

# Weaverville Fire District

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

## MINUTES WEAVERVILLE FIRE PROTECTION DISTRICT

Regular Meeting – January 3, 2017

- I. **CALL TO ORDER:** The Regular Meeting of the Weaverville Fire Protection District was called to order by Chairman, Bill Britton at 0959 hours. Mr. Britton turned the gavel over to 2017 Chairman George Owen. Commissioners present: Mike Williams, Arden Potter, and Larry Helsley. Others present: Interim Chief Todd Corbett, Jon Gier, and Accounting Clerk Serena Brown.
- II. **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 December 6, 2016**
  - b. **Approve Warrant List and Journal Entries**  
MSC – Williams/Britton to approve the consent agenda as presented.
- III. **CLOSED SESSION:** (Gov. code section 54957)
  - a. **Personnel**  
  
**Entered into at 1007 hours**                      **Returned from at 1021 hours**  
  
**Report:** Todd Corbett is tentatively offered the position as Fire Chief/Marshall pending a report from a 'Fit-for-work' physical examination and criminal background check. Todd accepted the position.
- IV. **ACTION ITEMS:**
  - a. **Discussion/Action - Morgan Stanley Account – Transaction procedures, Signers on the Account**  
Account Clerk Brown expressed concern with lack of policy on typical financial transactions related to new banking procedures and asked The Board to clarify procedure on cash revenue. Members of the Board agreed that policy/procedures need to be addressed and directed the Policy Committee to handle.  
MSC Britton/Helsley to add miscellaneous cash revenue to the Petty Cash Fund.
  - b. **Discussion/Action – Yearly Board Member Training**  
There was discussion on whether or not ethics training is required of Commissioners or not. It was agreed that some form of Ethics training should be done by each and Accounting Clerk Brown will look into options.
  - c. **Set Date, Time, and Place of Regular Meetings for 2017**  
MSC Helsley/Britton to set the meeting date, time and place to – every 1<sup>st</sup> Tuesday of each month, at 10:00 a.m. at Station 1, 125 Bremer Street, Weaverville, CA 96093

**V. DEPARTMENT AND BUSINESS REPORTS**

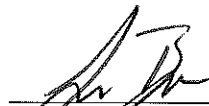
- a. Hazardous Reduction Progress Report: Joe Morrel and Jon Gier are targeting homes that need work and will be placing an article in The Trinity Journal. We should have a list of work that needs to get done soon.
- b. Fire Chief's Report: We had a total of 498 calls in 2016. Todd reported that there is a lot of missing paperwork in files and he is going to get those updated. He has visited the Dollar General several times and he is seeing some improvements. Dollar General Management is working on stocking practices. The new 2101 is complete and in-service. The Chief's laptop has ransomware and all files are locked. He is trying to save what we can and then he is going to format the hard drive.
- c. Fire Department Report: Todd would like to purchase side boxes for 2101 and do some corrections on items that were added and not needed. It was determined that there is no reason for a block heater for 2131 and there is no battery charger on the engine. 2161's camper was removed for use as a Hazard Reduction vehicle. Fred Maddox is doing services on engines, including moving the generator on Truck 21.
- d. Sleeper Program Report: The Sleeper's duties/contract are being redone. Spring time projects are going to be started soon. Combination locks have been installed on two exterior doors. Jon may become Station 2 sleeper if he gets a new job.
- e. Committee Reports
  - i. Recruitment Committee: (Britton, Helsley, Corbett) No report
  - ii. Collections Committee: (Owen, S. Brown) No report
  - iii. Contract Committee: (Williams, Britton, S. Brown) No report
  - iv. Budget/Financial Committee: (Helsley, Potter, Kormeier, S. Brown) Tuition committee is covered under this committee and a request of review was submitted.
  - v. Policy Committee: (Williams, Britton, S. Brown) No report
- f. Director Reports: Helsley is wondering if anything has happened with the TCLS request, regarding the EMTSRP, and there is no new information to report. Williams asked is SCBA testing is up-to-date and Todd confirmed that it was.

**VI. PUBLIC COMMENT:** None

**VII. CORRESPONDENCE:** New Year information was sent for California Special District Association and the Board Member don't want any changes in contact information.

**VIII. ADJOURNMENT:** There being no further business, the meeting was adjourned at 1115 hours.

  
George Owen, Chairman

  
Serena Brown, Accounting Clerk