

**WOODBIDGE RURAL FIRE PROTECTION DISTRICT**  
400 East Augusta Street - Woodbridge  
REGULAR MEETING – BOARD OF DIRECTORS  
August 28, 2019

**CALL TO ORDER:** President Gerlack called the regular meeting of the Woodbridge Rural Fire Protection District Board of Directors to order at 10:17 a.m. at the main fire station in Woodbridge.

**ROLL CALL:**

Directors Present: Rick Gerlack, Tom Alexander, Mike Manna, Larry Moore, Jr., David Duke  
Directors Absent: None  
Staff Present: Fire Chief Steve Butler, District Secretary Diana Tidwell

**MINUTES:** On motion of Moore, seconded by Alexander, the minutes of the regular meeting on July 24, 2019 were approved as received. Motion carried unanimously.

**INVOICE COMMITTEE REPORT:** Director Gerlack gave the Invoice Committee Report for the period ending August 28, 2019, which included reviewing the district's bills and employee costs, found them to be in order and recommended payment. On motion of Gerlack seconded by Manna, warrants totaling \$413,420.77 were approved for payment. All ayes. Motion carried unanimously.

**ACCOUNTS PAYABLE CERTIFICATE:** All Directors present signed the Accounts Payable Certificate.

**SEPTEMBER INVOICE COMMITTEE:** Directors Gerlack and Moore will serve on the Invoice Committee to meet September 25, 2019 at 9:30 a.m. with the regular meeting following at 10:00 a.m.

**FIRE CHIEF'S REPORT:**

- A. Operations & Fire Prevention Report: Chief Butler reviewed the Operations and Fire Prevention Report. District Secretary to email each board a copy. Alarm report shows increase of 23 calls above last year with total of 1069 YTD. Chief Butler reported Station 72 break in. Items stolen as well as Firefighter Morrisons vehicle. District responded to report of vehicle fire and found vehicle was Firefighter Morrisons. District insurance will be covering station and vehicle losses, and Police reported they have identified a suspect. Recommendation by Gerlack for District to do what is necessary to secure station 72.
- B. New Hire Trainee Academy: Chief Butler reported 5 new hire trainees to begin training academy on September 3, 2019 under instruction of Lieutenant Bernier.

**CORRESPONDENCE:**

- A. Firefighter Hernandez presented letter of resignation from position of Firefighter Trainee with Woodbridge Fire District. Employment to terminate September 15, 2019.
- B. Email received from Tinsley Island/St. Francis Yacht Club attorney regarding discussion of possible contract with Woodbridge Fire District. Duke and Gerlack to schedule visit to Island to meet with attorney and discuss.

**ACTION ITEMS:**

- A. **OPEN PUBLIC HEARING ON FY 2019-2020 FINAL BUDGET:**  
On Motion of Gerlack, seconded by Manna, approve adjustments to increase salaries from \$1,700,000 to \$1,836,000 and overtime from \$100,000 to \$200,000 on FY 2019-2020 budget. Motion carried unanimously. On motion of Moore, seconded by Alexander, adopt final FY 2019-2020 budget of \$3,704,675. All ayes. Motion carried unanimously.
- B. **CAL FIRE VOLUNTEER FIREFIGHTER ASSISTANCE GRANT RESOLUTION:**  
On motion of Moore, seconded by Gerlack, approve Resolution for 50/50 CalFire Volunteer Firefighter Assistance Grant (\$8,755.50) for wildland safety gear. All ayes. Motion carried unanimously.
- C. **AMEND TRAINEE CONTRACT:**  
On motion of Alexander, seconded by Duke, approve amendments to trainee contract. All ayes. Motion carried unanimously.

Trainee Contract Amendments as follows:

- 1) Include savings clause
- 2) Establish “work period” of 14 days (106 hours)
- 3) Addition of 6 increments per year at the option of the employee
- 4) Remove no buyout option for unused CTO time upon separation of service

**BUSINESS NOT ON AGENDA FROM PUBLIC:**

**CLOSED SESSION:**

- A. Employment of Full-time Firefighters - Section 54957(b)(1)

The meeting convened into closed session at 11:30 a.m.

The meeting reconvened into open session at 12:00 p.m. with the following board action.

- B. On motion of Moore, Seconded by Duke, Board to:
- 1) Promote top 4 Trainees to Firefighter
  - 2) Current list to remain active for one year (expires August 28, 2019)
  - 3) Eliminate 1 Trainee position.
- All ayes. Motion carried unanimously.

**BOARD COMMENTS:**

**ADJOURNMENT:** On motion of Manna, seconded by Moore, the meeting was adjourned at 12:05 p.m. All ayes. Motion carried unanimously.

**ATTEST:**



DIANA TIDWELL, District Board Secretary