

**CACHAGUA FIRE PROTECTION DISTRICT  
MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
Wednesday, January 12, 2022  
CACHAGUA FIRE STATION  
NASON RD., CARMEL VALLEY**

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The meeting was called to order at 7:02 p.m. by Bob Eaton.

1. ROLL CALL: Don Bonsper, Bob Eaton, Rod Lambert.
2. APPROVAL OF MINUTES: The minutes of the regular meeting of December 8, 2021 were considered. Motion to approve Bonsper; Eaton second; motion carried.
3. PUBLIC COMMENT: No public attended.

SCHEDULED ITEMS:

4. CONSENT CALENDAR:

- .01 **Treasurer's Report:** The Treasurer reported the account balances as of January 8, 2022 are Checking: \$228,240.55; Savings: \$1,000.63; and Brokerage: \$300,211.68 (earns \$500 per month, and being deposited into checking) for a total of \$529,452.84.

**Old Business:** The worker's comp claim is still active with a total cost to-date of \$41,700 - new expenditures for legal. There was an attempt to discard the claim against SCRAMP which has been contested.

**Current Update:**

**Audit update:** Salinas firm is very expensive, about \$18,000 per year. Treasurer has reached out to Dublin firm to accept their offer. Their best offer is \$13.5K for the two-year period. The Board can decide tonight on either one or two, two-year contracts. Treasurer recommends one contract.

The Board discussed the audit and chose the recommended auditor - Davis Farnsworth CPA in Dublin, to do the audit for July 2020 to June 2022. Motion to approve appointment of new auditor Eaton; Lambert second, motion carried.

**Dispatch service update:** need to discuss at the meeting. Unsure of any progress.

Radios have not been ordered under the Cal Fire grant.

TREASURER'S REPORT, continued

Our grant-request funds from the Community Fund for Carmel Valley are in the bank. \$2,250. We can now buy the safety clothing and equipment.

Treasurer is paying more bills online. So far so good.

Uncashed checks have been replaced or found and cashed. Direct deposit costs \$25/month from the bank if we choose to go that way. For now, we can encourage the volunteers to cash their checks right away. We can also determine who is having trouble getting the check to a bank. The bookkeeper will notify the Treasurer as soon as uncashed checks pass 3-months. (Chief will discuss direct-deposit with the Volunteers.)

FASIS quarterly payment has been processed. FASIS quarterly report and payroll will be completed next week with the latest incident data. The Chief will okay incident data as a final authorization.

Cell phone is being moved to the personal account of 7702. Land line 659-7700 has problems. (There is a short in the line outside the building. AT&T is working on repair.)

Requested and received approval for a \$250 donation from Kiwanis. It appears the money went to the Volunteers. (Felicia will check the mailbox.)

The Treasurer noted he now has an updated asset list, which will be the starting point for the next audit.

New Initiatives: None.

.02 DISTRICT CORRESPONDENCE: None

.03 DISTRICT REQUESTS: None

The Consent Calendar was approved with a motion by Eaton; Lambert second; motion carried.

5. STAFF REPORTS:

.01 Cachagua Volunteers: The report for December was presented by Felicia Fisher:

STAFF REPORTS, Volunteer 's Report, continued

Old Business: COVID-19 rates are on the rise in California again and hospitals are seeing an increase in patients. California currently has a statewide indoor mask mandate. Cal OSHA has tasked employers with maintaining records of vaccinated and unvaccinated employees, testing, and providing them with proper PPE.

December had a total of 7 call responses. Because zero calls were medical in nature, no EPCRs were needed. Nothing further on NFIRS. Again, there was a missing incident report. Felicia made an effort to ascertain who responded to the call and determined it was two people in 7751. The lack of an incident report is problematic on several levels. It is a legal record of who responded, something that is critical, but even more so given the pandemic. Without it we are unable to determine who should be paid for the call.

There was no Saturday training in December.

The department participated in the Kiwanis' parade and Santa Fly-in. The Christmas Party was at the Massa Estates vineyard on Saturday, December 18<sup>th</sup> at 2 p.m. Santa delivered toys on Christmas Eve.

New Business: The mandatory training in January is a sixteen hour Hazardous Materials class that will be held January 29-30, from 8-5 at the firehouse. Lunch will be provided.

