

WOODBIDGE RURAL FIRE PROTECTION DISTRICT
400 East Augusta Street - Woodbridge
REGULAR MEETING – BOARD OF DIRECTORS
January 29, 2020

CALL TO ORDER: President Duke called the regular meeting of the Woodbridge Rural Fire Protection District Board of Directors to order at 10:08 a.m. at the main fire station in Woodbridge, CA.

ROLL CALL:

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

MINUTES: On motion of Gerlack, seconded by Moore, the minutes of the regular meeting on December 19, 2019 were approved as received. Motion carried unanimously.

INVOICE COMMITTEE REPORT: Director Gerlack 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 Gerlack, seconded by Manna, warrants totaling \$325,676.52 were approved for payment. Motion carried unanimously.

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

FEBRUARY INVOICE COMMITTEE: Directors Moore and Alexander will serve on the Invoice Committee to meet February 26, 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 159 calls for the month bringing the year to date total to 1953 an increase of 218 calls above last year. There have been 4 inspections since the December 19, 2019 Board of Directors meeting. The FY 2018-2019 audit addressed vacation accrual concerns. Administration is currently monitoring vacation accruals and are in transition of separating accruals for tracking purposes. Uniform inspections are currently being completed.
- B. Cal Fire Grant: Interim Chief Downey updated Board of Directors on status of 50/50 Cal Fire Grant and advised personnel are currently in the process of placing orders; some items have already been delivered. Upon receipt of all items, the invoices will be sent to Cal Fire for reimbursement of funds.
- C. PSPS Grant: Interim Chief Downey advised there is a 100% PSPS Grant available which will allot up to \$100,000 towards the purchase of new station generators. The priority stations are Station 71 and Station 74. Captain Bernier is waiting for final bids from electricians. Upon receipt of all bids, Captain Bernier will submit the grant application for approval.
- D. Station Maintenance and Improvements: Interim Chief Downey reported station repairs and improvements are underway at all stations. Station 71 shop repairs and improvements have been completed, dayrooms and inside of firehouse have been painted, old files have been purged with roughly 100 banker boxes to shred, and 80 yards of trash have been taken to the dump. A shredding company is scheduled to pick up banker boxes on January 31, 2020.
- E. New Phone & Voicemail System: Interim Chief Downey advised IT and Administration are in the process of obtaining bids for new phone and voicemail systems and are waiting on receipt of third bid to proceed. The new phone and voicemail system should pay for itself in approximately 3.5 years.

CORRESPONDENCE:

- A. Firefighter Stringer presented Board of Directors with idea for new firefighter patch which was previously approved by all personnel. Advised Association will purchase first 500 patches and request Board approval to proceed. Director Manna recommended the District

cover 100% of the purchase. Each Board member agreed, and requested that the purchase of new patches be added to the action item at next Board of Directors meeting.

ACTION ITEMS:

- A. **FY 2018-2019 AUDIT REVIEW:**
On motion of Duke FY 2018-2019 moved before Invoice Committee Report. All ayes. Motion carried unanimously. Accountant Mark Croce reviewed draft of Woodbridge Fire District financial report. Net position deficit due to underfunded pension fund however overall financials look good. District revenues have increased, and expenses have decreased. Motion by Director Moore to accept FY 2018-2019 Financial Audit, seconded by Gerlack. All ayes. Motion carried unanimously.
- B. **CONTRACT FOR ENGINEERING SERVICES:**
Interim Chief Downey presented bid from Dillon & Murphy for Engineering Services. Board requested to table item until next Board of Directors meeting pending two additional bids. Motion made by Gerlack. Seconded by Moore. All ayes. Motion carried unanimously. Item tabled until February 26, 2020 Board of Directors meeting.
- C. **ER REPORTING SOFTWARE:**
Interim Chief Downey presented findings and financial information to transition from Firehouse Reporting Software to ER Reporting Software. Overall company savings and ER Reporting Software has ability to combine Aladtec scheduling and other programs into one. Motion made by Manna to approve transition to ER Reporting Software. Seconded by Moore. All ayes. Motion carried unanimously.
- D. **STRIPING OF COMMAND VEHICLE:**
Interim Chief Downey requested striping of command vehicle be tabled so additional bids for services can be obtained.
- E. **SCBA GRANT:**
Interim Chief Downey advised need for additional funding for SCBA items and requested board approval of an additional \$6,919 funding. Motion by Gerlack to approve additional funding of \$6,919 from District bringing grand total of District funding for SCBA items to \$24,997. Seconded by Moore. All ayes. Motion carried unanimously.
- F. **RESOLUTION 20-1:**
Action Item F moved to after closed session pending Board Discussion. On motion of Gerlack, seconded by Moore, Board accepts Employee Industrial Disability Resolution 20-1, Employee Industrial Disability Claim as written. All ayes. Motion carried unanimously.

BUSINESS NOT ON AGENDA FROM PUBLIC:

- A. District IT technician, Ryan Akerland, introduced himself to the Board of Directors, gave update on new company server, and plans moving forward as Woodbridge Fire District IT technician.

CLOSED SESSION:

- A. Section 54957 - Employee Industrial Disability Claim (21154, 21156 & 21157)

The meeting convened into closed session at 11:24 a.m.

The meeting reconvened into open session at 11:40 a.m. with the following Board of Directors action:

On motion of Gerlack, seconded by Moore, Board to approves Employee Industrial Disability Claim. All ayes. Motion carried unanimously.

BOARD COMMENTS:

- A. Director Manna praised the current operations of the department.

ADJOURNMENT: On motion of Duke, seconded by Gerlack, the meeting was adjourned at 11:44 a.m. Motion carried unanimously.

ATTEST:

DIANA TIDWELL, District Board Secretary