

## Minutes of the Capay Valley Fire Protection District Commissioners

Monday 10 October 2022

The regular meeting of the Capay Valley Fire Protection District Board of Commissioners was opened and called to order at 6:38 PM by: Board Chair, Judith Redmond

**Board Members Present:** Judith Redmond, Wyatt Cline, Dawnmarie Eason, Mark Burns, with Caleb Sehnert arriving at 6:45

**Absent:**

**Others Present:** Michael McDonald, Craig Hollis

**Chief/Dist. Secretary:** Jesse Capitanio

**Association Members:** Jesse Capitanio, Craig Hollis

**Motion to approve the September regular meeting minutes:**

**Motion:** Wyatt Cline

**Second:** Mark Burns

**Ayes:** Judith, Mark, Wyatt, Dawnmarie,

**Nays:** None

**Absent:** Caleb

**Approved:** YES

**Public Comment:** None

**Correspondence:** None

**Old Business:**

### 1. Financial Sustainability (JOA/172/218)

Jesse gave a report on the recent Chiefs' working group meetings regarding the Board of Supervisors adoption of the LAFCo MSR recommendations. The Board has accepted the MSR findings as they relate to the direct service districts, initiated a LAFCo reorganization of Elkhorn, and given East Davis FPD additional time for comment on the recommendations for the contract districts. Additionally, a review of the direct service districts' progress will be conducted within 12 - 18 months. Jesse met with the consultants from SCI regarding the 218 assessments and they have requested more detailed financial information.

No word yet on Esparto's willingness to participate in a 2x2x2 meeting regarding the JOA

### 2. Update on 2020 Co. Rd #41 Capay Valley Exit Route

No additional updates

### 3. Updates on the formation of the Capay Valley Emergency Response Auxiliary (CVERA)

CVERA will be assisting with the Fire Prevention Week event on Saturday the 15<sup>th</sup>, upcoming incident command training on the 30<sup>th</sup>, pushing membership to take CERT training for Nov. Dec.

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

### 4. Discussion on Reserve Program

Future crew quarters needs paint and bunk beds. Jesse to create basic outline of needs/requirements for reserve program and hopes to begin compensating Matthew for his work.

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

**5. Update on bid process for new septic system**

Commissioners reviewed the language of the RFP and had no comment/corrections, the notice will be posted in accordance with legal requirements and sealed bids will be opened at the November 8 commissioners' meeting.

**New Business:**

**1. DFS signature page**

The Board reauthorized Jesse Capitanio and Judith Redmond to make financial transactions on behalf of the District

**Fire Chief's Report:**

Jesse reports that the DWR grant is still a possibility, we should know one way or another by the end of October. We installed a washing machine in Station 23 so that firefighters can wash their turnouts. Jesse is trying to hire Riverdog Farm to remove all of the dirt piles at Station 22, and Nick Echarte removed the car from out front. Evergreen did some pruning by the tender bay and removed the hazard tree on the N. side of the building.

We are compiling a list of warranty work for W22 including replacement of the leaky valve. E23 siren not working. E22 still needs to go into the shop, and during the last month we broke and replaced the driver side view mirror - expense will show up in next month claims

Firefighter training has been focused on driving and pump operations, moving toward winter training schedule focusing on structural firefighting. Jesse enrolled in a few extra classes for the winter which will take place during the work week.

16 calls for the month of September

Jesse out from the 17<sup>th</sup> to the 23<sup>rd</sup> for vacation.

Commissioners asked questions about new OES management in addition to AMR response times and received updates

**Firefighters' Association Report:**

Association will be discussing our holiday party in December

**Other Agenda Items:**

**Discuss budget and review claims:**

The Board discussed the process for submitting claims, and the legibility of the DFS reports. Judith reported that Jesse keeps a copy of our accounting in a Quickbooks file at the station, and can provide easier to read reporting for the Board to review.

Reviewed YTD income from Strike Team/ABH assignments, as well as payroll payouts to employees.

Mark suggested that a formal policy governing strike team reimbursement be created for District employees, and identified a need for an employee handbook in general.

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

**Motion to Pay Submitted Claims**

**Motion:** Mark Burns

**Second:** Dawnmarie Eason

**Ayes:** Dawnmarie, Caleb, Wyatt, Judith, Mark

**Nays:** None

**Absent:** n/a

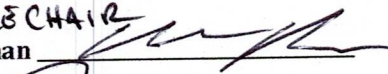
**Approved:** Yes

**Motion to Close the Meeting:**

TIME: 8:43 PM

**Motion:** Dawnmarie  
**Second:** Wyatt  
**Ayes:** Judith, Mark, Wyatt, Dawnmarie, Caleb  
**Nays:** None  
**Absent:** n/a  
**Approved:** Yes

Meeting adjourned: 8:43 PM

MARK BURNS, VICE CHAIR  
~~Judith Redmond, Chairman~~ 

Jesse Capitano, Secretary 