

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

**August 17, 2022 Minutes**

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

**2) Fire Board Members present:** President Foote, Secretary Kim Kimball, Director Mark Burnham & Tracey Smith. Vice President Bill Barry was absent. Staff present: Fire Chief Andy Courtright.

Absent: 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 July 20, 2022:**

President Foote called for a motion to approve the Regular Fire Board Meeting Minutes of *July 20, 2022*. Upon a motion by Director Burnham, seconded by Secretary Kimball, and with a unanimous vote, the Fire Board Meeting Minutes for *July 20, 2022* were approved as written.

**5) Approval of Agenda:**

President Foote called for a motion to approve the Agenda for *August 17, 2022*.

Upon a motion by Secretary Kimball, seconded by Director Burnham, 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:**

None.

**8) New Business:**

**A. Monthly Financial Statement – Period 13 FY 2021-2022:**

Chief Courtright explained that the County of Plumas Auditor/Controller's Office is still short staffed and the financials are not available as soon as they should be.

Chief did explained that we are on track and staying with in our spending limit.

**B. Monthly Financial Statement – Period 1 FY 2022-2023:**

Chief Courtright explained Period 1 Financials.

**C. Final Budget for Year 2022-2023:**

Chief Courtright explained the changes to the Final Budget for year 2022-2023.

After questions and answers, President Foote called for a motion to approve the final budget.

Upon a motion by Director Mark Burnham, seconded by Secretary Kim Kimball and with a unanimous vote the final budget was approved.

AYES: 4, NOES: 0 & Absent: 1

**D. Resolution NO. 08-17-2022-01 – Establishing Appropriations Limit for 2022-2023 Fiscal Year:**

There was a discussion regarding establishing appropriations limit for fiscal year 2022-2023.

President Foote called for a motion to approve. Upon a motion by Secretary Kimball, seconded by Director Burnham, the motion was approved unanimously.

AYES – 4, NOES – 0 & Absent 1

**E. Audit Report for Year Ending 2020-2021:**

President Foote called for a motion to approve the Audit Report for year 2020-2021.

Secretary Kimball stated the report was easy to read and follow.

Upon a motion by Director Burnham, seconded by Secretary Kimball, the audit report was approved unanimously.

AYES – 4, NOES – 0 & Absent 1

**9) Reports:**

**A. Fire Chief's Report:**

Chief reported 34 emergency calls for the month of *July*. 25 Emergency Medicals & 9 Fire Calls. The average response time in the district was 5 minutes & 43 seconds.

Chief reported the repair of the septic pump is completed. It had multiple failures which required a replacement of the controller.

Chief reported that we are conducting COVID testing Tuesday through Friday from 7:00 am to noon. The tests can be picked up anytime but must be done the morning of drop-off.

Chief reported we are still dealing with a staffing shortage, the employees are really putting it all forward to keep things rolling around here.

Chief reported he has not heard from the emergency sirens vendor yet. The plan is to install one siren at the point and the other out on A-13 on the Fire District's property.

Chief informed the Fire Board he is currently applying for a secondary license for a higher power emergency broadcast system unit. Chief said he is still working on the antenna issue because currently there is a static issue.

Chief informed the Fire Board the Hazardous Fuel Reduction through Plumas Fire Safe Council is waiting to receive the contract for the Stevens Foundation from United States Forest Service.

Chief reported some preliminary talks have begun with the Sheriff's office to potentially move dispatch services to that agency. There are pros and cons with each decision but this is just the beginning of talks.

Chief informed the Fire Board that he is trying to take more time off for mental health reasons but it is difficult. He said he is doing his best to keep up to date but he is slipping in a few areas due to other distractions. Chief said he has found a place in Hamilton Branch to live for this winter and is doing what he can to continue to live here.

The Fire Board agreed that Chief needs time to adjust and agreed he should take time off as needed.

Chief reported that the Initiative 21-0042A1 appears to have submitted the required amount of signatures to be on the November 2024 statewide ballot. We did receive an email from California Special Districts Association to thank Peninsula Fire for our support of the detrimental initiative.

Chief Courtright reported we are currently in the overlap period for switching internet service providers and then our phone system. The initial equipment costs will eat all the savings for the first year but after that, we should save about \$3,000.00 a year and have a better system. However, there will be a couple of months overlap to insure we move all items and e-mails from the frontier-based system and to inform others of the change.

Chief reported we have flown the office position for extra help and we will be conducting interviews soon.

Chief reported that last month some members of the public brought up a parking area on East Mount Ridge. The area was checked and the proper conclusions was made.

#### **B. Fire Board of Directors' Reports / Comments:**

President Foote advised Fire Chief Courtright not get involved in Lake Almanor Country Club Business even if he asked by any member of committees or the public. She reminded the Chief and the Fire Board of Directors the Fire District is a separate entity as is Lake Almanor Country Club.

#### **C. Correspondence:**

Chief informed the Fire Board that he received correspondence from Almanor Firefighters Association requesting negotiations.

Chief will include this information on the next agenda.

President Foote asked for 2 volunteers to meet with the Almanor Firefighters Association for negotiations. Secretary Kim Kimball and Tracey Smith volunteered.

#### **10) Future Agenda Items:**

To be determined.

#### **11) Next Scheduled Regular Fire Board Meeting:**

**September 21, 2022 @ 5:00PM - This meeting was cancelled.**

**November 16, 2022 @ 5:00PM**

#### **15) Regular Meeting Adjourned:**

There being no further business, President Foote adjourned the Fire Board meeting at 5:30 PM.

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

The meeting minutes for *August 17, 2022* were approved on *November 16, 2022.*

X

*Nancy Foote, Fire Board President*