

**CENTRAL CALAVERAS FIRE & RESCUE PROTECTION DISTRICT**  
**MINUTES**

Meeting Date: December 13, 2016

Call to Order: The meeting was called to order at 6:13 pm.

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

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

Public Comments: None

Approval of Minutes

Approval of November, 2016 Meeting Minutes. Director Overacker made a motion to approve the Meeting Minutes. Director Cook seconded. (Ayes- Director Overacker, Cook, Genochio and Mills; Absent- Director Barr)

New Business:

- A. Board Director Nomination and Approval- Carl Mills- Director Overacker nominated Carl Mills to the Board of Director's for a term of 2017-2020. Director Cook seconded. (Ayes-Director Genochio, Cook, Overacker and Mills, Absent- Director Barr)
- B. Oath of Office- Director Genochio and Director Mills- Director Cook read the Oath of Office to Director Genochio and Mills. Director Genochio and Director Mills accepted the Oath of Office for the term of 2017-2020.
- C. Board of Directors- Positions and Committee Members 2017-Nominations and Approval- Director Mills nominated Director Genochio for President, Director Cook for Vice President, Director Mills for Secretary, Director Overacker for Treasurer and Director Barr as open Director position. Director Cook seconded. (Ayes-Director Genochio, Cook, Overacker and Mills, Absent- Director Barr) Director Overacker recommended the Committee Members stay in their respective positions as last year, with the exception of Director Cook replacing Director Mills on the Shared Services Committee. (Ayes-Director Genochio, Cook, Overacker and Mills, Absent- Director Barr)
- D. Policy 7600 Volunteer Membership Coordinator - stipend increase - Discussion / Approval Chief Stone requested the Board approve and increased stipend for the Volunteer Membership Coordinator under Policy 7600. Joanna Tedder will be retiring from her current job the end of this year and will be able to devote more time to her Volunteer Membership Coordinator position. The stipend would be increased to \$480.00 biweekly. Chief Stone has written the position description to meet SAFER Grant

- requirements so if the grant is awarded to Central this stipend would be funded by the grant. Director Cook made a motion to increase the stipend for the Volunteer Membership Coordinator to \$480.00. Director Mills seconded. (Ayes-Director Genochio, Cook, Overacker and Mills, Absent- Director Barr)
- E. Proposal to seek additional / increased Special Tax to continue 24/7/365 Firefighter / Emergency Medical Technician Services - Discussion / Approval Shared Services Committee met last week to discuss CalCo Fire's defeated increase that was proposed on the ballot in November. The Committee discussed a separate assessment of \$75.00 rather than a single larger assessment to replace our current parcel tax. Chief Stone has discovered that we must do a Nexus study to have a consultant determine the cost of running the Fire department and establish a fair assessment figure. The Nexus study will cost ~\$20,000, Election Department fee ~\$12-15,000. Total cost for new assessment proposal is ~\$40,000. Director Cook made a motion to approve the Nexus study, Director Mills seconded. (Ayes-Director Genochio, Cook, Overacker and Mills, Absent- Director Barr)
- Acceptance of donated 48' X 24' portable classroom from Calaveras County Unified School District for training facility / business office at Station 1 - Discussion / Approval Chief Stone found a portable classroom that can be donated to Central Fire. The roof appears to be sound and with a cost of \$7,000 to move and place the unit, then ~\$8,000 to replace carpet and heater/AC unit would give us new offices and a sizeable training room. Captain Decoque has applied for a grant from Lowe's to help with the cost of materials to fix the building. Director Mills made a motion to accept the donation of a portable classroom and to approve the use of \$12,000 to move and improve the unit. Director Cook seconded. (Ayes-Director Genochio, Cook, Overacker and Mills, Absent- Director Barr)
- F. Administrative Assistant alternative work schedule - Discussion Chief Stone informed the Board that Administrative Assistant Debbie Miller will be changing her work/office hours to 4- 10 hours days per week. This will leave the office available for the Volunteer Membership Coordinator to use on Fridays.

#### Unfinished Business

- A. Review of Apparatus, Personnel, and Buildings future Plans- Director Cook informed the Board that he has had discussions with Alan Sender of generator installation to run pumps for moving water out of the pond into our tank and to prevent flooding under Sender's lumber yard. Director Mills believes we need a non-exclusive easement with Sender's so they can use our tank for their sprinkler system. Chief stone will look into what and how the paperwork should be drawn up.
- B. Potential Revenue and Service Increase- Discussion. Discussed in New Business E.
- C. Policy and Procedures- Chapter 7 Discussion/Approval Tabled until next meeting.

Directors Reports: None.

Committee Reports: Nothing to Report.

Financial:

- A. Transmittal for December 13, 2016: Director Cook made a motion to approve the December 13, 2016 transmittal. Director Mills seconded (Ayes-Director Genochio, Cook, Overacker and Mills, Absent- Director Barr)
- B. Ledger-December 2016- FYI
- C. CPPA and Cal Pers Health Resolution Approved Payments -FYI Tabled until next meeting.

Fire Chief's Report: Attached

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

Meeting adjourned at 7:35 pm.

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Approval Signature - Director

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Approval Signature - Secretary

**CENTRAL CALAVERAS FIRE & RESCUE PROTECTION DISTRICT**  
**MINUTES**

Meeting Date: November 8, 2016

Call to Order: The meeting was called to order at 6:04 pm.

