

**REGULAR MEETING MINUTES**

Tuesday February 11, 2020

President: David Loeffler, Vice President: Sue Loeffler

Directors: Robert Drain, 2 – Vacant Seats

**5:00 PM OPEN SESSION**

Call to order: Meeting called to order at 5:00 PM

Pledge of Allegiance to the Flag: President Loeffler led pledge

Director Roll Call: All directors present

Corrections to Agenda: No corrections to agenda

**I. PUBLIC COMMENT**

Any member of the public may address the Board of Directors at this time on any matter within the jurisdiction of the Board, regardless of whether or not it is on the agenda. Those wishing to address matters on the agenda may hold their comments until that item is taken up, at which time the public will be permitted to address the Board of Directors prior to any action. Comments will be limited to three (3) minutes per speaker. Those speaking on behalf of an organization will be limited to five (5) minutes. This time limit may be extended at the sole discretion of the chair.

No guests present.

**II. REVIEW / APPROVAL of MINUTES**

Approval of minutes - Regular meeting held on January 14, 2020. Motion made to approve January 14, 2020 minutes. (Drain/S Loeffler) Aye – 3, No – 0 Motion carried.

**III. REPORTS / INFORMATION ITEMS**

- A. Fire Chief's Training/Personnel Report/Grants (Chief Spiersch): *See attached report.* Annual dinner set for May 29, 2020.
- B. Mutual Aid Policy Draft Update (President Loeffler): President Loeffler requested item B moved to discussion/action items for March meeting.
- C. Conflict of Interest Policy Update (Financial Clerk): Most recent policy on file is 2015.
- D. Annual 700 Forms and Board Member Election Schedule (Financial Clerk): 700 forms sent to each board member, due before April 1<sup>st</sup>. November 2020 Board election information to be sent out by Election Office to all special districts confirming each board member's standing in May or June. No action needed at this time.
- E. Update on Computer Set up and Updates: (Jack Heard): Board updated on set up of new computers. Older (replaced by new) laptops will be used for radio programming and assigned to staff. Request made by President Loeffler to transfer files associated to District/Department polices, (currently stored on Fire Clerk's computer) to a disk. Regular service schedule will be set up to keep computers updated. Request made to add to March agenda to approve Jack Heard as IT manager for District, specifying expense authorization limit and setting a six-month reporting schedule to Board.
- F. Correspondence (Clerk): Sharp Electric Quote

#### IV. DISCUSSION / ACTION ITEMS

- A. Board Approval of Karen Spiersch to Company 31- Tabled to Feb 2020 Meeting per Board request (President Loeffler): Chief asked for additional clarification from Board since Karen is already in Company 31. President Loeffler asked for, because prior requests by Board not received, Karen to submit her request letter to join Co. 31 as well as the hours spent processing mutual aid billings for 2019. This was a condition of a temporary appointment to process 2019 mutual aid billings. Information to be mailed to President Loeffler. Tabled to March meeting.
- B. Cloud Storage of District Records and Coordination of E-mails with Google Mail (Jack Heard): There are only a couple of versions HIPPA compliant. Jack will research which one best for District use. Will be used on 3 computers, Clerk of the Board, Fire Clerk and Financial Clerk. Business version will provide best security. Motion made for cloud storage for three computers.  
(S Loeffler/Drain) Ayes – 3, No – 0 Motion carried.
- C. Clerk of the Board Updated Contract, Scope of Work and Position Posting (President Loeffler): Contract can be easily used for a 1099 or W-2 position. Additional discussion ensued regarding position announcement. It was determined upon approval of revised contract; the position description and applicant submissions will go through Director Sue Loeffler. In house posting for 15 days. Director Loeffler will provide applicant information to Board prior to interviews. Chief will refer to Fire Clerk to send out position announcement to group. Motion made to accept updated contract, scope of work, position posting/announcement. (S Loeffler/Drain) Ayes – 3, No – 0, Motioned carried.
- D. Consider the Continuation of Independent Contractor Contract vs Conversion to W-2 Positions (Financial Clerk): Financial Clerk/Janitorial can remain as 1099 based on definitions by the State. Fire Clerk and Clerk of the Board should convert to W-2. Motion made to convert Fire Clerk/ Clerk of the Board to W-2 status and Janitorial/ Financial Clerk remain 1099. (Drain/S Loeffler) Ayes – 3, No – 0. Motion carried.
- E. Trinity LAFCO – Resolution Hardship Exemption SB 929 Special Dist. Website (Financial Clerk): Hardship will be filed in resolution and take the year to set up website. Motion made to accept Resolution 19-20-1 Hardship Exemption SB 929 Special District Website (S Loeffler/Drain) Ayes-3, No – 0. Motion carried
- F. Consider Temporary Suspension of Fire Fighter Mutual Aid Pay Policy (President Loeffler): Copy of FF Mutual Aid Pay Policy requested by President Loeffler for Board. Copy will be sent prior to March meeting. Suspension consideration due to uncertainty of outstanding payments to the District because of billing issues in 2019 as well as awaiting more information regarding new MARS billing system. Motion made to temporarily suspend the Fire Fighter Mutual Aid Pay Policy until the Board has more information. (Drain/ S Loeffler) Ayes – 3, No – 0. Motion carried.
- G. Mid-Year Budget Review (Director Drain): *see attached report.* Director Drain and President Loeffler will meet to discuss project priorities. Motion made to approve the Mid-Year Budget. (S Loeffler/Drain) Ayes – 3, No – 0. Motion Carried
- H. Approval of Board Letter Supporting Measures D & E (President Loeffler): Discussion ensued. Motion made to send to Trinity Journal Letter to the Editor and post on face book. (Drain/S Loeffler) Ayes – 3, No – 0. Motioned carried
- I. Consider Financial Report / Warrants for February 2020 (Financial Clerk): *See attached report* Motion made to accept warrants and financial report. (S Loeffler/Drain) Ayes – 3, No – 0. Motion carried.

#### V. NEW BUSINESS No new business.

#### VI. ORAL COMMUNICATIONS/DIRECTORS COMMUNICATIONS: Director Drain and President Loeffler thanked staff for their hard work.

#### VII. ADJOURNMENT: Motion to adjourn and agreed at 6:52 PM.