



**Alta Fire Protection District**  
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**Directors**  
Carrie Davis  
Cornell Davis  
Vincenza Mutto  
Christine Miller  
Zach Haslett

## **MEETING MINUTES**

### **AFPD - BOARD OF DIRECTORS – REGULAR OPEN MEETING**

October 6, 2022 @ 6:30pm – 33950 Alta Bonny Nook Road, Alta CA

**DATE:** October 6, 2022

**CALL TO ORDER:** The meeting was called to order at 6:34pm by Director/Chair – Carrie Davis

Present were:

- o Directors: Zach Haslett, Vincenza Mutto, Carrie Davis, Christine Miller & Cornell Davis
- o Facility Manager: Steve Jones
- o PCFD/Cal Fire: Chief Estes, Chief Ruffenaught, and Station 33 Battalion Chief Jeff Loveless
- o Guest: 12 residents & Jerry Rioux

**CONSENT AGENDA:** Director Haslett made a Motion to move Closed Session after Discussion Items.

**Director Miller seconded. The motion was unanimously approved.**

- a) A motion was made by Director Miller to approve the Agenda (as amended) for October 6, 2022. Director Haslett seconded the motion. The motion was unanimously approved.
- b) A motion was made by Director Miller to approve Consent Item (b) Minutes for September 1, 2022 Regular Meeting. Director Mutto seconded the motion. The motion was unanimously approved.

**PUBLIC COMMENT:** Director Miller mentioned that she will be stepping down as Director at the end of this year. If anyone is interested please contact her or anyone on the board. Several residents voiced their concerns about why the older kitchen range was removed and replaced with a smaller conventional range. All public members were in favor of purchasing another commercial quality 60 inch range. Mary Coleman offered to reach out to where she purchased hers and bring the bid to the board for a vote. Three bids will be obtained in which the directors will vote on one. There was also discussion on how to raise money for the new range. Jerry Rioux – Gave an update on PG&E vegetation removal, Caltrans / Hwy 80 project, and US Forest Service Nyack Plan. Chief Estes – Presented a follow up on the Mosquito & Dutch fires. He brought to the Board a proposal to utilize Station 98 for four months while Station 33 is going through a remodel. There will be on duty crews 24/7 at station 98. An in-kind payment of \$4K/month for four months starting December 2022 through March 2023.

**CORRESPONDENCE:** Thank you card & \$100 donation was received from Lynn Hershey. Also, Director Haslett read Karen Calvert's letter she sent to the Board stressing the need of a larger commercial range.

### **REPORTS:**

- a) **Facility Manager's Report:** The picnic tables are complete. Will be working on the roof – weather permitting.
- b) **Hall Report:** There was a private event on September 1<sup>st</sup>, the rest of the month is open. November 8<sup>th</sup> is voting day here at the Hall.
- c) **Cal Fire / PCFD Report:** Station 33 Battalion Chief, Jeff Loveless read monthly calls (district & county totals for the month).

### **ACTION ITEMS:**

- a) **Approve the District's Cost Control and County's monthly report for August 2022:** A motion was made by Director Miller to approve Action Item (a). Director Mutto seconded the motion. The motion was unanimously approved.
- b) **Discuss with possible vote to choose how to dispose of the old kitchen range:** Director Haslett made a motion to utilize the county auction platform to sell the range with a 15% fee. Director Davis seconded the motion. The motion was unanimously approved.
- c) **Discuss with possible vote to use the county procurement process to purchase a new range.** There was no vote on this item and was not tabled.
- d) **Vote on Purchase of new stove:** Item was tabled. Director Haslett will receive three bids for a 60 inch commercial kitchen range and bring to the board, for a vote, either at a Special meeting or at the next Board meeting in November.

### **DISCUSSION ITEMS:**

- a) **Discuss internal control compliance:** Director Miller stressed the importance for each Director to complete the biennial Ethics class. All Directors are due to complete. CSDA offers the class online for free.
- b) **All vendors before being hired, need to submit tax forms to Placer county accounting department.** Director Miller wanted to remind all Directors that anyone we hire needs to fill out the appropriate tax forms (CA590 & W9).

- c) **Coding provided to accounting CEO for the \$200K transfer of funds.** Director Miller said the County is preparing the journal for this process.

**CLOSED SESSION:** *This Item was moved to the end of the meeting by a motion (Haslett) agreed by all Directors.*

*The Ralph M. Brown Act (Government Code sections 54950-54963) regulates Closed Sessions in Sections 54956.7 through 54957.2.*

a. **Personnel Matters:** - Government Code section 54957

**Closed Session was entered at 8:45pm and reconvened at: 9:30pm**

- Director Haslett will inspect the community hall after each event that is rented by a Board member.
- Each employee needs to take a lunch if they work 6 hours or more. Document on their timesheet as lunch taken.

**ADJOURNMENT:**

Having no further business on the Agenda to come before the Board, Director Davis made a motion to adjourn. Director Mutto seconded the motion. The meeting was adjourned at 9:35pm.

**NEXT BOARD MEETING:** November 3, 2022 at 6:30 pm

Respectfully submitted by: **Lori DeCaro**, District Clerk

**DATE APPROVED** 11/3/22

**SIGNATURE:** Carrie Davis