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

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

Public Comments: None

Approval of Minutes

Approval of October 11, 2016 Meeting Minutes. Director Overacker made a motion to approve the Meeting Minutes. Director Barr seconded. (**Ayes-** Director Barr, Overacker, Genochio; **Absent-** Director Cook and Mills)

New Business:

A. Policy 6080 Compensation: change salary for Fire Chief position to \$923.07 weekly to comply with Fair Labor Standards Act Final Rule effective 12/1/2016. Increase hourly rate by \$0.50 for Firefighter (Extra-Hire), Fire Engineer (Extra-Hire), and Fire Lieutenant (Extra-Hire) positions to comply with increase in California minimum wage effective 1/1/2017. Chief Stone has already accounted for these figures in the budget. We will feel the impact of the minimum wage increase law. Chief Stone would like to change the part time Mechanic position to a volunteer position with a stipend. Director Overacker made a motion to approve the changes to Policy 6080 as recommended by Chief Stone. . Director Barr seconded. (**Ayes-** Director Barr, Overacker, Genochio; **Absent-** Director Cook and Mills)

Unfinished Business

- A. Review of Apparatus, Personnel, and Buildings future Plans- Chief getting quotes for resurfacing parking lot at Station#1. Two quotes so far- Reed ~\$15-25K and Houley ~\$5K. Chief is looking to do this project next Spring. WT Committee is looking at an apparatus in New York. Asking price is too high. May be interested early next year if price drops to ~ \$15,000.
- B. Potential Revenue and Service Increase- Discussion. Nothing to report.
- C. Policy and Procedures- Chapter 6 Discussion/Approval Policy 6080 approve in new Business.

Directors Reports: Director Overacker said the Pancake Breakfast hosted in Mountain Ranch was very positive for the Community. Chief Stone mentioned the gross receipts were \$1,600.00.

Committee Reports: Nothing to Report.

Financial:

- A. Transmittal for November 8, 2016: Director Barr made a motion to approve the November 8, 2016 transmittal. Director Overacker seconded. (**Ayes**-Director Barr, Overacker, and Genochio; Absent- Director Cook and Mills.)
- B. Ledger- November 2016- FYI
- C. CPPA and Cal Pers Health Resolution Approved Payments -FYI

Fire Chief's Report: Attached

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

Meeting adjourned at 6:54 pm.

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Approval Signature - Director

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Approval Signature - Secretary

**CENTRAL CALAVERAS FIRE & RESCUE PROTECTION DISTRICT**  
**MINUTES**

Meeting Date: October 11, 2016

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 Barr, Director Overacker, and Director Cook  
Absent-Director Genochio and Director Mills

Public Comments: None

Approval of Minutes

Approval of September 13, 2016 Meeting Minutes. Director Overacker made a motion to approve the Meeting Minutes. Director Barr seconded. (**Ayes-** Director Barr, Overacker, Cook; **Absent-** Director Genochio and Mills)

New Business:

- A. Freedom Energy Corps Report-Discussion/Approval Chief Stone recommended to not pursue this energy efficiency grant. The sheetrock and insulation project would not realize a financial gain for years to come when compared to the cost of installation and materials and was not approved. The grant would cover some improvements to lighting and the heating system at Station 1 but would have to be paid with District funds until reimbursed by the grant. Given the District's current lack of reserve funds this would impose a liability to the District. Board agrees with Chief's recommendation. No Action Taken.

Unfinished Business

- A. Review of Apparatus, Personnel, and Buildings future Plans- Director Cook informed the Board that he has received the instruction manual for the generator. Chief Stone took the Ford Taurus to Carmaxx and was only offered \$300.00. The Chief feels the car is more valuable for parts for the Taurus we are keeping and for possible auto extrication training.
- B. Potential Revenue and Service Increase- Discussion. Director Cook will attend any open meetings for the CalCo special tax. Next Board Meeting is after the election.
- C. Policy and Procedures- Chapter 6 Discussion/Approval Chief Stone presented Chapter 6 section 6400, Credit System. Chief Stone is recommending a change to our system to make it more user friendly. It will be a much simpler system that will credit 1 credit for every 4 hrs. for on duty and 1 credit for 8 hrs. of volunteer on duty.

Directors Reports: None.

Committee Reports: Nothing to Report.

Financial:

- A. Transmittal for Oct 11, 2016: Director Barr made a motion to approve the October 11, 2016 transmittal. Director Overacker seconded. (Ayes-Director Barr, Overacker, and Cook; Absent- Director Genochio and Mills.)
- B. Ledger- October 2016- FYI
- C. CPPA and Cal Pers Health Resolution Approved Payments -FYI
- D. Budget of FY 2016/17. Discussion/ Approval Director Barr made a motion to approve the budget for the 2016/17 Fiscal Year. Director Overacker seconded. (Ayes-Overacker, Cook and Barr; Absent- Director Mills and Genochio.)

Fire Chief's Report: Attached

Adjourn 6:45pm- Director Cook made a motion to adjourn from Open Session. Director Barr seconded. (Ayes-Overacker, Cook and Barr; Absent- Director Mills and Genochio.)

