

Minutes of the Capay Valley Fire Protection District Commissioners

Monday 14 February, 2022

The regular meeting of the Capay Valley Fire Protection District Board of Commissioners was opened and called to order at 6:33 PM by: Board Chair, Judith Redmond

Board Members Present: Judith Redmond, Mike McDonald, Mark Burns, Wyatt Cline, Dawnmarie Eason

Absent: None

Others Present: Many community members

Chief: Dan Garrison

Secretary: Jesse Capitanio

Association Members: Craig Hollis, Jesse Capitanio, Dan Garrison, Blair Howard, Amon Muller, Sam Walters, Ed Walters, Matt Flood, Max McGregor, Marshall McLaughlin, Robert Hines, and Susan Muller

Public Comment: None

Correspondence: Board Chair signed thank you letter to Yocha Dehe Wintun Nation

Motion to approve the December 13, 2021 regular meeting minutes:

Motion: Mike McDonald

Second: Wyatt Cline

Ayes: Judith, Mike, Mark, Wyatt, Dawnmarie

Nays: None

Approved: YES

Chair Judith Redmond opened the meeting with a discussion of protocol for community participation. General comment upon non-agenda items is welcome during the public comment period outlined on the agenda. For agenda items; presentation of item will be followed by Board discussion, after which public comment will be heard prior to any action being taken.

Old Business:

1. Update on Proposition 172 funding / Neighboring JOA Document

Jesse requested assistance completing an updated format to the existing 2-5 year plan requested by the County. Document includes quantifiable performance milestones. Mike and Dawnmarie to assist

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

No news

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

Craig Hollis reports that a CVERA training on high water emergency events will take place at Station 22 from 11:30 - 13:30 hrs. Yolo OES to provide assistance, anybody interested in joining is welcome to attend.

Judith asked if the FD would pay for an Every Door mailer to send the CVERA emergency assistance needs survey to valley residents, Chief Garrison said yes.

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

4. Discussion on Reserve Program

No update

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

5. Proposal to create a shared Firefighter position between Esparto FPD and Capay Valley FPD

Jesse reported that the position had 6 applicants and an initial round of interviews was conducted by a panel consisting of Chief Marcus Klinkhammer of Willow Oak FPD, Battalion Chief Manuel Tafoya of Yolo FPD, and Captain/Training officer Becky Schwenger of Esparto FPD. A series of interviews with the top 3 panel recommended applicants to take place by the end of this week, conducted by Captain Jesse Capitano of CVFPD and Chief Curtis Lawrence of Esparto FPD. Job description requests minimum qualifications of EMT and Driver/Operator certification, and position includes maintenance of apparatus and grounds as well as on-site staffing of Esparto and Capay Valley fire stations.

At this time, the Board opted to address the new business of the LAFCo Municipal Service Review in recognition of the substantial community interest in the matter.

6. COVID Protocols

Commissioners reviewed a final draft CVFPD COVID vaccination policy based on the Yolo County COVID vaccination policy.

Motion was made by Wyatt to accept the final draft language with a friendly amendment that any change in Yolo County COVID vaccination policy would be adopted by the Board of CVFPD.

MOTION: To accept the final draft COVID vaccination policy for Capay Valley Fire Protection District as written, but should Yolo County make any changes to their COVID vaccination policy, those changes would be adopted forthwith by Capay Valley Fire Protection District

Motion: Wyatt Cline

Second: Michael McDonald

Ayes: Judith Redmond, Michael McDonald, Dawnmarie Eason

Nays: Mark Burns, Wyatt Cline

Approved: Yes

7. DWR grant resolution

Jesse reports that a Board Resolution is necessary to complete the application process for the DWR grant to update the transfer pump at our Guinda water storage site.

