

JACKSON VALLEY FIRE PROTECTION DISTRICT

BOARD OF DIRECTORS MEETING

*** MEETING MINUTES ***

Date: February 11th, 2025

Location: Jackson Valley Fire Protection District Firehouse

Address: 2701 Quiver Drive, Ione, 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: Katie Scott, Patrick Thompson, Jared Fedena, Robert Milligan and Chairman Jake Herfel

Staff present: Chief Randy Makemson, District Office Manager Jo English, Engineer Stephen Billingsley, Firefighter James Engstrom

Others in Attendance: None

II The Pledge of Allegiance

- a. The Pledge of Allegiance was recited.

III Approval of Agenda

- a. Director Scott motioned to approve the agenda. Director Thompson seconded the motion. All in favor – 5 ayes.

IV Public Matters not on the Agenda

- a. None

V Approval of Minutes of February 11th, 2026, Regular Board of Director's Minutes

- a. Director Scott motioned to approve the minutes from January 14th, 2026. Director Fedena seconded. All in favor – 4 ayes, 1 abstain

Open Business

Agenda review and order adjustment

- a. **By consensus of the board, agenda item XII:C will be moved to the top of open business to be heard.**

XII b. Parcel Tax increase (taken out of order)

- i. Blair Aas from SCI consulting group joined the regular Board of Directors meeting at 7pm via Zoom call to discuss and go over his proposal to work with the district on a Ballot Measure or Special tax assessment for the district. DOM Jo distributed the "Recommended Scope of Work and Budgetary Quote for a Local Funding Measure" that was emailed to her by Blair from SCI prior to the meeting.
 1. Blair reviewed the document with the board and explained the processes by which the district could raise taxes and fees. He went on to explain the tasks and recommended scope of work associated with both a Special Ballot Measure or A Special Tax assessment, and the cost associated with each step. He told the board that he has helped other local districts with successful measures to increase tax revenue.
 - a. He explained a "Special Ballot Measure" would be on the November Ballot, and that a Fire Assessment under Prop. 218 would be a special tax measure. He states a Ballot measure would need to pass by 2/3rds vote and would be coordinated with the county election department. A Fire Assessment under prop 218 would require an engineers report that would provide an analysis of the

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different property types in the district. This assessment would have a 45-day mail in ballot that would need to pass by majority support – which is weighted by the proposed assessment amount. He states the county is not involved in this process. He says the engineering report and legal process is complicated. He states the financial and legal course for an assessment is quite high, but in exchange we only need majority support. He states with a tax assessment, the legal and financial hurdles are lower, but the 2/3rds support is harder to gain.

- b. He continued to go over the scope of work outlined in the proposal and reviewed the tasks.
 - i. Task 1: Initial planning, preliminary assessment engineering, and special tax analysis.
 - ii. Task 2: (Optional) Public Opinion Survey
 - iii. Task 3: Assessment Engineering and Engineer's Report
 - iv. Task 4a: Proposition 218 Balloting Services
Task 4b: Special Tax Election Services
 - v. Task 5: Non-Advocacy Informational Outreach
 - vi. Task 6: Levy Submittal and First Year Administration
- c. The total projected cost is
 - i. Proposition 218 Assessment - \$83,700
 - ii. Special Tax Measure - \$43,200, additional costs will be associated with the county elections office.
- ii. Blair opened the discussion for the board to ask any questions.
 1. Chairman Herfel asked if the district was able to ask; for example, \$25 dollars per parcel with a 2% annual increase. Blair stated this would be conducted under task 1. He asked what current assessments were. DOM Jo stated that an undeveloped parcel was \$20 and a developed parcel was \$30 annually. Blair asked if the goal was to double that amount. Chairman Herfel stated yes – and explained that when the district set parcel fees on a ballot measure 30 years ago, the wording associated with the 2% annual increase was left off the ballot therefore tying the hands of the district in receiving any additional money to meet increasing costs. Blair stated that he generally prefers to make it through Task 1 to give a better understanding of what the district could ask for, but that an assessment in the range of \$50 could be regarded as receiving good support. He states he works with districts that ask for “much, much,” more. He said with the amount the district was asking that we may be able to move forward with doing the measure without the survey and do community meetings in lieu to find support. He stated a yearly increase was doable and typically recommended. He states that during community outreach, gauging the public and finding out the comfortability of the public was all part of the process. Chairman Herfel asked if we could stuff envelopes ourselves to reduce costs. Blair said that with a fire assessment that was the legal process. The board thanked Blair for his time and closed the virtual meeting.
 2. After the virtual meeting closed, the board asked DOM Jo to find out the following:
 - a. How long the Engineers report is good for
 - b. If the District moved forward with step one, would someone from the company be available to attend the meeting in person.

