

Minutes of the Capay Valley Fire Protection District Commissioners

Monday 9 October 2023

The regular meeting of the Capay Valley Fire Protection District Board of Commissioners was opened and called to order at 6:30 PM by: Board Chair, Judith Redmond

Board Members Present: Wyatt Cline, Dawnmarie Eason, Mark Burns, Caleb Sehnert, Judith Redmond (had to leave early, directly after closed session agenda item).

Absent:

Others Present:

Chief/Dist. Secretary: Jesse Capitanio

Association Members:

Motion to approve the August meeting minutes:

Motion: Mark Burns

Second: Caleb Sehnert

Ayes: Wyatt, Dawnmarie, Judith, Mark, Caleb

Nays: None

Absent: None

Approved: Yes

Public Comment: None

Correspondence: Regarding Merrie Tompkins letter of last month, after consulting with SCI we find that the property use type is correct for her property. Judith will draft a response.

Old Business:

1. Joint Operations Agreement

Personnel Policies: Eyres Law has not yet completed the draft revisions. The Board discussed hiring practices for paid employees and requested that any prospective paid employee of the district undergo a Live Scan State and Federal background check. Less invasive background checks were discussed for volunteers, and Mark will research this process.

2. CVERA update

Fire Prevention week event is on Saturday and the crew will do an extrication demo, fire extinguisher training, and there will be a go bag display and information from the Red Cross.

The board will keep this item on the agenda for updates at the next meeting.

3. Projects Update

- a. **Septic Project:** Septic project is complete and invoice has been paid. The invoice has been submitted for \$34,698.00 reimbursement through the Yolo County contingency funding.
- b. **Water Storage upgrade project:** Many of the leaky fittings have been replaced and Jesse is still working on how to cost volunteer labor for reimbursement under the DWR grant.
- c. **Concrete:** We are proceeding with a feasibility study through Kitchell Engineering which will provide us with a basic scope of work and preliminary costing for the concrete. The study will be broken into individual jobs and also include a per-square-foot cost for replacement of Station 22 entirely for reference.

- d. Station 21: Ty Hawkins did a survey of the parcel and we need to figure out what our options are for increasing the size of the station. Jesse to contact some contractors to discuss options.
- e. Cal Fire Grant purchasing: Grant is approved and we are ready for purchasing.

4. Closed Session – Personnel Discussion

The Board entered closed session at 7:38 and returned to open session at 8:07. Mark and Judith will meet with Jesse to discuss the results of the personnel evaluation. The Board is interested in restructuring the Chief's job description and will solicit his input.

New Business:

Fire Chief's Report:

Matt Flood has transitioned to a paid position working 5 days a week, giving us 6 day a week coverage. The 7th day will be covered by the part-time position as soon as Esparto has an employee to contract to us for that day.

The FD conducted a water shuttle drill in preparation for ISO review and the new transfer pump in Guinda makes a big difference on our turnaround time.

Jesse attended a week long ignitions training with Cal Fire and hopes to train the Department in techniques by doing some prescribed burning.

Firefighters' Association Report:

Planning will be starting soon for the Christmas dinner, invitations to follow

Other Agenda Items:

Discuss budget and review claims:

Jesse submitted the current claims and they were reviewed by the Board

Motion to Pay Submitted Claims

Motion: Wyatt Cline

Second: Dawnmarie Eason

Ayes: Dawnmarie, Caleb, Wyatt, Mark

Nays: None

Absent: Judith Redmond

Approved: Yes

Motion to Close the Meeting:

TIME: 8:32 PM

Motion: Dawnmarie Eason

Second: Caleb Sehnert

Ayes: Mark, Wyatt, Dawnmarie, Caleb

Nays: None

Absent: Judith Redmond

Approved: Yes

Meeting adjourned: 8:32 PM

Judith Redmond, Chairman

Jesse Capitanio, Secretary