

# JACKSON VALLEY FIRE PROTECTION DISTRICT

## BOARD OF DIRECTORS MEETING

### \*\*\*MEETING MINUTES \*\*\*

**Date: May 14th, 2025**

**Location: Jackson Valley Fire Protection District Firehouse**

**Address: 2701 Quiver Drive, Lone, CA 95640**

**Time: 7pm**

#### **I Call the Special Meeting to Order**

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

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

**Staff present:** Chief Randy Makemson, Firefighters Gabriel Fedena, Engineer David Gibson 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 Milligan seconded the motion.

All in favor – 4 ayes.

#### **IV Public Matters not on the Agenda**

- a. None

#### **V Approval of Minutes**

- a. April 9<sup>th</sup>, 2025, Minutes – Director Milligan made a motion to approve the minutes, Director Fedena seconded. All in Favor, 4 ayes.

#### **Open Business**

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

- a. Incident report from previous month
  - i. DOM Jo reported 39 calls for the month of April 2025. 29 were medical, 1 wildland fire, 6 were listed as "other" and 3 public assists.
- b. Volunteers and Coverage
  - i. Station 171 was staffed 2-0 for 30/30 days.
- c. Training Events
  - i. None Scheduled at this time.
- d. Apparatus Updates
  - i. Chief Makemson states that all apparatus are in service. 6120 needs tires. It has been over 10 years since the last replacement.
- e. Grants
  - i. DOM Jo states that she has returned all documentation for the Firehouse Subs grant and has worked with the county to arrange ACH transfer of funding. As soon as it is complete, she will be ordering the SCBA units. Chief Makemson also put in a for a grant for a pallet of water, and the district was awarded the pallet this year. We should expect to receive the pallet soon.

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### f. Chief's Meeting

- i. Chief Makemson states that at the last chief's meeting, the chiefs discussed and signed an agreement on new rates for strike teams this year. He also mentioned that the admin fee was moving from 10% to 15%. He states that the admin fee should be used to replace vital equipment and that he and DOM Jo had discussed moving this portion of the strike team reimbursement to the equipment fund for easier tracking.

## VII Financial Report: Suggested Action, Discussion and Action

### a. Payroll and Bills

- i. DOM Jo reviewed the monthly bills. Last month we spent \$76,961.04. The district had large bills for the Audit, County Tax Administration, training and deck gun repairs on 6134. There are outstanding fees from the Bridge Fire, but reimbursement for the Eaton Fire Strike Team has been received. Chief Makemson explained that the payment for the Bridge Fire has been delayed due to it being a unified command between FEMA and the State.
- ii. Full-staffing, PTO counting toward FLSA Overtime Revocation
  1. The board discussed the decision made in October 2024 where the board temporarily allowed for PTO time to be counted toward the FLSA period until the station was fully staffed with 3 engineers. The station is now fully staffed, and the board discussed the financial ramifications regarding continuing to pay overtime on PTO hours. Chairman Herfel asked DOM Jo what standard practice is. Jo stated that overtime is generally counted only for hours actually worked, not on vacation or sick time.
    - a. Director Milligan made a motion to rescind the temporary decision to count paid time off toward the 28 day FLSA Period and return to the original policy of overtime applied only to actual hours worked.  
Director Thompson seconded the motion.  
All in favor - 4 ayes.

### b. Budget Expenditures FYTD 24/25

- i. DOM Jo went over the expenditures and budget reports from the county. She states we are still trending as expected aside from the Measure M fund that looks to be out of budget balance. She states we received a check for the Eaton Fire Strike team, but the reception of funds does not yet show on the balance sheet. The Park Fire funds are still outstanding.

### c. Budget Committee Update

- i. DOM Jo states said she received the new budgeting materials from the county for FY 25/26. She states that she would plan a budget committee meeting for June, but the budget wouldn't be completed until July reports were available.
  1. Director Thompson made a motion to pay the bills, Director Milligan Seconded. All in favor – 4 ayes.

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d. Audit 2024/2025

- i. DOM Jo says she received the audit engagement letter from CBS (Castillo, Bordwell, Swift) and that a \$2500 dollar retainer is required before work began, and the overall estimate was \$11,500. She asked the board if they wished to accept the offer. Chairman Herfel asked how Jo felt about the audit this year and working with CBS. Jo stated that all audits are stressful and that she is happy to continue working with CBS for the next audit.

- 1. Director Thompson made a motion to accept the bid. Director Milligan Seconded. All in favor – 4 ayes.

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

a. JVFD Auxiliary

- i. DOM Jo stated that she has not communicated with Ms. Engstrom and the Auxiliary hotdog sale for Memorial Day is currently on hold.

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

a. Firehouse Updates

- i. None

**X Hydrants and Accesses: Suggested Action, Discussion and Action**

- a. Flint Trail Hydrant – Leaking
- b. Jackson Valley Rd. Hydrant – Out of Service

**XI Personnel: Suggested Action; Discussion and Action**

- a. Personnel Policy Updates
  - i. No new updates.
- b. Staff Evaluations – Due June 2025
- c. Personnel Hiring Updates
  - i. None

**XII Department Matters: Suggested Action; Discussion and Action**

- a. Building Impact Fees
  - i. Nexus Study Updates – DOM Jo states that the District’s Nexus Study is set to go before the Board of Supervisors on 05/27/2025 at 10:30am. She asked if the board wanted Blair Aas from SCI consulting to be present. The board decided that he did not need to be present. DOM Jo said she plans to be at the meeting. Directors Milligan and Thompson, and Chairman Herfel, as well as Chief Makemson stated that they were all planning on being present for the meeting.
- b. Parcel Tax Increase/Special Ballot Measure
  - i. Town Hall Meeting – no update or date for meeting currently. DOM Jo will continue to leave this item on the agenda.
- c. Map Submittals/Approvals
  - i. Chief Makemson said that he has received inquiries about a new hydrogen plant that is proposed to be built within the district but has nothing official or in writing at this point.
- d. Camanche III B “Golden Oaks”
  - i. No Updates

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- e. Joint Powers Meeting Update
  - i. No Update/No Meeting
- f. Interagency Communications
  - i. GSRMA Reimbursement – DOM Jo said that she received confirmation from the insurance company that we will receive 7% back this year on our insurance premium for participating in the RMAP program with Golden State Risk.

### **XIII New Business – Discussion Only**

Director Fedena motioned to adjourn the meeting at 7:35pm. Director Milligan seconded.  
All in favor, 4 ayes.

**Adjournment to the Next Regular Meeting on:** June 11<sup>th</sup>, 2025

**Adjournment to a Special Meeting on** \_\_\_\_\_