



**Alta Fire Protection District**  
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**Directors**  
Zach Calvert  
Cornell Davis  
Carrie Davis  
John Prentice  
Manooch Khajeh

## **MEETING MINUTES**

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

November 5, 2025 @ 6:30pm – 33950 Alta Bonny Nook Rd, Alta CA 95714

**DATE:** November 5, 2025

**CALL TO ORDER:** The meeting was called to order at 6:32pm by Director / Chair – Zach Calvert

Present were:

- o Directors Present: Zach Calvert, Cornell Davis, John Prentice, & Manooch Khajeh. Absent: Carrie Davis
- o PCFD/Cal Fire: absent
- o Placer County Fire Safe: absent
- o Facility Maintenance: Steve Jones
- o Guest: Helene Prentice

### **CONSENT AGENDA:**

- a) A motion was made by Director Prentice to approve the Agenda for November 5, 2025. Director Cornell Davis seconded the motion. The motion was unanimously approved.
- b) A motion was made by Director Khajeh to approve the Minutes for October 1, 2025, Regular Meeting. Director Prentice seconded the motion. The motion was unanimously approved.

**PUBLIC COMMENT:** None

**CORRESPONDENCE:** PCWA – letter regarding need-to-know type of piping from main to building

### **REPORTS:**

- a) **Facility Maintenance Report:** Need for signage or remove water valve that's outside the kitchen back door. Seems this valve gets turned off occasionally when there's an event. This valve turns off water to roses and trees. A new Nest thermostat was installed by Director Calvert. The older one was not supported by the Nest App. Building a structure to cover the new generator that's behind the building was discussed – all Directors agreed that this was not necessary.
- b) **Hall Report:** No events this month
- c) **Cal Fire / PCFD Report:** No report – Cal Fire representative was absent
- d) **Placer Sierra Fire Safe Council Report** – None – Jerry Rioux absent
- e) **Monthly Financial Report** – District Mgr. gave report which included monthly operating expenses, revenue, and the US Bank statement balance (payroll & taxes).

### **ACTION ITEMS:**

- a) **Approve the District's Cost Control and County's monthly reports for September 2025:** A motion was made by Director Prentice to approve Action Item (a). Director Cornell Davis seconded the motion. The motion was unanimously approved.
- b) **Vote to renew CSDA 2026 Membership:** Director Prentice made a motion to pay the same amount that we paid last year (\$200) for the membership renewal. Director Cornell Davis seconded the motion. The motion was unanimously approved.
- c) **Auditor's Engagement Letter: Vote to accept the proposed fee of \$575 for the 2025 Financial Transaction Report Services.** A motion was made by Director Cornell Davis to approve the proposed fee of \$575 for the Financial Transaction Report. Director Prentice seconded the motion. The motion was unanimously approved. Letter was signed by Director Calvert and will be mailed to the Auditor.
- d) **Discuss with possible vote to approve snow removal bid** – tabled (Greg Levensgood was not able to attend the meeting to present his bid).
- e) **Discuss with possible vote to approve lighting upgrade in garage.** – tabled (the bids were not available for this meeting).

**DISCUSSION ITEMS:**

- a) Discuss Placer County Hazard Mitigation Plan – Director Zach Calvert has been diligently working with Placer County Office of Emergency Management to update our District’s Hazard Mitigation Plan for 2026. He informed all Directors on the process of the hazard plan worksheet and how to submit individual ideas using the Placer County website.
- b) Discussed fixing or replacing the Community Center’s floor buffer.

**ADJOURNMENT:**

Having no further business on the agenda to come before the Board, Director Cornell Davis made a motion to adjourn. Director Prentice seconded the motion. The meeting was adjourned at 7:16pm.

**NEXT BOARD MEETING:** December 3, 2025, at 6:30 pm

Respectfully submitted by: *Lori DeCaro, District Manager*

**DATE APPROVED:** 12-3-2025      **SIGNATURE:** 