

JACKSON VALLEY FIRE PROTECTION DISTRICT

BOARD OF DIRECTORS MEETING

***DRAFT MEETING MINUTES ***

Date: June 10th, 2025

Location: Jackson Valley Fire Protection District Firehouse

Address: 2701 Quiver Drive, Lone, CA 95640

Time: 7pm

I Call the Meeting to Order

- a. The Meeting was called to order at 7:00 pm by Chairman Jake Herfel.

Board members present: Jared Fedena, Robert Milligan and Chairman Jake Herfel

Director Scott was absent.

Staff present: Chief Randy Makemson, District Office Manager Jo English, Admin Melissa Garcia

Others in Attendance: None

II The Pledge of Allegiance

- a. The Pledge of Allegiance was recited.

III Approval of Agenda

- a. Director Thompson motioned to approve the agenda. Director Milligan seconded the motion.

All in favor – 4 ayes.

IV Public Matters not on the Agenda

- a. Chairman Herfel received a donation of \$5,000.00 from his company MP & Associates. We will send out a thank you letter.

V Approval of Minutes of May 13th, 2026, Regular Board of Director's Minutes

- a. Director Fedena motioned to approve the minutes from May 13th, 2026. Director Milligan second. All in favor – 4 ayes

Open Business

VI Chief's Report: Suggested Action, Discussion and Action

- a. Incident report from previous month

- i. Chief Makemson reported 44 calls for the month of May 2026. Down on call volume. There were 246 calls for the year.

- b. Volunteers and Coverage

- i. Station 171 was staffed 2-0 for 30/30days. Volunteer Beckstead graduated from Firefighter Academy and she won academic award. She will take 2 weeks' vacation and will be back to work.

- c. Training Events

- i. Chief Makemson and Billingsley attended training on electric vehicle (EV) batteries. They learned that EV battery incidents present unique challenges and are not firefighter friendly. If an EV battery explodes, it can release white smoke that may cause serious lung injuries. Firefighters should maintain approximately 300 feet from the battery and remain aware of wind direction to avoid exposure. The instructor, a Fire Chief from Linden, provided Chief Makemson with his contact information should the District need additional information or technical assistance in the future. District Office Manager (DOM) Jo English asked whether the data center permit had been approved. Chief Makemson stated that the data center is operating under permits issued to the previous owners.

- d. Apparatus Updates

- i. Surplus Engine 6133

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- a. Chief Makemson said 6133 is not worth the amount he anticipated. He will look for a local buyer.
 - b. 6134 is at Riverside in Sacramento with \$7,000.00 repair. It is done. We started an account back up.
 - c. All other Engines are up and running.
- e. Grants
 - i. DOM Jo states that she received an email for the AFG grant payment. We should receive the electronic funds in the next 3-5 days.
- f. Chief's Meeting
 - i. Chief attended the Fire Defense meeting they now have their own CICCIS system. They can do their own CalFire Certification.