Closed Session: Conference with Legal counsel- Existing Litigation (§ 54956.9) Central Calaveras Fire and Rescue Protection District v. Pacific Gas & Electric Nothing to Report.

Open Session 650pm

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

Meeting adjourned at 6:51 pm.

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Approval Signature - Director

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Approval Signature - Secretary

**CENTRAL CALAVERAS FIRE & RESCUE PROTECTION DISTRICT**  
**MINUTES**

Meeting Date: September 13, 2016

Call to Order: The meeting was called to order at 6:09 pm.

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

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

Public Comments: None

Approval of Minutes

Approval of August 16, 2016 Meeting Minutes. Director Overacker made a motion to approve the Meeting Minutes with a correction to date of meeting. Director Mills seconded. (Ayes- Director Mill, Overacker, Cook; Absent- Director Genochio and Barr)

New Business:

A. None.

Unfinished Business

- A. Review of Apparatus, Personnel, and Buildings future Plans- Chief Stone sold large van to CarMax for \$800.00. Director Cook said the generator has been picked up. He will request an instruction manual from the manufacturer prior to installation.
- B. Potential Revenue and Service Increase- Discussion. Nothing to Report.
- C. Policy and Procedures- Chapter 6 Discussion/ Approval Tabled until next meeting.

Directors Reports: None.

Committee Reports: Nothing to Report.

Financial:

- A. Transmittal for September 13, 2016: Director Mills made a motion to approve the August 9, 2016 transmittal. Director Overacker seconded. (Director Mill, Overacker, Cook; Absent- Director Genochio and Barr.)
- B. Ledger- September 2016- FYI
- C. CPPA and Cal Pers Health Resolution Approved Payments -FYI
- D. Gann Limit- Discussion/Approval. Annual Approval of Gann limit. Director Overacker made a motion to approve the Gann Limit for Fiscal Year 2016/17. Director Mills seconded. (Director Mill, Overacker, Cook; Absent- Director Genochio and Barr.)



- E. Budget Adjustment for close of FY 2015/16. Discussion/ Approval Director Barr made a motion to approve the final budget adjustment for 2015/16 fiscal Year. Director cook seconded. (**Ayes**-Genochio, Overacker, Cook and Barr; Absent- Director Mills.)

Fire Chief's Report: Attached

- A. Adjournment: Director Overacker made a motion to adjourn. Director Mills seconded. (Director Mill, Overacker, Cook; Absent- Director Genochio and Barr.)

Meeting adjourned at 6:39 pm.

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Approval Signature - Director

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Approval Signature - Secretary

**CENTRAL CALAVERAS FIRE & RESCUE PROTECTION DISTRICT**  
**MINUTES**

Meeting Date: August 9, 2016

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 Genochio, Director Overacker, Director Barr and Director Cook  
Absent-Director Mills

Public Comments: None

Approval of Minutes

Approval of July 9, 2016 Meeting Minutes. Director Overacker made a motion to approve the Meeting Minutes. Director Barr seconded. (**Ayes-** Director Genochio, Overacker, Cook and Barr; **Absent-** Director Mills)

New Business:

- A. Boards Role in Finance and Fiscal Accountability- Free Training Discussion. Chief Stone suggested that it would be good for at least one Board member to attend. Chief Stone, Admin Debbie Miller and Board of Director's Treasurer- Don Overacker will attend. No Action Taken.
- B. Ethics Training AB1234 for Special Districts. This is a free training. Although also provided online, it is an option to complete the annual requirement. No Action Required.

Unfinished Business

- A. Review of Apparatus, Personnel, and Buildings future Plans- Nothing to report.
- B. Potential Revenue and Service Increase- Discussion. Nothing to Report.
- C. Policy and Procedures- Chapter 6 Discussion/ Approval Tabled until next meeting.

Directors Reports: Director Overacker and Chief Stone drove to Menlo Park Fire to pick up the 1991 ¾ ton Chevy truck. Chief Stone plans on selling the large van and one of the Ford Taurus'. The donated camper was sold on Public surplus for \$1,500.00. The money went towards the purchased camper that was a better fit for our needs.

Committee Reports: Nothing to Report.

Financial:

- A. Transmittal for August 9, 2016: Director Cook made a motion to approve the August 9, 2016 transmittal. Director Barr seconded. (**Ayes-**Genochio, Overacker, Cook and Barr; **Absent-** Director Mills.)

- B. Ledger- August 2016- FYI
- C. CPPA and Cal Pers Health Resolution Approved Payments -FYI
- D. Gann Limit- Discussion/ Approval Tabled until next Meeting
- E. Budget Adjustment for close of FY 2015/16. Discussion/ Approval Director Barr made a motion to approve the final budget adjustment for 2015/16 fiscal Year. Director cook seconded. (**Ayes**-Genochio, Overacker, Cook and Barr; Absent- Director Mills.)

Fire Chief's Report: Attached

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

Meeting adjourned at 6:50 pm.