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- c. How long the district has to complete the process enabling us to find more time to find the funding needed?
 - d. Would it be possible to have a better breakdown about the legalities involving money collected and what it can be used for?
3. DOM Jo will reach out and follow-up with the district.

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

- a. Incident report from previous month
 - i. Chief Makemson reported 49 calls for the month of January 2026.
- b. Volunteers and Coverage
 - i. Station 171 was staffed 2-0 for 31/31days.
- c. Training Events
 - i. Chief Makemson says he is still planning an EVOC (Emergency Vehicle Operator Course). He states that there is also a free class for firefighters on Lithium-Ion batteries at Thunder Valley Casino.
- d. Apparatus Updates
 - i. Chief Makemson reports 6131 is in the shop. It developed a water leak. It is also having a BIT inspection and a pump test, and he estimates that the bill will be around \$1000.
- e. Grants
 - i. DOM Jo said we have received the SCBAs for the FEMA Grant. She has also received the invoice from AllStar Fire. She states that she is unsure of when FEMA will be able to grant the payment request due to government shutdowns and asked the board if they would like for her to hold the bill for FEMA or go ahead and pay it. Chairman Herfel asked if we could put a partial payment towards the invoice. DOM Jo said she didn't know but would reach out to the vendor and see what was allowable. She states she will submit the payment request to FEMA and will alert the board by calling a special meeting if necessary once she knows more information.
- f. Chief's Meeting
 - i. Chief Makemson said He attended the last Chief's meeting, and the major topic was Measure M rates and distribution. He states they talked about promotions as well as CalFire notification that all CDF stations would be staffed at minimum 50% year-round.

VII Financial Report: Suggested Action, Discussion and Action

- a. Payroll and Bills
 - i. DOM Jo reviewed the monthly bills. The biggest bill was payroll.
 - ii. Chairman Herfel mentioned the bill for the bad gas. Director Scott asked if we were going to be reimbursed for that gas.
 1. Director Thompson made a motion to pay the January bills. Director Fedena seconded. All in favor, 5 ayes.
- b. Budget Expenditures FYTD 24/25
 - i. DOM Jo reviewed the budget expenditures and pointed out that the county has updated the budget numbers on their side. She states she believes the budget is still tracking as forecasted, and that the county numbers now closely matched the districts expenditure analysis. Director Scott mentioned that there was a large difference between Measure M Salaries on the district sheet. Jo stated that the district sheet did not account for money that had been placed back into

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the Measure M accounts from strike team activity – so the county budget line amount was correct at the lower percentage.

- c. Budget Committee Update
 - i. DOM Jo stated there had not been a budget committee meeting but that she would plan one soon to begin the FY 26/27 budget.
- d. Audit 2025/2026
 - i. Jo states no proposal has been received yet and she believed it would arrive in late April to Early May.

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

- a. Jo states that the Auxiliary president came by and said she would like to start planning a pancake breakfast for April.

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

- a. Firehouse Updates
 - i. Engineer Stephen Billingsley mentioned to the board that there were several outside lights that had burned out and needed replacement. He mentioned that new bulbs would be about \$100 a piece and new fixtures would be significantly higher. He will get a price quote to change fixtures.

X Hydrants and Accesses: Suggested Action, Discussion and Action

- a. Chief Makemson reports that to his knowledge, all hydrants are in service.

XI Personnel: Suggested Action; Discussion and Action

- a. Personnel Policy Updates – N/A
- b. Staff Evaluations – N/A
- c. Personnel Hiring Updates – N/A

XII Department Matters: Suggested Action; Discussion and Action

- a. Building Impact Fees
 - i. DOM Jo stated that she hadn't been able to pick up any permits as nobody was available when she stopped by. She will attempt to pick up again on her next voucher drop.
- b. Parcel Tax Increase/Special (moved to the top of the agenda)
- c. Map Submittals/Approvals
 - i. None
- d. COGEN Plant
 - i. Should begin operations in April 2026
- e. RV Park
 - i. No Update
- f. Joint Powers Meeting Update
 - i. No Update
- g. Interagency Communications
 - i. None

XIII New Business – Discussion Only

Director Scott motioned to adjourn the meeting at 8:20 pm. Director Thompson seconded. All in favor, 5 ayes.

Adjournment to the Next Regular Meeting on: March 11th, 2026

Adjournment to a Special Meeting on _____