VII Financial Report: Suggested Action, Discussion and Action

- a. Payroll and Bills
 - i. DOM Jo reviewed the monthly bills. The biggest bill was \$40,563.68 on payroll. She states that we put new tires on 6146, There was a High Tec invoice for \$2,237.00 for a pump test and BIT Inspection. Chief wants to look at the bill. We paid the Audit Retainer. And purchased a pop-up tent for district events. \$51,361.51 total for the month.
- b. Budget Expenditures FYTD 25/26
 - i. DOM Jo reviewed the budget and said that the district still trends where we need to be. If we look at the county report, budget control is at 92%. DOM Jo states we did a great job stating in budget this year.
 - ii. Chairman Herfel state that the gentlemen that worked on the driveway came to him and told he, we might need to re-seal. Maybe we need to have a budget committee meeting soon. Maybe the guy will come out and let us know if resealing needs to be done. Chief stated he might tell us we are good for another 2 years.
 - 1. Director Thompson made a motion to pay the bills, Director Fedena seconded the motion. All in Favor - 4 ayes
- c. Budget Committee Update
 - i. District Office Manager (DOM) Jo English reported that the proposed budget had been reviewed and approved by the Budget Committee. She reviewed the budget highlights with the Board. The District's projected revenue totals \$345,204.00. The General Fund balance is \$380,285.00, with \$233,000.00 in reserves, for a total of \$721,146.00 available for the upcoming fiscal year. Annual Board salaries total \$7,535.00. The Budget Committee reviewed current expenditures and recommended several budget adjustments. Additional funding was allocated to Personal Clothing due to the onboarding of new trainees. Although the District anticipated overspending in this category, approximately \$275.00 remained. The Communications budget was increased to \$5,500.00 to cover a \$1,500.00 annual Tablet Command fee. The District's insurance premium is \$101,083.00; however, this amount does not include anticipated insurance credits. DOM English expects the District to receive approximately \$8,000.00 in credits. The Equipment Maintenance budget was increased to \$55,000.00 based on current maintenance needs. The Building Maintenance budget was reduced to \$10,000.00, as expenditure was lower than originally projected. The Laboratory budget was adjusted to \$4,200.00, and Memberships were budgeted at \$204.00 for the District's Amazon Prime membership. The Office Expenses budget was

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increased to \$3,000.00. Professional Services was budgeted at \$4,500.00 to cover legal fees, Blair services, and County-related expenses. The Emergency Medical budget remains at \$1,000.00. For the annual audit, last year's projected cost of \$1,205.00 increased after mileage and travel expenses were added. As a result, the audit budget was increased to \$13,000.00. The Training budget was increased to \$12,000.00, with training expenses being transferred from Measure M funding to the General Fund. Chief Makemson noted that personnel are interested in attending additional training opportunities, including Captain-level training requested by Engineer Ochoa. The Minor Equipment budget was increased to \$45,000.00 to help fund the replacement of SCBA units. Chief Makemson also reported that he is working with Amador County, the City of Ione, and the City of Sutter Creek on a grant application to assist with future equipment purchases. Chief Makemson also reported that he is working with Amador County, the City of Ione, and the City of Sutter Creek on a grant application. The Special Department budget was increased to \$4,500.00 to support Kids Day and Santa Patrol activities. The Fire Protection budget remains at \$1,250.00 for ongoing expenses. The Fuel budget was increased to \$20,000.00, and the Utilities budget was increased to \$26,500.00 to account for rising propane costs. The Supplies and Services budget totals \$318,737.00. The annual Truck Payment of \$46,422.00 is due in September. The District's total projected expenditure for the upcoming fiscal year is \$372,694.50.

- ii. Chairman Herfel asked why the insurance was so high. DOM Jo explained last year GSRMA gave a 30% discount, and last year they reappraised the property at twice of what they had it previously.
- iii. Chairman Herfel also asked if we had the legal fees money for the special ballot. DOM Jo stated they did not talk about that. We need to sell the truck. We need to work on the funds for the special ballot. Per DOM Jo states we might have money in the General fund. DOM Jo can move the money to Professional Services.
- iv. District Office Manager (DOM) Jo English reviewed the Measure M budget and expenditures. She reported that Measure M revenue totals \$374,218.66. Current salary and wage expenses are projected at \$402,000.00, with additional personnel costs of \$36,797.00 for retirement, \$30,813.00 for FICA, and \$16,800.00 for health insurance, bringing total personnel-related expenses to \$487,201.90.
- v. DOM English explained that 100% of Measure M revenue is currently being used to fund salaries and wages. The remaining net personnel cost is \$112,987.00, which must be covered by other funding sources. The current Measure M balance is \$28,214.00, which is sufficient to cover June payroll. She also reported that the District maintains \$705,205.00 in reserves and stated that the District remains in a strong financial position.
- vi. Chief Makemson and DOM English discussed the Measure M salary allocations with the Budget Committee. DOM English explained that salary funding cannot be reduced below a minimum required level.
- vii. Chairman Herfel asked whether any employees would be receiving pay increases. Chief Makemson reported the following personnel changes:
 - 1. Barstow will advance from Firefighter II to Firefighter III.
 - 2. Engineer Ochoa will advance from Engineer II to Engineer III.
 - 3. All other employees will receive a 3% cost-of-living adjustment (COLA).