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Approval Signature – Director

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Approval Signature – Secretary

**CENTRAL CALAVERAS FIRE & RESCUE PROTECTION DISTRICT**  
**MINUTES**

Meeting Date: July 19, 2016

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 Genochio, Director Overacker, Director Barr and Director Cook  
Absent-Director Mills

Public Comments: None

Approval of Minutes

Approval of June 14, 2016 Meeting Minutes. Director Overacker made a motion to approve the Meeting Minutes with one typo correction. Director Cook seconded. (**Ayes-** Director Genochio, Overacker, Cook and Barr; **Absent-** Director Mills)

New Business:

- A. NCFDA Annual Review for Insurance-Discussion/Approval Review of documents showed the paperwork was a general questionnaire for vehicle and liability insurance and did not require Board action. No Action Taken.
- B. 2016 Volunteer Fire Assistance Grant-Discussion/Approval Chief Stone informed the Board that Central Fire was awarded a 50/50 VFA Grant for equipment. Chief Stone had applied for 5 sets of wildland PPE, pagers and boots with a purchase price of ~\$12,000. The grant has been awarded for a maximum amount of \$5,875.00. With this slightly reduced amount of the award, Chief Stone will do his best to purchase as much of the equipment as possible. Central Fire will be required to match the awarded amount. Board approved Resolution 2016-008 Approving the Department of Forestry and Fire Protection Agreement #7FG16019. This confirms Central Fire's agreement with the terms of the Grant and gives signature authority to Fire Chief Stone to complete the grant process and sign any future documents required by the Grant. (**Ayes-**Genochio, Overacker, Cook and Barr; **Absent-** Director Mills.)

Unfinished Business

- A. Review of Apparatus, Personnel, and Buildings future Plans- Nothing to report.
- B. Potential Revenue and Service Increase- Discussion. Nothing to Report.
- C. Policy and Procedures- Chapter 6 Discussion/Approval Tabled until next meeting.

Directors Reports: Director Overacker mentioned that Menlo Park Fire may have a 1991 ¾ ton Chevy truck available. He will keep Chief Stone apprised of the status of this vehicle.

Committee Reports: Nothing to Report.

Financial:

- A. Transmittal for July 19, 2016: Director Barr made a motion to approve the July 19, 2016 transmittal. Director Cook seconded. (**Ayes**-Genochio, Overacker, Cook and Barr; Absent- Director Mills.)
- B. Ledger-May 2016- FYI
- C. CPPA and Cal Pers Health Resolution Approved Payments -FYI

Fire Chief's Report: Attached

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

Meeting adjourned at 6:44 pm.

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Approval Signature - Director

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Approval Signature - Secretary

## CENTRAL CALAVERAS FIRE AND RESCUE PROTECTION DISTRICT MINUTES

Meeting Date: June 14, 2016

Call to Order: The meeting was called to order at 6:30 PM

Introduction of Staff: Fire Chief – Jeff Stone

Roll Call: Director Genochio, Director Overacker, Director Cook. Absent: Director Mills, Director Barr

Public Comments: None

### Approval of Minutes

Approval of May 11, 2016 Meeting Minutes. Director Overacker made a motion to approve the Meeting Minutes. Director Cook seconded. (Ayes - Director Genochio, Director Overacker, Director Cook. Absent: Director Mills, Director Barr).

### Closed Session

- A. Board went into closed session at 18:32 and returned at 18:54. At conclusion of closed session Board authorized Fire Chief to enter into agreement retaining Singleton Law Firm to prosecute legal action against Pacific Gas & Electric (and if necessary, Trees Inc.) for damage to real and personal property belonging to the Fire District caused by the Butte Fire.
- B. Board went into into closed session at 18:58 and returned at 19:32. Upon conclusion of closed session Board announced that Fire Chief's annual performance review had been completed and the Board found the performance by the Fire Chief to be above expectations.

### New Business

- A. Resolution 2016-006 Resolution Consolidating General Election with County General Election: Director Cook made a motion to approve the Meeting Minutes. Director Overacker seconded. (Ayes - Director Genochio, Director Overacker, Director Cook. Absent: Director Mills, Director Barr).
- B. Assistance by Hire Agreement with Smith's Grinding for Emergency use Water Tender. Board authorized the Fire Chief to execute agreement with Smith's Grinding for the use of a water tender in an emergency under terms of approved agreement. Director Cook made the motion. Director Overacker seconded. (Ayes - Director Genochio, Director Overacker, Director Cook. Absent: Director Mills, Director Barr).

### Unfinished Business

- A. Review of Apparatus, Personnel, and Building Future Plans – Nothing to Report
- B. Potential Revenue and Service Increase – Nothing to Report
- C. Policy and Procedures – Chapter 6. Board reviewed and approved policies 6000, 6010, 6020, 6030, 6050, 6060, 6070, 6080. Director Cook made the motion. Director Overacker seconded. (Ayes - Director Genochio, Director Overacker, Director Cook. Absent: Director Mills, Director Barr).

## CENTRAL CALAVERAS FIRE AND RESCUE PROTECTION DISTRICT MINUTES

### Directors Reports

- A. Director Cook proposed the purchase of a 35 KW generator for a back-up power supply for the well supplying the Mountain Ranch fire suppression water supply. The Fire Chief was directed to allocate \$2500 for the purchase into the 2017-2017 final budget. Director Overacker made the motion. Director Cook seconded. (Ayes - Director Genochio, Director Overacker, Director Cook. Absent: Director Mills, Director Barr).

