

WOODBIDGE RURAL FIRE PROTECTION DISTRICT
400 East Augusta Street - Woodbridge
REGULAR MEETING – BOARD OF DIRECTORS
December 19, 2019

CALL TO ORDER: President Gerlack 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: Rick Gerlack, David Duke, Mike Manna, Larry Moore, and Tom Alexander
Director Absent: None
Staff Present: Interim Fire Chief Darin Downey, District Secretary Diana Tidwell

MINUTES: On motion of Moore, seconded by Duke, the minutes of the regular meeting on November 21, 2019 were approved as received. Motion carried unanimously.

INVOICE COMMITTEE REPORT: Director Duke gave the Invoice Committee Report for the period ending December 19, 2019, which included reviewing the district's bills and employee costs, found them to be in order and recommended payment. On motion of Duke, seconded by Gerlack, warrants totaling \$417,360.69 were approved for payment. Motion carried unanimously.

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

JANUARY INVOICE COMMITTEE: Directors Gerlack and Manna will serve on the Invoice Committee to meet January 29, 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:
Interim Chief Downey reviewed the Operations and Fire Prevention Report and each board member received a copy. Alarm report shows 148 calls for the month bringing the year to date total to 1793 an increase of 198 calls above last year. There have been 16 inspections since the November 21, 2019 Board of Directors meeting.
- B. MoCal Printer Update: Interim Chief Downey reported on new MoCal printer, scanner, fax, and copy machine purchase and installation at Station 71. Advised IT is securing all station computers and emails are connected to new server for inner operability. IT will also be installing ransom ware for security and program for document back up.
- C. Station 71 Improvements: Interim Chief Downey reported on Station 71 repairs and improvements. Advised carpets in classroom, offices, and dorm were shampooed, walls in administrative rooms and dorm painted, and personnel have begun process of purging documents. Captain Bell reserved shredding company for last week January upon completion of purge.
- D. Accountant Meeting: Interim Chief Downey advised District Accountant meeting on December 30, 2019 at 8:30 a.m. to discuss potential of implementation of QuickBooks payroll/accounting program and guarantee efficient transition.

CORRESPONDENCE:

ACTION ITEMS:

- A. **STATION 73 STRIPING AND SEALING:**
Interim Chief Downey presented each Board of Director with three bids from companies for Station 73 striping and sealing and recommended Board of Directors approve repairs done by R.L. Varwig and Sons. On motion of Manna, seconded by Moore, Station 73 striping and sealing repairs approved. All ayes. Motion carried unanimously.
- B. **REORGANIZATION OF THE BOARD:**
Secretary of the Board-
Nomination made by Director Manna to appoint Diana Tidwell as District Secretary with no other nominations made. On motion of Moore, seconded by Gerlack, appoint Diana Tidwell

as Secretary to the Board of Directors for 2020. All ayes, Board cast a unanimous ballot for appointment.

President of the Board-

Nomination made by Director Manna to appoint Dave Duke as President of the Board with no other nominations made. On motion of Moore, seconded by Gerlack, appoint Diana Tidwell as Secretary to the Board of Directors for 2020. All ayes, Board cast a unanimous ballot for appointment.

Vice President of the Board-

Nomination made by Director Manna to appoint Tom Alexander as Vice President of the Board with no other nominations made. On motion of Manna, seconded by Gerlack, appoint Tom Alexander as Vice President of the Board for 2020. All ayes, Board cast a unanimous ballot for appointment.

BUSINESS NOT ON AGENDA FROM PUBLIC:

- A. Firefighter Eric Edwards presented newly appointed President Duke with Woodbridge Fire District gavel discovered during recent purge.
- B. Lieutenant Stiehr spoke to Board regarding exhaustion of 4850 time formerly requesting approval by Board of Directors of Industrial Disability Claim. Lieutenant Stiehr also requested an addendum to MOU regarding medical insurance for retirees under Industrial Disability. President Gerlack advised Board of Directors will review all documentation and include Lieutenant Stiehr's request during closed session at next Board of Directors meeting, January 29, 2019 at 10:00 a.m.

CLOSED SESSION:

BOARD COMMENTS:

ADJOURNMENT: On motion of Gerlack, seconded by Moore, the meeting was adjourned at 11:15 a.m. Motion carried unanimously.

ATTEST:

DIANA TIDWELL, District Board Secretary