

JACKSON VALLEY FIRE PROTECTION DISTRICT

BOARD OF DIRECTORS MEETING

*****DRAFT MEETING MINUTES *****

Date: July 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 7:00 pm by Chairman Jake Herfel.

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

Director Robert Milligan was absent.

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

English, Engineer David Gibson and Firefighter Dave Barstow

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 – 4 ayes.

IV Public Matters not on the Agenda

- a. District Office Manager recognized the 5-year anniversary for Engineer David Gibson. She mentioned that he preferred not to have a ceremony, but that he was given a 5-year appreciation plaque to honor his service to the district.

V Approval of Minutes of June 10th, 2026, Regular Board of Director's Meeting

- a. Director Fedena motioned to approve the minutes from May 13th, 2026. Director Thompson 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 49 calls for the month of June 2026.
- b. Volunteers and Coverage
 - i. Station 171 was staffed 2-0 for 30/30days. Volunteer Firefighter Colton Faist should be returning, and Volunteer Firefighter Kristy Beckstead will be out for a few months.
- c. Training Events
 - i. Chief Makemson states that Jackson Valley Fire and Lone Fire will be doing Tuesday night training together. Some training will be held in Lone, and some at Station 171.
- d. Apparatus Updates
 - i. Surplus Engine 6133
 - a. Chief Makemson said he is still looking for a buyer for 6133

JACKSON VALLEY FIRE PROTECTION DISTRICT

BOARD OF DIRECTORS MEETING

- b. Engine 6131 is currently at Ross Roberts in Stockton for a low air alarm issue. It's also having AC repairs.
 - c. Water Tender 6140 just returned from Ross Roberts where it had a lube job and needed AC repairs.
- e. Grants
 - i. Chief Makemson states that the district is doing a combined AFG grant with Lone Fire and Sutter Creek FPD. Lone is handling the submission of the grant and will complete all required post grant reporting.
- f. Chief's Meeting
 - i. The last Chief's meeting was cancelled per Chief Makemson.

VII Financial Report: Suggested Action, Discussion and Action

- a. Payroll and Bills
 - i. DOM Jo reviewed the monthly bills. The total for monthly bills was \$57,597.42. The largest expense was payroll at \$43,454.09. 6134 had a repair bill for \$7,565.00.
 - ii. DOM Jo also states that the district took in several deposits for the month. The EFT for the AFG grant was received for \$32,438.86, EBUD Mitigation \$2,637.50, two building impact fees for \$1,903.80 and \$1,328.00 as well as the \$5,000 donation from MP Associates.
 - 1. Director Thompson made a motion to pay the bills. Director Fedena seconded. All in favor – 4 ayes.
- b. Budget Expenditures FYTD 25/26
 - i. DOM Jo reviewed the budget and said that period 12 and 13 accounting have not yet closed with the county, but as far as she can see, the district will fall within the budgeted amounts for FY 25/26.
- c. Budget Approval FY 26/27
 - i. DOM English states that she submitted the District Board approved budget to Kim Holland, but it had not yet been approved by the County Board of Supervisors.
- d. Audit 2025/2026
 - i. DOM Jo said that since her medical leave was postponed, she had reached out to the Auditors to get the FY 25/26 audit started. She states that Susan Bordwell will be on site tomorrow to do the initial walk through to begin audit work.

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

- a. JVFD Auxiliary Updates
 - i. None
- b. DOM Jo mentioned that she would like to get the date for Kids Day set. Chief Makemson said he believed Sunday, October 11th, 2026, would be a good day. Engineer Gibson asked what time the event would start, Jo said it would most likely be 11am – 2pm.

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

- a. Firehouse Updates

JACKSON VALLEY FIRE PROTECTION DISTRICT

BOARD OF DIRECTORS MEETING

- i. Chief Makemson mentioned the slurry/seal coat for the parking lot. Director Herfel asked DOM Jo to get competitive bids for resealing the lot. She states she will get them together for the next meeting.

X Hydrants and Accesses: Suggested Action, Discussion and Action

- a. Hydrant Report
 - i. Chief Makemson states that he submitted more than 20 work orders to AWA for hydrant repairs. He said several need service and there are 5 that are out of service.

XI Personnel: Suggested Action; Discussion and Action

- a. Personnel Policy Updates
 - i. No Updates
- b. Staff Evaluations
 - i. Chief Makemson said that he has completed staff evaluations but has not yet gone over them with personnel.
- c. Personnel/Hiring Updates
 - i. None

XII Department Matters: Suggested Action; Discussion and Action

- a. Joint Community Facilities Agreement
 - i. Chief Makemson told the board that AFDPD will have the agreement turned in by month end.
- b. Building Impact Fees
 - i. Discussed in item VII, a., ii., above.
- c. Parcel Tax Increase/Special Ballot Measure
 - i. Chief Makemson stated that he hasn't heard anything new. Director Scott reminded him that the board was waiting for the sale of 6133 to move forward with discussion on how to fund a special ballot measure for Parcel Tax increases
- d. NERIS Reporting
 - i. Chief Makemson states he is still working on getting tablet command for the district. He states all other districts in the county are currently using it.
- e. Map Submittals/Approvals
 - i. None
- f. COGEN Plant
 - i. Chief Makemson states he has not heard any new news about the plant.
- g. RV Park
 - i. No Update
- h. Joint Powers Meeting update
 - i. Chairman Herfel states that at the last joint powers meeting, the major topic of discussion was Measure M calculations and repayments. He asked DOM Jo about the resolution that was made several years ago and whether she could confirm that the payments were made. She stated that she could not confidently state that they were, but she would reach out to the county to assist with proof of payment.

JACKSON VALLEY FIRE PROTECTION DISTRICT

BOARD OF DIRECTORS MEETING

- ii. Chief Makemson and Chairman Herfel stated that at the meeting, there was a recommendation made that certain call types be removed for the purpose of calculating Measure M percentages for fund disbursements. Nursing home calls (except for true medical aids), snake removals, and vehicle lockouts were among the calls that were up for removal.

XIII Interagency Communications

- a. None

New Business – Discussion Only

Chief Makemson mentioned that the planning department has been approving homes without sprinkler systems in the district. He states he spoke with Pat Crew who told him to speak to the planning commissioner. He will give further update when he has more information.

Director Scott made a motion to adjourn the meeting at 7:39pm. Director Thompson seconded.

All in favor, 4 ayes.

Adjournment to the Next Regular Meeting on: August 12th, 2026

Adjournment to a Special Meeting on _____