



## ZAYANTE FIRE PROTECTION DISTRICT

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# 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 RESPONSE: (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 15<sup>th</sup> 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 Capital 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 Capital 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