

Central Calaveras Fire & Rescue Protection District

19927 Jesus Maria Road, Mokelumne Hill, CA 95245

(209) 754-4330

www.centralcalaverasfire.org

Bill Wennhold
Fire Chief



Minutes

REGULAR MEETING BOARD OF DIRECTORS

Station 1, 19927 Jesus Maria Road, Mokelumne Hill, CA 95245
6:00 P.M. Thursday, April 14, 2022

1) Call to Order:

The meeting was called to order at 6:00 p.m. by Director Cook.

Board members present were Directors Overacker, Meitrott-Tyler, Clark, Cook, and Morris

Others in attendance were Chief Wennhold, Capt. Tedder, Engr. Carpenter, Lt. Williams, Firefighters Debbie Miller, Laura Linzey, Joshua Linzey, Cadet TJ Wennhold and Staff Member Diane Lloyd.

2) Public Comments: There were no public comments.

3) Correspondence: There was no correspondence.

4) Approval of March 10, 2022, meeting minutes:

MOTION, approve the minutes of March 10, 2022, as presented –

Motion by - Director Overacker, 2nd - Director Meitrott-Tyler

Ayes: 5 - Nays: 0 - Abstain: 0 - Absent: 0 - **Motion carried**

5) Regular Agenda, Action Items:

a) Mountain Ranch Tank Replacement

Capt. Tedder reported that the tank has been erected. Bids have been reviewed; the accepted bid is for less than \$15,000. Work should begin the week of April 18, 2022.

b) El Rancho Loma Serena Water Tank

Capt. Tedder noted that he has not been hearing good news about the tank. It has been filled 1 ½ times and estimated that 5,000 gallons had been lost. He spoke to and met with R. A. Pargett, the contractor who performed the job. During the time they reviewed the tank, no additional water had been lost. Mr. Pargett offered his suspicion to Capt. Tedder that theft was involved, however there was no evidence of such upon review of the trail camera in place. Capt. Tedder has ordered a hydrant lock to be installed as soon as possible. His opinion is that there is a faulty gasket.

c) Updates, Policy Manual Review and Website redesign

Policy & Procedure Manual Review (PPM)

Director Meitrott-Tyler reported that the review of the PPM has been completed and shared a summary of changes. She will be sending the revised edition to appropriate personnel for further review. She has spoken to Lt. Tedder regarding timing needed for the review and he indicated that 45 days should be sufficient.

Website design update

Director Meitrott-Tyler indicated that she and Director Clark continue to work with Mike Burns, webmaster. Director Clark is actively working with Wix, a free website development program. He shared the link to his initial efforts. He also asked for input on the design, any photos which could be shared to the site, and any additional content that would be appropriate to include. He cautioned that it is a work in progress. The link is <https://bclark2274.wixsite.com/centralcalaverasfire>.

d) JPA Update

Director Meitrott-Tyler was pleased to report that the November ballot measure has been validated by the County Elections Office and that the Calaveras County Board of Supervisors (CCBOS) has made it official. She attended the CCBOS Board meeting and noted that the matter was on the consent agenda.

Director Clark indicated that he had not received Director Meitrott-Tyler's latest correspondence related to the JPA. Director Meitrott-Tyler will resend it to him.

e) Resolution 2022-040-01, Disposition of Wood Processing Equipment

Chief Wennhold stated that he had met with Calaveras County Supervisor Jack Garamendi the previous week. Supervisor Garamendi had opposed the previous effort to transfer the equipment to a group in Amador County. Chief Wennhold went over the resolution penned by former Deputy Chief Stone regarding the transfer of the equipment to the Do Wooders in Arnold. Chief stated that if CCFRPD cannot use the equipment, it should be returned to the County. There was conjecture as to where the equipment is currently physically located, but that it is likely being stored on Mr. Stone's property. Chief informed all that the equipment trailer should have a license but that there is no paperwork in our possession, to our knowledge.

Director Cook asked Chief if the department is interested in the transfer to Arnold. He responded affirmatively. Director Clark asked how the equipment was originally purchased. Chief stated that it belongs to CCFRPD. He added that our independent auditor has concerns with the ownership issue.

Chief Wennhold reiterated that his meeting with Supervisor Garamendi was a positive, productive meeting. He stated that future meetings are likely and that, as Supervisor of our District, Mr. Garamendi will be fully supporting CCFRPD at the County level.

In order to affect a transfer of the assets, the Board must rescind the previous resolution then formally approve the new resolution. Chief Wennhold added that CCFRPD has already declared the assets as surplus.

Director Meitrott-Tyler offered that this solution is a win in that the equipment will stay in the County and will benefit County residents.

Bob Smith of Smith Grinding arrived during this portion of the meeting. He informed the Board that he maintains an equipment yard not far from Station 1. He offered to store the wood processing equipment until further disposition. Chief Wennhold thanked him for his offer and said that his generosity would be taken under consideration.

MOTION, approve RESOLUTION:2022-04-01 APPROVING THE CALAVERAS COUNTY PG&E FIRE RECOVERY AND FIRE PREPAREDNESS PROGRAM, ADMINISTERED BY THE CENTRAL CALAVERAS FIRE & RESCUE PROTECTION DISTRICT AND FUNDED BY CALAVERAS COUNTY – PHASE 3 (CLOSEOUT AND DISPOSITION OF EQUIPMENT)

Motion by - Director Clark, 2nd - Director Meitrott-Tyler

Ayes: 5 - Nays: 0 - Abstain: 0 - Absent: 0 - **Motion carried**

Chief Wennhold will contact Mr. Stone regarding retrieving the equipment to be transferred.

f) Form 700 Distribution

At the last Board meeting, Chief Wennhold distributed Form 700 to all attending directors. Director Cook noted that since he was not at the meeting, he would need the form as well. Chief offered an example of a completed form. Individual government agencies retain the Forms 700 in their files. Conflicts of interest, both perceived and real, prompted changes in procedures regarding the form. Chief noted that the form can be quite simple, needing no attachments. He stated that Director Clark's Form 700 may be more complicated due to the fact that he owns a business which has been a vendor to CCFRPD. He reassured everyone that it is all about direct financial benefits to elected officials. Copies of the completed Forms 700 are kept on file in the CCFRPD office. They are not posted publicly, however the public may access them following Freedom of Information Act protocols.

