

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

REGULAR MEETING MINUTES

Tuesday April 14, 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.

II. REVIEW / APPROVAL of MINUTES

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

III. REPORTS / INFORMATION ITEMS

- A. Fire Chief's Training/Personnel Report/Grants (Chief Spiersch): *See attached report.* Driver Op's class to be finished possibly in May.
- B. Conflict of Interest - Updated Information from County (Financial Clerk): *See attached report.* Financial clerk recommends no changes in this cycle. A new policy will be written (potentially Feb. 2021). New policy to include all staff with purchasing authority.
- C. Cloud Storage Report (Jack Heard): New Microsoft licenses need to be purchased for Fire Clerk, Board Clerk and Financial Clerk computers. In regards to backing up files on One Drive, One Drive is HIPPA compliant.
- D. Review Fire Clerk Scope of Work (Clerk): *See attached report.* Clerk duties list given to board. Tabled to May meeting.
- E. Modular Buildings (President Loeffler) President Loeffler putting out calls to get a bid on a 60' long and 20' wide, 4 bedrooms, bathrooms with showers. To include reception and radio area's as well as Duty Officer quarters, office, kitchen, dining area, laundry facilities, board room and handicap bathroom. Premade 3 bed room, 2 bath, 24'x60' quoted at approximately \$30,000.
- F. Correspondence (Clerk): No correspondence.
- G. Billing Process for Incidents (Loeffler): Fire Clerk to process incident billing.

IV. DISCUSSION / ACTION ITEMS

A. Website Proposal for Both Volunteers and District (President Loeffler): Recommendation from Financial Clerk is to use wix.com, a free website service, for District Board website needs. There is a two-week trial period with the website service to allow District to decide if they like the website host. Financial Clerk also recommends that the Volunteers take over financial responsibility of the www.hayforkfire.org website and ownership of the website. Chief Spiersch states he will report in May on volunteers taking over financial upkeep and ownership of the volunteer's website.

Motion made to accept recommendation to consider wix.com after review of the trial period for District website and allowing volunteers to take over financial responsibility and ownership of www.hayforkfire.org website. (Drain/S. Loeffler) Aye – 3, No – 0 Motion carried.

B. Consider Financial Report / Warrants for April 2020 (Financial Clerk): *See attached report.*

Motion made to accept the financial report and approve April warrants. (Drain/S. Loeffler) Ayes – 3, No – 0, Motion carried.

V. NEW BUSINESS: No new business.

VI. ORAL COMMUNICATIONS/DIRECTORS COMMUNICATIONS: Vice President Loeffler thanked J. Heard and L. Howell for their work. Director Drain thanked everyone present for their work. President Loeffler thanks everyone present for their work and Firefighter Molner for his assistance in putting in the new garage door. Fire Department meeting will be postponed until further notice.

VII. ADJOURNMENT: Motion made to adjourn. Meeting adjourned at 6:11.