

**PENINSULA FIRE PROTECTION DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS**

April 21, 2021 Minutes

- 1) Fire Board President Nancy Foote called the meeting to order at 5:01 PM.
- 2) Fire Board Members present: President Nancy Foote, Vice President Bill Barry, Secretary Kim Kimball, & Directors Mark Burnham and Tracey Smith. Staff present: Fire Chief Andy Courtright & Administrative Assistant Holly Coons. Public Present 1.
- 3) Pledge of Allegiance: President Foote led the Pledge of Allegiance.
- 4) Approval of Minutes for Regular Fire Board Meeting of *March 17, 2021*:
President Foote called for a motion to approve the Regular Fire Board Meeting Minutes of *March 17, 2021*. Upon a motion by Secretary Kimball, seconded by Vice President Barry and with a unanimous vote, the Fire Board Meeting Minutes for *March 17, 2021* were approved, with a correction to page 4.
- 5) Approval of Agenda for *April 21, 2021* Meeting:
President Foote called for a motion to approve the agenda for *April 21, 2021*. Upon a motion by Secretary Kimball, seconded by Director Smith and with a unanimous vote, the agenda was approved as posted.
- 6) Public Comment:
Penny Leinwander attended the meeting because she is working on a grant to support the Fire District and fire mitigation. She is interested in the District's budget so she can proceed with why the Fire District needs grant funding. President Foote requested a copy of the District's budget to be forwarded to Penny.
- 7) Old Business:
None
- 8) New Business:

A. Monthly Expenditures / Revenue for *March* – Period 9 - Fiscal Year 2020/2021:

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

Chief Courtright explained the expenditures and revenue for *March*.

Chief reported the District's Budget is going to be a squeaky finish. He said Covid-19 has hit us hard in expenditures.

Chief reported revenue has increased because of more home sales recently.

Chief reported he is waiting for a forty four thousand dollar reimbursement from the State & fed's for two strike team responses in September.

Chief said there is nothing unusual this month with the bills that have been paid.

B. Walker Ranch Warning Siren Expenditure:

Chief Courtright said he would like to get the Fire Board's thoughts on purchasing another emergency warning siren.

Chief reported he is currently working on a grant to purchase two warning sirens and Lake Almanor Country Club Foundation has agreed to purchase one. Chief said if the grant is

successful he will purchase two sirens. One will be installed at the Peninsula Point, other at Bailey Creek. LACC will purchase one for Clifford Gate.

Chief said if the grant only allows him to purchase one warning siren and LACC purchases one, then he wanted the Fire Board's thoughts on using Bailey Creek mitigation fees to purchase a third warning siren for the bailey creek area. He said the bailey creek mitigation funds are collected and can be expedient for the purpose of serving that community. He explained once the funds are spent, we will have to build that account back up as people build homes.

Chief reported he is looking into increasing the mitigation fees. Currently the district received .26 per square foot and he would like to see the amount raised to .75 or \$1.00 per square foot. He will report back to the Fire Board when he has more information.

President Foote suggested waiting to increase the fire mitigation fee for now.

There was a discussion regarding the emergency warning siren's activation. President Foote said there are people that still do not understand the process. After the additional warning sirens are installed, the public will be educated with the difference between a test and a real emergency.

9) Reports:

A. Fire Chief's Report:

Chief reported that he is working on the preliminary budget for next fiscal year.

Chief reported the district's workers compensation and property & liability insurance is increasing by \$30,000.00. Chief said he has been able to work out some discounts, but will not find out the amount out until the end of this year.

Chief reported our fire engines had annual inspections and had some minor repairs done in Quincy.

Chief reported personnel are doing well.

Chief said we are still waiting for funds from the Slater and August strike team fires.

Chief reported that the district's current Policies & Procedures Manual is 7 years old and needs updated. The cost was \$6,000.00.

Chief said he has looked into a system that is cloud based that will update any law changes. He said he is still researching this and the cost. He did contact one company that charges \$6,500.00 per year to always keep the district's manual current.

Chief explained there are other districts that use this system. He said he will continue to look into all the options and keep the Fire Board informed.

Chief Courtright reported 18 emergency calls in March. 17 medical aids and 1 fire calls.

The average response time in the district was 5 minutes and 17 seconds.

Chief reported the suction units for the ambulance were replaced with new ones purchased by the Fire Sirens. The old units were getting close to 20 years old and batteries were getting harder to find.

Chief reported burn permits are required May 1st. They can be obtained on line or in person.

Chief reported covid-19 vaccines are available on April 27th at the Chester Airport.

B. Fire Board of Directors' Reports / Comments:

President Foote called for Directors' Reports or Comments.

There was none.

C. Correspondence:

None

10) Closed Session:

A. Public Employee Discipline GC#54957:

Chief Courtright informed the Fire Board of the action taken with the employee.

11) Re-Open Regular Session:

A. President Foote advised the public that action was taken and there was no further discussion.

12) Future Agenda Items:

A. Monthly Expenditures / Revenue for April – Period 10 – Fiscal Year 2020/2021:

B. Emergency Warning Sirens

13) Next Scheduled Regular Fire Board Meeting:

May 19, 2021 @ 5:00PM

14) Meeting Adjourned:

There being no further business, President Foote adjourned the Fire Board meeting at 5:20 PM.

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

The meeting minutes for April 21, 2021 were approved on May 19, 2021.

X

Nancy Foote, Fire Board President