### Committee Reports

- A. Nothing to Report

### Financial

- A. Board approved the preliminary budget for 2016-2017. Director Cook made the motion. Director Overacker seconded. (Ayes - Director Genochio, Director Overacker, Director Cook. Absent: Director Mills, Director Barr).
- B. Transmittal for June 14, 2016: Director Cook made the motion. Director Overacker seconded. (Ayes - Director Genochio, Director Overacker, Director Cook. Absent: Director Mills, Director Barr).
- C. Budget Adjustments: Budget Adjustments for 2016 approved. Director Cook made the motion. Director Overacker seconded. (Ayes - Director Genochio, Director Overacker, Director Cook. Absent: Director Mills, Director Barr).
- D. Ledger – June 2016 – FYI
- E. CPPA, Cal Pers Health, EBS Resolution Approved Payments – FYI
- F. LAFCO Budget Transmittal –FYI

Fire Chief's Report: Attached

Adjournment: Director Cook made the motion. Director Overacker seconded. (Ayes - Director Genochio, Director Overacker, Director Cook. Absent: Director Mills, Director Barr).

**CENTRAL CALAVERAS FIRE & RESCUE PROTECTION DISTRICT**  
**MINUTES**

Meeting Date: May 11, 2016

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 Genochio, Director Overacker, Director Barr and Director Cook  
Absent-Director Mills

Public Comments: None

Approval of Minutes

Approval of April 13, 2016 Meeting Minutes. Director Overacker made a motion to approve the Meeting Minutes. Director Cook seconded. (**Ayes-** Director Genochio, Overacker, Cook and Barr; **Absent-** Director Mills)

New Business:

- A. Mutual Aid Agreement between the Amador Fire Protection District (AFPD) and Central Calaveras Fire and Rescue Protection District (CCFRPD) Chief Stone explained to the Board that the Butte Fire showed that having mutual aid agreements with all other Fire Departments that border our District, is a valuable asset. We currently have agreements with everyone except Amador Fire and Jackson City Fire. The Jackson City Fire Agreement is in the works. Director Overacker made a motion to approve the Mutual Aid Agreement between the Amador Fire Protection District (AFPD) and Central Calaveras Fire and Rescue Protection District (CCFRPD). Director Barr seconded. (**Ayes-**Genochio, Overacker, Cook and Barr; **Absent-** Director Mills.)
- B. Board Committee Member Positions -Discussion/Approval Director Overacker made a motion to approve the Board Committee Member positions as approved from last year with the revisions of newly appointed Director Sam Cook will replace Director John Valentine on the Personnel and Apparatus/Building Committees. Director Cook will also replace Director Mills on the Shared Services Committee. - Director Cook seconded. (**Ayes-**Genochio, Overacker, Cook and Barr; **Absent-** Director Mills.)
- C. Cal Pers Focus Review BI15-008 Central Calaveras Fire and Rescue Protection District Draft Report- Discussion/Approval Cal Per reviewed contribution years July 1, 2013- October 31, 2015. Findings included Policy and Procedure conflicts, clerical errors of work hours reported and how FLSA overtime was reported. Policies and Procedures were already being revised to comply with Cal Pers and will be correct



- in the next few months. Chief Stone, Admin Debbie Miller and Cal Pers agents discussed how to correctly report future contributions and correct past errors. A decision was made to review all contributions since 2001 to make sure all past and currently participating personnel have accurate Cal Pers records. Director Overacker made a motion to accept the Draft Cal Pers Report. Director- Cook seconded. (Ayes-Genochio, Overacker, Cook and Barr; Absent- Director Mills.)
- D. Resolution 2016-005 Approval of Cal OES 130: Designation of Applicants Agent, Resolution for Non State Agencies. Discussion/Approval- Approval of this Resolution will allow Chief Stone to sign the all State paperwork for reimbursements from the State for Strike Teams or other disasters for a term of three years. Director Cook made a motion to approve Chief Stone as signatory for Central Fire. Director Barr seconded. (Ayes-Genochio, Overacker, Cook and Barr; Absent- Director Mills.)
  - E. Purchase of 1991 Navistar International 4900 series flatbed- VIN#1HTSDPBR7NH418665 from Copperopolis Fire for \$3,500. Discussion/ Approval (Financial Journal entry if approved.) Chief Stone has found a chassis that could be turned into a water tender. Our Fire Fighter Association will purchase the chassis. The largest tank that will fit the truck is a 2,000gal. Chief Stone was looking at a 1,600-1,800gal tank and the cost to install the tank onto the truck. Director Cook mentioned the water tenders currently at Mountain Fire that may be available. Chief Stone was concerned with the maintenance history of those vehicles. Director Barr mentioned an available water tender in Pleasanton that might also fit our needs and budget. No Action Taken.

#### Unfinished Business

- A. Review of Apparatus, Personnel, and Buildings future Plans- Chief Stone has reviewed all bids for the pump replacement for the Mountain Ranch Water Tank. Lowest bid was \$6,478. Cost should be reimbursed by OES/FEMA. Director Cook has a lead on a 35Kw generator, which might be useful for backup power to the Mountain Ranch Tank. He and Chief Stone will go and see if it is a good fit for that need.
- B. Potential Revenue and Service Increase- Discussion. No updates.
- C. Policy and Procedures- Chapter 5 Discussion/ Approval Chief pointed out 56E- Expense Authorization "Petty cash fund with maximum on hand of \$1,000" to be changed to "District checking account for incidentals with a maximum balance of \$2,500" The District will not maintain a petty cash fund. Director Barr made a motion to approve Chapter 5 with changes. Director Cook seconded. (Ayes-Genochio, Overacker, Cook and Barr; Absent- Director Mills.)

