

**REGULAR MEETING MINUTES**

Tuesday June 14, 2022

President: Susan Loeffler, Vice President: Robert Drain  
Directors: Kristi Swift, Cameron Adams, 1- Vacant Seats

**5:00 PM OPEN SESSION**

Call to order: 5:00

Pledge of Allegiance to the Flag: Led by President Loeffler

Director Roll Call: Kristy Swift absent

Corrections to Agenda: none

**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 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. All public meetings are recorded.

**II. REVIEW / APPROVAL of MINUTES**

Approval of minutes – regular meeting held on May 10, 2022. Motion made to approve the April 12, 2022 minutes. (*Drain/Adams*) Aye – 3, No – 0 Motion carried.

*Drain/adams*

**III. REPORTS / INFORMATION ITEMS**

A. Fire Chief's Training/Personnel Report/Grants (Chief Warshawer): *See attached report. Heather Gossman is on the school board and the chief will be working with her and the other school board members to decide the course of action in the event of an active shooter case. Chief will update the outcome of the grant when he has more information. Chief would like to purchase a new AED and sleeping bags/mats. The board agrees that these purchases should be made. President Loeffler asks if Cal-Fire will need the bay to store equipment? Chief relates as of right now, Cal-Fire is moving into the church building and does not currently anticipate the need for equipment storage.*

B. Modular Committee Update (Director Drain): *52' trailer is available, must be placed 6' from building per Trinity County Jeff Dickey. Original modular home was a 60' so it will change space options moving to a 52' trailer. Director Drain will know more tomorrow and report at the next meeting.*

C. Correspondence (Clerk): None

**IV. DISCUSSION / ACTION ITEMS**

A. Apparatus Policy (President S.Loeffler): President Loeffler would like the "Apparatus Servicing Policy" to be implemented. The board should recognize the donations over the years given by the Hayfork Tire Shop. *Resolution to recognize the Hayfork Tire Shop to be put on the July Agenda.*

B. Credit Card Policy (Financial Clerk): Cash purchases have been added to the draft policy as there is no policy in place for reimbursement for cash purchases. Board votes to approve of the policy as written with options of making changes as the board sees fit. Motion made to approve the credit card policy as written with option of updating as needed. (*Drain/Adams*) Aye – 3, No – 0 Motion carried.

C. Consider Preliminary Budget 22/23 (Director Drain): Estimate of total cost to finish the building.

Motion made to approve the preliminary budget. (*Adams/Drain*) Aye – 3, No – 0 Motion carried.

- D. Consider Financial Report / Warrants for May 2022 (Financial Clerk):** *See attached report.* The financial Clerk ask that a directive be written, added to the July agenda, directed to the fire department members including the new recruits to let them understand how warrants are processed. Warrants need to be deposited in a timely fashion and money will not be paid out on stale dated warrants unless the fire department member. *The financial clerk will write a draft directive regarding depositing of warrants and send it to the board for review. Will be on July agenda.* Motion made to approve the financial report for May 2022 (*Adams/Drain*) Aye – 3, No – 0 Motion carried.

**V. NEW BUSINESS:**

- Fire clerk would like the Word document fire reporting. *Will be on the July agenda under discussion items.*
- The financial clerk asks that the approval of warrants by Chief through email. *Will be on the July agenda under discussion items.*
- Chief relates there are two Hyampom fire crew members who would like to join the Hayfork Fire Department and he believes it would be of great value to the fire department. The financial clerk relates the board needs to look at the stipulations regarding having out of district fire department members. *Will be on the July agenda under discussion items.*

**VII. ORAL COMMUNICATIONS/DIRECTORS COMMUNICATIONS:**

**VIII. ADJOURNMENT: 6:43**