



ZAYANTE FIRE PROTECTION DISTRICT

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Board of Directors

Minutes of the Regular Meeting

November 16, 2023

1.0: CALL TO ORDER:

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

Directors present: Fleming, Locatelli, Schneider and Tabet

Staff present: Chief Maxwell

Absent: Herceg

2.0: FLAG SALUTE:

3.0: 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 unless approved by 4/5 vote to address urgent business. The Board may elect to add the item to a future meeting for action. **Upon motion by Director Schneider and duly seconded by director Locatelli the addition to the agenda 11.2 was approved by a unanimous vote for immediate action to address fiscal business for the District.**

4.0: PUBLIC COMMENT: None

5.0: PUBLIC HEARING: None

6.0: CORRESPONDANCE:

7.0: CONSENT AGENDA:

7.1: Approval of October 19, 2023, minutes

7.2: Summary: ZFPD Revenue and Expense report for the month of October 1, 2023, through October 31, 2023.

7.3: Upon motion by Director Locatelli and duly seconded by Director Tabet the consent agenda was approved by a 3-1 vote with Director Fleming abstaining due to his absence at the meeting.

8.0: REVIEW CLAIMS:

8.1: Action Item: Upon motion by Director Tabet and duly seconded by Director Schneider, Claims Disbursements for the month of October 1, 2023, through October 31, 2023, in the amount of \$9,897.02 were approved by a unanimous vote of 4-0.

9.0: CHIEFS REPORT:

9.1: Administration:

- Chief Maxwell completed annual payroll calculations based on 408 total incident responses and 42 drills.
- A Halloween Trick or Treat was hosted for 51 children.
- Performed Siren Saturday test that was set off remotely.
- Sizing for wildland PPE continues.
- Uploaded NFIRS data.
- Signed SCC Fire Investigation Task Force MOU for duty coverage.
- Conferenced with SCR911 to address incident notification during power outages.
- Attended County Chiefs meeting.
- All Claims, Deposits and Journal Entries were processed in a timely manner.
- Outreach to settle Stale Dated Warrant liabilities by G. Hicks ongoing.

9.2: Apparatus: All apparatus is in service.

- Reprogrammed 8 pagers for alerting access by Cal Fire.
- Reassigned 2403 and 2400 vehicles in Dispatch system. Decal and cradle point change completed.
- Surplus Engine sale negotiated with a private buyer for \$7500.

9.3: Training:

- Hosted California State Firefighters Association Forcible Entry training class for 20 Firefighters. Zayante had 9 personnel in attendance.
- This month's training included low angle rescue exercises and Air Aware Firefighter rescue and survival techniques.

9.4: Prevention:

- Volunteers assisted in Fire Prevention Week at Quail Hollow School.
- Conducted a Home Ignition Zone inspection at 8266 West Zayante Rd and 1070 Wilderfield.
- Coordinated the Gate lock exchange for Lichen Oaks Ranch for Valley Knox locks and Bridge recertification received.

9.5: Stations and Grounds:

- Completed one day of chipping to increase road visibility on property. Also removed two trees impeding the helispot.
- Opened drainage ditches and cleaned roof gutters in preparation for winter storms.
- Recontacted SLVWD for Box Gulch mitigation project.
- Repaired Fire Burn Trailer Ventilation scuttle.
- Changed street warning light from auto to manual to increase driver awareness.

9.6: Incident Response Summary:

- October total calls: 21 EMS-16, Vehicle Fire, MVA-1, Gas investigation-1, Mutual Aid-1, Smoke Checks-1, Wires down, Canceled, Public Service-1, Fire Alarms-

9.7: Budget:

- Revenue to date: \$118,412.71
- Salary Benefit Workers Comp to date: \$155,157.00
- Service and Supply to date: \$71,927.52
- Fire engine Lease Payment: \$88,721.18 in September

10.0: UNFINISHED BUSINESS:

10.1: Finance Subcommittee report Director Locatelli

10.2: Emergency Notification Siren System: Chief Maxwell

11.0: NEW BUSINESS:

11.1: Action Item: Upon motion by Director Locatelli and duly seconded by Director Tarbet, Resolution 517-14-23 accepting unanticipated revenue from CAL-OES fire for SHF-000973 “Deep Fire” response in the amount of \$94,518.91 and appropriating funds as directed was approved by a unanimous vote

11.2: Upon motion by Director Locatelli and duly seconded by Director Fleming, Resolution 518-15-23 accepting unanticipated revenue in the amount of \$7,500 from the sale of the surplus vehicle was approved by a unanimous vote.

12.0: CLOSED SESSION: None

13.0: RE-AJOURN OPEN SESSION AND REPORTING OF ACTIONS:

14.0: ITEMS FOR NEXT AGENDA:

15.0: ADJOURNMENT: 8:05

NEXT MEETINGS:

December 20, 2023