

Ebbetts Pass Fire District



MINUTES

Board of Directors

February 20, 2018

APPROVED 03/20/18

1. The meeting was called to order at 9:00 A.M. by President Jon Dashner and the Pledge of Allegiance was recited. Directors present: Denny Clemens, Jon Dashner, Dan Leary, Scott McKinney, and Thomas Sullivan.

District personnel present: Fire Chief Mike Johnson, Cheryl Howard
Aaron Downing, Rodney Hendrix, Pete Ryan
Jim Eaves, Dana Johnson, Scott Vasquez
Bryn Buhler, Sean Bitner

Others present: none

Media present: none

2. **PUBLIC APPEARANCES/COMMENT** – None

3. **CONSENT ITEMS**

3.1. Mr. Sullivan made a motion to approve Consent Items 3.1 and 3.2. Mr. Clemens seconded. Mr. Leary questioned the invoices from Hi-Tech Emergency Vehicle Services and the shelves from Northern Tool. BC Downing explained the details on the purchases which included heavy duty shelving in the tool room and particular vehicle repairs. The motion passed 5-0 (AYES: Clemens, Dashner, Leary McKinney, Sullivan).

4. **COMMITTEE REPORTS**

- 4.1. Finance Committee (Directors Dashner & Leary)

4.1.1. **Fiscal Year 2016-17 Audit: Phone Conference call with Nicholson & Olson**

Chuck Nicholson and Marvin Pescador of Nicholson and Olson phoned and the call was placed on speaker. Mr. Nicholson gave his report noting that the audit had a clean opinion. He referenced the two letters included within the audit—Communication to Those Charged with Governance and Communication Regarding

Internal Controls. He reported that only two items were remaining to be completed by District staff: The three that came off were the bank reconciliation, payroll disbursement, and final report. He noted that the financial statements reflected that the District's cash increased, long-term debt decreased, revenue increased, expenses reduced by \$250,000, and refinanced debt. He noted that they had taken a focused look at the ambulance revenue generation. When the Board members had no questions, the phone conference was concluded.

4.2. Personnel Committee (Directors Leary & Sullivan)

Chief Johnson reported the CalPERS administrative hearing regarding retired Fire Chief Warren Wilkes was scheduled in June.

4.3. Fire Prevention Committee (Directors Clemens & Sullivan)

Chief Johnson reported that the Fire Chiefs Association was looking into the water enhancement fee issue with possible revision maybe in April to be placed before the Board of Supervisors. He also noted that the escape route across SPI land was being reviewed.

4.4. Apparatus/Equipment Committee (Directors Clemens & Sullivan)

No meeting.

5. Scheduled Items:

5.1. Novato Fire District: Change in District Contact for Emergency Medical Billing Service

Chief Johnson noted that this announced the change of the point of contact to Shannon Wager.

5.2. Interlocal Cooperative Purchasing Contract for Houston-Galveston Area Council (H-GAC)

Chief Johnson noted the benefits if the District joined this cooperative purchasing plan and that there were no out-of-pocket costs to subscribe—just a small percentage cost when a purchase is made. Battalion Chief Downing explained the H-GAC request for proposal process and the savings in time and money for the District. After some discussion, Mr. Leary made a motion for the District to approve the Interlocal Cooperative Purchasing Contract and approve the Fire Chief to be the Authorized Official. Mr. McKinney seconded; motion passed unanimously 5-0 (AYES: Clemens, Dashner, Leary, McKinney, Sullivan).

5.3. County of Calaveras Special District Budget Adjustment

Chief Johnson reviewed the proposed budget adjustment which would transfer from revenue account 4479 into expenditure account 5612 as the District would need additional funds for refunding GEMT overpayments following the GEMT audit results. After some discussion, Mr. Dashner made a motion to approve the Budget Adjustment request to decrease account 4479 and increase account 5612 by 13,786.43. Mr. Leary seconded; motion passed unanimously 5-0 (AYES: Clemens, Dashner, Leary, McKinney, Sullivan).

- 5.4. Thank You Card from Ms. Tracie Browning
The Board noted it was a nice card.
- 5.5. End 30-day Review: Ebbetts Pass Fire Protection District Fire Ordinance 2018 Draft
Chief Johnson reported that the District had published that there would be a hearing to adopt the revised Ordinance and there had been no public contact regarding it over the previous month. Mr. Dashner made a motion to approve Ebbetts Pass Fire Protection Ordinance 2018 as presented. Mr. Sullivan seconded; motion passed unanimously 5-0 (AYES: Clemens, Dashner, Leary, McKinney, Sullivan).

6. **REPORTS**

- 6.1. Administrative Report - Chief Mike Johnson reported that there had been a meeting of the CCFCA Transient Occupancy Tax committee to discuss increasing above the 6% to maybe the equivalent of the rate set for the City of Angels Camp at 10% or maybe 12%. He noted the fire districts had received equal portions of the \$152,000 collected.

Chief Johnson noted the dates of the FDAC Annual Conference of April 11-13 and the estimate total cost for an attendee of \$1,200 including the room and conference registration. Mr. Dashner made a motion to send the Fire Chief to the FDAC Annual Conference. Mr. Sullivan seconded; motion passed unanimously 5-0 (AYES: Clemens, Dashner, Leary, McKinney, Sullivan).
- 6.2. Legislative Report - Chief Johnson noted with the cap and trade change and there no longer being a parcel fee that the grants programs available to the homeowners associations were scarce.
- 6.3. Fire Prevention – Fire Prevention Officer Joan Lark has scheduled her annual lot cleaners meeting for March 27th.
- 6.4. Administrative - EMS – Richard Murdoch has retired from the Mountain-Valley EMS Agency.

7. **COMMENTS, QUESTIONS, CONSIDERATIONS**

- 7.1. Board Members – Mr. Dashner complimented the crews on their actions during the recent motorhome fire incident and noted that several observers had personally given him positive statements.
- 7.2. Firefighters Association – No report.
- 7.3. Employees' Group – None.
- 7.4. Public Comments – None

8. **ADJOURNMENT**

Mr. Dashner made a motion to adjourn. Mr. Sullivan seconded; motion passed unanimously.
10:14 A.M.

Respectfully submitted,

Cheryl Howard
District Secretary