeting
- D. Grant Writing contract with Praetorian Digital for SAFER Firefighter rehire grant. Discussion/ Approval Chief Stone believes that Central Fire is in the best position possible to qualify for this grant. We currently have two unfilled Captain Positions due to layoffs, created by budget constraints. This Grant would fund the salaries, benefits and equipment requirements for those two positions for two years. Director Genochio made a motion to approve paying the Praetorian Digital Grant Writing Services the sum of \$750.00 to facilitate the writing of the SAFER Grant. Director Mills seconded. (**Ayes**-Mills, Overacker, Valentine and Genochio, **Absent**- Barr)
- E. Purchase and Installation of New Generator for Station#1- Discussion/ Approval Chief Stone informed the Board that the current generator attached to the Living Quarters/ Admin Office building is insufficient to run both the well pump and the house needs when the power goes out. It is so underpowered that the circuit trips every time so the auto start does not work. It can be manually started but does not run the well so there is no water when the power is out. Since the fire fighters need water to clean up after incidents, which

would be more likely during weather that would cause power outages, the Chief feels it is important to replace the existing generator with one that can handle the load. PumpCo supplied two prices for purchase and installation of a new generator. A 14KW 60 amps installed with a 200 amp transfer switch would be \$5,300 and 20KW 83 amp would be \$6,100.00. The old generator would be sold to reduce the cost of this improvement. Director Overacker made a motion to approve the purchase of the 20KW 83amp generator from PumpCo at a cost of \$6,100.00. Director Mills seconded. (**Ayes**-Mills, Overacker, Valentine and Genochio, **Absent**- Barr)

Unfinished Business

- A. Potential Revenue and Service Increase- Discussion- The advanced EMT course is starting and Central has 3 members attending. The Mountain Ranch Community Center received and tallied their mail in ballot for the possible purchase of our Whiskey Slide Property. They will have a Board Meeting next week to discuss results.
- B. Policy and Procedure -Chapter 5 Discussion/ Approval-Tabled until next meeting.

Directors Reports: None.

Committee Reports: Finance Committee met to discuss our annual audit. Our current Auditors have just done their onsite paperwork review for Fiscal year 2013/14. They have emailed the draft version of the 2012/13 Audit. Hard copies of the 2012/13 Audit should be received before the next Board Meeting on March 11, 2015

Financial:

- A. Transmittal for February 11, 2015: Director Genochio made a motion to approve the January 7, 2015 transmittal. Director Overacker seconded. (**Ayes**-Mills, Overacker, Valentine and Genochio, **Absent**- Barr)
- B. Ledger- February 2015- FYI
- C. CPPA and Cal Pers Health Resolution Approved Payments -FYI
- D. CPPA Power rate increase notice and Rules and regulations for CPPA.- FYI

Fire Chief's Report: Chief Stone presented a verbal Chief's Report to the Board of Directors

Adjournment: Director Overacker made a motion to adjourn. Director Genochio seconded. (**Ayes**-Mills, Overacker, Valentine and Genochio, **Absent**- Barr)

Meeting adjourned at 6:55 pm.

Approval Signature - Director

Approval Signature - Secretary

CENTRAL CALAVERAS FIRE & RESCUE PROTECTION DISTRICT
MINUTES

Meeting Date: January 28, 2015

Call to Order: The meeting was called to order at 4:32 pm.

Introduction of Staff: Fire Chief Jeff Stone
Administrative Assistant- Deborah Miller

Roll Call: Director Overacker, Director Valentine, and Director Mills.
Absent- Director Barr and Director Genochio

Public Comments: None

Financial:

- A. Transmittal for Purchase of 2007 Ford F-150 pick-up. Budget Adjustment paperwork to move funds from General fund to Capital Assets code- Director Overacker made a motion to approve the Budget Adjustment. Director Valentine seconded. (**Ayes-** Mills, Overacker and Valentine, **Absent-** Barr, Genochio) Director Valentine made a motion to approve the Transmittal. Director Overacker seconded. (**Ayes-** Mills, Overacker and Valentine, **Absent-** Barr, Genochio)

Adjournment: Director Valentine made a motion to adjourn. Director Overacker seconded. (**Ayes-** Mills, Overacker and Valentine, **Absent-** Barr, Genochio)

Meeting adjourned at 4:50 pm.

Approval Signature - Director

Approval Signature - Secretary

CENTRAL CALAVERAS FIRE & RESCUE PROTECTION DISTRICT
MINUTES

Meeting Date: January 28, 2015

Call to Order: The meeting was called to order at 4:32 pm.