Staff member Lloyd is to scan and email a blank form for Director Cook to complete. She is also the one to whom the Board needs to give their completed forms.

Chief Wennhold reminded everyone that a Form 700 must be filed every year. Also, a formal Conflict of Interest Policy must be approved by the Board every other year.

g) Notice of 2022 Board Elections

Chief Wennhold informed the Board that he had confirmed with the County Elections Office that all five Board seats expire this year. Each seat has a specific term of service. They are as follows:

Director Morris	2 years
Director Meitrott-Tyler	2 years
Director Clark	4 years
Director Overacker	4 years
Director Cook	4 years

The directors must agree on the open seats. Applications are open with the county from July 18th through August 12th. If the same number of applicants equals the same number of available seats, no ballot would be necessary (avoiding election costs).

If there are only 4 applicants, a 5th board member could be appointed.

If there are 6 applicants for the 5 open seats, an election will be necessary.

Chief Wennhold stressed that service on the Board of CCFRPD is a personal choice. He reviewed the protocol of the process, stating that the county publishes the vacancies and the candidates for said vacancies. If a board member does not wish to continue to another term, recommendations for suitable candidates are welcome. He again cautioned that the District needs continuity in order to continue to move forward. He reiterated that each board member must apply with the county and that CCFRPD cannot do it for them. The easiest way is to access the

county website for an application.

Director Meitrott-Tyler added that a robust turnout is expected for this year's elections. She said that the JPA had purchased the voter rolls, as part of the next steps for the citizens' initiative. Work has started on the plan for rollout of the next steps regarding contacting voters. Chief Wennhold also stated his optimism for Proposition A.

At this point in the meeting, Capt. Tedder introduced Scott, who had just arrived at the meeting. Scott lives on the Stone property and has keys to the wood processing equipment. He stated that he did not have a vehicle powerful enough to actually move it anywhere, but Chief Wennhold assured him that CCFRPD has vehicles which can readily do the job. He was thanked for his help. Chief Wennhold will be contacting him regarding the transfer.

6) Chief's Department Report:

- Admin report –
In addition to other matters, Chief's meeting with Supervisor Garamendi included discussion of the administration of PG&E funds. Mr. Garamendi was surprised to learn of the replacement of the Mountain Ranch water tank. The Supervisor was pleased that we are moving forward with water enhancement. Chief used the opportunity to obtain clarification as to whether mobile resources would be considered to fall under the water enhancement category (i.e., a used water tender). Supervisor Garamendi assured Chief that he would readily support that interpretation.
- Operations –
Chief expanded on the information provided as to number of calls. We are already ahead of last year's year-to-date by 41 calls. He specifically wanted to put on the record that CCFRPD did an outstanding job on the 2 significant structure fires in March. His greatest concern this year is the anticipation of it becoming the worst fire season ever. Vegetation is drying up earlier this year. Moisture levels, normally 20% at this time, as down to 14% and worsening daily. He also noted that CalFire would be staffing all their stations starting on Monday, April 18th.
h) The RCF 50% match grant is being worked on. Director Meitrott-Tyler asked if the District's 50% would come from PG&E funds, but Chief Wennhold indicated, no – the money will come from the department.
- Equipment –
E123 should be back in service in 2 to 3 weeks with a completely rebuilt motor
Of note, there was a leak in the kitchen at Station 1 last week. As a result of the damage, the floor needs to be redone. The leak has already been repaired.

Former Deputy Chief Jeff Stone arrived at 7:00 p.m. and joined the audience.

8) Payment of Bills/Claim Transmittals:

Director Meitrott-Tyler offered kudos to Staff Member Lloyd for the improvements made so far on the office's accounting processes. Director Overacker agreed that Staff Member Lloyd was doing an excellent job.

Motion to approve all transmittals for payment – 1st Director Meitrott-Tyler, 2nd - Director Clark
Ayes: 5 - Nays: 0 - Abstain: 0 - Absent: 0 - **Motion carried**

9) Director's Comments:

Director Overacker brought a copy of the most recent Strategic Plan, Director Meitrott-Tyler indicated that she would like a copy. Staff Member Lloyd is to email a copy to her.

Director Clark thanked the department for its continued dedication and commitment.

Director Cook shared his recent experiences with the medical services he encountered which was prompted by the serious health issues with which he has been dealing. He wanted the Board to know that he was facing serious challenges but that he would serve the District for as long as he is physically able. Director Clark voiced his appreciation for Director Cook's dedication and guidance and Director Overacker thanked Director Cook for sharing what many would find difficult to share.

10) Adjourn:

Motion to adjourn regular meeting at 7:20 P.M. – Director Overacker, 2nd - Director Clark

Ayes: 5 - Nays: 0 - Abstain: 0 - Absent: 0 - **Motion carried**

10) Closed Session: Pursuant to Govt Code 54957 – (Personnel Review, Fire Chief) – **Motion - Clark, 2nd - Overacker to adjourn to a Closed Session at 7:26. Ayes: 5 – Nays: - 0 Motion carried.**

Motion Morris, 2nd Meitrott-Tyler - to Return to Regular Session at 8:20, Ayes: - 5, Nays: - 0 – Motion carried. There were no actions taken during the closed session.

11) Adjourn – **Motion Meitrott-Tyler, 2nd Clark - To adjourn the regular meeting at 8:21 – Ayes: 5 – Nays: 0**

Motion carried.

Next regular meeting scheduled for May 12th at 6:00 P.M.

Respectfully submitted,
Diane Lloyd
CCFRPD Staff

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Fire Chief



Minutes REGULAR MEETING BOARD OF DIRECTORS

Station 1, 19927 Jesus Maria Road, Mokelumne Hill, CA 95245

6:00 P.M. Thursday, March 10, 2022

1) Call to Order:

The meeting was called to order at 6:01 p.m. by Director Overacker in Director Cook's absence.

Board members present were Directors Overacker, Meitrott-Tyler, and Clark.

Director Morris arrived at 6:12 p.m.

Absent: Director Cook (excused)

Others in attendance were Chief Wennhold, Capt. Tedder, Engr. Carpenter, WTO Tyler, WTO D. Tyree, Support S. Tyree, and staff member Diane Lloyd.

