

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

REGULAR MEETING MINUTES

Tuesday June 9, 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: Justin Molner and Kenny Wiley Jr.

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. Kenny Wiley thanked the fire department for the new garage door. He further stated the lease between the HFPD board and Wiley's Market states that the HFPD must pay for all repairs to the building but Wiley's understands that the money needs to be spent at the new firehall as needed rather than spent at the old station. Lisa Howell had questions regarding joining Company 31 and responding to calls. The board explained that Company 31 members cannot run calls due to insurance and was directed to speak to Chief Spiersch for an alternative plan.

II. REVIEW / APPROVAL of MINUTES

Approval of minutes - Regular meeting held on June 9, 2020. Motion made to approve the June 9, 2020 minutes. (Drain/Loeffler) Aye – 3, No – 0 Motion carried.

III. REPORTS / INFORMATION ITEMS

- A. Fire Chief's Training/Personnel Report/Grants (Chief Spiersch): *See attached report.*
- B. Modular Buildings (President Loeffler) No new updates currently. Director Drain reported that he spoke with Susie the County Grant Administrator and there will be a grant in January that can be applied for to help with expenses.
- C. Parcels Billing (Financial Clerk): Financial Clerk will be meeting with county to go over new billing system.
- D. Wix.com District Website (Financial Clerk): Website for the district is up and running.
- E. I-9 Forms (Financial Clerk/Board Clerk): Financial Clerk would like to rewrite the policy for new volunteers joining the department to add the I-9 form to the entry process. All volunteers must complete the paperwork as they are employees of the District.

F. Correspondence (Clerk): LAFFCO nominations announced, affidavit of budget meeting from Trinity Journal and conflict of interest information.

IV. DISCUSSION / ACTION ITEMS

- A. Fire Clerk Scope of Work/Contract (Director S Loeffler/Board Clerk): Motion made to sign the Fire Clerk Contract with possible amendments. (S Loeffler/Drain) Aye – 3, No – 0 Motion carried.
- B. Resolution for Elections of Special District (Board Clerk): Motion made to adopt the Resolution for Elections of Special District. (Drain/S Loeffler) Aye – 3, No – 0 Motion carried.
- C. 20/21 Preliminary Budget (Director Drain): Motion made to accept the preliminary 20/21 budget. (S Loeffler/Drain) Aye – 3, No – 0 Motion carried.
- D. Consider Financial Report / Warrants for April 2020 (Financial Clerk): *See attached report.* Motion made to accept the financial report and approve May warrants. (Drain/S. Loeffler) Ayes – 3, No – 0, Motion carried.

V. NEW BUSINESS: No new business.

VI. ORAL COMMUNICATIONS/DIRECTORS COMMUNICATIONS: Director Drain thanked the Clerks and Chief Spiersch for their work. President Loeffler thanks everyone present for their work.

VII. ADJOURNMENT: Motion made to adjourn. Meeting adjourned at 6:19.