

JACKSON VALLEY FIRE PROTECTION DISTRICT

BOARD OF DIRECTORS MEETING

***MEETING MINUTES ***

Date: March 12th, 2025

Location: Jackson Valley Fire Protection District Firehouse

Address: 2701 Quiver Drive, Ione, 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, Katie Scott and Robert Milligan and Patrick Thompson

Staff present: Chief Randy Makemson, Firefighter James Engstrom, Engineer Stephen Billingsley, 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 Scott seconded the motion.

All in favor – 5 ayes.

IV Public Matters not on the Agenda

- a. None

V Approval of Minutes

- a. February 12th, 2025, Minutes – Motioned to approve by Director Scott, Director Fedena seconded. All in Favor, 5 ayes.

Open Business

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

- a. Incident report from previous month
 - i. District Office Manager Reports 45 calls for the month. 24 Medical, 13 Public Assists, 1 Structure fire, 3 Traffic Collisions and 4 Other.
- b. Volunteers and Coverage
 - i. Station 171 was covered 2-0 for 27/28 days. On February 13th there was 1-0 staffing. DOM English states that Kevin Trent from Cascade Fire came to measure volunteers for wildland gear from the CFF grant. He also measured for structure gear.
- c. Apparatus Updates
 - i. 6135 is still in the shop for warranty work.
 - ii. 6131 has returned from Hi-Tech and is back in service.
- d. Grants
 - i. DOM English said she closed out the VFC grant and was still pending items from the CFF Grant. She also stated that the AFG funding was still on hold with the Federal Government. The Firehouse Subs Grant was still pending for 4 SCBA units and the district should receive a decision at the beginning of April. She also mentioned the CFF grant was open again and she would be submitting again but was pending a list of items the district would be requesting.

JACKSON VALLEY FIRE PROTECTION DISTRICT

BOARD OF DIRECTORS MEETING

e. Chief's Meeting

- i. Chief Makemson said that at the last Chief's meeting, they talked about the old "Code Red" Alert system. The system is being replaced by other systems. People will need to sign up for the new system. The newer alert system should be more accurate with regard to alerting primary areas of concern within the county.

VII Financial Report: Suggested Action, Discussion and Action

a. Payroll and Bills

- i. DOM English reviewed the monthly bills with the board and pointed out that the biggest bills were for a propane fill-up and regular gas. She also stated that we still have 2 payments from OES pending for both the Bridge Fire and the Eaton Fire.
- ii. Director Scott made a motion to pay the bills. Director Thompson seconded. All in favor – 5 ayes.

b. Budget Expenditures FYTD 24/25

- i. DOM English reviewed the budget expenditures sheet. She mentioned that with the budget, the district is trending as it should be.

c. Budget Committee Update

- i. No meeting held

d. Audit 2023/2024 Progress

- i. DOM English stated that the Audit is still in process. She spoke to the board regarding a requested meeting at the auditor's office and asked if any board member would have time to attend the meeting with her per the auditor's request. Director Scott said she was available Friday AM. DOM English would send an email to Castillo's Office and CC Director Scott to confirm the date and time.

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

- a. JVFD Auxiliary – DOM English stated that the previously planned pancake breakfast would be postponed due to Dandelion Days being held the same weekend. She stated she would update the district and send fliers once the next event was confirmed.

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

a. Firehouse Updates

- i. DOM English stated that the washing machine was broken. She stated there was a \$1300 donation made to the firefighters in December, and the funds from that donation were used to purchase a new washer.

X Hydrants and Accesses: Suggested Action, Discussion and Action

- a. Flint Trail Hydrant – in service but leaking
- b. Jackson Valley Rd. Hydrant – Out of Service

XI Personnel: Suggested Action; Discussion and Action

a. Personnel Policy Updates

- i. DOM English states that there would be an additional update to the personnel policy sent out. She would explain more under item XII f.i. below.

b. Staff Evaluations – Due June 2025

c. Personnel Hiring Updates

JACKSON VALLEY FIRE PROTECTION DISTRICT

BOARD OF DIRECTORS MEETING

- i. None at this time.

XII CLOSED SESSION NEGOTIATIONS 7:30PM. (May be called for labor negotiations (pursuant to Government Code §54957.6), personnel matters (pursuant to Government Code §54957), real estate negotiations/acquisitions (pursuant to Government Code §54956.8), and/or pending or potential litigation (pursuant to Government Code §54956.9))

- a. Deferred to item XII f.i.3 below

XIII Department Matters: Suggested Action; Discussion and Action

- a. Building Impact Fees

- i. DOM English said there were no new impact fees taken.

