

CACHAGUA FIRE PROTECTION DISTRICT
MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS
Wednesday, August 09, 2023
CACHAGUA FIRE STATION – NASON RD., CARMEL VALLEY

The meeting was called to order at 5:59 pm.

ROLL CALL: Eli Riddle present, Monty Salas-Cordrey present; Laura Stenvick absent.

CONSENT AGENDA

APPROVAL OF MINUTES: The minutes of the regular meeting of July 12, 2023 were considered. Motion to approve submitted by Salas-Cordrey; seconded by Riddle; motion carried.

ACTION AGENDA

1. Website: updates/ changes: Notable changes to include: mission statement; Yancey or Donald listed as captain; Alyssa and Greg listed as engineers; correct Chief Dixon's start date to June 01, 2023. Additional changes/ updates to be listed and brought to Assistant Chief Curry.
2. Cal Fire Grant Updates: Don sent us email-unfortunately, the grant application will not be approved for funding. Moving forward, we will attempt this for next year looking for a better outcome. Don has submitted the CVCB for the 4000 fund (for budget on classes). We will know more when that has processed. The monterey county gives has also had a submitted application; we look forward to this outcome being positive.
3. Esselen Tribe prescribed burn updates: Jana from the Esselen Tribe mentioned that we will reconsider this at a suitable time.
4. Rana Creek Updates: They are open to arranging a meeting with Chief Dixon when his schedule permits. They do have space for a barn and our equipment. We will reassess this matter at a suitable time.

STAFF & OFFICER REPORTS

TREASURER'S REPORT: Laura Stenvick

Current Account Balances: (as of 8/8/23)

Checking \$234,319.13

Savings \$1,002.38

Brokerage \$257,999.62

Total \$493,321.13

New Business:

- April thru June 2023 quarterly payroll has been reported to FRMS (formerly FASIS)
- Paid the annual FRMS (workers comp) invoice in the amount of \$13,788. (Budgeted amount was \$16,500.)
- The T-Bills are coming up for renewal this month. I spoke with Bradley at the bank and the 90-day bills are still the ideal choice for us. Will discuss again at the next 90-day mark.
- We have converted to Quickbooks Online. I will be doing all downloading and coding of transactions to streamline the process, increase transparency and visibility and save on bookkeeping fees. To maintain all necessary checks and balances, the bookkeeper at CAL Accounting will still handle the monthly bank recs, quarterly payroll processing and annual reporting requirements. Audits will be smoother as well because all receipts are attached to each transaction within QB and whenever QB Online is utilized the auditor is just given full access to pull the information necessary. This plan was confirmed with the auditor prior to making this change and he was comfortable with this plan of action.

CACHAGUA VOLUNTEER FIREFIGHTER'S REPORT: Alyssa McGowen

New Business:

- July Recap – Spaghetti dinner was a good success, thank you to everyone to helped out. It was a ton of work and we couldn't have done it alone. Big thank you to the wives who showed up every night to make it happen.
- July drill –We decided to cancel the drill at the last minute due to a lack of people being available. We will not be having an August Saturday training. Maybe we need a little time off to re-coop and boost morale.
- Community CPR training – We will be postponing the community CPR night for the for seeable future. Sierra needs more time to unravel the county medical cert mess. She is making great progress and we're back on track.
- Fiesta Roster – The fiesta was a good success. Saturday the booth was manned by Heather, Ian, Julia and Eli. Sunday by Sierra, Yancey, Dee, Julia and myself.
- Class B, Firefighter Endorsements – It was discussed at the business meeting, and I think that everyone that needs to get one is on track to getting it. I think they understand the importance of it now. Greg, Yancey, Alex, Dee.
- Job Descriptions – We slightly touched on job descriptions and who would be the second person to perform our duties if we were absent.
- Association Education – We mentioned everyone should be a little more educated on the history of Cachagua fire. We're hoping Chief Dixon can touch a little more on that at the next training he is at and share what he had in mind for this topic
- Informational Whiteboard – We made a motion to purchase two informational whiteboards in hopes of making things a little more organized.

- SCBA Demo - Asst. Chief Curry has a SCBA demo for everyone to try on and give thoughts on it. There were no complaints, and everyone seemed to get along with it just fine.
- Department cohesion/team building – the department seemed to like the idea, it's hard to get much out of them. But they didn't hate the idea.
- Traveling Laptop: A motion was made to purchase a second laptop for the fire department. Alexis is looking for a new one.
- Structure Turnouts – I did get a count on how many turnouts we will need to replace. Chief Dixon now has the count. The department was open to the idea of splitting the cost.
- Stress Debrief- Yancey has agreed to take on the task of getting us an on-call stress debrief person.
- Greg has not been reached out yet regarding the treasurer's position. Ian is open to this position if he qualifies.

July Calls:

- Medical 1
- Tree Down 2
- Smoke Investigation 2
- Commercial Fire Alarm 1
- Electrical Hazard 1

CHIEF'S REPORT: Kevin Dixon

I have contacted L.N. Curtis for a price to replace the current S.C.B.A.'s, which are now out of date and technically out of service. With the approval of the CFA to spend the money, I will be placing the order this week.

The current B.C. vehicle will be replaced with the vehicle that was purchased a couple of years ago. The newer vehicle has been taken to Signworks for re-marking and numbering to meet county specs. ETA unknown.

I am now requiring any personnel operating the fire apparatus to have the appropriate license. I am encouraging everyone to obtain a class B license. They have been told, by district members, that they will be reimbursed for their fees upon successful completion of the process. We may also at some point consider putting a few members through the CSFM Driver/ Operator 1A course if I can find a local instructor to put it on over the course of a couple of weekends.

Most of the current structural PPE has been determined to be out of service due to age. I will start the process of replacement following the SCBA order.

Personal accountability tags and helmet lettering are in the works to bring us up to speed with county and state standards

I have arranged for the new handheld radios to be programmed with the current CAL FIRE statewide load, this should be complete within the next couple of weeks.

I feel that the “casual” meetings between district and department members should continue to help maintain a positive relationship between entities. We all have the same goal, to serve our community.

ADDITIONS: There is a proposal that there should be a sale of the engine 7711 to release space and place the earnings back into the fund.

ADJOURNMENT: The meeting was adjourned at 7:08 pm. The next regular meeting will be held on Wednesday, September 13, 2023, 6:00pm at the firehouse in Princes Camp.