Chief Wennhold updated all as to Director Cook's welfare. Director Cook still has health issues but is slowly getting back on his feet.

Director Overacker noted that he will be back from his travels in time for the next scheduled meeting.

2) Public Comments: There were no public comments.

3) Correspondence:

Chief Wennhold reported that he had received an email from former Deputy Fire Chief Stone regarding a request from Calaveras County Supervisor Jack Garamendi. Supervisor Garamendi asked that the wood processor and its accompanying trailer be transferred to the Arnold Chapel in the Pines Do Wooders program. Chief Wennhold stated that he has not had an opportunity to meet with Supervisor Garamendi to discuss the ownership of the equipment. He also pointed out that he would be informing the Supervisor that future communications should be directed to Chief Wennhold and not Mr. Stone. Chief briefly addressed the issues surrounding the purchase of the equipment as it relates to the pool of funds allocated to CCFRPD from the PG&E settlement. Director Meitrott-Tyler offered her take on the PG&E fund disbursements. Chief Wennhold pointed out that our independent auditor had questioned why funds were expended on equipment that the County was, in effect, "taking back". Chief used a recent grant experience as an example: DC Tedder had secured a shared grant with two community partner organizations. The partners did not perform to the criteria of the grant and the money they received is to be returned.

Chief recapped that the PG&E funds allocated to CCFRPD total approximately \$650,000. To date, we have only received \$128,000.

Director Overacker mentioned that the funds were to be expended by a certain date, originally April 30, 2022. Chief Wennhold informed all that the Calaveras County Board of Supervisors had recently met and extended the date to December 31, 2022, due to the difficulties created by the COVID pandemic as well as resulting supply chain issues.

4) Approval of March 10, 2022, meeting minutes:

Director Meitrott-Tyler submitted suggested corrections to the February 10, 2022, minutes as follows:

6.a.1 - Correct “Chief reported we still need a wrench or tool to open **and** close the valve under the tank; he will have Captain Tedder look at it.”

6.b - Correct to read “Director Meitrott-Tyler and Lt. Cleland will be opening it all up to other comments once their work is done.”

7 - Equipment. Correct “The equipment had been originally purchased with grant funds.” Currently reads “grand” funds.

8 - Director’s Comments - Additional water storage discussion was not specific to a tank. Suggest rewriting as follows:

“Director Meitrott-Tyler inquired about an opportunity involving additional water storage at Gate 5 in El Rancho Loma Serena. Chief Wennhold stated his concerns about the storage tanks not being supplied with a replenishment source and that efforts should be focused on water retention around water sources. Director Meitrott-Tyler said that she will do some additional research feeling that the opportunity for an added water source could be of benefit. Chief shared that the water from the old tank in Mountain Ranch had been stored in the pond at Sender’s but that the pond gate was opened resulting in the loss of all of it, but the transfer evolution was great training.”

All agreed with the recommended edits. Director Overacker asked that proposed changes to the minutes be communicated to all board members for greater efficiency as well as an opportunity to review said changes. Director Meitrott-Tyler agreed that it was a good idea.

MOTION, approve the minutes of February 10, 2022, with suggested revisions –

Motion by - Director Meitrott-Tyler, 2nd - Director Clark

Ayes: 4 - Nays: 0 - Abstain: 0 - Absent: 1 - **Motion carried**

8) Regular Agenda, Action Items:

a) Mountain Ranch Tank Replacement

Director Overacker stated that the tank looks good. Captain Tedder reported that the tank is now done but we are slow in getting bids regarding plumbing work. Contractors want the pipes exposed. There is one bid in at \$19,000 and another contractor is working on a bid. Captain Tedder hopes to have the project completed within a month. He also made comment that the El Rancho Serena tank has a 6” outlet with no vent. All potential vent holds are sealed, thus no water is going in. He said this will need to be addressed with Ron Pargett.

Director Overacker asked if an additional tank would be able to be used. Captain Tedder indicated that he had a workaround but that the process was not automatic.

b) Updates, Policy Manual Review and Website redesign

Policy & Procedure Manual Review (PPM)

Director Meitrott-Tyler reported that she and Lt. Cleland had completed their review of the entire PPM. Changes made include easier readability and better alignment. She stated that experts on the various subject matter would need to also perform a review, i.e., Lt. Tedder would review the Training section. Director Meitrott-Tyler said that these documents will be going out to those experts. She requested emails from interested parties who have any suggestions or edits.

Website design update

Directors Clark and Meitrott-Tyler, as well as Mike Burns, webmaster, continue to work on this project. Access has been arranged and Director Clark is working on a website mockup. Director Meitrott-Tyler stated that this would be a high-level design document and that subject experts would again be used to lend their expertise. Director Clark will be developing the site from scratch. He cited the El Dorado Hills website as one to emulate. Once complete, it will all be given to Mr. Burns to upload. Director Meitrott-Tyler commended Director Clark for his expertise and excellent teamwork.

c) JPA Update

Director Meitrott-Tyler stated that there had been no JPA meeting but that one was scheduled for later in March. The JPA has met its signature gathering goal, which is currently being validated by the County Elections Office. The desire is to have the initiative ready for the general election in November, as it gives the JPA even more time to promote the issue.

Director Overacker asked about the countywide efforts by the JPA. Director Meitrott-Tyler stated that it had not yet been addressed. Chief Wennhold spoke toward more community involvement but noted that all need to be careful not to cross the line into a political statement as this is a citizens' initiative. Director Meitrott-Tyler said that needs to be further discussion on these issues at the JPA meetings.

d) Reports from Board Training Workshop

Director Clark reported on the FDAC Leadership training, which took place over a two-day period in Murphys. In attendance at the training were Directors Clark and Morris. Director Meitrott-Tyler was unable to attend due to illness.

Director Clark stated that the training gave him a foundation of what questions to ask, also covering the Brown Act, Health & Safety Code as relates to fire districts, interactions with community, board responsibilities, etc. – a very wide range of subjects. The concept of customer service was stressed. He also mentioned the emphasis of having a Strategic Plan in place, noting that CCFRPD's Plan is a couple of years out of date and needs to be revisited.

