

CACHAGUA FIRE PROTECTION DISTRICT  
MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS  
Wednesday, September 11, 2024  
CACHAGUA FIRE STATION – NASON RD., CARMEL VALLEY

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The meeting was called to order at 5:57 pm.

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

#### CONSENT AGENDA

Non agenda item: Resolution: The board approved the Resolution 24003 to allow the treasurer to enter into an agreement with Cal Fire VFC grant. Total amount of the grant approval is \$2750.

APPROVAL OF MINUTES: The minutes of the regular meeting of August 14, 2024, were considered. Motion to approve submitted by Stenvick; seconded by Salas-Cordrey; motion carried.

#### ACTION AGENDA

1. Wildland Conservancy (Rana): Discussed later under the Chief's report.
2. Updated Fleet Report: Discussed later under the Chief's report.
3. DMV Title for Engine E-7711: Assistant Chief Curry has found all of the vehicle titles and will need to associate which one is for E-7711. We plan to re-review this next month.
4. Community Fund for Carmel Valley: We are awaiting approval. We plan to discuss this during the upcoming board meeting.
5. Fire Station Lease: This was sent out to us yesterday for review. We plan to review this during the upcoming board meeting.
6. Grant Writer: We were approached by a community member who is enthusiastic to go after grants and fundraiser. We have been talking to her and introduced her to don and will keep the topic open for discussion.

#### STAFF & OFFICER REPORTS

TREASURER'S REPORT: Laura Stenvick

Current Account Balances:

Checking \$177,024.14

Savings \$1,002.85

Brokerage \$272,506.79

Total \$450,533.78

New Business:

- Still powering through the 2-year audit with David Farnsworth, CPA. Lots of emails and documentation exchanged. Estimated time frame – 4 months from late August start date. Recommendations so far:
  - Quarterly report review at Board Meetings of the following documents: YTD P&L, Current Balance Sheet and YTD Budget vs. Actual. This will be done in the month following a quarter end for full, accurate reporting. Therefore, we will begin in October with the quarter ending September 30<sup>th</sup>.
  - Consider direct deposit for the volunteers to avoid straggling checks. This is a great suggestion that I will pursue once our CPA/bookkeeper situation is stable.
  - Fill in the Vendor and Description field for every transaction coded in QB. Currently I've just been entering the budget code and attaching the applicable invoice. This makes sense and will be easier for him to read in spreadsheet format during the next audit.
- CPA change update.

CACHAGUA VOLUNTEER FIREFIGHTER'S REPORT: Alyssa McGowen

New Business:

- The cargo trailer from Regional Fire was delivered last night 9/10. Heather said there is a ton of great stuff inside.
- The topic of checking in with each other/chiefs when we will be out of district was discussed at the business meeting.
- The association voted to spend \$2,000 on new ropes gear. (clutch, other items we need to replace)
- The association was invited to a burn in Antelope Valley on November 6<sup>th</sup>.
- Boots/gloves sizing coming soon. See Chiefs Report

Calls:

Vehicle Accident: 4

Medical: 6

Residential Fire Alarm: 1

## CHIEF'S REPORT: Kevin Dixon

### Personnel

- A system is going to have to be put in place to determine who is available to respond to incidents, we have nothing now, and response has been spotty.

### Equipment

- Crew has been sized for structure boots and gloves.
- I contacted L.N. Curtis for the purchase of the new extrication tools, they have a new rep who will be contacting me ASAP.
- Still waiting for Cypress and Pebble Beach vehicles to come available.
- Federal excess property account is up and running, I have started navigating through the site a little.
- The "7702" vehicle will need to be taken to LEHR in Hollister to find the reason the battery continues to die. I believe there is a wiring issue with the code three or radio systems. LEHR does emergency vehicle electronics.

### Facilities

- I met with Kat from Rana Creek last month, we drove around the ranch and discussed the future plans for the property. She said they would be doing nature and education programs for under served youth. The ranch would not be up and running for about five years. I started a conversation about what our role would be during those programs. She wants to get an agreement in place for training and other FD activities.
- I am going to see if Gabilan Camp will complete the painting/ improvement of the station, the cost of a crew is about \$250 per day. Availability depends on fire activity and staffing.
- Carmel Highlands will be supplying an abundance of hoses. This could supply two or three of our rigs.

Stenvick motioned to approve the officer's reports. Salas-Cordrey second; motion carried.

ADJOURNMENT: The meeting was adjourned at 6:42 pm. The next regular meeting will be held on Wednesday, October 09, 2024, 6:00 pm at the firehouse in Princes Camp.