

**CACHAGUA FIRE PROTECTION DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS
Wednesday, December 14, 2022 at 6:00pm
Cachagua Fire Station – Princes Camp, Nason Rd., Carmel Valley
831-659-7700**

PUBLIC – PLEASE PARK ON ROADWAY AND WALK IN

- I. WELCOME
 - II. CALL TO ORDER 6:00pm
 - III. ROLL CALL _____ Bonsper, _____ Riddle, _____ Salas-Cordrey
 - IV. COMMENT: Non-Agenda topics will be heard at this time or may be added as a Scheduled Item by consent.
 - V. SCHEDULED ITEMS – See below for details
 - VI. OTHER ITEMS: (if any)
 - VII. ADJOURNMENT
-

SCHEDULED ITEMS

Consent Agenda

1. Approval of 11/9/22 Board Meeting Minutes*

Action Agenda

1. Alternative suggestion to new firehouse construction: adding on to existing firehouse
2. Plaque presentation to outgoing CFPD board members at the CFC Xmas party
3. Legal representation update, letter of engagement review
4. Clerk replacement update
5. Treasurer transition items:
 - a. Review list of credit card holders and credit limit/s
 - b. Discuss who should be a signer on the bank account

Staff & Officer Reports

1. Treasurer's Report
2. Volunteer Firefighter's Report
3. Chief's Report
 - a. Firehouse staffing during the work week

*See supporting paperwork in Board packet

Executive Session: At any time during the regular session, on motion made and duly passed, the Board may adjourn into closed session to consider litigation, personnel matters or to confer with legal counsel. Authority: Government Code B (a) (d) (q). The Board shall publicly report any action taken in closed session and the vote, or abstention, of each Member present therein, in accordance with Government Code B 54957.1(a).

Set Next Regular Meeting – January 11, 2022 at 6:00pm

CACHAGUA FIRE PROTECTION DISTRICT
MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS
Wednesday November 9, 2022
CACHAGUA FIRE STATION – NASON RD., CARMEL VALLEY

The meeting was called to order at 5:56pm.

ROLL CALL: Eli Riddle, Monty Salas-Cordrey, Don Bonsper all present.

SCHEDULED ITEMS

Auditor, David Farnsworth, presented the 2 year financial audit. Among the items presented were the snapshot, findings, overview of the audit process, revenue expenses, disclosures, financial metrics, and recommendations to fix the audit findings.

No fraudulent activity or abuse/wasteful spending was found, but there were two material weaknesses. Prior audit details were not provided from previous auditor. Investment in the annuity was non-compliant but is in the process of getting fixed.

CONSENT AGENDA

APPROVAL OF MINUTES: The minutes of the regular meeting of October 10, 2022, were considered. Motion to approve submitted by Riddle; seconded by Salas-Cordrey; motion carried.

ACTION AGENDA

The proposed website was reviewed and appears to be ready to go live. Minor changes can be made at any time but the Chief would like to get it live in preparation for burn season. Alyssa will get the PayPal details to Heather who will pass it along to the web developer. Jesse will work with Eric to figure out the logistics of transferring the domain and associated email addresses. The launch will be posted on social media and Jesse will be purchasing banners to promote as well.

FAIRA website ADA protection plan – FAIRA is our insurance agency and has pre-paid for ADA protection for its members websites. We can enroll for free. Eli will look at the application and complete it.

Treasurer & Clerk Transitions – Don would like to transition out in the Spring. Primary goal is to find a clerk replacement. Board discussed a few potential replacements and will continue to search.

Future of Board Investments: T-Bills are climbing with the increase in interest rates and a good investment due to their liquidity. Our current banker is well versed in T-Bills. The goal is to not lock money in an untouchable account for any amount of time. Bonsper proposed moving \$250k out of the checking into a 90day T-Bill. Monty motioned, Eli seconded, motion carried.

Discussed establishing a relationship with an attorney so we are prepared in the event a legal matter should arise. Lozano Smith and Fenton & Keller were both reviewed by Bonsper as they have attorneys familiar with special districts. Laura knows one of the attorneys with Fenton & Keller that has a specific focus on government agencies. Don is also familiar with one of their attorneys. Due to these relationships as well as the fact that they are local, the decision was made to proceed with Fenton & Keller. Laura will reach out to discuss next steps/letter of engagement.

STAFF & OFFICER REPORTS

TREASURER'S REPORT

Financial Balances as of 5 November 2022

Checking: \$427,383.31

Savings: \$1,000.75

Brokerage: \$0.00 – terminated, still need \$29,000.00 returned

Total: \$428,384.06

Old Business:

Claim of former chief is still active. Total spent to date \$60,500. New expenditures for medical. Firewise donation deposited.

Current Update:

Audit presentation tonight, 9 November. Cal Accounting has completed their review and made suggested changes from the auditor. Don motioned to accept audit report, Eli seconded, motion carried. Don will take care of leg work to get acceptance to the appropriate parties.