He also mentioned that the way some board meetings are conducted, there are public comments allowed after each agenda item. Chief Wennhold directed everyone's attention to the Public Comment information included at the bottom of the first page of each meeting's agenda.

Director Clark spoke toward posting positives on the CCFRPD website and Facebook page, keying in on human interest-type content. He also stated that the training provided him with a renewed sense of purpose and a desire to provide even stronger support to CCFRPD and its board.

He informed all that the instructors had said they would be willing to come back to the area to provide training again and that there were also week-long classes coming up in April at a Napa venue.

Chief Wennhold agreed that the Leadership training was a positive for the board, noting that firefighters train all the time and that it benefits all.

e) Form 700 Distribution

Chief Wennhold indicated that Form 700 had been included in the board members' meeting packet. He explained that the purpose of the form is to improve transparency. Once completed, the forms are kept on file at the CCFRPD office at Station 1 and are available for public review. He asked all board members to please complete the form and submit to staff member Diane Lloyd for filing with other required board documents.

f) Stipend Review and Modifications

Chief Wennhold, referencing the financial statements, revised the format for simplicity and ease of use. He went through the information contained on the balance sheet, pointing out the highlights. He noted that there are unspent PG&E funds available, which will be part of his discussion with Supervisor Garamendi. There is a total of \$600,000 earmarked for CCFRPD.

Chief Wennhold shared that some fire districts wait to pay out strike team money until it has been received from OES and related agencies. CCFRPD is an exception to this practice, as our firefighters are paid for strike team participation in their regularly scheduled paychecks. Director Clark commended the district on this practice. At the Leadership Training, he discovered one other district that paid half but that all others wait for remuneration. Chief pointed out the directive from the board on this practice.

He then reviewed upcoming expenses for the balance of the fiscal year ending June 30, 2022, noting that we are on track to add \$205,000 to reserves at year end.

As a result of this analysis of current and projected funds, he addressed the biggest challenge to our district – struggling to keep staff. He explained the daily stipend to all, also reviewing the research done by San Andreas Fire. His conclusion was to propose an additional \$50/day increase across the board for stipends. He referenced the dramatically increased cost of living. The end result of enacting his proposal would be a total additional cost of approximately \$17,000 through June 30th. At that juncture, we should examine how CCFRP can improve the hourly wage for permanent staff.

Director Clark responded positively, stating the improving the lives of our firefighters benefits not just them but also our community. Directors Overacker and Meitrott-Tyler also made statements of support for the action, again citing retention of staff as a prime goal.

Director Overacker added that he feels it is time to do an assessment of the Fire Chief's compensation. Chief Wennhold responded that his personal goals are to preserve line staff and ensure equipment is available to protect and serve the community, not his own compensation. He added that any discussion of wages must be in open session, with Director Clark agreeing that protocols must be followed regarding informing the public of such discussions.

Chief Wennhold recommended that the stipend increase be instituted on the next available pay period.

MOTION, approve an increase of \$50 per day across the board in the payment of stipends, to be effective at the next available period –

Motion by - Director Bryan, 2nd - Director Meitrott-Tyler

Ayes: 4 - Nays: 0 - Abstain: 0 - Absent: 1 - **Motion carried**

6) Chief's Department Report:

- Admin report –
 - c) The Ford Explorer cannot be sold until the DMV issues are resolved. Diane will be going to the DMV to address this.
 - d) Our independent auditor Blomberg is pleased with the presentation of the books and records provided to him this year.

- Operations –
 - e) A correction was made to state “February”, not “January”, number of calls
 - g) Captain Tedder noted that there may be some donations made to the department as a result of the honor service conducted for Alan Friend. Director Clark reminded staff to be sure to follow up with thank-you letters. Chief Wennhold stated his desire to have Alan’s name put on WT121, as it was Mr. Friend’s favorite.
 - h) Re: the USDA Fire Assistance Grant, this is the first time we have applied for it. We must order and pay for the equipment up front. Once it has been paid for, we would be reimbursed 50% of the cost. Director Clark asked if there was a dollar limitation. Chief Wennhold added that he had just received the grant packet today but that the threshold was \$20,000. Additionally, there is a FEMA grant for a new water tender, which could be awarded in perhaps September or October.`

- Equipment –
 - d) With the upcoming return of E121 from the shop in Sacramento, Director Meitrott-Tyler asked the status of painting the equipment, as was previously proposed. Chief Wennhold said that unfortunately, other priorities had popped up and the painting had been placed on a back burner for now.
 - e) The latest grant funds from the hospital have been spent but more money may become available later this month.

Chief Wennhold informed all that he had reserved the Mountain Ranch Community Hall for Friday, April 29th, for the Firefighters’ Appreciation Dinner. He stressed that it would just be the CCFRPD people and their families. Ann Jasper, Up Country Catering, has the menus, with meals coming out to about \$25 - \$30 each. Chief anticipates 100+ attendees. He suggested perhaps that the Firefighters’ Association could help offset the costs. There would be a social time at 5:30 with dinner following at 6:00.

8) Payment of Bills/Claim Transmittals:

Motion to approve all transmittals for payment – 1st Director Meitrott-Tyler, 2nd - Director Clark
 Ayes: 4 - Nays: 0, - Abstain: 0, - Absent: 1, **Motion carried**

9) Director’s Comments:

Director Meitrott-Tyler offered a puppy update on the puppies injured in a recent fire call. She said that 3 are at home, 1 with its owner, and all have been placed. She also asked, “Did we not discuss committee assignments?” Chief Wennhold said that he left it off the agenda for a couple of reasons – one is that Director Morris is new to the board and its functions, plus Director Cook is still out for health reasons. He informed all that other departments have finance and personnel committees, but that San Andreas, for instance, has no committees.

Director Clark commented that he is still focused on the IT needs of the department.

Director Overacker reminded the group that this is his last year of service on the board. He felt that it

was important to bring up various matters that comprise the history of the department. When he joined the District in 2006, we had 3 Captains. In 1999, we offered full medical, CalPERS, etc., one of the best compensation/benefit packages in the County.

He felt the department had started out very robust but that it began to dwindle starting in 2008. He again stressed the value of learning from the past and that it was important to continue to review our history.

