

**HAYFORK FIRE  
PROTECTION DISTRICT  
BOARD of DIRECTORS  
Old Hayfork Fire Station  
7230 State Hwy. 3  
Hayfork, CA 96041**

**REGULAR MEETING MINUTES**

Tuesday November 10, 2020

President: David Loeffler, Vice President: Sue Loeffler

Directors: Robert Drain, 2 – Vacant Seats

**4:30 PM CLOSED SESSION**

Call to order:

**I. Board Seat Interview**

**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.

**II. REVIEW / APPROVAL of MINUTES**

Approval of minutes - Regular meeting held on October 13, 2020. Motion made to approve the October 13, 2020 minutes. (Drain/Loeffler) Aye – 3, No – 0 Motion carried.

Approval of minutes - Special meeting held on October 15, 2020. Motion made to approve the October 15, 2020 minutes. (Drain/Loeffler) Aye – 3, No – 0 Motion carried.

**III. REPORTS / INFORMATION ITEMS**

- A. Report Out Closed Session held November 10, 2020 (President Loeffler): *See attached.* Applicant unable to attend meeting. No report out due to no closed session.
- B. Fire Chief's Training/Personnel Report/Grants (Chief Reeves): Unit 3112 is still out of service. E-3161 back from fires, out of service for regular rig repairs. Due to no Fire Department awards dinner this year, Chief plans on purchasing moral boosting awards for department members. NFIRS is being worked on. Duty officer shifts changed to 24 hours shifts 0600-0600.
- C. Modular Buildings Update: (President Loeffler): No updates
- D. Conflict of Interest Update (Board Clerk): Tabled to December 8, 2020 board meeting.
- E. Incident Billing (Board Clerk): No report given due to absence of Board Clerk.
- F. Correspondence (Clerk): Check received from Verizon lawsuit. Election paperwork regarding swearing in Tad Drain to the HFPD board. Letter from Kristi Swift that was given to President Loeffler regarding joining the HFPD Board.

#### **IV. DISCUSSION / ACTION ITEMS**

- A. Interim Chief Contract Approval (President Loeffler): *See attached*. Approved as written. Motion made to approve the Interim Chief Contract. (Drain/Loeffler) Aye – 3, No – 0 Motion carried.
- B. Seating Board Member (President Loeffler): Tabled to December 8, 2020 board meeting.
- C. Fire Prevention (President Loeffler): Outside contractors will handle this in the future. An ordinance or policy will need to be written by the board regarding this matter. President Loeffler will be working on this matter to have this in effect by January 1, 2021. Motion made to investigate changes in district handling of Fire Prevention, Life Safety Inspections and Flow Testing. (Drain/Loeffler) Aye – 3, No 0 Motion carried.
- D. Life Safety Inspections (President Loeffler): Outside contractors will handle this in the future. An ordinance or policy will need to be written by the board regarding this matter. President Loeffler will be working on this matter to have this in effect by January 1, 2021. See motion made Item IV C.
- E. Flow Testing (President Loeffler): Outside contractors will handle this in the future. An ordinance or policy will need to be written by the board regarding this matter. President Loeffler will be working on this matter to have this in effect by January 1, 2021. See motion made Item IV C.
- F. Consider Financial Report / Warrants for November 2020 (Financial Clerk): *See attached report*. Motion made to accept the financial report and approve November warrants. (S.Loeffler/Drain) Ayes – 3, No – 0, Motion carried.

V. **NEW BUSINESS**: President Loeffler suggests moving meetings online due to COVID or using a mask during board meetings. Decision is made to use masks, practice social distancing and sterilizing. Chief Reeves reported that Justin and Julie will be taking over the position of Janitor. He would like to pay them retro actively for the last few months. Chief Reeves also contacted by Cindy Blackburn to use the front bay of the new firehall to hold Rotary Meetings.

VI. **ORAL COMMUNICATIONS/DIRECTORS COMMUNICATIONS**: Director Loeffler thanks everyone and wishes them a Happy Thanksgiving. Chief Reeves thanks everyone who worked on the August Complex. Board members pass on their appreciation to everyone who worked on the August Complex. The volunteers are taking over the community Thanksgiving Dinner this year

VII. **ADJOURNMENT**: