ZAYANTE FIRE PROTECTION DISTRICT

7700 E. Zayante Road
Felton Ca. 95018

BOARD OF DIRECTORS AGENDA

Monday June 22, 2021

Time 7:00 P.M.

THIS WILL BE AN IN-PERSON MEETING

1.0: CALL TO ORDER

2.0: FLAG SALUTE

3.0: ATTENDANCE (circle if absent) Clark Fleming Herceg Maxwell Tarbet

4.0: APPROVAL OF PREVIOUS MEETING MINUTES:

Regular meeting **05/25/2021**, Special meetings **06/03/2021 and 06/08/2021**

5.0: ADDITIONS/DELETIONS TO AGENDA

Additions to the agenda may be added as discussion items. The Board will not act on any added items at this meeting. The Board may elect to add the item to a future meeting for action.

6.0: PUBLIC RESPONSE (State name, address and subject.) Time limit of three minutes

7.0: CORRESPONDENCE.

8.0: COMMITTEE REPORTS

- 8.1: CHIEFS REPORT
- 8.2: SLV DISTRICT COUNCIL
- 8.3: COUNTY CHIEFS/SCCFAIG/EMSIA
- 8.4: OPERATIONS SECTION
- 8.5: TRAINING SECTION

9.0: OLD BUSINESS

- 9.1: COVID-19
- 9.2: Financial Audit for FY 20

10.0: NEW BUSINESS

- 10.1: **ACTION ITEM**: County form AUD-74 Transfer of budget funds.

11.0: POLICY AND PLANNING

- 11.1: Goals and objectives for 2021

12.0: OTHER BUSINESS (As necessary for the District to perform its functions as required by law)

13.0: BUDGET, BILLS AND PAYROLL

- 13.1: Approval of bills
- 13.2: Payroll: Approve pay periods 10 and 11

14.0: PERSONNEL

15.0: Closed Executive Session

15.1: Workers comp file review

16.0: RE-ADJOURN TO OPEN SESSION TO REPORT ANY ACTION RESULTING FROM THE CLOSED EXECUTIVE SESSION.

17.0: ADJOURNMENT

NEXT MEETING July 20, 2021

POSTED: June 18, 2021 @ 4:00 P.M.

ZAYANTE FIRE PROTECTION DISTRICT

7700 East Zayante Road, Felton CA 95018
Ph: 831-335-5100 Fx: 831-335-5199

Board of Directors

Minutes of the Regular Meeting

May 25, 2021

1.0: CALL TO ORDER:

Chairperson Fleming called the regular meeting of the Zayante Fire Protection Board of Directors to order at 7:00 PM.

2.0: FLAG SALUTE:

3.0: DIRECTOR ATTENDANCE:

Directors Present:	Clark, Fleming, Herceg, Maxwell, Tarbet
Fire Department:	Chief Stipes
Absent:	None

4.0: PREVIOUS MEETING MINUTES:

- Upon motion from Director Maxwell and duly seconded by Director Herceg, minutes from the April 20, 2021, regular meeting were approved by a 5-0 vote.
- Upon motion from Director Fleming and duly seconded by Director Maxwell, minutes from the April 27, 2021, special meeting were approved by a 5-0 vote.
- Upon motion from Director Clark and duly seconded by Director Tarbet, minutes from the May 6, 2021, special meeting were approved by a 5-0 vote.
- Upon motion from Director Maxwell and duly seconded by Director Fleming, minutes from the May 13, 2021, special meeting were approved by a 5-0 vote.

5.0: ADDITIONS AND DELETIONS TO THE AGENDA:

Additions to the agenda may be added as a discussion item. The Board will not take action on any added items at this meeting. The Board may elect to add the item to a future meeting for action.

10.1 and 10.2 were switched with 10.3 and 10.4, respectively.

6.0: PUBLIC RESPPONSE: (State name, address, and subject. Time limit of five minutes subject to Board discretion)

7.0: CORRESPONDENCE:

- A letter addressed to the board was received from Battalion Chief Mike Ayers

8.0: COMMITTEE REPORTS:

8.1: Chiefs Report:

- Calls for service: 26 calls 15-EMS, 3- wires, 1-public service, 4-smoke checks, 3-motor vehicle accidents.

- All Documents have now been submitted to I.S.O.
- G.C.R. was submitted to the State Controller as well as several others that have requested the report.
- Still getting bids for the back mid-property line fence.
- RT-130 should be completed tonight and red cards will be issued to all those who have completed both in person and online training.

8.2: SLV District Council: Did not meet.

8.3: County Chiefs/EMSIA/SCCFAIG:

Agreement on the new contract for Scott V. EMS Battalion Chief.

May be receiving a grant for mobile cell towers with trailer.

8.4: Operations Section: No report.

8.5: Training Section: No report

9.0: OLD BUSINESS:

9.1: Covid-19: Status quo for now. Will wait until June 15th and re-evaluate lock-down status and S.O.P.'s

9.2: Financial Audit: The FY20 audit should be available by next meeting.

10.0: NEW BUSINESS:

10.1: ACTION ITEM: Upon motion by Director Maxwell and duly seconded by director Tarbet Payroll policy 4000 was approved as written by a unanimous vote.

10.2: Review of the 5-year Capital outlay plan.

10.3: ACTION ITEM: The Preliminary Revenue and Expenditure Budget was presented. Upon a motion by Director Maxwell and duly seconded by Director Fleming the budget was approved by unanimous vote with the following changes: Take $60,000.00 from the Capitol outlay budget and move it to Contingency sun object 98700 to make the total expenditure budget for FY 2021-22 $856,798.00.

10.4: ACTION ITEM: The Preliminary Revenue and Expenditure Budget for the Capitol Outlay account for FY 2021-22 was presented. Upon a motion by Director Clark and duly seconded by Director Tarbet the budget was approved by unanimous vote with the following changes: Move $40,000.00 from character 40100 instead of $100,000.00.

11.0: POLICY AND PLANNING: (As necessary for the district to perform its function as required by law.)

11.1: Goals for 2021 Chief and District

12.0: OTHER BUSINESS:

13.0: BUDGET AND BILLS:

13.1: Approval of Bills:

- Upon motion by Director Clark and duly seconded by Director Tarbet bills in the amount of $29,743.61 were approved for payment by a unanimous vote.
- Upon motion by Director Herceg and duly seconded by Director Maxwell, bills in the amount of $3,438.38 were approved for payment by a unanimous vote.
- Upon motion by Director Tarbet and duly seconded by Director Herceg, bills in the amount of $1,418.46 were approved for payment by a unanimous vote.
- Payroll: Director Fleming will stop by the station this week to approved payroll periods 9 and 10.

14.0: PERSONNEL:

15 .0: Closed Executive Session

15.1: The Board went into Closed session at 8:02 P.M. To review applications received for the position of Interim Assistant Fire Chief.

16.0: RE- ADJORN TO OPEN SESSION AT 8:57 P.M.

16.1: Action taken from closed session. Review applications and establish an interview process and schedule interviews.

17.0 ADJOURNMENT at 9:00 P.M.

Next Regular Meeting June 22, 2021

16.0: ADJOURN: **NEXT MEETING:** May 25, 2021