Chief Wennhold shared that he was driving his red pickup this week, as the white Suburban is in the shop for the hood to be painted. The paint had deteriorated to the point it was flaking off. He gave the board a heads up that he would be writing a personal check for the job which he will submit for reimbursement, as the vendor does not take credit cards. He also mentioned Engr. Carpenter's vehicle; all agreed that it is in great need of cosmetic work.

Director Clark asked if anyone has photos which would be suitable for the website, to please let him know. Once the structure of the website has been built, content will be key, and photos make it more attractive.

9) Closed Session: There was no closed session.

10) Adjourn:

Motion to adjourn at 8:03 P.M. – Director Meitrott-Tyler, 2nd - Director Morris

Ayes: 4, - Nays: 0, - Abstain: 0, - Absent: 1, - **Motion carried**

Next regular meeting scheduled for April 14th at 6:00 P.M.

Respectfully submitted,
Diane Lloyd
CCFRPD Staff

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Bill Wennhold
Fire Chief



Minutes REGULAR MEETING BOARD OF DIRECTORS

Station 1, 19927 Jesus Maria Road, Mokelumne Hill, CA 95245

6:00 P.M. Thursday, February 10, 2022

1) Call to Order:

The meeting was called to order at 6:03 p.m. Present were Directors Cook, Overacker, Meitrott-Tyler, and Clark. Others in attendance were Chief Wennhold, Lt. Cleland, Engr. Carpenter, Deborah Miller, staff member Diane Lloyd, and Jennifer Morris.

2) Review of Applications for Board Vacancy and Appointment of New Board Member:

There were two applications for the board vacancy. One was submitted by Deborah Miller, a volunteer firefighter and former staff member of CCFRPD. The second was submitted by Jennifer Morris, Postmistress of the Mountain Ranch Post Office and former CCFRPD Board member.

It was noted that Ms. Miller is well-known by the Board for her contributions and experience with CCFRPD. Director Cook opened the floor for questions of Ms. Morris. Director Clark asked Ms. Morris what had happened during her previous term on the Board. Ms. Morris replied that the treatment she received from previous members of the Board had made it difficult for her to contribute. Director Cook expanded further on the uncomfortable situation in which Ms. Morris felt she had been placed. He also stated that he felt she had been treated unfairly. Director Meitrott-Tyler asked Ms. Morris what her specific passion was for serving on the Board. Ms. Morris responded that it grew from her involvement with a local focus group dedicated to fire district issues.

Director Cook then called for a motion to appoint one of the candidates.

MOTION, approve the Appointment of Jennifer Morris to the Open Board Position -

Motion by - Director Overacker, 2nd - Director Meitrott-Tyler

Ayes: 4 - Nays: 0 - Abstain: 0 - Absent: 0

Director Morris was asked to join the rest of the Board at the front of the room. Director Cook subsequently administered the Oath of Office to the new Director. Director Cook also thanked Deborah Miller and conveyed his appreciation for her continuing dedication to the District.

3) Public Comments:

There were no public comments.

4) Correspondence:

Chief Wennhold reported that correspondence had consisted of the two applications for the Board vacancy and a number of regular bills.

5) Approval of January 13, 2022, meeting minutes:

Chief Wennhold has streamlined the Board packets in order for the Board members to receive the meeting information earlier. He noted that the agenda and minutes have all been posted in a timely manner.

Director Cook stated that he had not had an opportunity to read the previous meeting's minutes and asked to take a few minutes to do so.

Director Meitrott-Tyler noted a correction was needed regarding the wording in section 6b) to clarify what the legal costs pertained to in reference to the Policy & Procedure Manual review. She added that in section 6a2), the grinding work needs to be specifically identified as work to the pad area.

MOTION, approve the minutes of January 13, 2022 –

Motion by - Director Overacker, 2nd - Director Meitrott-Tyler

Ayes: 5 - Nays: 0 - Abstain: 0 - Absent: 0 - **Motion carried**

6) Regular Agenda, Action Items:

a) Community water projects

1) El Rancho Loma Serena Water Tank

Chief Wennhold reported that the tank is complete. He has conveyed specific directions to R. A. Pargett. The contractor's bid of \$8,800 was more than expected but the work has been completed. Chief Wennhold has requested an invoice from Mr. Pargett but instructed that the bill not be paid until the tank is tested. It is ready to fill with 5,000 gallons of water (1 ½ water tender loads). Director Cook asked if the tree that obstructed part of the area had been removed, Chief indicated he was not sure but that he would check it out. Chief reported we still a wrench or tool to open and close the valve under the tank, he will have Captain Tedder look at it. We are now ready to submit the paperwork needed by the County in order to obtain reimbursement from our allocated PG&E funds. Director Cook further explained to all the process regarding PG&E funds. Chief Wennhold noted that this action is not a Board level decision.

2) Mountain Ranch Tank Replacement

Chief Wennhold shared that Captain Tedder was unable to attend this meeting due to other obligations and that he would be reporting in the Captain's stead. The tank was in Arizona on February 9th, we have cleared it with Sender's to deliver it directly to their yard for staging prior to assembly. The parts are supposed to arrive today and will require a forklift to unload. The County Building Department has signed off on the cement work on the pad. One bid for \$15,000 has been received on the plumbing, we are waiting for a second bid. Next step will be an electrician to install the backup generator as well as plan for the installation of a propane tank. The PG&E reimbursement paperwork has not been completed. Director Cook added that the backup generator is being stored at Sender's, sharing that it is a \$19,000 generator that we obtained for \$2,500. Chief Wennhold indicated there would be an update next month and that the water should be in before fire season. Director Cook said that we need to thank Alan Sender for all the support he and his company have given us.

b) Updates, Policy Manual Review and Website redesign

Policy & Procedure Manual Review (PPM)

Director Meitrott-Tyler asked that everyone refer to the updated PPM workflow documents. The

workgroup has shifted its approach, more fully engaging CCFRP staff. Director Clark has been directly involved in resolving computer software incompatibilities. He moved the work product to Google for ease of use to all. Director Meitrott-Tyler indicated that they have gone through 33 of the original 64 pages so far. Chief Wennhold's input will be necessary. She feels that completion of the project by September 2022 is realistic.

