

**CACHAGUA FIRE PROTECTION DISTRICT MINUTES OF THE REGULAR MEETING OF
THE BOARD OF DIRECTORS Wednesday, July 12, 2023 CACHAGUA FIRE STATION
– NASON RD., CARMEL VALLEY**

The meeting was called to order at pm 6:02.

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

CONSENT AGENDA

APPROVAL OF MINUTES: The minutes of the regular meeting of June 14, 2023 were considered. Motion to approve submitted by Salas-Cordrey; seconded by Riddle; motion carried.

ACTION AGENDA

1. Website: updates/ changes: After Wendy receives the remaining photos of the crew members over the weekend, she will provide Sydney with an update regarding the titles at Cachagua Fire Department. Further follow-up will take place next month.
2. Cal Fire Grant Updates: Don has sent us an email providing an update on the Cal Grant and is strongly advocating for its success. According to Don, there is paperwork required for the Monterey County donation, which we overlooked last year and cannot afford to miss again. The necessary paperwork was forwarded via email. Additionally, it's worth revisiting FEMA grants as the new fiscal year begins.
3. Cachagua Fire to help Esselen Tribe with prescribed burning this spring on their native land: Monty sent a group email to the tribe but hasn't received any response, which leads her to believe that it might be a bit late to arrange this now. Nevertheless, she plans to follow up to explore the possibility of scheduling it for next year. For any inquiries, Jana could be contacted as a potential point of contact through a phone call.
4. Presentation of proposed 23-24 fiscal year budget: A motion was made by Stenvick to approve 23-24 proposed motion; Riddle seconded motion; motion carried.
5. Potential changes to bookkeeping process: Tomorrow, Eli and Stenvick have a scheduled meeting with the CPA to address the need for a new bookkeeper at the firm. The current bookkeeper, July, is being replaced by April due to issues with their collaboration and the occurrence of errors. Stenvick is particularly facing challenges in accessing the necessary reports promptly. As a solution, she suggests transitioning to Quickbooks Online, which not only offers a more affordable option but also enhances accessibility. This shift would enable Stenvick to handle day-to-day tasks while allowing the bookkeeper to focus on more quarterly duties.
6. Rana Creek: Rana Creek will provide written notification in case any changes are required; if such changes occur, they will cover the costs. Currently, no changes are anticipated, and any modifications are only expected to happen in the distant future.
7. Benefit Assessment Resolution: In addition to submitting the Cachagua Bond Data to the County annually in order to add a benefit assessment to the property taxes, the Board must adopt a resolution certifying compliance with state law with respect to the levying of general and special taxes, assessments and property related fees and charges. Motion to adopt the resolution for the 23-

24 tax year made by Laura Stenvick, seconded by Eli Riddle, vote of 3 yes, 0 nos. Resolution signed by Laura Stenvick.

STAFF & OFFICER REPORTS

TREASURER'S REPORT: Laura Stenvick

Current Account Balances:

(as of 7/11/23)

Checking \$251,654.10

Savings \$1,002.34

Brokerage \$256,932.33

Total \$509,588.77

New Business:

- FAIRA – Liability Policy: Annual renewal for 7/1/23-7/1/24 paid in June. \$14,457. Budgeted amount was \$9,800.
- Plan for exchanging documents, etc. with the association: All mail, including donations, catalogs, notices, etc. will be brought to the monthly board meetings and given to Heather to review and disseminate. The exception will be anything time sensitive, though I've received nothing like this to date.
- Future payroll communication: Historically, the Treasurer sends the payroll sheet to the Chief for completion prior to handing it off to the bookkeeper. This month Heather completed the payroll on behalf of the association. Should that be the plan going forward?

CACHAGUA VOLUNTEER FIREFIGHTER'S REPORT: Alyssa McGowen

Old Business:

- Assistant Chief Curry has asked everyone to go through all of the ice chests on the engines and restock to be prepared for any incident this summer will bring.

New Business:

- July drill to be held on 7/29. We are planning another wildland drill, details to follow!
- The community park is holding a kid's camp, Heather and Jesse will be attending on 7/13 to show the engines and possibly some games.
- We have made a motion to purchase 4-5 new plastic folding tables for Costco. Ours are pretty worn out and could use some new ones!
- We made a motion to purchase a Thank you gift certificate for Jen from Hastings to show our appreciation that she lets us train there. We will purchase the gift card from Café Rustica.
- The Fiesta has been touched on; the association has agreed to man a booth for both days. We'll be in touch with the Kiwanis.
- We are planning another community training that will be on 8/12.

- Spaghetti Dinner/kids carnival will be held on 7/15 at Bob's Barn. 2-8 pm. We will need all the help that we can get! 4-5 different sauces, many kids games, dunk tank, silent auction, raffle. Wendy Simpson will be there to take any photos of people who need a portrait on the website.
- Personal fanny packs... this may be more of a chiefs report item. We made a motion to purchase personal medical fanny packs per firefighter with your basic medical equipment. We will use them when arriving first on scene before an engine or even on the fire line. We have chosen a brand that will attach to our current web gear. We made a motion to spend no more than \$3,000 in hopes of the board to meet us in the middle. We believe that having this new equipment will prepare anyone who arrives first or so happens to stumble upon a medical situation on their way home and make them feel more confident that they can help.

June Calls:

Smoke Investigation: 3

Commercial Fire Alarm: 1

Medical: 4

Vehicle Accident: 1

CHIEF'S REPORT: Kevin Dixon

- Jesse Reimer and Kevin Dixon have transitioned as of 06/01/2023.
- MCEMSA has granted us the ability to issue our own EMT c/e's which is a huge achievement by FF Sierra Sans.
- I have recommended promotion to Fire Captain to Donald Sherman and Yancy Cabrera. I am considering a couple of Firefighters for promotion to Engineer.
- BC Delvalle has told me that his current vehicle needs front end repair, I recommend issuing him the vehicle that was initially purchased for him, repairing his current vehicle and issuing that AC Curry. The 7700 P/U is also available in the meantime.
- I have been talking with Don Bonsper, as we all have, about grant opportunities for SCBA and turnout replacement.
- We have a couple of members who will most likely resign soon I can follow up with that later.

Stenvick made a motion to accept all staff and officer reports, Salas-Cordrey seconded motion carried.

ADDITIONS: The association invited the district to attend any business meetings held each month.

ADJOURNMENT: The meeting was adjourned at 6:52 pm. The next regular meeting will be held on Wednesday, August 09, 2023, 6:00pm at the firehouse in Princes Camp.