Directors Reports: Nothing to Report.

Committee Reports: Nothing to Report.

#### Financial:

- A. Transmittal for May 11, 2016: Director Barr made a motion to approve the May 11, 2016 transmittal. Director Cook seconded. (Ayes-Genochio, Overacker, Cook and Barr; Absent- Director Mills.)
- B. Ledger-May 2016- FYI

C. CPPA and Cal Pers Health Resolution Approved Payments -FYI

Fire Chief's Report: Attached

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

Meeting adjourned at 6:53 pm.

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Approval Signature - Director

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Approval Signature - Secretary

**CENTRAL CALAVERAS FIRE & RESCUE PROTECTION DISTRICT**  
**MINUTES**

Meeting Date: April 13, 2016

Call to Order: The meeting was called to order at 6:04 pm.

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

Roll Call: Director Genochio, Director Overacker and Director Mills  
Director Barr

Public Comments: None

Approval of Minutes

Approval of March 9, 2016 Meeting Minutes. Director Overacker made a motion to approve the Meeting Minutes. Director Mills seconded. (**Ayes-** Director Genochio, Overacker and Mills; **Absent-** Director Barr)

Approval of April 6, 2016 Minutes. Director Overacker made a motion to approve the Meeting Minutes. Director Mills seconded. (**Ayes-** Director Genochio, Overacker and Mills; **Absent-** Director Barr)

New Business:

- A. Resolution 2016-003 Annual Conflict of Interest- Discussion/Approval Director Overacker made a motion to approve the Conflict of Interest Resolution as written. Director Mills seconded. (**Ayes-**Genochio, Overacker and Mills; **Absent-** Director Barr.)
- B. Volunteer Recruitment and Retention Coordinator Position- Discussion/Approval Chief Stone is requesting the Board approve a new position. This position would have a bi-weekly stipend of \$150.00. This position is a prerequisite to qualify for the SAFER Recruitment Grant. Director Mills made a motion to approve the new volunteer position - Volunteer Recruitment and Retention Coordinator. Director Overacker seconded. (**Ayes-**Genochio, Overacker and Mills; **Absent-** Director Barr.)
- C. Policy 7050-Resident Firefighter and Resident Engineer Policy- Discussion/Approval Chief stone informed the Board that the new minimum wage law will have a significant effect on the pay of our career positions. We will not be able to afford the Engineer position as a part time position. Volunteer Resident and Engineer positions will change to 12 hour shifts with stipends. The District will be offering more classes in fire training to attract qualified volunteers. Grants are also available to pay for the classes. Director Mills made a motion to adopt Policy 7050-Resident Firefighter and Resident Engineer Policy. Director- Overacker seconded. (**Ayes-**Genochio, Overacker and Mills; **Absent-** Director Barr.)

Director Overacker made a motion to adjourn open session. Director Mills seconded. 6:16 pm  
(Ayes-Genochio, Overacker and Mills; Absent- Director Barr.)

Closed Session

Call to Order: 6:17pm

Board appointed Mr. Sam Cook to fill the open position on the Board of Directors.

Adjourn from Closed Session: 6:20pm.

Call to Order open Session: 6:22pm

Extension of Appointment- Oath of Office. Mr. Sam Cook was given the Oath of Office by President of the Board Mary Jane Genochio. Director Cook was welcomed.

Unfinished Business

- A. Review of Apparatus, Personnel, and Buildings future Plans- Received third quote for well pump replacement in Mountain Ranch. Chief Stone will review and submit a packet to the Building Committee.
- B. Potential Revenue and Service Increase- Discussion. No updates.
- C. Review of Outside Auditor Services- Admin Debbie Miller presented comments and service quotes from several outside auditing services. Consensus was that current auditor is the most economical option available for our needs.
- D. Policy and Procedures- Chapter 4 Discussion/ Approval Director Cook made a motion to approve Chapter 4. Director Mills seconded. (Ayes-Genochio, Overacker, Cook and Mills; Absent- Director Barr.)

Directors Reports: Director Overacker went with Chef Stone to Menlo Park Fire to pick up donated foam, hydraulic tool and hose. The hydraulic tool is now on the Rescue in Glencoe. Good tool for 1 or 2 person use. Central will keep some of the foam and donate some to other agencies or Columbia College for their fire program.

Committee Reports: Nothing to Report.

Financial:

- A. Transmittal for April 13, 2016: Director Mills made a motion to approve the April 13, 2016 transmittal. Director Cook seconded. (Ayes-Genochio, Overacker, Cook and Mills; Absent- Director Barr.)
- B. Ledger-March 2016- FYI
- C. CPPA and Cal Pers Health Resolution Approved Payments -FYI

Fire Chief's Report: Attached

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

Meeting adjourned at 6:48 pm.

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Approval Signature - Director

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Approval Signature - Secretary

**CENTRAL CALAVERAS FIRE & RESCUE PROTECTION DISTRICT**  
**MINUTES**

Meeting Date: March 9, 2016

Call to Order: The meeting was called to order at 6:07 pm.