Director Overacker thanked Director Meitrott-Tyler for taking on this project. Director Cook noted how much time this process had taken in the past. He asked that, as a sign of respect, the manual's preface should include the titles of those who contributed to the work. Director Meitrott-Tyler and Lt. Cleland will be opening it all up to other comments once their work is done.

Website design update

Chief Wennhold, Directors Clark and Meitrott-Tyler, and Mike Burns, webmaster, are actively working on the project. It is a high-level design document. At this stage there is no one to backup Mr. Burns as webmaster. With Director Clark's inclusion on this task, we are making headway. Chief Wennhold will be going through the existing website. He has also asked for analytics regarding the site as he wants to focus on the areas most requested by site users. It was noted that one of the goals is to make the website more user-friendly.

c) JPA Update

Director Meitrott-Tyler stated that there had not been a recent JPA meeting but engagement with the citizens' initiative continues with actively gathering signatures in Mountain Ranch, Copperopolis, and San Andreas with different signature gathering approaches being used. To date there are 2,155 signatures gathered with a remaining gap of 317 to make the minimum. Progress has been affected by COVID regulations in place, the focus now is on registered voters and the getting a positive message out.

Chief Wennhold reported that there had been another change in the situation relating to Joel Schwartz' leaving. Mr. Schwartz will be coming on board as Executive Officer of the JPA at no compensation. Director Cook added his apologies that he hasn't been able to get out to further promote the project.

At this point, there was a break in the proceedings in order to issue the Oath of Office to Director Morris (please see Item #2 on page 1 of this document). After Oath had been administered, staff member Diane Lloyd asked that Director Morris get with her to complete the Contact Information Form for the District's records.

d) Nominations and Elections of Board Officers for 2022

Director Cook prefaced the discussion by stating that he and Director Overacker were the only members of the Board with years of experience regarding fire operations, noting that Director Overacker has served for 16 years. Director Cook also has extensive experience as well, notable with Mountain Ranch Fire Department in addition to his management background. The main problem to be addressed is the learning curve for new members of the Board. Director Clark's business acumen was noted, as well as Director Morris' level of service with the U. S. Postal Service for many years. Director Overacker stated that he does not want the position of President of the Board. Director Cook said that he had originally planned on nominating Director Overacker for that position. He then asked for volunteers.

Chief Wennhold suggested that the newest Board members attend a two-day training in Fire District Leadership. The training is sponsored by the Fire Districts Association of California and is being held in Murphys on February 25th and 26th. The training will focus on Special Districts' law, labor codes relating to fire districts, the Brown Act, and reporting compliance. As members of FDAC, the Board members may attend at a cost of \$300 each. A posting as a Special Meeting of the Board would allow district business to be discussed at the event. Directors Clark, Meitrott-Tyler, and Morris all agreed to attend, the District will be covering the cost of registration. Director Cook agreed that all three new Board members would benefit. Staff member Diane Lloyd agreed to make the arrangements.

Director Cook brought up his concern regarding department emails, reminding all the email addresses (@ccfrpd.org) belong to the District. He was uncomfortable with receiving emails unrelated to the District at those addresses. He specifically mentioned emails sent by Central Calaveras Firefighters' Association (CCFA). Staff member Diane Lloyd, an officer of the Association, explained why some @ccfrpd.org email addresses were used for announcing CCFA meetings. Director Clark expanded on some of the recent spam issues the District has been encountering.

Director Clark then offered great respect for Directors Cook and Overacker and suggested that CCFRPD maintain the status quo re: officer positions. The Policy Manual states that the Board annually elects officers. Director Meitrott-Tyler said that she feels that for stability and the well-being of the District all current roles should remain the same. Director Cook asked Director Morris for her opinion, she had no objection or desire to assume new duties yet. Director Cook indicated that he would like to nominate Director Morris as Secretary of the Board. Director Meitrott-Tyler said that she understood that Director Morris wished to be a Director-At-Large, and not an officer. Director Meitrott-Tyler then offered to take on the position of Secretary.

MOTION, approve the Nomination and Election of Director Meitrott-Tyler to the position of Secretary of the Board –

Motion by - Director Overacker, 2nd - Director Clark

Ayes: 5 - Nays: 0 - Abstain: 0 - Absent: 0 - **Motion carried**

MOTION, approve the Nomination and Election of Director Overacker to the position of Vice President of the Board –

Motion by - Director Meitrott-Tyler, 2nd - Director Clark

Ayes: 5 - Nays: 0 - Abstain: 0 - Absent: 0 - **Motion carried**

MOTION, approve the Nomination and Election of Director Clark to the position of Treasurer of the Board –

Motion by - Director Overacker, 2nd - Director Meitrott-Tyler

Ayes: 5 - Nays: 0 - Abstain: 0 - Absent: 0 - **Motion carried**

MOTION, approve the Nomination and Election of Director Cook to the position of President of the Board –

Motion by - Director Meitrott-Tyler, 2nd - Director Morris

Ayes: 5 - Nays: 0 - Abstain: 0 - Absent: 0 - **Motion carried**

After some discussion, it was decided to shelve the Committee assignments until the next regular meeting of the Board. Chief Wennhold noted that the only current active committee is the PPM Committee.

7) Chief's Department Report:

- Admin report –
 - a) Strike team deposits now total \$390,000.
 - b) The Mark Twain Healthcare Grant of \$19,053 was a shared grant, with \$12,000 being paid to the community partners.
 - c) Grants update – Current grant project worksheets need to be submitted, noting that 7 AEDs are obsolete but 2 new ones have been ordered. DC Tedder has rewritten the FEMA grant for the water tender. Director Cook reviewed the history of the District re: staffing, noting that in mid-2015, the District lost 2 of 3 officers. He is concerned that there is not enough money to keep staffing at a sufficient level and that the SAFER grant is necessary to keep up staffing momentum. Director Overacker asked if grants stay “in-house”? With shared grants what is our responsibility to ensure compliance? Chief Wennhold assured the Board that DC Tedder is well-versed in establishing the required compliance. He confirmed that oversight is critical and will share the process with the Board.
 - d) A presentation made to the Community Club re: the .1 cent fire safety sales tax. Those present asked valid questions and seemed supportive. The citizens fire safety committee circulated signature forms for interested parties to sign tonight. The information was presented by Dana Nichols and Chief Wennhold.
 - e) The County BOS has voted to extend the window for spending the PG&E funds to December 2023.
- Operations –
 - a) Chief noted the department's participation and respect in attending the memorial service for the fallen Stockton Fire Captain. Almost 3,000 people attended along with around 250 engines from departments throughout the State. The memorial was posted appropriately on Facebook.
 - b) The District will be sending as many firefighters as possible to the tribute for Alan Friend on February 26th, Lt. Cleland and Engr. Carpenter will serve as Honor Guards and the District will provide the fallen firefighter bell ceremony.
- Equipment –
 - a) E-121 is still 2-3 weeks out from being back in service. Chief Wennhold asked the Board to consider painting the unit red to match the other vehicles.

