

JACKSON VALLEY FIRE PROTECTION DISTRICT

BOARD OF DIRECTORS MEETING

***MEETING MINUTES ***

Date: April 8th, 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, Robert Milligan and Chairman Jake Herfel
Director Fedena was absent.

Staff present: Chief Randy Makemson, 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 – 4 ayes.

IV Public Matters not on the Agenda

- a. None

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

- a. Director Scott motioned to approve the minutes from Mar 11th, 2026. Director Milligan seconded. 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 43 calls for the month of March 2026.
- b. Volunteers and Coverage
 - i. Station 171 was staffed 2-0 for 30/30days. No new volunteers. The district did staff an additional engine for the "Pardee Party" Bike event, but had no additional calls.
- c. Training Events
 - i. Chief Makemson says that we had staff attend EV batteries at Thunder Valley Casino. He mentioned that an EV fire takes approximately 60,000 Gallons of water to contain, but produce hydro sulfuric acid which is an eminent danger to firefighters. He will be adding protocol to the SOGs for EV fires.
- d. Apparatus Updates
 - i. Surplus Engine 6133
 1. Engine 6133 had a pump test and BIT inspection. He says to surplus the engine he will need to get an appraisal and will reach out to local agencies to assess need before listing.
 - a. Director Scott made a motion to move forward with surplus Engine 6133, Director Milligan seconded. All in favor – 4 ayes.
 - ii. Engine 6140 was in Hitech for Pump inspection, BIT inspection and new brakes., and Engine 6131 is back in service.

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- e. Grants
 - i. DOM Jo addressed the board and told them that the previously approved half-payment on the Allstar fire invoice was made and that the next payment needs to be approved.
 - 1. Director Thompson made a motion to make the second half of the payment in the amount of \$17,030. Director Scott seconded the motion. All in favor, 4 ayes.
 - ii. DOM Jo will continue to monitor payment status through FEMA.
- f. Chief's Meeting

VII Financial Report: Suggested Action, Discussion and Action

- a. Payroll and Bills
 - i. DOM Jo reviewed the monthly bills. The biggest bill was payroll.
- b. Budget Expenditures FYTD 24/25
 - i. DOM Jo reviewed the budget expenditures and states that she just received the next years She states the district is still trending with the budget.
- 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 but would like the board's permission to move forward with the retainer payment as soon as it is received to get the ball rolling on the audit.
 - 1. Director Scott made a motion to pay the bills and also pay the retainer for this year's audit upon receipt. Director Thompson Seconded. All in favor – 4 ayes.

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

- a. Jo states she has no update.

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

- a. Firehouse Updates
 - i. None

X Hydrants and Accesses: Suggested Action, Discussion and Action

- a. Chief Makemson reports that he received a file with hydrants listed but was unable to open it, as was Jo, so he would reach out and see if he could get that resolved but all hydrants were in service as far as he knows.

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. Joint Community Facilities Agreement
 - i. Chief Makemson says that he has still not received information from Nicole at AFD and he would follow-up again.
- b. Policy updates and approvals
 - i. DOM Jo worked with the district's insurance company on the RMAP (risk management accreditation program) and during that process, there were several policies that needed revision. DOM Jo passed out those policies to the board for review. The policies reviewed were:
 - 1. Cybersecurity

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2. Vehicle Use Policy
 3. Return to Work Policy
 4. Procurement Policies
 5. District Bylaws
- ii. Director Scott Made a motion to approval all policies. Director Milligan seconded. All in Favor, 4 ayes.
- c. Building Impact Fees
 - i. None Received
 - d. Parcel Tax Increase
 - i. Jo has been reaching out to Blair Aas at SCI for an update but has not received any correspondence. She will continue to reach out.
 - e. Map Submittals/Approvals
 - i. None
 - f. COGEN Plant
 - i. Chief Makemson will stop by the plant, as there has been no further communication with them.
 - g. RV Park
 - i. No Update
 - h. Joint Powers Meeting Update
 - i. No Update
 - i. Interagency Communications
 - i. None

XIII New Business – Discussion Only

Director Scott motioned to adjourn the meeting at 7:51 pm. Director Thompson seconded. All in favor, 4 ayes.

Adjournment to the Next Regular Meeting on: May 13th, 2026

Adjournment to a Special Meeting on _____