Annuity has been terminated and funds withdrawn. The problem is that \$29K were not returned. Union Bank is working with AIG to get the remaining funds back.

Payroll completed. FASIS report submitted.

FASIS will conduct a Safety and Risk Control program review. First step is to complete a survey online. Jesse will complete the survey.

Processing of reimbursement for the 2022 CalFire VFC grant has been submitted. Still waiting on one invoice from Cascade Fire. We are on track in terms of timing.

Application for new CFCV grant is still waiting for info from the accounting firm. The application deadline is Nov 11.

FEMA registration has been renewed for another year. New expiration date will be 6 Nov 2023. The renewal went smoothly and the approval was faster than expected.

CACHAGUA VOLUNTEER FIREFIGHTER'S REPORT: Alyssa McGowan

Old Business

Haunted House at Bob's Barn 10/29/2022. It was a success, we had a total of five people attend and help out. Donation of \$1,325.00 received.

Yancey and Sierra held a CPR training on 10/22/22 for three of the members to recertify. We are discussing opening classes to the Cachagua Community in the future.

New Business

November medical drill was held on 11/5 and 11/6. It was mandatory for EMT's so they can get their CE's for the year.

The annual Christmas Party was discussed, we have the rough details planned. Michael Jones to cater, Tira Nanza is the venue on December 17th 2022.

The annual election was discussed, here are the following nominations:

- Alyssa McGowan for Association President
- Yancey Cabrera for Association Vice President
- Delia Davis for Association Secretary
- Ramon Lopez for Association Treasurer

The Association held a vote at our regular business meeting that was held on 11/1/2022 to remove the Association Secretary (Felicia Fischer) from her position. The Association President will complete the Secretaries duties until the December election.

The PayPal transaction history was looked into, the findings were that there was not any money transfers made in the year of 2022 so far. The only transfer to the Associations business account in the last two years

was a deposit of 15,000.00 in November of 2021. \$20,991.00 is the current balance in the PayPal account and will be moved out.

October Calls

Medicals: 2

Vehicle Accidents: 2

CHIEF'S REPORT: Jesse Reimer

Jesse will get estimate ready for next meeting for the new SCBA bottles that need to be purchased. The new bottles will be designed to fit on future apparatus as well.

Cal Fire is requesting a COI with the state and its agencies listed as additional insured as well as a COI from the worker's comp carrier showing the minimum of 1 million in coverage. Don and Laura will work on obtaining these documents and providing to Jesse.

Last weekend's CE training for EMT's was a breath of fresh air that the association's EMS training program needed. With one additional weekend of training/testing, 5 members will be certified with Public Safety First Aid. The association has talked about making this a pre-requisite to joining the department.

Rebuilding/organizing the EMS program will be the main focus for the coming months. EMS calls are the vast majority of responses, and require the most training and documentation. Jesse has taken ownership of this and has met with the county to discuss streamlining documentation.

One new member received their Firefighter endorsement on their driver's license.

ADDITIONS

Monty showed the group the plaques that are ready for Bob Eaton, Rod Lambert, and Jeanne Milette. The group will invite them to the Christmas party and will recognize them there.

Eli discussed the 2023 calendar for both the board and association and requested that the association continue to let the board know how they can help. Talked about association fundraising/event ideas – Muster, Fill the Boot, etc. He encouraged them to think of other ideas. Will talk further about the 2023 calendar at the next meeting.

ADJOURNMENT: The meeting was adjourned at 7:04pm. The next regular meeting will be held on Wednesday, December 14, 2022 6:00pm at the firehouse in Princes Camp.

CACHAGUA FIRE PROTECTION DISTRICT
Treasurer's Report for December 2022

6 December 2022

Financial Balances as of 6 December 2022

Checking:	\$190,879.40
Savings:	\$1,000.75
Brokerage:	\$250,331.17
Total:	\$442,211.32

Old Business:

Claim of former chief is still active. Total spent to date \$62,124. We expect resolution soon.

Audit is complete. Copies of final report have been sent to the state and county.

Current Update:

Return of final \$29K+ from annuity has been deposited in the bank. It is included in the checking total above.

Submission of the invoice for reimbursement for the 2022 CalFire VFC grant has been completed. I cannot estimate when we will have payment. With luck it will be within 30 days.

Application for new CFCV grant is waiting consideration. I have responded to two requests for more information. One addressed contributions by the board to the district. The second was to explain why we have payroll expenses when we are all volunteer. The date for an expected decision is 6 December. Notification should follow shortly.

Prop 172 money is delayed. We should receive it by check soon. The paperwork is waiting for signature by the comptroller. The first payment of the benefit assessment is expected the third week of December.

New Initiatives:

Don Bonsper
Treasurer