Chief shared that he had received an email on February 6th from County form former Deputy Fire Chief Stone indicating Supervisor Garamendi was now asking to donate the former wood processing equipment to the Arnold area “Do-Wooders”. The equipment had been originally purchased with grant funds. CCFRPD's outside auditor has asked how it worked that if the fire district bought the equipment why did the District give it back to the County? Chief will contact Supervisor Garamendi and confirm the history and how to proceed.

Chief indicated with many changes to the Board that the bank accounts needed to be updated and also mentioned that the appreciation dinner has been put off until likely late April. He suggested that it be catered in order for it to truly be an appreciation and thank-you rather than another event at which the firefighters are doing all the work and should be reserved for fire department members and their family. Director Clark offered the use of the church he attends as a back-up venue if the Mountain Ranch Community Club is not available.

8) Payment of Bills/Claim Transmittals:

Chief indicated that he will be reviewing the financials with Director Clark in more detail and pointed out that a strike team worksheet is being included in the Board packets as well as a grant funds recap.

Motion to approve all transmittals for payment – Director Overacker, 2nd - Director Clark
Ayes: 5 - Nays: 0, - Abstain: 0, - Absent: 0, **Motion carried**

9) Director's Comments:

Deborah Miller mentioned to the Board that the Fire District sign needs to come down at Mountain Ranch Park corner as we no longer provide services there and the building is being demolished. Chief stated he will have the crew do it the next day. Director Clark added that he is able to recycle the sign at his print shop for use elsewhere.

Director Cook then asked each director if they had any further comments.

Directors Morris and Overacker had no comment.

Director Meitrott-Tyler wondered about an opportunity for additional water storage in the Gate 5 area of El Rancho Loma Serena . Chief Wennhold stated his concerns about the storage tanks not being supplied with a replenishment source and that efforts should be focused on water retention around water sources. Director Meitrott-Tyler said that she will do some research feeling that the opportunity for an additional water source could be of benefit. Chief shared that the water from the old tank in Mountain Ranch had been stored in the pond at Sender's but that the pond gate was opened resulting in the loss of all of it, but the transfer evolution was great training.

Director Cook added that the Sender's should be invited to the Appreciation Dinner.

Director Clark asked that the assembly take a moment to further reflect and additionally respect the recent loss of the Stockton firefighter.

9) Closed Session: There was no closed session.

10) Adjourn:

Motion to adjourn at 7:55 P.M. – Director Overacker, 2nd - Director Meitrott-Tyler
Ayes: 5, - Nays: 0, - Abstain: 0, - Absent: 0, - **Motion carried**

Next regular meeting scheduled for March 10th at 6:00 P.M.

Respectfully submitted,
Diane Lloyd
CCFRPD Staff

Central Calaveras Fire & Rescue Protection District

19927 Jesus Maria Road, Mokelumne Hill, CA 95245

(209) 754-4330

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Bill Wennhold
Fire Chief



Minutes REGULAR MEETING BOARD OF DIRECTORS

Station 1, 19927 Jesus Maria Road, Mokelumne Hill, CA 95245

6:00 P.M. Thursday, January 13, 2022

1) Call to Order:

The meeting was called to order at 6:04 p.m. Present were Directors Cook, Overacker, Meitrott-Tyler, and Clark. Others in attendance were Chief Wennhold, Captain Tedder, Lt. Williams, Debbie Miller, Engr. Carpenter, and Diane Lloyd.

2) Review of Applications for Board Vacancy and Appointment of New Board Member:

There was one application for the board vacancy. It was submitted by Deborah Miller, a volunteer firefighter and former staff member of CCFRPD. After review of the application, Director Clark asked if there was a conflict of interest between being a Board member and being a member of the firefighting staff. Chief Wennhold assured that there was no conflict, stating that County Counsel had thoroughly looked into similar situations in the past. Director Meitrott-Tyler asked Ms. Miller how she proposed to balance the obligations of her role as Vice President of the Central Calaveras Firefighters' Association and the obligation she would incur as a member of the Board of CCFRPD. Ms. Miller averred that the two roles have a very different set of demands, and that the role of Association Vice President is not time or labor intensive. Director Clark inquired as to whether there would be any potential clash during fire season between her duties as a firefighter and her responsibilities as a board member. Director Cook pointed out that he too is a volunteer with CCFRPD and that his experience has been that the two obligations are not mutually exclusive. Chief Wennhold noted that the State monitors the process of ensuring that there are no fiscal improprieties relating to Board membership as documented each year using the State Controller Form 700. The form requires annual filing which is kept in our files for review if requested.

MOTION, approve the Appointment of Deborah Miller to the Open Board Position -

Motion by - Director Clark, 2nd - Director Cook

Ayes: 2 - Nays: 0 - Abstain: 2 - Absent: 0 - **Motion not carried**

With no consensus on the appointment Chief will contact the County Elections Department to find out what steps the District should do next.

3) Public Comments:

There were no public comments.

4) Correspondence:

Chief Wennhold shared that a letter had been received from an accounting firm, asking for the opportunity to perform CCFRPD's annual audit. In the correspondence, they requested a copy of last year's audit. Chief Wennhold pointed out that this falls under the Freedom of Information Act and as a result, our office will comply with their request.

5) Approval of December 9, 2021, meeting minutes:

Director Meitrott-Tyler commented favorably on the quality and detail of the minutes as presented. Director Cook added his compliments as well.