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

Roll Call: Director Genochio, Director Barr and Director Mills  
Director Overacker,

Public Comments: None

Approval of Minutes

Approval of February 10, 2016 Meeting Minutes. Director Barr made a motion to approve the Meeting Minutes. Director Mills seconded. (**Ayes-** Director Genochio, Barr and Mills; **Absent-** Director Overacker)

New Business:

- A. Resolution 2016-002 Adoption of CCFRPD Policies and Procedures-Discussion/Approval Chief Stone told the Board that the old Policies and Procedures, all of the AAP's, Blood Borne Pathogen and Injury and illness documents. Chief Stone would like the Board to approve the complete document since there were no changes or revisions from the original documents. Chief Stone will present the Board with one chapter each month to review and approve until all 12 chapters are correct and approved. Director Barr made a motion to approve the new unrevised version of the Policies and Procedures. Director Mills seconded. (**Ayes-**Genochio, Barr and Mills; **Absent-** Director Overacker.)

Director Barr made a motion to adjourn open session. Director Mills seconded. 6:16 pm (**Ayes-**Genochio, Barr and Mills; **Absent-** Director Overacker.)

Closed Session

Call to Order: 6:17pm

Board spoke with applicants for open Board position.  
Director Mills made a motion to defer the decision until next meeting when all Directors are present. Director Barr seconded. (**Ayes-**Genochio, Barr and Mills; **Absent-** Director Overacker.)

Adjourn from Closed Session: 6:35pm.

Call to Order open Session: 6:37pm

Unfinished Business

- A. Review of Apparatus, Personnel, and Buildings future Plans- Nothing to report.
- B. Potential Revenue and Service Increase- Discussion No updates.
- C. Review of Outside Auditor Services- Discussion Tabled until next meeting.

Directors Reports: Director Genochio gave the Board an update on the Pieces Project. 2 artists from Moke Hill have received miscellaneous donated items from Butte Fire. 50 people have made donations of artifacts that will be made into a mosaic wall that will be made at the Mountain Ranch Community Park.

Committee Reports: Nothing to Report.

Financial:

- A. Transmittal for March 9, 2016: Director Barr made a motion to approve the March 9, 2016 transmittal. Director Mills seconded. (**Ayes**-Genochio, Barr and Mills; Absent-Director Overacker)
- B. Ledger-February 2016- FYI
- C. CPPA and Cal Pers Health Resolution Approved Payments -FYI

Fire Chief's Report: Attached

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

Meeting adjourned at 7:13 pm.

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Approval Signature - Director

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Approval Signature - Secretary

**CENTRAL CALAVERAS FIRE & RESCUE PROTECTION DISTRICT**  
**MINUTES**

Meeting Date: February 10, 2016

Call to Order: The meeting was called to order at 6:07 pm.

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

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

Public Comments: None

Approval of Minutes

Approval of January 13, 2016 Meeting Minutes. Director Overacker made a motion to approve the Meeting Minutes. Director Barr seconded. (Ayes- Director Genochio, Overacker, Barr, Valentine and Mills)

New Business:

- A. Resolution 2016-001 Terms of out of District Response-Discussion/Approval Chief Stone told the Board this is an annually renewed document required to allow Strike Team payments to include payments for travel time to and from Station#1. (Ayes- Genochio, Overacker, Director Barr, Director Valentine and Mills.)
- B. Review of Outside Auditor Services -Discussion/Approval Chief Stone would like to keep this item in Unfinished Business. Central Fire has used the same external Auditor for 7 years. Receipt of timely draft or completed audit has been sporadic in the last few years.
- C. Board Director Resignation- Discussion -Tabled until end of meeting.
- D. New Board Director Selection-Discussion/Approval The Board discussed advertising the open Board position in the same local publications as previously used- The Miner's Pick, thepintree.net and the Calaveras Enterprise. Director Mills made a motion to approve advertising the upcoming open Board Director position in the local papers and online news sites. Director Overacker seconded. (Aye- Director Overacker, Genochio, Mills, Valentine and Barr)
- E. Annual 700 Forms-Distribution and signing-Discussion The Directors were given their 700 Forms. They were filled out and signed. Admin Debbie Miller collected them and will file as required by Calaveras County Elections Office.
- F. Repair of Mountain Ranch Well- Discussion/Approval Chief Stone advised the Board that the Mountain Ranch well, which supplies Central Fire's Redwood tank and the hydrant in front of Sender's Market, was damaged during the Butte Fire. PumpCo inspected the system and has submitted a repair bill of \$8,296.11. Fire Recovery Manager Terry Stone is in the process of getting two more estimates. The



PumpCo estimate was submitted to FEMA for reimbursement with the intent to spend no more than the value of that estimate on the project. Director Mills made a motion to repair the pump on the Mountain Ranch well at a cost not to exceed \$8,296.11. Director Valentine seconded. (Aye- Director Overacker, Genochio, Mills, Valentine and Barr)

- G. Extension of Extra Hire Fire Recovery Manager- This position was approved by the Board after the butte Fire as a temporary position for the course of 90 days at 20 hours per week. Chief Stone is requesting the Board approve another the position for another 90 days at 8 hours per week to finish up the FEMA project and other paperwork. Director Mills made a motion to extend the temporary Extra hire Fire Recovery Manager position for another 90 days at 8 hours per week. Director Valentine seconded. (Aye- Director Overacker, Genochio, Mills, Valentine and Barr)

#### Unfinished Business

- A. Review of Apparatus, Personnel, and Buildings future Plans- Terry Stone is arranging crew to remove the damaged trees around tank on Worden Road. The inside of Station #4 is all cleaned up and has a fresh coat of paint.
- B. Potential Revenue and Service Increase- Discussion No updates.