MOTION: To adopt Capay Valley Fire Protection District Resolution 2022-1 authorizing Captain Jesse Capitano to apply for, execute, and manage the grant application for the Fire Station 22 Water Infrastructure Improvement Project

Motion: Michael McDonald

Second: Mark Burns

Ayes: Judith Redmond, Michael McDonald, Dawnmarie Eason, Mark Burns, Wyatt Cline

Nays: None

Approved: Yes

New Business

1. LAFCo MSR

Judith presented an overview of the MSR process and potential recommendations for Yolo County Fire Districts with a power-point slide show which was originally presented at the February meeting of the Yolo County Fire Chief's Association. Discussion followed on recommendations involving closer collaboration between departments and potential consolidation of Fire Districts, on the process and input used to make those recommendations, on the potential short and long-term impact on CVFPD, and the role played by our Joint Operations Agreement.

An informational meeting is to be held in the Esparto Community Hall on February 21st for the Boards of Madison, Esparto, and Capay Valley Fire Protection Districts. Commissioners Burns, Cline, Redmond, Eason in favor of attending, Commissioner McDonald willing to attend but would prefer LAFCo meet individually with Boards prior to group meeting. This will be posted as a special meeting of the Board if a quorum is present.

2. Background Check Policy

MOTION: Part of the process for hiring a new Chief for Capay Valley Fire Protection District shall be a Live Scan background check paid for by the Fire Department.

Motion: Michael McDonald

Second: Dawnmarie Eason

Ayes: Judith Redmond, Michael McDonald, Dawnmarie Eason, Mark Burns, Wyatt Cline

Nays: None

Approved: Yes

3. LAFCo Local Government Website Transparency Scorecard

Jesse requested assistance from the Board to improve the District transparency and reporting on the website. Mark volunteered to assist and any policy changes or updates necessary to comply will be brought back to the Board for approval prior to posting.

Fire Chief's Report:

Danny reports that Brush 222 has been serviced for a recall by Cummins and still needs to go out for warranty work. The district has been fairly quiet with a few medical aids. We expect the chassis for the new water tender by the end of the month and the buildout is still scheduled for completion in June.

Firefighters' Association Report: Almond Festival coming up, Association will be serving bbq oysters and garlic bread – all are welcome

Other Agenda Items:

Discuss budget and review claims:

Report by Jesse on current budget: Best practices for Strike Team reimbursement is to budget the income for projected participation, as well as personnel expense both for Capay Valley personnel, but other Departments participating on our apparatus. Additionally, our work on Station 22 was capitalized rather than expensed, so an amendment is necessary. Contact at Yolo DFS indicated it is not uncommon to do mid-year and/or year-end budget amendments. Jesse proposes the following budget amendment for FY22:

Increase budgeted revenue \$115,341.85 income account 403610
Increase budgeted salaries and wages \$20,876.17 account 500100
Increase budgeted Professional & Special Services \$42,395.4 account 501165
Allocate \$52,070.28 to Capital Asset Replacement Reserve account 101000-0108
Increase budgeted Buildings & Improvements Asset Expense \$19,012.00 account 503020
Decrease budgeted Maintenance – building improvements \$19012.00 account 501071

Jesse will also submit the amendment approved in January for the acceptance and assignment of Tribal funds which will

Increase budgeted Other Tribal Income \$16,666.00 account 402090-0002
Increase salaries and wages \$16,666.00 account 500100

MOTION: To amend the FY22 budget as stated

Motion: Michael McDonald

Second: Wyatt Cline

Ayes: Judith, Mike, Mark, Wyatt, Dawnmarie

Nays: None

Approved: Yes

Monthly claims were submitted for review by District Secretary. January not yet closed by DFS, Jesse will forward reports when they become available.

Motion to Pay Submitted Claims

Motion: Mark Burns

Second: Dawnmarie Eason

Ayes: Judith, Mike, Mark, Wyatt, Dawnmarie

Nays: None

Approved: Yes

Motion to Close the Meeting:

TIME: 9:00 pm.

Motion: Michael McDonald

Second: Wyatt Cline

Ayes: Judith, Mike, Mark, Wyatt, Dawnmarie

Nays: None

Approved: Yes

Meeting adjourned: 9:00 PM

Judith Redmond, Chairman

Jesse Capitanio, Secretary

