

JACKSON VALLEY FIRE PROTECTION DISTRICT

BOARD OF DIRECTORS MEETING

***MEETING MINUTES ***

Date: October 8th, 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 7:02 pm by Vice Chair Katie Scott.

Board members present: Katie Scott, Jared Fedena and Patrick Thompson.

Chairman Herfel and Director Robert Milligan were absent.

Staff present: Chief Randy Makemson, Engineer Stephen Billingsley, Firefighter James Engstrom 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 Fedena seconded the motion.
All in favor – 3 ayes.

IV Public Matters not on the Agenda

- a. None

V Approval of Minutes

- a. **September 10th, 2025, Minutes** – Director Thompson motioned to approve the meeting minutes, Director Fedena 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 55 calls for the month of September 2025. 31 were medical. He stated there were a couple of bad traffic accidents, 4 wildland fires, and 13 public assists.
- b. Volunteers and Coverage
 - i. Station 171 was staffed 2-0 for 30/30 days.
 - ii. Two new volunteers are still moving along. One is completing his EMT concurrently.
- c. Training Events
 - i. There were no training events. Chief Makemson mentioned there would be fire extinguisher training for Harrah's upcoming.
- d. Apparatus Updates
 - i. Chief Makemson said all Apparatus are in service.
- e. Grants
 - i. DOM Jo states that the District was selected for the AFG grant. She states she is navigating the process, which is much different for the AFG grant, so the district would be receiving 4 more new SCBAs and spare bottles. She also has the Gay Sinise grant submitted for a Lucus Device for the district. Chief Makemson asked the board if they knew what the device was and explained that it performs automated CPR and would be a great asset to the district if received. DOM Jo said that

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she believed the grant was submitted in August or early September and that it would take up to 6 months to receive approval or denial.

f. Chief's Meeting

- i. Chief Makemson said there was nothing to report from the last chief's meeting, only 3 chiefs were in attendance.

VII Financial Report: Suggested Action, Discussion and Action

a. Payroll and Bills

- i. DOM Jo reviewed the monthly bills. The biggest bill was for payroll. We also sent the 2 new volunteers to be fitted for Class B Uniform at Galls. Additionally, the computer and monitor in the Administration Office were replaced for around \$900.00.
- ii. She States that the district received checks for the Bridge Fire Strike Team for \$38,019.69. The Gifford and Dillon Fire strike team wages were paid and payment from OES should be forthcoming. She mentioned that the CSFA had reached out and would be reimbursing costs for the 3 volunteers submitted for both their medical exams and turnouts. The amount was \$10,404.00
 1. Director Fedena made a motion to pay the September bills. Director Thompson seconded. All in favor, 3 ayes.

b. Budget Expenditures FYTD 24/25

- i. DOM Jo went over the FY expenditures spreadsheet. She mentioned that she emailed the county reports to the board last week. She reviewed the district's expenditure analysis as well as the balance sheets and Budget Control. She states that the district budget is trending as expected. She also mentioned that when the budget committee worked to put together the budget, she did not include the AFG grant or the reimbursement from CSFA's Safer Grant. As a result, the district budget will skew due to the increased revenue.

c. Budget Committee Update

- i. The budget committee will have a meeting before the calendar year ends.

d. Audit 2024/2025

- i. DOM Jo states that the Auditors were on site on September 23rd. She states that the visit went well. There was one missing receipt and anything else that came up, she was able to justify or provide proof for. She states that she hopes the audit is finalized before the end of the year.

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

- a. JVFD Auxiliary – DOM Jo said there is potential for a pancake breakfast in November, and she will keep the district up to date on the plans should they come to fruition.
- b. The Annual Kids Day celebration will be on Sunday, October 19th, 2025, from 11-2pm. Chief Makemson mentioned that he wasn't sure about being able to get REACH this year because of the recent tragedy. He says he is still working on getting in contact with PHI and CHP for potential choppers for kids day. Additionally, the Cowabunga ice cream truck will be present for Kids Day.

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

a. Firehouse Updates

- i. None

X Hydrants and Accesses: Suggested Action, Discussion and Action

- a. The Hydrants on Coyote Dr, and Village. Chief Makemson will contact Amador Water to turn in these two hydrants again. He said neither of them are currently in service.

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XI Personnel: Suggested Action; Discussion and Action

- a. Personnel Policy Updates
 - i. There are no updates yet, but Chief Makemson would like clearer verbiage regarding the use of PTO. DOM Jo will work with Chief Makemson and the Policy Committee to create that update.
- b. Staff Evaluations –Chief Makemson said that Dave Barstow is due for his 90-day review.
- c. Personnel Hiring Updates
 - i. The District is Fully Staffed

XII Department Matters: Suggested Action; Discussion and Action

- a. Building Impact Fees
 - i. DOM Jo said that she took one building fee from the county. It was for a concession stand at Lodi Bowman.
- b. Parcel Tax Increase/Special Ballot Measure
 - i. Town Hall Meeting
 - 1. Chief Makemson said he found out that the 2% increase he has been referring to in previous meetings was no longer in effect and the district will need to go to a special ballot to get approvals. He said that the passing of a special ballot would require 50% + 1 vote to pass.
- c. Map Submittals/Approvals
 - i. Chief Makemson mentioned that the Cogen plant on Coal Mine Road was opening back up.
- d. Camanche III B “Golden Oaks”
 - i. Chief Makemson said he received word that the CA Supreme Court ruled that the old plans were no longer valid and that to make IIIB a reality, the developers had to start at square one again. Director Scott asked if this item should then be removed from the agenda. Chief Makemson said yes. DOM Jo will update accordingly.
- e. Joint Powers Meeting Update
 - i. No Update – Next meeting scheduled for October.
- f. Interagency Communications
 - i. None

XIII New Business – Discussion Only

Director Thompson motioned to adjourn the meeting at 7:33 pm. Director Fedena seconded. All in favor, 3 ayes.

Adjournment to the Next Regular Meeting on: November 12th, 2025

Adjournment to a Special Meeting on _____