Introduction of Staff: Fire Chief Jeff Stone
Administrative Assistant- Deborah Miller

Roll Call: Director Overacker, Director Valentine, and Director Mills.
Absent- Director Barr and Director Genochio

Public Comments: None

Financial:

- A. Transmittal for Purchase of 2007 Ford F-150 pick-up. Budget Adjustment paperwork to move funds from General fund to Capital Assets code- Director Overacker made a motion to approve the Budget Adjustment. Director Valentine seconded. (**Ayes-**Mills, Overacker and Valentine, **Absent-** Barr, Genochio) Director Valentine made a motion to approve the Transmittal. Director Overacker seconded. (**Ayes-**Mills, Overacker and Valentine, **Absent-** Barr, Genochio)

Adjournment: Director Valentine made a motion to adjourn. Director Overacker seconded. (**Ayes-**Mills, Overacker and Valentine, **Absent-** Barr, Genochio)

Meeting adjourned at 4:50 pm.

Approval Signature - Director

Approval Signature - Secretary

CENTRAL CALAVERAS FIRE & RESCUE PROTECTION DISTRICT
MINUTES

Meeting Date: January 7, 2015

Call to Order: The meeting was called to order at 6:12 pm.

Introduction of Staff: Fire Chief Jeff Stone
Administrative Assistant- Deborah Miller

Roll Call: Director Overacker, Director Genochio, and Director Mills.
Absent- Director Barr and Director Valentine

Public Comments: None

Approval of Minutes

- A. Approval of December 10, 2014 Meeting Minutes. Director Genochio made a motion to approve the Meeting Minutes from December 10, 2014. Director Overacker seconded. (**Ayes**-Mills, Overacker and Genochio, **Absent**- Barr, Valentine)

New Business:

- Board Position Annual election-Discussion/ Approval Director Overacker made a motion to adopt the existing Board Positions and Committee Members Positions and to have this item listed under Old Business on the February Agenda. Director (**Ayes**-Mills, Overacker and Genochio, **Absent**- Barr, Valentine)
- B. Surplus Property 1970 International Pumper-VIN#416060H0107370 Discussion/ Approval Chief intends to place the engine on Public Surplus website and have a starting bid of \$3,000. Director Genochio made a motion to surplus E-124, 1970 International pumper. Director Overacker seconded. (**Ayes**-Mills, Overacker and Genochio, **Absent**- Barr, Valentine)
- C. Purchase of Fire Chief / Duty Officer Command Vehicle Discussion/ Approval Chief Stone would like to purchase a smaller 4x4 to become his vehicle. His current vehicle would become the on duty officer vehicle and an extra squad/utility when West Point Fire covers the on duty officer position. (**Ayes**-Mills, Overacker and Genochio, **Absent**- Barr, Valentine)
- D. Policy 4110 Resident Fire Fighter and Resident Engineer Discussion / Approval Chief Stone is requesting a change a section in Chapter 4. This is an addition to the Resident Fire fighter section to define the Resident Engineer position. When we have the West Point Fire duty officer on shift, it would be appropriate to designate one of the three residents as the on duty Engineer. Director Genochio made a motion to approve the changes to Policy 4110 as requested by Chief Stone. Director Overacker seconded. (**Ayes**-Mills, Overacker and Genochio, **Absent**- Barr, Valentine)

- E. Policy 6400 Fire district Member / Volunteer Training and Equipment Credits Discussion / Approval Chief Stone would like to change the current Volunteer point system to a system like the SAFER Grant. Instead of an annual stipend, volunteers will earn points for responding to calls, training, special projects and maintaining their availability on our Emergency Reporting system. The credits will be accounted for each month and will be available for immediate use to purchase upgraded gear or off site training, after approval from the Fire Chief. The unused points will roll over each year. (Ayes-Mills, Overacker and Genochio, **Absent-** Barr, Valentine)

Unfinished Business:

- A. Review of apparatus, Personnel, and Building Future Plans- None.
- B. Potential Revenue and Service Increase- Discussion- Mountain Ranch Community Center is having a mail in ballot for the possible purchase of our Whiskey Slide Property. The results will be announced at the potluck in February. Chief Stone has reapplied for the AFG grant for new SCBA's. We have a better chance since it is with several other Districts in Calaveras County.
- C. Policy and Procedure -Chapter 5 Discussion/ Approval Director Genochio made a motion to table this item until the next regular meeting. Director Overacker seconded. (Ayes-Mills, Overacker and Genochio, **Absent-** Barr, Valentine)

Directors Reports: None.

Committee Reports: None.

Financial:

- A. Transmittal for January 7, 2015: Director Genochio made a motion to approve the January 7, 2015 transmittal. Director Overacker seconded. (Ayes-Mills, Overacker and Genochio, **Absent-** Barr, Valentine)
- B. Ledger- December 2014- FYI
- C. CPPA and Cal Pers Health Resolution Approved Payments -Not included in packet since meeting was one week early, document was not received. Next regular meeting both January and February CPPA and Cal Pers Health Benefits will be presented to the Board.

Fire Chief's Report: See Attached

Adjournment: Director Overacker made a motion to adjourn. Director Genochio seconded. (Ayes-Mills, Overacker and Genochio, **Absent-** Barr, Valentine))

Meeting adjourned at 7:05 pm.

Approval Signature - Director

Approval Signature - Secretary