

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

REGULAR MEETING MINUTES

Tuesday September 8, 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

Present: Company 31 member Chad Fougeron

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 August 11, 2020. Motion made to approve the August 11, 2020 minutes. (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.*

B. Fire Chief's Association Minutes/Agenda (President Loeffler): *See attached.*

C. Modular Buildings (President Loeffler): President Loeffler related that according to Weaverville Fire Department, the county waived all fee's for building their modular. He will be looking into the matter further. No other updates.

D. OES Community Siren: President Loeffler sent an email to Ed Presley of OES. He also attempted to contact Board Supervisors Chadwick and Fenley, with no response thus far. A siren has not been ordered.

E. Correspondence (Clerk): No correspondence

IV. DISCUSSION / ACTION ITEMS

A. Convert Janitorial Job to Stipend Pay with Volunteer Rotating Job on an Annual Basis (President Loeffler): Motion made to approve converting janitorial job to a rotating job and stipend pay. (Drain/Loeffler) Aye – 3, No – 0 Motion carried.

- B. Janitorial Scope of Work Review (President Loeffler): Tabled to next month.
- C. Fire Hydrant Painting/Weed Eating Pay Change to Stipend (President Loeffler): Motion made to approve converting hydrant painting/weed eating to stipend pay. (Drain/S.Loeffler) Aye – 3, No – 0 Motion carried.
- D. Approval of 20/21 HFPD Budget (Director Drain): Motion made to adopt the 20/21 HFPD budget. (S. Loeffler/Drain) Aye – 3, No – 0 Motion carried.
- E. US Banks Card and US Bank Voyager Card Credit Limit Increase (Financial Clerk): *See attached report.* Motion made to approve increasing US Bank Card and US Bank Voyager Card Credit Limits. (S. Loeffler/Drain) Aye – 3, No – 0 Motion carried.
- F. Updated Risk Management Program (Financial Clerk); *See attached report.* When damage is done to a rig do the volunteers know how to report an issue? There needs to be a paper trail from start to end of issues with the rigs. Volunteers need to be taught correct pre and post trip inspections. Sue would like to have a meeting with the volunteers and explain the importance of making sure the rigs are in good working order. Policy needs to be written.
- G. Capital Agenda Plan (President Loeffler): Upgrade the capital agenda plan to have two modular buildings, one for now, one for the future. It is recommended that the water, sewer, electricity, are installed at the time the first modular is put in.
- H. Consider Financial Report / Warrants for September 2020 (Financial Clerk): *See attached report.*
Motion made to accept the financial report and approve August warrants.
(Drain/S.Loeffler)
Ayes – 3, No – 0, Motion carried.

V. **NEW BUSINESS:** None

VI. **ORAL COMMUNICATIONS/DIRECTORS COMMUNICATIONS:** Director S. Loeffler thanks the department members. Director Drain seconds Loeffler’s comments and thanks both the Board Clerk and Financial Clerk. The President echo’s the director’s sentiments.

VII. **ADJOURNMENT:** Motion made to adjourn. Meeting adjourned at 5:54