

Weaverville Fire District

POST OFFICE BOX 447, WEAVERVILLE, CALIFORNIA 96093 (530) 623-6156

MINUTES

WEAVERVILLE FIRE PROTECTION DISTRICT

Regular Meeting – February 7, 2017

- I. **CALL TO ORDER:** The Regular Meeting of the Weaverville Fire Protection District was called to order by Chairman, George Owen at 0959 hours. Commissioners present: Bill Britton, Mike Williams, Arden Potter, and Larry Helsley. Others present: Chief Todd Corbett, Fire Fighter Jon Gier, TCLS manager Kathy Ratliff, Lisa Gugliammina, Scott and Tania Alvord, Chief Corbett's Family, Mike McMillan, and Accounting Clerk Serena Brown
- II. **BADGE CEREMONY:** Fire Chief Todd Corbett was sworn into office in a brief ceremony that also included Chief Corbett awarding Commissioner Potter with a 5-year service award.
- III. **CONSENT AGENDA:** All matters listed under Consent Agenda are considered routine by the board and will be enacted by one vote. If discussion is desired, that item will be removed from the consent Agenda and will be considered separately.
 - a. **Approve Regular Meeting Minutes January**
 - b. **Approve Warrant List/Check List and Journal Entries**

Accounting Clerk Brown explained that Special Department Expense shows over budget due to excessive amounts of reimbursable due to the district and we are only at 88% of budget.

MSC Williams and Helsley to approve the Consent Agenda as presented.
- IV. **ACTION ITEMS:**
 - a. **Discussion/Action - Trinity County Life Support EMTSRP Collaboration**

Larry Helsley reported on behalf of the Adhoc Committee. It was reported that it is not within Weaverville Fire District's charter to assist TCLS in the manor at which was requested. All of the Commissioners feel that TCLS is an asset to the community and want to help in any way possible. Kathy reported that TCLS is going to be working with a consultant to ascertain the best way to proceed. The board requested that Kathy keep them updated and she agreed. No action was taken.
 - b. **Discussion/Action – Biannual Board Members Requirements – Ethics, Conflict of Interest, & Statement of Economic Interests**

The Board is required to have 2 hours of ethics training. We have access to a webinar through CSDA and the board set a time of Friday February 10th at 10am to watch it. The Political Reform Act states WFPD needs to have a code of ethics and conflicts of interest policy. Our Bylaws, Article 4, Section 12 cover this requirement and the board agreed that it doesn't need to be revisited. Statement of Economic Interest – Form 700 was filled out by each Board Member. It was mentioned that Sexual harassment prevention training also needs to be addressed. No Action was taken

- c. **Discussion/Action – Line Item Adjustments -SCBA Maintenances, Communication& Office**
Review of our mid-year budget shows that we are doing good. Communication and Equipment Maintenance are our tightest categories. Chief Corbett doesn't see the immediate need to renovate Station 2 and requested that we move those funds to Communication, Equipment Maintenance, and Office.
MSC Britton and Helsley to move money in line items as requested.

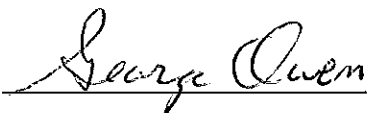
V. DEPARTMENT AND BUSINESS REPORTS

- a. Hazardous Reduction Progress Report – Todd and Jon have created a hand-out as a way to better advertise our program and are working on assessments. We have been awarded a new Hazard Reduction grant for 2017. Chief Corbett expressed his concerns in getting personnel to work our Hazard Reduction Program. One problem is that we only pay once a month. Chief Corbett requested that we start doing payroll twice a month and the Board agreed.
- b. Fire Chief's Report: Inspections are being done. Dana Ryan is looking into the feasibility of putting a 100 unit apartment complex on Ransom Road. SCBAs have been posi-checked and it was found that parts need to be ordered.
- c. Fire Department Report: The Final EMR class is coming up. We recently participated in an Every 15 min program at the high school and there was a nice turn out. The Rose Sale is on the 11th at the ACE Hardware parking lot.
- d. Sleeper Program Report: Chief Corbett reported that Jon is moving to Station 2 and Jordan Hamilton is going to be moving into Station 1. He is working on contracts.
- e. Committee Reports
- i. Recruitment Committee: (Britton, Helsley, Corbett) We recruited a new chief
 - ii. Collections Committee: (Owen, S. Brown) No report
 - iii. Contract Committee: (Williams, Britton, S. Brown) No report
 - iv. Budget/Financial Committee: (Helsley, Potter, Corbett, Kormeier, S. Brown) We had our mid-year review as discussed during action items
 - v. Policy Committee: (Williams, Britton, S. Brown) Meeting to be scheduled
- f. Director Reports – Helsley wanted to address an overlook of 'thanks' that was missed at the appreciation dinner. He expressed his appreciation on the work done by Lisa G. and Serena Brown. Dick Berrien turns 90 this month and it was requested that we get a card. Helsley also directed the Chief and Clerk to pay Larry Horrocks the reimbursement of tuition as requested for attending class.

VI. PUBLIC COMMENT: Congratulations was given to Chief Corbett

VII. CORRESPONDENCE: None

I. ADJOURNMENT: There being no further business, the meeting was adjourned at 1156 hours.



George Owen, Chairman



Serena Brown, Accounting Clerk