

JACKSON VALLEY FIRE PROTECTION DISTRICT

BOARD OF DIRECTORS MEETING

*** MEETING MINUTES ***

Date: June 10th, 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, Jared Fedena, Robert Milligan and Chairman Jake Herfel
Director Thompson 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 Scott motioned to approve the agenda. Director Fedena seconded the motion.
All in favor – 4 ayes.

IV Public Matters not on the Agenda

- a. None

V Approval of Minutes of April 8th, 2026, Regular Board of Director's Minutes

- a. Director Scott motioned to approve the minutes from April 8th, 2026. 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. Chief Makemson reported 46 calls for the month of April 2026. Most were Medical and Public Assists. There were also 2 Structure Fires.
- b. Volunteers and Coverage
 - i. Station 171 was staffed 2-0 for 30/30days. Volunteer Beckstead is almost finished with her Firefighter academy and should be returning to the station to volunteer soon.
- c. Training Events
 - i. Chief Makemson says he will be going to Clovis with Engineer Billingsley to attend training on EV batteries. He states that CalFire protocol is now to don SCBA on all EV fires.
- d. Apparatus Updates
 - i. Surplus Engine 6133
 - a. Chief Makemson said he has not yet got 6133 appraised but should have an update at the next meeting.
 - b. Chief Said all engines have had BIT and pump tests.
 - c. 6120 has leaky valves and they will be ordered from Cascade Fire.
 - d. WT6140 will need new tires next season.
- e. Grants
 - i. DOM Jo states that she received an email from FEMA requesting corrected documentation. She states she submitted the wrong number and has since resubmitted the payment request and it is

JACKSON VALLEY FIRE PROTECTION DISTRICT

BOARD OF DIRECTORS MEETING

pending. She also stated that the second payment was made to Allstar Fire and she has received a Zero Balance invoice. She states once that money is received it will be deposited straight into the equipment fund.

- f. Chief's Meeting – this meeting was the meeting with CalFire. He stated that they discussed the upcoming fire season and the expected severity.
- g. He also mentioned the resolution that was made several years ago to repay overpayment of Measure M funds. He said the Chief's decided that this would be a wash.
 - i. Chairman Herfel asked Jo if she knew if the funds were sent back. DOM Jo said the district did pay the money but that she couldn't recall that it was ever refunded. DOM Jo said she believed we repaid around 4k. Chairman Herfel asked Jo if she would investigate it with the county. Chief Makemson said he would inquire about it with the county the next time he went up.

VII Financial Report: Suggested Action, Discussion and Action

- a. Payroll and Bills
 - i. DOM Jo reviewed the monthly bills. The biggest bill was payroll \$38,996.97 on payroll. She states the generator was serviced and there were some equipment repair fees from Hi-Tech. We also received our yearly County Administration Bill. FEMA Grant money is still pending.
- b. Budget Expenditures FYTD 24/25
 - i. DOM Jo reviewed the budget and said that the district still trends as it should. She states she's been working on the budget and should have it prepared for the next meeting. She reviewed the county reports with the Board. She states that with next year's budget she thinks we can save some money on some lines but is unsure about the Measure M budget and hopes to have more predictable numbers soon.
 - 1. Director Scott made a motion to pay the bills, Director Fedena seconded the motion. All in Favor, 4 ayes
- 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 she received the proposal for the next audit from Castillo, Bordwell and Swift. Chairman Herfel asked what the cost was predicted. DOM Jo said it was \$12,500, with \$2,500 retainer. She states she will get this sent back.

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

- a. Auxiliary Updates
 - i. None

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 stated that one of the hydrants that he was told was fixed by AWA is actually not in service. They are supposed to repair it this week.

XI Personnel: Suggested Action; Discussion and Action

- a. Personnel Policy Updates – N/A
- b. Staff Evaluations – Due June 2026

JACKSON VALLEY FIRE PROTECTION DISTRICT

BOARD OF DIRECTORS MEETING

c. Personnel Hiring Updates

- i. DOM Jo mentioned that she would be out for a major surgery scheduled for the end of June. Due to her absence, the board discussed the need to hire a temporary administrative assistant to handle payroll, bills, and supplies and Board Meetings. Director Scott inquired about the proposed pay rate and expected hours for the position. Chief Makemson, and Chairman Herfel each suggested potential candidates, including a former secretary and the spouse of a firefighter with payroll experience. DOM Jo also requested that the audit be postponed to August or September, noting that she would complete three months of payroll in advance. All-parties- Director Scott, and Fedena, Chairmen Herfel, the Chief, and Jo agreed to move forward with hiring a temporary administrative assistant at the rate of \$25 per hour, for approximately 15 to 24 hours a per week. The selected individual will also attend board meetings and assist with board related tasks. DOM Jo expressed that it would be in the best interests of the department to hire someone familiar to the district, and trustworthy to act in her stead while she's on temporary medical leave as the candidate will be involved with payroll and finances. Chairman Herfel asked if Jo knew of anyone and she stated that she has a friend of over 20 years with an administrative office background in mind who is looking for work. The board recommended outreach and moving forward with hiring someone ASAP for the role so DOM Jo could work with them on Payroll, Vouchers, and Board tasks and begin her medical leave as soon as possible. DOM Jo told the board that her surgical date would be at the end of June, and she would call a special meeting if needed when there was a candidate in place.

XII Department Matters: Suggested Action; Discussion and Action

a. Joint Community Facilities Agreement

- i. Chief Makemson says that AFD found paperwork that Jackson Valley was part of this agreement. He states that this issue is squared away.

b. Building Impact Fees

- i. None Received

c. Parcel Tax Increase

- i. DOM Jo mentioned that she forwarded the response she received from Blair Aas regarding the parcel tax increase. The board discussed the emailed response that was forwarded by Blair Aas. Director Scott states that she believes it's a bad time with the current economy, to ask for more taxes. The General Fund reserve has \$233,000.00. Per Director Scott We should sell Engine 6133 and decide after we see what it is worth. Director Scott proposed we should check around to other districts and see what they are charging per parcel. Chief Makemson stated we should be able to sell the truck for about 20-40k. Director Scott said do it for 40K. Chief Makemson asked DOM Jo the number of parcels in the district, Dom Jo said we have approximately 2,400. Chief Makemson's math estimated we should be making at least 90K a year. Director Scott stated we needed to come up with at least 50K plus the money from the sale of the truck to have Blair put it on the ballot. Chairman Herfel asked DOM Jo what Blair wanted. Per DOM Jo Blair wanted to know if the board wanted to move forward. Chairman Herfel asked if we were notified when parcels are combined. Chief Makemson said no we are not notified when parcels are merged and DOM Jo confirmed that there is no notification. Chairman Herfel stated we need to know when this happens to collect our fee. Chairman Herfel asked that DOM Jo let Blair know that the district is still considering where to draw funds to proceed.

JACKSON VALLEY FIRE PROTECTION DISTRICT

BOARD OF DIRECTORS MEETING

- d. Map Submittals/Approvals
 - i. None
- e. COGEN Plant
 - i. Chief Makemson said he has been unable to get in touch with the manager of the COGEN plant so he spoke with Pat Crew, letting him know we needed to get funds for training, new ropes and supplies. Pat will get him the contact info to speak with the appropriate person.
- f. Joint Powers Meeting Update
 - i. No Update
- g. Interagency Communications
 - i. None

XIII New Business – Discussion Only

Director Scott made a motion to adjourn the meeting at 8:00 pm. Director Fedena seconded. All in favor, 4 ayes.

Adjournment to the Next Regular Meeting on: July 8th, 2026

Adjournment to a Special Meeting on _____