

CENTRAL CALAVERAS FIRE & RESCUE PROTECTION DISTRICT
MINUTES

Meeting Date: December 23, 2010

Call to Order: The meeting was called to order at 1:24pm.

Roll Call: Directors: Don Leach, Don Overacker, Jim Sutherland- Moore and Bill Schmiett

Also Present: Chief: Joe Piccinini
Administrator: Deborah Grant
Captain Chris Jacobsen, FF Jeremy Proctor

Absent: Director Carl Mills

Public Comments: None

New Business:

- A. Approve Budget Adjustment to pay for ancillary costs for new office/living quarters. Director Overacker made a motion to approve the adjustment. Director Leach seconded. (4-0-1)
- B. Discuss and approve purchase of new fire apparatus. Director Overacker made a motion to approve the purchase of a new apparatus when money received from sale of E-123 and E-124. Director Overacker amended the motion to buy a quick response, Type 3 mini pumper from Fouts with the necessary extra equipment. Director Leach seconded.

Adjournment: Director Sutherland- Moore made a motion to adjourn. Director Leach seconded. (4-0-1)

Meeting adjourned at 1:57pm.

Approval Signature - Director

Approval Signature - Secretary

CENTRAL CALAVERAS FIRE & RESCUE PROTECTION DISTRICT

MINUTES

Meeting Date: December 9, 2010

Call to Order: The meeting was called to order at 6:32 pm.

Roll Call: Directors: Don Leach, Don Overacker, Carl Mills and Bill Schmiett

Also Present: Chief: Joe Piccinini

Administrator: Deborah Grant

Captain Jeff Stone, Lt. Chris Jacobsen, FF Bret Belshe

Absent: Director Jim Sutherland-Moore

Public Comments: None

Approval of Minutes

- A. Director Schmiett made a motion to approve the August 18, 2010 meeting minutes. Director Leach seconded. (4-0-1)
- B. Director Schmiett made a motion to approve the November 11, 2010 meeting minutes. Director Leach seconded. (3-1-1)

New Business:

- A. Pat McGreevy presented an update on the Community Wildfire Protection Plan (CWPP) for the Glencoe/Rich Gulch area. His PowerPoint presentation included photos of areas in Glencoe that have benefited from the CWPP resulting in improvements of fire break and access.
- B. Discussion/ Approval/ Acceptance of WT-121 from the County. The county has agreed to pay accumulated repair bills for all the WT's purchased for local special districts. Also, the County will pay up to \$17,000.00 for routine maintenance at Burton's Fire. An account will also be set up for use in future repairs. Director Schmiett made a motion to ratify MOU from County for release of water tenders to special districts. Director Leach seconded. (4-0-1)
- C. Special District Budget Adjustment- as per Resolution 2010-06. \$100,000.00 was moved from 3002-Fund Balance Unreserved to 5697-Structures and Improvements to be used to pay for new office/quarters. Funds will be sent to escrow account at Calaveras Title.
- D. Purchase Agreement for GMC Pumper- Contract- For Information Only. Board was given a copy of the contract signed by Chief Piccinini and Director Leach. This was sent to Iowa for signatures by the representatives of the Liberty Township Buchanan Iowa, who are purchasing this apparatus from Central Fire.
- E. Discussion/ Approval/Sale of Engine 123 and 124. General consensus is too sell both engines to Forest Grove Fire and Rescue in Oregon. Chief Piccinini will request that one engine remain here until Central Fire has the opportunity to purchase a replacement, so the first out engine is always available.

Unfinished Business:

- A. Discussion and Approval of Manufactured Home Purchase and all ancillary costs: Bids from 4 different manufactured homes retailers were received and reviewed by the building committee. The most cost effective bid was from Village Concepts. Director

Overacker made a motion to accept Village Concepts bid for purchase as Central Fire's new office/living quarters. Director Leach

Directors Reports: None

Committee Reports:

- A. Personnel Committee: The Personnel Committee met to discuss the hiring exam.
- B. Finance Committee: None
- C. Public Relations Committee: Director Schmiett made mention of Central Fire's participation in the Mountain Ranch Parade.
- D. Policies and Procedures Review Committee: None
- E. Apparatus Committee: None
- F. Building Committee: Reviewed the bids from several different manufactured home companies and recommends the purchase from Village Concepts.

Financial:

- A. Transmittal for November 2010: Director Overacker made a motion to approve the November 2010 transmittal. Director Schmiett seconded. (4-0-1).
- B. Ledger for October 2010- For Information Only.

Fire Chief's Report: See Attached.

Correspondence:

- A. Calaveras Public Power Association Letter- Central Fire was notified of a rate decrease that will positively impact Station #1's electric bill. Rate change will be reflected after the first of the year.
- B. Local Government Compensation Reporting Program- Director Schmiett wondered if Central was compliant with this program. Admin Grant responded that our Payroll Service submits the necessary paperwork to the State.

Adjournment: Director Schmiett made a motion to adjourn. Director Leach seconded. (4-0-1)

Meeting adjourned at 7:59pm.

Approval Signature - Director

Approval Signature - Secretary

CENTRAL CALAVERAS FIRE & RESCUE PROTECTION DISTRICT
MINUTES

Meeting Date: November 11, 2010

Call to Order: The meeting was called to order at 6:32 pm.

Roll Call: Directors: Don Leach, Jim Sutherland-Moore, Don Overacker and Bill Schmiett

Also Present: Chief: Joe Piccinini

Administrator: Deborah Grant

Captain Jeff Stone, Lt. Chris Jacobsen, FF Bret Belshe

Absent: Carl Mills

Public Comments: None

Approval of Minutes

- A. Director Schmiett made a motion to approve the October 14, 2010 meeting minutes. Director Overacker seconded. (4-0-1)

New Business:

- A. Discuss/ Approval of new Living Quarters/Office Bldg. The Chief wanted authorization from the Board to pursue the purchase of a manufactured home to be used as new living quarters/office building. Director Overacker made a motion to approve the Chief to pursue bids for a manufactured home to be placed at Station #1. Director Schmiett seconded the motion. The Chief will now pursue the submission of bids from local manufactured home dealers who have models that meet the criteria required for the building. The open bid process will be from November 15 to November 23, 2010. All submitted bids will be presented to the Board at the December meeting.
- B. Resolution 2010-06 Establish Escrow Account of \$100K for Purchase and Installation of Manufactured home for office/living quarters. Director Overacker made a motion to approve the withdrawal of 100K to be placed in an escrow account for the purchase of a manufactured home to be used as an office/ living quarters. Director Sutherland-Moore seconded. (4-0-1)
- C. Resolution 2010-07 to Surplus and Sale of Old Apparatus Recommendation from Apparatus Committee. Chief recommends "old E-121" is the best apparatus to keep 1000gpm/ 1000gal tank and one of the 1994 Navistar. Director Moore made a motion to surplus the apparatus as listed on Resolution 2010-07. Director Overacker seconded. (4-0-1)
- D. Resolution 2010-08 Resolution to Surplus Excess Equipment and Supplies. