

WOODBIDGE RURAL FIRE PROTECTION DISTRICT
400 East Augusta Street - Woodbridge
REGULAR MEETING – BOARD OF DIRECTORS
February 26, 2020

CALL TO ORDER: President Duke called the regular meeting of the Woodbridge Rural Fire Protection District Board of Directors to order at 10:00 a.m. at the main fire station in Woodbridge, CA.

ROLL CALL:

Directors Present: David Duke, Rick Gerlack, Thomas Alexander, and Larry Moore
Director Absent: Mike Manna
Staff Present: Interim Fire Chief Darin Downey, District Secretary Diana Tidwell

MINUTES: On motion of Moore, seconded by Gerlack, the minutes of the regular meeting on January 29, 2020 were approved as received. Motion carried unanimously.

INVOICE COMMITTEE REPORT: Director Moore gave the Invoice Committee Report for the period ending January 29, 2020, which included reviewing the district's bills and employee costs, found them to be in order and recommended payment. On motion of Moore, seconded by Gerlack, warrants totaling \$130,491.12 were approved for payment. Motion carried unanimously.

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

MARCH INVOICE COMMITTEE: Directors Manna and Duke will serve on the Invoice Committee to meet March 18, 2020 at 9:30 a.m. with the regular meeting following at 10:00 a.m.

FIRE CHIEF'S REPORT:

- A. Operations & Fire Prevention Report:
Interim Chief Downey reviewed the Operations and Fire Prevention Report and each board member received a copy. Alarm report shows 143 calls for the month bringing the year to date total to 143 an increase of 7 calls above last year. There have been 2 inspections since the January 26, 2020 Board of Directors meeting. Interim Chief Downey advised District began utilizing Fire Candidate Testing Center (FCTC) for Firefighter Trainee Hiring and an announcement has been posted to their website with the application process to open March 9, 2020. FCTC is a part of the JAC program and will save the District money by having CPS administer the test. Interim Chief Downey also a
- B. Statement of Economic Interests – Form 700: All present Board Members signed the Statement of Economic Interests Form 700. Director Manna to sign at next Board of Directors meeting, March 18, 2020.
- C. Firefighter Trainee Hiring Announcement: Interim Chief Downey advised District began utilizing Fire Candidate Testing Center (FCTC) for Firefighter Trainee Hiring and an announcement has been posted to their website with the application process to open March 9, 2020. FCTC is a part of the JAC program and will save the District money by having CPS administer the test.
- D. Lieutenant Testing: Interim Chief Downey reported a job announcement for Lieutenant testing is complete and Administrating is working on proctors and scoring criteria.
- E. Emergency Reporting Software: Interim Chief Downey reported Emergency Reporting software is up and running and information is being imported from both Firehouse and Aladtec systems. Personnel are currently working on CAD link to transfer over dispatch.
- F. Policies & Procedures Update: Interim Chief Downey advised an SOP committee has been assigned to review and update all Woodbridge Fire District policies and procedures for necessary changes which will reflect the MOU for things like training and career development. The SOP Committee consists of Labor, Captain Bell, Lieutenant Stafford, Administration and the Board of Directors. Once completed all SOPs will be uploaded onto computer PDF and one hard copy will available on site.

G. OES Kincade Fire Reimbursement:

Interim Chief Downey presented Board of Directors with a breakdown analysis of the Kincade Fire to confirm whether responses to OES calls are a burden or benefit to the District.

CORRESPONDENCE:

A. Walnut Grove Fire District - Board of Directors Letter:

Interim Chief Downey presented Board of Directors with letter received from Walnut Grove Fire District proposing a take over of Statin Island. Board requested administration gather information on Statin Island revenue and to discuss further once information has been obtained.

ACTION ITEMS:

A. AGREEMENT FOR CREDIT CARD PROGRAM - RESOLUTION 20-2:

Motion by Director Gerlack to approve Resolution 20-2 – Credit Card Program Agreement. Seconded by Director Moore. All ayes. Motion carried unanimously.

B. APPROVAL OF WOODBRIDGE FIRE DISTRICT PATCH:

Motion made by President Duke to approve full payment of new Woodbridge Fire District patch for \$750 to Shelby Patch Company. Seconded by Director Gerlack. All ayes. Motion carried unanimously.

C. NEW DISTRICT PHONE SYSTEM:

Motion made by Director Gerlack to accept Voipia Networks, Inc. bid for 3-year service term agreement of \$6,160. Seconded by Director Alexander. All ayes. Motion carried unanimously.

D. STATION 7-1 PAINTING:

Motion made by President Duke to accept Muhlbeir Painting bid of \$3,900 for complete painting of Station 7-1 and additional approval to decide on type of paint as long as amount is economical. Seconded by Gerlack. All ayes. Motion carried unanimously.

E. STATION 7-1 ENGINEERING PROPOSALS:

Motion made by President Duke to accept Shoup Land Surveying bid of \$7,900 to design map and prepare site improvement plan and aerial orthophoto for new asphalt and handicap parking at Station 7-1. Seconded by Director Moore. All ayes. Motion carried unanimously. F.

BUSINESS NOT ON AGENDA FROM PUBLIC:

CLOSED SESSION:

BOARD COMMENTS:

- A. Director Gerlack inquired on status of striping of Chiefs vehicle. Interim Chief Downey advised cos will be approximately \$1100 when ready to proceed.
- B. Director Moore suggested Board of Directors and Administration start discussing potentially moving forward with Tax Override. Director Gerlack requested Interim Chief Downey report back on the effects of the initiative on the November 2020 ballot.

ADJOURNMENT: On motion of Duke, seconded by Gerlack, the meeting was adjourned at 11:19 a.m. Motion carried unanimously.

ATTEST:

DIANA TIDWELL, District Board Secretary