MOTION, approve the minutes of December 9, 2021 –

Motion by - Director Meitrott-Tyler, 2nd - Director Clark

Ayes: 4 - Nays: 0 - Abstain: 0 - Absent: 0 - **Motion carried**

6) Regular Agenda, Action Items:

a) Community water projects

1) El Rancho Loma Serena Water Tank

Chief Wennhold indicated that a letter has recently been sent to the contractor, R. A. Pargett, which details the tasks remaining to be completed on the project. We have not heard back yet. Chief also asked that if anyone knew of additional, qualified bidders, please speak up. Director Overacker commented that this entire process has been a lesson learned, as it was a good idea which did not go as smoothly as it should have. Chief Wennhold agreed and added that we need to be more specific in future regarding the requirements of a project.

2) Mountain Ranch Tank Replacement

Captain Tedder shared that the vendor has been dragging its feet in addition to the fact that there is a difference of approximately \$14,000 between the initial bid and the actual cost. There is still grinding work that needs to be done in various minor spots. Director Cook stated that there was sufficient help with the digging required. Captain Tedder also noted that there had been no drain included but the problem has since been resolved.

b) Updates, Policy Manual Review and Website redesign

Policy & Procedure Manual Review (PPM)

Director Meitrott-Tyler reported that she is continuing to work on this project. After reviewing the San Andreas PPM the suggestion was made to use it as a benchmark but this doesn't preclude the review of prior PPMs used by CCFRPD. She said that she is collaborating with staff members and volunteers. She has determined that the only expense for this project might be the cost of a legal review of the final document. On a technical note, the team working on the project have had difficulty with their group effort, as team members are using different operating systems on their individual computers. Director Meitrott-Tyler asked if Director Clark would help them with this problem. Director Clark agreed and also asked if the team needed any of the older CCFRPD documents relating to the PPM. Director Meitrott-Tyler indicated that she already has access to the pertinent files. Director Cook then recapped the desired approach to the project concluding with the result desired by the Board of keeping simplicity in mind.

Website design update

There was no website design update.

c) JPA Update

Director Meitrott-Tyler shared that progress on the main project continues. The JPA has instituted an innovative way to gain signatures by using a "drive up" approach. They may be close to their projected numbers but there are concerns that errors such as signatures not qualifying will affect outcomes. Of major concern is the loss of the JPA's financial manager, Joel Schwartz, who has been instrumental in the progress of the project to date. Director

Meitrott-Tyler was the recipient of an email from him indicating his change in roles. The gentleman's role has been as an administrator and not as a firefighter in his affiliation with the Copperopolis Fire Department, which has no formal fire chief. Mr. Schwartz stated that the Copperopolis District is going in a different direction. Unfortunately, Mr. Schwartz has been an integral part of the JPA's processes. Chief Wennhold speculated whether or not there could be a role for Mr. Schwartz at another fire department. Ultimately any final decision on Copperopolis' participation will be made by their board of directors. It was noted that the JPA is supposed to be a joint representation of fire chiefs and boards.

Director Cook stated that he is directly involved in the promotion of the JPA's project due to his involvement with the local public access television. Discussion followed re: the difficulties facing the JPA. Chief Wennhold noted that Dana had hoped for more public venues in which to promote but those have all been nixed due to the latest complications created by the pandemic. Director Cook suggested change of address and voter registration forms be available at the places where signatures are being gathered. Chief Wennhold stated that Dana has a list of actual voters to be contacted. Director Clark thought that there also might be conflicts between physical street addresses versus post office boxes and Director Cook suggested a workaround. Director Meitrott-Tyler made note of the various suggestions.

7) Chief's Department Report:

- Admin report –
 - a) The District has been notified of a grant award from Dignity Health at Mark Twain. The net result for CCFRPD is approx. \$6,000.
 - b) The FEMA grant for a new 2000 gal. water tender would be for \$390,000 if successful. Director Meitrott-Tyler offered compliments to Joanna Tedder for her diligence and skill applied to CCFRPD's grant applications.
- Operations –
 - a) Call data shows 601 calls year to date. Chief and Captain Tedder will be providing supplemental information about monthly call types.
 - b) The County Training Officers Firefighter Academy will be starting in two weeks with a number of our members signed up.
- Equipment –
 - a) Repairs to the motor of E123 are being completed, final cost around \$8,000, far better than the potential \$20,000.
 - b) E121 has had the leaking tank repaired but other issues with plumbing and the radiator have been identified and are being repaired before it returns. Indications still are the tank repairs will be covered under warranty, but we will have to pay for the other items

Chief Wennhold added that he will be meeting with the County Auditor regarding the set up an enhanced way to track our expenses and revenues from the annual special assessment.

8) Payment of Bills/Claim Transmittals:

Chief Wennhold mentioned the Board should be aware that the upcoming propane costs for all five stations was going to be higher than usual because of the recent cold snap and power outages using fuel for the generators.

Motion to approve all transmittals for payment – Director Overacker, 2nd - Director Clark
Ayes: 4 - Nays: 0, - Abstain: 0, - Absent: 0, **Motion carried**

9) Director's Comments:

Chief Wennhold alerted the Board that nominations for Board Officers would be at the next regular meeting of the Board. Director Overacker asked that he not be nominated for President of the Board for the coming year.

Chief Wennhold reminded all that at the upcoming election in November, all five Board seats will be open. If there are five applicants for the positions, all five will be appointed by default whereby a formal election and its accompanying costs will be avoided. CCFRPD will receive a detailed advance notice from the County Elections Office regarding the election. The Elections Office will decide on the term of service for each seat.

Director Clark thanked the entire staff for their hard work.

Director Cook stated that we are lucky to have a generator! He also thanked the staff for its performance during the challenges not only faced on a daily basis but during the recent severe weather conditions.

9) Closed Session: There was no closed session.

10) Adjourn:

Motion to adjourn at 7:30 P.M. – Director Overacker, 2nd - Director Meitrott-Tyler

Ayes: 4, - Nays: 0, - Abstain: 0, - Absent: 0, - **Motion carried**

Next regular meeting scheduled for February 10th at 6:00 P.M.

Respectfully submitted,
Diane Lloyd
CCFRPD Staff