

# JACKSON VALLEY FIRE PROTECTION DISTRICT

## BOARD OF DIRECTORS MEETING

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

Date: August 13<sup>th</sup> (rescheduled to August 20<sup>th</sup>), 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 7:00pm by Chairman Herfel.

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

**Staff present:** Chief Randy Makemson, 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 Scott 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. July 9th, 2025, Minutes – Director Scott mentioned that the minutes were titled “Special meeting.” DOM Jo will amend. Director Milligan made a motion to approve the minutes with amendments, Director Scott 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 58 calls for the month of July 2025. 38 were medical, 1 vegetation fire. There were 6 traffic accidents.
- b. Volunteers and Coverage
  - i. Station 171 was staffed 2-0 for 31/31 days.
  - ii. Two new volunteers are dedicated and moving through their training packets and will be ready to take shifts soon.
- c. Training Events
  - i. None Planned at this time.
- d. Apparatus Updates
  - i. Chief Makemson said all Apparatus are in service.
- e. Grants
  - i. DOM Jo states that the California Fire Foundation Grant and the AFG grant are still undecided. She submitted the Gary Sinise grant for a Lucas device for the district.
- f. Chief’s Meeting
  - i. Chief Makemson did not attend the last chief’s meeting due to being on strike team assignment.

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

- a. Payroll and Bills

# JACKSON VALLEY FIRE PROTECTION DISTRICT

## BOARD OF DIRECTORS MEETING

- i. DOM Jo reviewed the monthly bills. Payroll was \$43,025.07. She says the biggest bill was the district's insurance premium. She mentioned that we also received the quarterly solar bill and the cost has increased. She asked if anyone knew the last time the panels were cleaned, and she would reach out to Megawatt to get guidance on this.
- ii. She States that we also received checks from RMAP with GSRMA for \$6621.23, and another from renting the water tender in the amount of \$360.00. She stated the district is pending receipt of the money from the Bridge Fire strike team, and that when she checked the invoice last, it was showing approved, so the check should be here soon.
  1. Director Scott made a motion to pay the July bills. Director Fedena seconded. All in favor, 4 ayes.
- b. Budget Expenditures FYTD 24/25
  - i. DOM Jo went over the FY expenditures spreadsheet. She stated the spreadsheet is fresh and she used projected numbers from the Budget Committee Meeting to make the projections and would edit it when the board approved the budget.
- c. Budget Committee Update
  - i. The budget committee met and has prepared a budget to present to the board. DOM JO states she used Period 13 accounting reports from the county as well last years expenditure analysis to review expense and revenue projections for next Fiscal Year.
    1. DOM Jo reviewed the Measure M budget. She pointed out that if all goes according to projections, the district should bring in around \$505,000. This amount included wages from the Bridge Fire. After reviewing the Measure M expenses, it appears that the district will be spending about \$489,105 – leaving some wiggle room for overtime.
    2. DOM Jo reviewed the General Fund Budget. She went over anticipated revenue for the General Fund, and it is projected to be around \$416,018.93. The total expected expenses would be around \$361,468.27 Chief Makemson mentioned procurement of a Starlink for the command vehicle. He explained to the board that on his last assignment, there were no coms. There was an injury, and it took more than an hour to find a spot with enough reception to ask for medical aid. This would not have happened if he had this unit. DOM Jo has already looked into the cost, and total would be no more than \$1000 dollars for the unit and about \$50.00 per month for the subscription. Chairman Herfel, and all directors present stated that they believed this purchase was important. DOM Jo stated she would update the budget for COMs to include the costs associated with purchase and subscription to the service.
      - a. Director Scott motioned to approve the FY 25/26 Budget with the addition of Starlink. Director Fedena seconded the motion. All in Favor – 4 Ayes
- d. Audit 2024/2025
  - i. DOM Jo states that the audit should begin at the beginning of September per CBS CPAS.

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

- a. JVFD Auxiliary – No Events
- b. The Annual Kids Day celebration will be on Sunday, October 19<sup>th</sup>, 2025.