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- viii. Billingsley is currently completing the required Captain training. Upon successful completion, he will receive a 5% salary increase associated with the promotion.
- ix. Chief Makemson stated that he would like to keep total salary expenditures below \$500,000.00. If personnel costs exceed that amount, the District may need to make operational or budgetary adjustments.
 - 1. Chairman Thompson motion to approve budget and Chairman Millian second the motion. All in favor - 4 ayes.

d. Audit 2025/2026

- i. Jo states she will get the audit done when she returns from medical leave. She has already talked to the auditor.

VIII Station Events and Planning: Suggested Action, Discussion and Action

a. Auxiliary Updates

- i. None

IX Structure/Property Report: Suggested Action, Discussion and Action

a. Firehouse Updates

- i. None

X Hydrants and Accesses: Suggested Action, Discussion and Action

- e. Chief is working on them and should have them done in a week or so. Chief has spoken to Amador board and let them know that some of the hydrants are 50 years old and need to be replaced. All Jackson Valley wet Hydrants tested good.
- f. Personnel: Suggested Action; Discussion and Action
 - a. Personnel Policy Updates – Chief wants to add a full job description for a Captain position. DOM Jo states she might have an old copy.
 - b. Staff Evaluations – Chief stated he is in the process of getting them done. Due July, 1st.
 - c. Personnel Hiring Updates – Chief is trying to get more volunteers. Melissa has met everyone but Chairman Scott.
- g. Department Matters: Suggested Action; Discussion and Action
 - a. Joint Community Facilities Agreement
 - i. Chief Makemson states the district is part of the JCFA. We have not received the parcels. Chief believes we can get it from Nicole Cook.
 - b. Building Impact Fees
 - i. None Received
 - c. Parcel Tax Increase
 - i. Chief Makemson emphasized the importance of ensuring that the District is receiving parcel tax revenue from all eligible parcels. He stated that when the new fire code is adopted, the District will be able to assess fees under the updated code. He anticipates that the new fire code will be implemented in 2028.
 - ii. Chief Makemson also expressed a desire to work more closely with Amador Fire Protection District (AFPD) and to involve the County in the review of solar projects. He noted that some solar developments are not being constructed in compliance with current fire code requirements.
 - iii. Chairman Herfel asked the Board for its opinions regarding a potential Parcel Tax ballot measure. The Board discussed the possibility of pursuing a future ballot measure to support District operations and funding.

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- d. Map Submittals/Approvals
 - i. None
- e. COGEN Plant
 - i. Chief Makemson states the plant is not up and running.
- f. RV Park
 - i. No Update
- g. Joint Power Meeting update
 - i. Chainman Herfel states there are two meetings coming up. He will be attending them.
- h. Interagency Communications - None

New Business – Discussion Only

Chief Makemson reported that the new engine is experiencing issues with its antennas. The matter is being addressed.

District Office Manager (DOM) Jo English reported that an irrigation leak was discovered near the trees. She will contact the appropriate utility provider to have the billing reviewed and corrected.

Chief Makemson also reported that he spoke with representatives from the casino regarding their antenna equipment. The District is expecting to receive a reimbursement check from the casino. According to DOM English, payment is anticipated in July.

Director Fedena made a motion to adjourn the meeting at 8:00 pm. Director Thompson seconded. All in favor, 4 ayes.

Adjournment to the Next Regular Meeting on: July 8th, 2026

Adjournment to a Special Meeting on _____