

PENINSULA FIRE PROTECTION DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS

December 28, 2021 Minutes

1) Fire Board President Nancy Foote called the meeting to order at 5:00 PM.

2) Fire Board Members present: President Nancy Foote, Secretary Kim Kimball, Director Mark Burnham & Vice President Bill Barry. Tracey Smith was absent. Staff present: Fire Chief Andy Courtright & Administrative Assistant Holly Coons. Public present 3.

3) Pledge of Allegiance: President Foote led the Pledge of Allegiance.

4) Approval of Minutes for Regular Fire Board Meeting of November 17, 2021:

(January 19, 2022 Meeting was cancelled).

President Foote called for a motion to approve the Regular Fire Board Meeting Minutes of *November 17, 2021*. Upon a motion by Secretary Kim Kimball, seconded by Director Mark Burnham and with a unanimous vote, the Fire Board Meeting Minutes for *November 17, 2021* were approved.

5) Approval of Agenda:

President Foote called for a motion to approve the Agenda for *December 28, 2021*.

Upon a motion by Director Burnham, seconded by Vice President Barry, the motion was approved unanimously.

6) Public Comment:

President Foote asked if there were any comments from the public.

There was none.

7) Old Business:

A. Sealed Bids for Surplus Vehicles:

Chief Courtright opened the sealed bid for the Ford F-250 Crew Cab Truck.

Chief explained the minimum bid for the truck was \$5,500.00.

Chief reminded the Fire Board we reserve the right to accept or reject any or all bids, and to negotiate the terms and conditions of all or any part of the bid as determined to be in the best interest of the district in its sole discretion.

The bid submitted to purchase the truck is for \$5,000.00. The letter submitted indicated the truck needed repairs because it would not start.

President Foote moved to approve the bid for \$5,000.00, seconded by Vice President Barry and with a unanimous vote, the \$5,000.00 bid was approved unanimously.

4 AYES, 0 NOES and 1 ABSENT

Chief Courtright opened the sealed bid for 16 foot SCAT Hovercraft with drive on / drive off trailer.

Chief explained the minimum bid for the Hovercraft is \$5,000.00. The bid received to purchase the Hovercraft is for \$3,500.00 along with a letter indicating the shipping cost would be approximately \$2,000.00.

Upon a motion by President Foote, seconded by Vice President Barry and with a unanimous vote, the \$3,500.00 bid was approved unanimously.

4 AYES, 0 NOES and 1 ABSENT

8) New Business:

A. Fire Board Vacancy:

The Fire Board received a letter of interest from Kimberly Kimball.

Upon a motion by President Foote, seconded by Director Burnham and with a unanimous vote, Kim Kimball was appointed to sit on the Fire Board of Directors.

4 AYES, 0 NOES and 1 ABSENT

B. OATH of Office:

The Oath of Office was administered to William Barry, Mark Burnham & Kim Kimball.

Director Tracey Smith was absent.

C. Monthly Expenditures / Revenue for November – Period 5 - Fiscal Year 2020/2021:

The Expenditures and Revenue for *November* were reviewed by the Fire Board.

Chief Courtright explained the expenditures and revenue for *November* Period 5.

He said the budget is right on track.

Chief Courtright displayed the items he purchased from grant funds on a table for the Fire Board to view.

D. Extend Peninsula Fire & Hamilton Branch Fire Contract:

Chief Courtright stated the contract is the same as the current one, only the dates have changed for another six months of administrated services. Chief Courtright suggested after six months, he would like to extend the agreement for one year.

Upon a motion by President Foote, seconded by Vice President Barry and with a unanimous vote, the contract for administrative services between Hamilton Branch Fire and Peninsula Fire was approved for another six months.

4 AYES, 0 NOES and 1 ABSENT.

E. Fire Apparatus Engineer – Up-date Job Description:

Chief Courtright explained the job description with some changes to improve the district's current needs. There was a discussion regarding the pay scale.

President Foote moved to accept the changes for Fire Apparatus Engineer, seconded by Kimball. After a brief discussion, the changes on the Fire Apparatus Engineer Job Description were approved unanimously.

4 AYES, 0 NOES and 1 ABSENT.

9) Reports:

A. Fire Chief's Report:

Chief reported 15 emergency calls for *November*. 5 Medical Aids, 10 Fire Calls. The average response time was 6 minutes.

Chief reported we are slowly getting equipment to install on the newest engine.

Chief reported Engine 7122 is scheduled for new tires.

Chief reported personnel is still hard to find, but we did get an EMT applicant in November and two in December.

Chief reported on the emergency warning sirens. He said the vender has been delayed because PG & E and the County of Plumas contacts.

Chief informed the fire board of the DIXIE Fire reimbursement. We have received, reviewed and returned our information for part of the DIXIE Fire. We should receive approximately \$251,541.57 for the days we were actually assigned to the fire. Chief said this was due to us having the equivalent of one engine assigned for 5 weeks and 1 week for myself and BC Hart.

Chief explained, this money and the engine payments bring us back into a good area with the budget. We still have some outstanding invoices to pay with this money from overtime costs, but most were paid as earned. Chief said other requests regarding the DIXIE Fire are outstanding.

Chief reported reimbursements were received from the Beckworth and Tamarach Fires, our last OES Engine assignments.

Chief reported we have a volunteer that will be assisting with light office work while getting ready for the district's audit.

Chief reported that he is Applying for a Firefighter grant for self-contained breathing apparatus's (SCBA) again.

Chief reported he is considering hiring a grant writer for the Assistance Firefighter Grant (AFG) Safer Grant. The cost is \$2,000.00 but we will be reimbursed \$1,500.00 if successful. He said we are looking for three full-time firefighter position minimum.

Chief reported the Bobcat is working well, it has been a learning curve and the crew is picking it up fast.

Chief reported the Antelope Camp has been in the Bailey Creek area clearing hydrants and will return later this week.

Chief reported on COVID Relief funds. He said we were turned down again.

B. Fire Board of Directors' Reports / Comments:

None.

C. Correspondence: None.

10) Closed Session 1:27 pm:

A. Fire Chief Evaluation:

President Foote announced the Fire Board will be going in to closed session and will announce when they return.

11) Closed Session Adjourned 1:35 pm:

President Foote adjourned closed session.

12) Re-Open Regular Session 1:36 pm:

President Foote reported the Fire Board discussed the Fire Chief's evaluation and compensation and we were all in agreement.

13) Future Agenda Items:

A. Monthly Expenditures / Revenue for *December – Period 6 – Fiscal Year 2020/2021*
& *January – Period 7 Fiscal Year 2021/2022.*

14) Next Scheduled Regular Fire Board Meeting:

February 16, 2022 @ 5:00PM

15) Regular Meeting Adjourned:

There being no further business, President Foote adjourned the Fire Board meeting at 1:40 PM.

Respectfully submitted by *Holly C. Coons, District Secretary.*

The meeting minutes for *December 28, 2021* were approved on *February 16, 2022.*

X

Nancy Foote, Fire Board President