### **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 that he thinks that the district should consider switching propane service to Hunt. They are now serving the lone area. DOM Jo will investigate pausing the current propane delivery and get information about starting an account with Hunt Propane.

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

- a. The Hydrants on Coyote Dr, and Village – still out of service. Chief Makemson will contact Amador Water for an update,

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

- a. Personnel Policy Updates
  - i. There are currently no updates to the Personnel Policy, but Chief Makemson would like to have the verbiage around paid time off policies reviewed. DOM Jo will pull the policy for the next meeting for review.
  - ii. DOM JO states that she also sat on a training call through the payroll company about the “Big Beautiful Bill.” She states that her takeaway is that they are still waiting for more direction from the Federal Government, but it looks like there will be a box added to the W2 for overtime exemptions for each employee, and they will use that for their tax deduction. She will continue to watch for any updates that may impact the districts processes.
- b. Staff Evaluations – Due June 2026. Chief Makemson said that Dave Barstow will be due for his 90-day review.
- c. Personnel Hiring Updates
  - i. The District is Fully Staffed

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

- a. Building Impact Fees
  - i. Maximum Impact Fees/Creation of new account for new fees
    - 1. DOM Jo address the Impact fee account 101723. There was previous talk as this has been an agenda item for several meetings - about moving the money from that account that was tied to the old 10-year plan for apparatus replacement. The newly adopted impact fees must be tied to a new 10-year plan. DOM Jo mentioned that since that money was restricted and tied to the old plan 10-year plan that Engine 6135 was purchased under, perhaps the best use of those funds was to make this years Engine payment with those funds. This would clear the account and then only new impact fees would be deposited and tied to the new 10-year plan for expansion and new equipment. She mentioned that there was 1 new impact fee received since the new rates have been implemented. Chairman Herfel asked if there would be new funds going on. DOM Jo stated that all new fire impact fees would be deposited and begin to accumulate into that account. Chief Makemson mentioned that his understanding was that the old money and new money needed to be separated, as the new funds have more restrictions than the previous funds. Director Scott mentioned that she didn’t understand why we were talking about another new engine. Chief Makemson said that we generally replace an engine about every 15 years, and that the accumulation of impact fees would take some time and this was why we needed to attach a 10-Year plan to the account. Chairman Herfel asked if the board wanted to table this discussion until the next meeting or have DOM Jo make a proposal. Director Scott said that she didn’t want to make a decision about using the money yet. DOM Jo mentioned that the payment on the truck was due and it had to be coded accordingly. Director Scott said she

# JACKSON VALLEY FIRE PROTECTION DISTRICT

## BOARD OF DIRECTORS MEETING

didn't understand why. Director Fedena spoke and reiterated what he believed DOM Jo was saying. He stated that if these funds weren't used for the intended purpose tied to the old 10-year plan, they would be tied to the new 10-year more restricted plan.

Director Scott said she didn't understand why the funds couldn't be moved into a new account until the board voted on how to use them. DOM Jo stated that they are restricted funds – they can only be used for purposes tied to that plan – not moved and used elsewhere. Director Fedena asked if the board was ready to vote. Director Scott said she still did not understand. Director Fedena said ok, let's talk about it more.

Director Scott said she couldn't understand if the money had to be moved or not. DOM Jo said the money does not have to be moved, but if it is not, it will be tied to the new 10-year plan with further restrictions.

- a. Director Scott made a motion to use the money in the impact fee account to go toward the truck payment. Director Fedena seconded. All in favor – 4 ayes.
- b. Map Submittals/Approvals
  - i. None
- c. Camanche III B "Golden Oaks"
  - i. No Updates
- d. Joint Powers Meeting Update
  - i. Chairman Herfel will be unable to attend the meeting on Thursday, August 21<sup>st</sup>. Director Milligan will attend in his place.
- e. Interagency Communications
  - i. None

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

Director Scott motioned to adjourn the meeting at 8:12. Director Fedena seconded. All in favor, 4 ayes.

**Adjournment to the Next Regular Meeting on: September 10<sup>th</sup>, 2025**

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