A discussion was held regarding the upgrading of the ropes equipment. The Association made a motion to spend \$5,000 on new equipment, splitting the total cost of \$10,000 with the District. The motion was made by President Cabrera, seconded by Cpt. Dixon, all in favor.

The conex box storage unit has an improperly installed roof vent which allowed water to enter the box. As a result, there was an emergency purchase of plastic storage tubs to keep fund raising inventory and electronic equipment dry. A request was made by Secretary Fisher to reimburse her for costs of the tubs in the amount of \$208.97. The motion was made by Chief Reimer, seconded by President Cabrera, all in favor.

STAFF REPORTS, Volunteer 's Report, continued

There was an informative discussion regarding the IRS, the Franchise Tax Board, and the FDIC and the reporting requirements as set forth by each agency, as well as the Brown Act. Captain Dixon suggested we collaborate with the District to purchase big ticket items such as a Type 6 Engine. BC del Valle suggested we use some of the funds to pay personnel to be on duty to respond to calls. (There was an individual donation of \$50,000 to the Association.)

The MPC petitions were passed out for the Spring Semester.

The Chief discussed the protocol for taking training classes. The District will pay for a class if it is a smaller amount, the class has value to the department, and the candidate successfully passes the class. One will need to complete the certification process in order to be reimbursed for the EMT class. The District will not pay for an expensive class (i.e., 1-2K) for one person, however, if a trainer can be brought to the Department for a department wide training, please confer with the Chiefs as to the possibility of offering such a training.

The Volunteers discussed the uptick in Covid and the need to not attend drill or calls if ill, and the phrasing "universal precautions," what it means and how it is necessary to acknowledge such to dispatch properly. It was also mentioned, due to the mandatory indoor mask mandate, that regardless members should mask up when going to a medical call.

The Volunteers discussed how to place a piece of equipment out of service and what information needs to be included.

There were a total of 7 calls in the month of December. Personnel remained at 26.

EMT's to be: One still has an application pending with the county and state - this has been ongoing for one year.

Two others have yet to take the NREMT exam - it has been over a year since they completed the EMT class.

Two have completed the EMT summer class at Hartnell - neither have taken the NREMT.

STAFF REPORTS, Volunteer 's Report, continued

Two completed and passed the EMT class this fall. One is scheduled to take the NREMT on Friday.

One new recruit began the application process for becoming an EMT on 12/7/2021. He already has completed the EMT class and taken and passed the NREMT.

- .02 Chief's Report: The Chief reported that the burn season permit process has been resolved.

Chief was contacted by CAL OES in regard to our 1122 program vehicle purchase. They were under the impression that one vehicle was not paid for. We cleared that up and showed proof that both vehicles had been paid for on one check. We filled and signed an order stock form and the process should be complete.

Annual Christmas Party gifts have been distributed.

Chief has provided Steve Paxton from Fire Comm with our radio information he requested. Has not heard back yet and will follow up this week.

Cal Fire Unit Chief DiTullio has requested that we inform him of our dispatch contract decision in early March.

7761 received repairs to a faulty sensor.

No progress on 7732 repairs. The old 7700 Chevy Silverado has been disposed of as of 1/11 22. Some progress is being made on getting members to follow through with their EMT certification. Continued pressure will be applied until it is complete.

No progress on Radio Purchase. A hired radio tech is needed for advice on new radio purchase and programming of all radios for the future.

Hiring one firefighter for the daytime work week hours continues to be in our future. With the amount of new members we have hired, the Chief believes we can come close to filling a schedule. The main hold-back has been lack of training in the new members. Our increased training schedule has accelerated this process, and the Chief expects we will be ready to implement this plan later this year.

STAFF REPORTS, Chief`s Report, continued

The Assistant Chief has been working on purchase of the safety equipment. It should be purchased soon.

Motion to approve Staff Reports Eaton; Lambert second; motion carried.

6. ACTION CALENDAR:

.01 The Board discussed the website - specifically who will be giving the information to Eric. The Chief stated he will work on getting the information to him.

7. OTHER MATTERS: Commissioner Eaton gave the Board members a letter of his possible resignation. Due to medical concerns he is requesting a replacement be found to fill out his term, as he will need to take some time off.

8. ADJOURNMENT: The meeting adjourned at 8:04 p.m. The next regular meeting will be held on Wednesday, February 9, 2022, 7:00 p.m. at the firehouse in Princes Camp.