

REGULAR MEETING MINUTES

Tuesday March 10, 2020

President: David Loeffler, Vice President: Sue Loeffler

Directors: Robert Drain, 2 – Vacant Seats

4:30 PM CLOSED SESSION

Call to order:

- Pursuant to Government Code § 54957: Personnel – Clerk of the Board

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.

Guests: Julie Velazquez, Justin Molner, Chad Fougeron. Julie asked if it was possible for a physical copy of the janitorial duties for the station as they are unclear as to what the janitor does. A copy will be provided.

II. REVIEW / APPROVAL of MINUTES

Approval of minutes - Regular meeting held on February 11, 2020. Motion made to approve the February 11, 2020 minutes. (S Loeffler/Drain) Aye – 3, No – 0 Motion carried.

III. REPORTS / INFORMATION ITEMS

- Closed Session Report Out (President Loeffler): Lisa Howell selected for Clerk of the Board.
- Fire Chief's Training/Personnel Report/Grants (Chief Spiersch): *See attached report.*
- Conflict of Interest - Updated Information from County (Financial Clerk): District is using a format dated back in the 1970's. County sent updated material for reference so Board can update current Conflict of Interest Policy.
- Website Proposal for Both Volunteers and District (President Loeffler): Tabled to next meeting. Board wanted to include for consideration, specific to HFPD, additional website providers that specifically work with Special Districts and are familiar with the new state requirement specific to posting agendas, minutes and state controller information on the site. Financial Clerk will provide additional website information and include with current proposals previously received pertaining to both HVFD and HFPD.
- Cloud Storage Report (Jack Heard): Held over to April meeting.

- F. Prioritization of Facility Repairs and Other Projects (President Loeffler): Discussion ensued regarding several facility repair projects presented by President Loeffler and Director Drain. Multiple RFPs received specific to each project presented. RFP #157 was placed as first priority and other RFPs will be held for possible consideration in the future. Also discussed was looking into modular units and FEMA trailers, as well as financing options and or grants.
- G. Correspondence (Clerk): LAFCO regarding nomination of board members, notice from Trinity County of county-wide tax default on specific parcels, letter to Board from Karen Spiersch.

IV. DISCUSSION / ACTION ITEMS

- A. Approval of Karen Spiersch to Company 31- Tabled to March 2020 (President Loeffler): Letter received from Karen Spiersch included request to be approved to Co. 31 and total hours worked on mutual aid billings through December 31, 2019. Letter referred to Financial Clerk so a warrant can be processed for mutual aid billings. Motion made to accept Karen Spiersch to Company 31. (S Loeffler/Drain) Aye – 3, No – 0, Motion carried.
- B. Clerk of the Board Position (President Loeffler): Motion made to approve Lisa Howell as Clerk of the Board. (S Loeffler/Drain) Aye – 3, No – 0, Motion carried.
- C. Consideration of RFP (President Loeffler): Motion made to accept Project #157. (Drain/S Loeffler) Ayes-3, No-0, Motion carried.
- D. Approve Jack Heard as District IT Manager/Expense Authorization Limit/ Confirm Schedule for Six Month Updates to Board (President Loeffler): Motion made approving Jack Heard as IT Manager and expense authorization limit of \$750. (S Loeffler/Drain) Aye – 3, No – 0, Motion carried.
- E. Approve Mutual Aid Policy (Financial Clerk): Motion made to accept Contracted Mutual Aid and Services with Outside Agencies Policy. (Drain/S Loeffler) Aye – 3, No – 0. Motion carried.
- F. Consider Financial Report / Warrants for March 2020 (Financial Clerk): *See attached report.* Motion made to accept the financial report and approve March warrants. (S Loeffler/Drain) Ayes – 3, No – 0, Motion carried.

V. NEW BUSINESS:

- A. Contract Review/Updates for 1099 and W-2 Positions (Financial Clerk): Will be placed on the agenda in April.

VI. ORAL COMMUNICATIONS/DIRECTORS COMMUNICATIONS: President Loeffler asked for modular buildings to be placed on the agenda next month. Reminder of the annual dinner set for May 29th. Director Drain and President Loeffler thanked the guests for attending meeting and staff for their hard work. Chad appreciated attending; wasn't aware all of this was happening.

VII. ADJOURNMENT: Motion made to adjourn. Meeting adjourned at 6:15.