

REGULAR MEETING MINUTES

Tuesday November 12, 2019

President: Robert Drain, Vice President: David Loeffler

Directors: Sue Loeffler, Vacant

5:00 PM OPEN SESSION

Call to order: Meeting called to order at 5:00 P.M.

Pledge of Allegiance to the Flag: Led by President Drain

Director Roll Call: President Drain, Director Dave Loeffler, Director Sue Loeffler 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 public comment.

II. REVIEW / APPROVAL of MINUTES

Approval of minutes - regular meeting held on October 8, 2019. Motion to accept the minutes for the regular meeting for October 8, 2019: (S. Loeffler/D. Loeffler), Aye-3; No-0: Motion carried.

III. REPORTS / INFORMATION ITEMS

- A. Fire Chief's Training/Personnel Report/Grants/Conference (Chief Spiersch): *See attached report(s).* Report submitted by Lisa Howell was included with Chief's report detailing EMS conference Lisa attended. Discussion ensued regarding Image Trend limitations with the free version currently being used. Reporting NIFRS has been an ongoing issue, which is now being entered manually and then uploaded. Director Dave Loeffler suggested a letter be sent to county supervisors regarding this issue. It was discussed for consideration be given to purchasing full program from Image Trend or alternative program so double entry reporting is avoided.
- B. Status of Open Mutual Aids (Chief Spiersch): There are estimated to be 5 to 6 mutual aids extending back to March 2019. Currently three mutual aids have been turned in for reimbursement. Paperwork for older mutual aids from as far back as March being located, if possible. These mutual aids had been delegated by Chief; however, it was not completed in a timely manner. Billing in process of being reassigned to Karen Spiersch, pending Board approval. There is also an open billing with Watershed that will be processed and submitted to the Financial Clerk.
- C. Update on Replacement Computers / Computer Maintenance (Financial clerk): Computers ordered and received. Pending password updates to complete program installations in order to finish data transfer to new computers. Should be completed by next meeting.
- D. Correspondence (Clerk): Planning Department – review by Chief regarding lot splits and bridge load limits.

IV. DISCUSSION / ACTION ITEMS

- A. Review of RFPS (D. Loeffler): An additional bid was received from North State Painting. Director Dave Loeffler will contact businesses and notify them the bids are too expensive and District is not budgeted for that cost. Director Dave Loeffler will contact another business in Redding to obtain an additional bid and also suggested checking to see if volunteers from the department might be interested in taking on the job of repainting the old fire hall. Will take up again in December meeting.
- B. Request for Karen Spiersch to Join Company 31 (Drain): This is an action item carried over from the October 8, 2019 meeting because the Board did not have the opportunity to discuss with Chief as he had to leave during the October meeting. Therefore, it was moved to the November 2019 meeting. At the November meeting the Board took no action as it was thought the request letter had been received from Karen Spiersch per Chief.
- C. Mutual Aids - Open Billings & Administration Fee: (Drain): To facilitate the billing of open mutual aids in 2019 a temporary clerical position is needed to assist Chief. This is due to the assignment not being completed by other volunteer(s) previously assigned the duty in the department. Because there is the potential of losing mutual aid reimbursements due to the delay in submitting invoices, Chief asked Karen Spiersch to assist due to her knowledge of processing mutual aid billings. A discussion ensued about the hourly rate and how the administration fee is applied for reimbursement to the District. Administration fee covers overhead expenses for staff as well as being applied to all taxes and worker compensation costs associated with the mutual aid. As of this meeting, there had not been any letter received from Karen Spiersch regarding the mutual aid billings. It was confirmed by the Chief, Karen Spiersch had already been processing the billings and had three submitted. Additional discussion ensued regarding conflict of interest and the letter of intent from Karen Spiersch for processing the billings. Motion was made to pay Karen Spiersch \$15.00 per hour to process mutual aid billings and will be retroactive: (D Loeffler/S Loeffler) 3-Ayes, 0-No: Motioned carried.
- D. Bid on Garage Door Replacement (D Loeffler): Quote received from Bayley Lumber in the amount of \$3,485.63 for the roll-up door (red). Discussion ensued. Motion made to accept estimate to replace western most door: (S Loeffler / D Loeffler) Ayes-3, 0-No: Motion carried.
- E. Consider Financial Report / Warrants for November 2019 (Finance Clerk): *See attached report.* Motion made to accept financial report and approve the warrants. (S Loeffler / D Loeffler) Ayes-3, 0-No: Motion carried.

V. NEW BUSINESS

- A. Clerk of the Board - Position Update / Appointment Timeline (Drain): The Board and Financial Clerk will review the policy and report at the December meeting.
- B. Mutual Aid Policy (Financial Clerk): Mutual aid policy will be reviewed by Director Dave Loeffler and the Financial Clerk with a deadline to be completed in February / March 2020.

VI. ORAL COMMUNICATIONS/DIRECTORS COMMUNICATIONS: Director Loeffler said he located a business that can do the lettering on the Type 6 and also water tender. Business is located in Redding.

VII. ADJOURNMENT: Meeting adjourned at 6:17 P.M.