Policies and Procedures- Chief Stone and Admin Debbie Miller will be finishing the draft Policy and Procedures on the 20<sup>th</sup>. At the next Board Meeting the Chief will present the draft for Board approval. After that the Chief will present the Board with one or two chapters per meeting to review, recommend changes and approve until the entire document is completed.

Directors Reports: Nothing to Report

Committee Reports: Nothing to Report.

#### Financial:

- A. Transmittal for February 10, 2016: Director Barr made a motion to approve the February 10, 2016 transmittal. Director Overacker seconded. (Ayes- Genochio, Overacker, Barr, Valentine and Mills)
- B. Ledger-February 2016- FYI
- C. CPPA and Cal Pers Health Resolution Approved Payments -FYI Document not received by Board Meeting date. Bills for February and March will be presented at the next Board Meeting.

Fire Chief's Report: Attached

#### Correspondence:

- A. ISO Rating Letter- chief Stone presented the Board with the most recent letter from ISO. The letter listed the changes in our rating made after last years on site visit by the ISO representative. Our district had a well-deserved change from an 8B to a 5 for residential dwellings. Commercial properties will remain an ISO rating 10. The Board congratulated Chief Stone for this improvement, partly due to his efforts in placement of

appropriate apparatus at our 5 Stations and consistent training for all personnel- volunteer and career.

- B. CPPA-Notice of rate change The Board was advised that the rates for CPPA, which provides electricity for Station #1 will be increasing 2 cents per kWh as of July 2016.
- C. FEMA Reimbursement Letter- Chief Stone reviewed the recent letter from FEMA regarding reimbursement for expenses occurred due to the Butte Fire. One item requested for replacement the 5,000 water tank on Baker Riley. FEMA has denied this request because the tank predates Central Fire and there is no purchase paperwork or proof of ownership. It supplied wharf hydrant filled by the land owners well.

New Business:

C. Board Director Resignation Tabled Until end of Meeting- Discussion Director Valentine has submitted his resignation from the Board at the conclusion of tonight's Meeting. The remaining Board Members wished Director Valentine well and expressed their appreciation for his contributions to the Board over the last several years.

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

Meeting adjourned at 6:59 pm.

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Approval Signature - Director

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Approval Signature - Secretary

**CENTRAL CALAVERAS FIRE & RESCUE PROTECTION DISTRICT**  
**MINUTES**

Meeting Date: January 13, 2016

Call to Order: The meeting was called to order at 6:07 pm.

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

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

Public Comments: None

Approval of Minutes

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

New Business:

- A. Board Position- Annual Elections- Board discussed positions. Director Genochio will become President, Director Barr will be Vice President, Director Mills will be the Board Secretary. Director Overacker will be Board Treasurer. Director Valentine will hold the open Director position. All Directors nominated and approved. (**Ayes-** Genochio, Overacker and Barr; **Absent-**Director Valentine and Mills.)
- B. Selection of Auditor for 2015- Discussion/Approval. Chief Stone told the Board that we have a meeting next week with the Auditor's to start the 2014/15 Fiscal Year. Chief Stone will see how long it takes to receive the draft audit and will update the Board on the progress. In the mean time we might contact other Districts to see who they use. (**Ayes-** Genochio, Overacker and Barr; **Absent-** Director Valentine and Mills)

Unfinished Business

- A. Butte Fire Recovery Plan- Chief Stone informed the Board that the newly approved State Budget includes reimbursement for lost property tax revenue for small Fire Districts affected by the Butte and Valley fires. This should make our next year's budget not quite as challenging as anticipated. The final papers were turned into FEMA for reimbursement for expenses incurred during the Butte Fire that were not covered by the State. Some of these items are the use of WS-125, a replacement 10,000 tank for the one that burned on Baker Riley and fixing the problem with the well pump that feeds the big tank above Sender's. PumpCo says we need a new pump which is ~\$8,000. Pump was damaged when it ran continuously during the Butte Fire.

ECC and Chief Stone went through records to get reimbursed for E-123. Finally found records of dates and times the engine was on duty so now it can be submitted for reimbursement.

B. Potential Revenue and Service Increase- Discussion No new information.

Directors Reports: Nothing to Report

Committee Reports: Nothing to Report.

Financial:

- A. Transmittal for January 13, 2016: Director Barr made a motion to approve the January 13, 2016 transmittal. Director Overacker seconded. (**Ayes-** Genochio, Overacker, and Barr; **Absent-**Director Valentine and Mills)
- B. Ledger-January 2016- FYI
- C. CPPA and Cal Pers Health Resolution Approved Payments -FYI

Fire Chief's Report: Attached

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

Meeting adjourned at 6:59 pm.

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Approval Signature - Director

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Approval Signature - Secretary