

**CACHAGUA FIRE PROTECTION DISTRICT**  
**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS**  
**Monday, October 10, 2022**  
**CACHAGUA FIRE STATION – NASON RD., CARMEL VALLEY**

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The meeting was called to order at 6:06pm.

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

**NON-SCHEDULED AGENDA ITEMS**

Salas-Cordrey provided an update on the engraved plaques for the Board retirees. ANC is still working on them but they should be ready next week, then a celebration can be planned.

Salas-Cordrey updated that they are still waiting for the Hills to be ready to meet to discuss and plan the Spring fundraising event.

Tomorrow evening a photographer will be present at the station at 5:30pm to take updated photos of firefighters and board members for the website.

**SCHEDULED ITEMS**

**CONSENT AGENDA**

**APPROVAL OF MINUTES:** The minutes of the regular meeting of September 14, 2022, were considered. Motion to approve submitted by Bonsper; seconded by Salas-Cordrey; motion carried.

Bonsper administered the Oath of Office to Riddle and Salas-Cordrey. Both were unopposed for the November 8<sup>th</sup> election and are therefore appointed to 4-year terms. All applicable documentation provided to Stenvick for retention.

**ACTION AGENDA**

**Website Discussion:**

Alyssa McGowan will connect with Sydney Hill to see if she's available to create an .ai file of the logo and for potential future logo design work. The end goal is to have a Brand Guide for CFC to eliminate any run around or confusion each time a member needs brand material.

The group reviewed the proposed home page photo and decided to leave as is for now. It can be replaced down the road.

Social media posting is still a work in progress and a social media manager has not yet been found. Once the new website is launched, more effort will be placed into filling this role.

Alyssa will get the CFC PayPal information to Heather who will, in turn, share with the web developer prior to the go live date for the Donate Now sections of the site.

Bonsper went through the burn permit process on the website and did not get any response from CalFire. The Chief will try it to see if it's functioning properly.

Salas-Cordrey walked through the changes to the site and all requested changes have been made.

Staff photos are currently placeholders and pending updated photos. Heather will provide these to the web developer once ready.

Goal for launch will be the beginning of November.

Response pay for the volunteers:

Riddle brought up for discussion: Current pay is \$22/call, would it be beneficial to bump to \$25/call? The Chief said it would probably help some responders, but some volunteers are happy to volunteer regardless of pay. It would generate less than \$1500 per year increase according to Bonsper. The \$22 went into effect in 2015/2016. The Board believes that it does send a message of appreciation to the volunteers. Bonsper made a motion to increase stipend to \$25/call; Salas-Cordrey seconded; motion carried. Change will go into effect 10/1, the 4<sup>th</sup> quarter pay will reflect the change. The Chief will notify the volunteers.

## STAFF & OFFICER REPORTS

### TREASURER'S REPORT

Financial Balances as of October 7, 2022:

Checking: \$170,906.71

Savings: \$1,000.75

Brokerage: \$300,146.52

Total: \$472,053.98

Claim of former chief is still active. Total spent to date \$59,838. New expenditures for legal.

Audit is essentially in the final draft stage. The Board has received copies of a presentation by the auditor. The group agreed to invite the auditor to the November 9<sup>th</sup> Board meeting to present. One of the biggest shortcomings in the audit has been the annuity that the brokerage account is invested in. Unbeknownst to the Board, the annuity is not an approved investment for our organization. Discussed the possibility of working with an investment advisor in the future, ideally someone local, with knowledge of local agencies and special districts.

The donation from the volunteers has been deposited in the bank. An acceptance was sent to the President.

Payroll is underway. FASIS report will be submitted once payroll has been completed. Quarterly payment to FASIS has been made online.

A new donation from Robles Firewise Group, Inc. has been received and will be deposited tomorrow.

Bonsper worked with AT&T to reduce the monthly bill from \$250 to \$60/month which includes the use of a new Chromebook. The new laptop is set up at Station 1.

We have been advised to retain an attorney for legal needs. The County Counsel is not available for further advice. It will be important that they are familiar with local agencies and special districts. The group will reach out to local connections to see if we can find someone, ideally local, with knowledge of local agencies and special districts.

The district has, to date, not had a written investment policy. Once the audit is completed and the annuity issue has been corrected, the Board will work towards a written investment policy.

CACHAGUA VOLUNTEER FIREFIGHTER'S REPORT: Alyssa McGowan

The additional ropes gear was purchased for \$2,500.

The donation check for the ropes equipment has been written to the board for a total of \$7,500.

The Ranch Round Up was staffed by four of our EMT's on September 24th and 25th. Everyone had a good time and we doctored one blister.

Cal Fire has invited us to prescribed burns on October 11, 12 and 18th. We will have one engine staffed each day. (This statement was further updated in the Chief's report below.)

The Johnson's are putting on a haunted house at Bob's barn on October 29<sup>th</sup> and have requested that we come and participate.

We will be having a two-day medical drill on November 5th and 6th, and everyone is required to attend.

#### September Calls

- Medicals: 5
- Vehicle Accidents: 2
- Hazardous Conditions: 2
- Public Assistance: 1

Total: 10 calls

#### CHIEF'S REPORT: Jesse Reimer

An online account has been set up with The Knox Company to expedite orders. Residents will now be able to purchase Knox Lock products online at [knoxbox.com](http://knoxbox.com). An email will be sent to the Chief to confirm the legitimacy of the order. We also ordered 5 new Knox keys to stock on the new vehicles and add to existing vehicles that lack them.

We will be attending a VMP controlled burn in the Salinas area on Thursday 10/13. Engine 7731 will be staffed with a crew of 5 and will be committed to the burn all day. There is another possibility of a burn on the 18<sup>th</sup>. Weather permitting, patrol 7751 will attend that burn with a crew of 3.

We have begun clearing out the district office and setting up a desk/file storage in Station 1. The majority of the paperwork stored in the office was plan sets filed by a former chief who used to act as the Fire Marshall. There are several binders pertaining to the district that are now stored in Station 1 that the Chief would like the board members to view and decide if we need to keep. Having file storage and printer/copier access in Station 1 will increase efficiency on many tasks.

We have been working with Monterey County EMS agency to install a new CE provider for the department. This will allow us to continue providing our EMTs with the 24 hours of required training to renew their license. If we face much more delay in this process, we have a contingency plan to hire Medics for Life to continue our trainings while we re-evaluate.

The majority of our SCBA bottles will expire in March of 2023. We are researching cost to replace our current SCBA's with new modern apparatus. We are also looking into purchasing replacement bottles for our existing apparatus, while we hunt for a grant opportunity. The Chief will research costs of the bottles to get through until a grant is found.

Our Bauer SCBA compressor was serviced last Monday, 01/3. The compressor is still functioning fine, but I was informed by the rep from the company that many parts on the device are due to expire in 3 years and the cost

to replace those parts would equal the cost of a new system. The plan will be to leave the old one at Station 1 and build the cost of a new one (\$20-25k) into the new station.

ADJOURNMENT: The meeting was adjourned at 7:01pm. The next regular meeting will be held on Wednesday, November 9, 2022 6:00pm at the firehouse in Princes Camp.