

JACKSON VALLEY FIRE PROTECTION DISTRICT

BOARD OF DIRECTORS MEETING

***MEETING MINUTES ***

Date: July 9th, 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 7:00pm by Chairman Herfel.

Board members present: Jake Herfel, Patrick Thompson and Katie Scott. Robert Milligan and Jared Fedena were absent.

Staff present: Chief Randy Makemson, Assistant Chief George Faist, and District Office Manager Jo English

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 Scott seconded the motion. All in favor – 3 ayes.

IV Public Matters not on the Agenda

- a. None

V Approval of Minutes

- a. June 11th, 2025, Minutes – Chairman Herfel made a motion to approve the minutes, Director Thompson seconded. All in Favor, 3 ayes.

Open Business

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

- a. Incident report from previous month
 - i. Chief Makemson reported 47 calls for the month of June 2025. 26 were medical, 7 vegetation fires. There were 6 MVAS and 7 public assists.
- b. Volunteers and Coverage
 - i. Station 171 was staffed 2-0 for 30/30 days. There was 3-0 staffing for some of those days.
 - ii. Two new volunteers have started attending training and are moving along well through their training packets.
- c. Training Events
 - i. None Planned at this time. FAE Billingsley hosted a CPR class for 4H at the station.
- d. Apparatus Updates
 - i. Chief Makemson said all Apparatus are in service. 6134 had a front-end alignment done.
- e. Grants
 - i. Per DOM Jo – she submitted the CFF grant for an electronic LED sign but has not received a decision yet. Chief Makemson states he wants to find a grant for a Lucus device. He says this will have a great impact on our district as we often wait for extended periods of time for medics or mutual aid to arrive. Chairman Herfel asked if the district staff would need additional training for the device. Assistant Chief Faist mentioned to the board that our district has already received training on the device – our staff attended Lone Fire's training on their device.
- f. Chief's Meeting

JACKSON VALLEY FIRE PROTECTION DISTRICT

BOARD OF DIRECTORS MEETING

- i. Chief Makemson says that the next chief meeting will be held at JVFD tomorrow, 7/10/25. He said at the last meeting they discussed communication issues.

VII Financial Report: Suggested Action, Discussion and Action

- a. Payroll and Bills
 - i. DOM Jo reviewed the monthly bills. Payroll \$33,755.00. She says the biggest bill was for clothing and she will be submitting that bill through the CSFA foundation for a grant. She said we also received the final bill for the Nexus study, and that Camanche Blues was behind with billing, and we received a double bill this month. She stated we also received payments from EBMUD and WT6140 Rental, and that we are still pending payment from the Bridge Fire Strike Team.
 - ii. Chief Makemson mentioned that we have not yet received our contract payment from the casino.
 - 1. Director Scott made a motion to pay the June bills. Director Thompson seconded. All in favor, 3 ayes.
- b. Budget Expenditures FYTD 24/25
 - i. DOM Jo went over the end of the FY expenditures and budget reports from the county. She states that we broke even on almost every line item. She says the wages were where we went over because we are still missing reimbursement for one strike team. Director Scott mentioned that there were several line items where we did not spend near what was budgeted. DOM Jo said that there was money put into the office expenses for a new computer and printer last year and it wasn't purchased because she was trying to make do but that this FY she would need new ones. Director Scott stated that she felt we should plan the budget the same this year. DOM Jo mentioned that there are a couple of areas where she foresees the need to budget more – such as for utilities.
- c. Budget Committee Update
 - i. Per DOM Jo, there has not been a budget committee meeting, but she would be reaching out to the committee to schedule a meeting within the week.
- d. Audit 2024/2025
 - i. DOM Jo states that the auditor did her walkthrough on 6/24/25. She also stated that the auditor told her that JVFD would be second on the list this year. She also stated that all board members had completed their questionnaires and that she was still pending the chief and assistant chief questionnaires.

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

- a. JVFD Auxiliary
 - i. No Updates

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

- a. Firehouse Updates
 - i. None

X Hydrants and Accesses: Suggested Action, Discussion and Action

- a. One of the toilets had to have a new flush component added.
- b. The Hydrants on Coyote Dr, and Village – still out of service.
- c. Chief Makemson said there was a hydrant discovered that's hidden back by a fence.

XI Personnel: Suggested Action; Discussion and Action

- a. Personnel Policy Updates
 - i. No new updates.

JACKSON VALLEY FIRE PROTECTION DISTRICT

BOARD OF DIRECTORS MEETING

- b. Staff Evaluations – Due June 2025: Chief Makemson says he is late with getting the evaluations done, but that all employees were receiving their step or COLA increase.
- c. Personnel Hiring Updates
 - i. The District is Fully Staffed

XII Department Matters: Suggested Action; Discussion and Action

- a. Building Impact Fees
 - i. DOM English states that she received one impact fee last month. She states that she has also been running all parcels assessments through google earth this year. The assessments are due in the first week of August.
 - ii. Maximum Impact Fees/Creation of new account for new fees
 - 1. DOM Jo mentioned the new impact fees will be restricted so the \$42,000 there should be used. She will check with the county to see if we are able to move the money. Jo states she will leave it on the agenda for the next board meeting.
- b. Parcel Tax Increase/Special Ballot Measure
 - i. Town Hall Meeting – No update. DOM Jo will continue to leave this item on the agenda.
- c. Map Submittals/Approvals
 - i. None
- d. Camanche III B “Golden Oaks”
 - i. No Updates
- e. Joint Powers Meeting Update
 - i. No Update/No Meeting
- f. Interagency Communications
 - i. None

XIII New Business – Discussion Only

- a. Chief Makemson told the board that the Homeowners Association would be holding an emergency meeting regarding new legislation that was signed.

Director Scott motioned to adjourn the meeting at 7:43pm. Director Thompson seconded.
ayes.

All in favor, 3

Adjournment to the Next Regular Meeting on: August 13th, 2025

Adjournment to a Special Meeting on _____