- ii. Nexus Study Updates

- 1. DOM English states that she received an email from Blair Aas indicating that the Nexus study had been forwarded to County Counsel on Tuesday 03/11/2025 and she had not yet received any response from the county.

- b. Parcel Tax Increase/Special Ballot Measure

- i. DOM English mentioned that at the last meeting when discussing a special ballot measure, the district mentioned having a “Town Hall Meeting” to gauge the district inhabitants on approval of an increased tax. Chairman Herfel said that he thought this would be a good starting point. DOM English mentioned that there was also a homeowners association meeting coming up and that she thought it would be a good idea to have a presence there to address the members. Chief Makemson stated he would stop by the homeowners meeting. DOM English said she would start getting things lined up to have a townhall meeting with the district.

- c. Map Submittals/Approvals

- i. None

- d. Camanche III B “Golden Oaks”

- i. No Updates

- e. Joint Powers Meeting Update

- i. No Update/No Meeting

- f. Interagency Communications

- i. GSRMA RMAP and Compliance Requirements.

DOM English stated that she has been working on gathering documents and completing the Districts Risk Management Accreditation Program through Golden State. She explained the first couple of years that the district participated, they had received some money back on the insurance premiums by showing that the district had and completed certain things. This year, we also had to attach proof of said things for credit. She mentioned that although she knows the district does some of the items on the list, there is no written documentation for it. She stated she would be working with Chief Makemson to improve those outcomes. But for this year, there were 3 items that were compliance related and needed to be addressed.

- 1. Violence Prevention Policy/Log

JACKSON VALLEY FIRE PROTECTION DISTRICT

BOARD OF DIRECTORS MEETING

- a. The Violence Prevention Plan and log became mandatory in June 2024. DOM English distributed a copy to the board. The policy was pulled from the Department of Labor website and the required log of incidents was created to append to the policy. She explained that even on a call if a firefighter has a threat of violence or gets assaulted by a combative patient, the log and report should be completed.
 - i. Director Scott Motioned to approve the Violence Prevention plan. Director Fedena Seconded. All in Favor – 5 Ayes.
 - b. DOM English will add this policy to the SOG/IIPP Binder as part of the IIPP.
2. Volunteer Resolution/Declination
 - a. The volunteer resolution/declination documents from GSRMA were passed out to the board. The board read and Director Thompson Summarized that this resolution would adopt coverage for volunteers outside of the scope of firefighting – for example, if a spouse were to be injured when they are at the station volunteering for an event – this coverage would be effective for that person. Director Scott Mentioned that the letter states that it doesn't affect our premium with GSRMA unless there is a claim.
 - i. Director Thompson Motioned to approve the Volunteer Resolution. Director Fedena Seconded. All in Favor – 5 ayes.
 - b. DOM English will complete **Resolution 20250312** and deliver it to Chairman Herfel to sign, and get it returned to the insurance company.
3. Return to Work Policy/Program
 - a. DOM English said, the return-to-work policy was also brought up through this RMAP process, and while the personnel policy eludes to a return-to-work program, there is no general policy. She distributed the return-to-work policy and states that she also used files from the Department of Labor website to put together the policy for Jackson Valley. The policy shows the district's willingness to work through the "interactive process" with the employee and their healthcare team, and upon approval, she would append it to the Personnel Policy and send to all employees. Director Thompson mentioned that the policy looked like what his workplace uses.
 - i. Director Scott made a motion to approve the Return-to-Work Policy. Director Patrick Thompson seconded the motion. All in Favor – 5 ayes.

JACKSON VALLEY FIRE PROTECTION DISTRICT

BOARD OF DIRECTORS MEETING

XIV CLOSED SESSION LABOR NEGOTIATIONS 7:30PM (May be called for labor negotiations (pursuant to Government Code §54957.6), personnel matters (pursuant to Government Code §54957), real estate negotiations/acquisitions (pursuant to Government Code §54956.8), and/or pending or potential litigation (pursuant to Government Code §54956.9).)

- a. Chairman Herfel called the meeting into closed session at 7:34pm

XV REGULAR BOARD OF DIRECTORS MEETING BACK IN SESSION at 7:50 PM

- a. Chairman Herfel called the regular meeting back into session at 7:50pm. He stated that the board had reviewed projected personnel hierarchies and salaries. He said that the board decided in closed session that there would continue to be 3 paid Apparatus Engineer spots, as well as 1 firefighter position, 1 admin, 1 Chief, and 1 Assistant Chief. Salary rates were going to remain the same with projected merit raises in June 2025.

New Business – Discussion Only

- a. None.

Director Scott motioned to adjourn the meeting at 7:55pm. Director Fedena seconded.
All in favor, 5 ayes.

Adjournment to the Next Regular Meeting on: April 9th, 2025

Adjournment to a Special Meeting on _____