



FELTON FIRE PROTECTION DISTRICT

131 Kirby Street, Felton CA 95018 831 335-4422

Regular Meeting Minutes

Of The Board of Directors

May 01, 2023

Location: *Felton Fire Station Meeting Room, 131 Kirby St, Felton California*

ZoomOption:

<https://us06web.zoom.us/j/83998279207?pwd=UjduZUk2OEw0dnFzRWWhyY2RPZkZUQT09>

Convene Meeting:

1.1 Call to Order: Meeting was called to order by Chairperson Jim Anderson at 6:04 p.m.

1.2 Pledge of Allegiance

1.3 Roll Call: Directors, J. Anderson, N. Crandell, D. Ladd (arrived 6:06)

Staff: Chief Gray, L. Dennis

Absent: C. Foreman, R. Gelini

Guests: Adam Hensleigh

1.4 Approve meeting minutes of the Regular Meeting held on April 03, 2023. Regular meeting minutes approved as written on motion by Director Ladd and second by Director Anderson and passed.

Ayes: Directors Anderson, Crandell and Ladd

Noes: none

Abstain: none

Absent: C. Foreman, R. Gelini

1.5 Considerations of Additions to the Agenda: None.

2.0 Public Comment: Adam Hensleigh commented regarding the Big Foot logo suggested by the squad last meeting. He thought it was good and he would be proud to see it in our community as a taxpayer. He shared an example from Skagway for comparison. He suggested a Facebook poll to solicit community input and opinion.

3.0 Public Hearing: None

4.0 Directors Reports: None.

5.0 Staff Report: Chief Gray apologized for lack of report he usually provides, as he was sick most of last month off and on.

- We had 58 calls last month.

- Training has just finished up structure. We trained with Ben Lomond here on structure evolutions last week. It was very productive and good team building. Tomorrow starts the Wildland block.

- New hires are shadowing on calls, they are all done with the classroom portions. Chief Gray explained the shadowing concept.

- Driver training- one driver damaged the fenderette on 2310 on a bridge during driver training. This has resulted in review of the training document and process for drivers. He is revisiting this before resuming any further driver training.

- Chief Gray will be in class for several times during May and June, both weekend and weekdays. He is taking additional officer classes and IC400. Some are in person and some online.

- Responses have been just okay. June looks bleak due to Cal Fire returnees and some other work or vacation commitments. July will be better when some of the regular workers hours are reset after the fiscal year begins again.

- We are kicking off a recruitment campaign and developing a recruitment webpage specifically. Ian is working on this.

Director Anderson asked the Chief about the training process for new hires. Chief Gray explained the process including application and interview processes. Director Anderson felt there is a distance between the squad members and the Board. He suggested board member involvement somehow in the interview process. Some discussion followed. Chief Gray suggested there might be some board involvement at the "Chief's Interview" level of the process.

- The Mother's Day breakfast will be held in a couple of weeks; signs went out today.

- Sam Moeller is working on a project for a CPR event on June 4th, to teach skills and show AEDs and other equipment, and get the new EMTs involved. They hope to do this at the Redwood Mountain Fair.

- Radio Infrastructure – there was a meeting las Thursday which was very encouraging. They formed four committees- Executive, Finance, Governance and Procurement. There is a 3-year implementation timeline. All entities in the county using radio communications are / will be involved. It is a priority project for the Board of Supervisors, especially relating to the CZU Fires and Sargent Gutzwiller events.

- Special Districts – Chief Gray asked the directors if they had visited the website and looked at the resources that CSDA had to offer. Director Anderson stated LAFCO is a member, and offered that Joe is very familiar with the trainings and might be of some assistance in the future.
- Prevention – Mount Hermon held their annual homeowner's association meeting. He was sick and unable to attend, Audrey attended and spoke.
- The potential burn box plan for disposal of green waste at Day Break Camp as discussed earlier in the year will not be happening. The focus and resources have gone further up the coast to assist.
- EMTs – They are done with their classroom work and are now shadowing on calls. They will then do a 5-call analysis, to be signed-off and cleared to run calls.

6.0 Unfinished Business:

6.1 IRS Audit process update

Chief Gray reviewed the documentation provided in the April 12, 2023 letter and forms relating to proposed changes to employment taxes for 2020 and 2021 (totaling \$74,501.68) and the response due by May 12, 2023. The Chief and board members discussed the requirements and payment terms described. Discussion followed regarding any County responsibility for our debt to the IRS as our payroll processor. Director Crandell requested Chief Gray converse with the IRS group Manager to be clear on the intent of signing and the terms. Director Crandell felt the adjusted W2s should be the County's expense.

Laurie pointed out that the document has a response date of May 12, which will be before the next board meeting. Chief Gray will get clarification and communicate to board members.

6.2 SAFER Grant Status update: Submitted/ awaiting response

Chief Gray stated he had no update, still waiting to hear.

Director Anderson asked the Chief to put an agenda item on the Closed Session for the next meeting- regarding Personnel.

7.0 New Business:

7.1 Draft preliminary budget 23/24 FY – discussion no action

Chief Gray reviewed the presented draft and asked the board members for any questions. Directors Crandell and Ladd will review it and send him any questions. Director Anderson asked the definitions of some of the tax revenue categories. Director Anderson then pointed out the difference between the projected revenue and all of the expenses, leaving a difference of just over \$140,000 and how close

that is. Some discussion followed. Chief Gray stated he wants to develop a new fee schedule to look at creating additional revenues.

8.0 Approve paid vendor claims for the month of March and April 2023: Board members reviewed the vendor claims in the amount of \$63,392.21 for both the months of March and April. Chief noted the large invoice to AMR for the AEDs purchased. He will be providing a list from the squad to the auxiliary for additional equipment purchases. Claims were approved as presented on motion by Director Crandell and seconded by Director Ladd. Ayes: Directors Anderson, Crandell and Ladd

Noes: none

Abstain: none

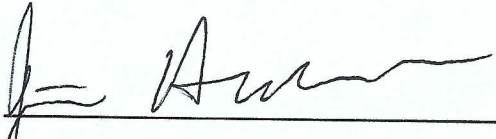
Absent: Foreman, Gelini

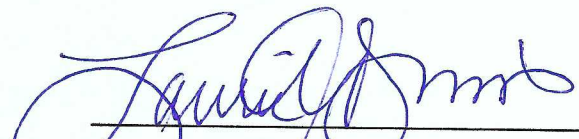
Motion carried.

9.0 Closed Session: none

10.0 Set date for the next meeting: The next Regular Meeting will be held on **Monday, June 05, 2023 at 6:00 P.M.** The meeting will be in person at the Felton Fire Station.

11.0 Adjourn: Director Anderson moved to adjourn the meeting at 7:30 p.m.



Jim Anderson, Chairperson

Attest: Laurie Dennis, Secretary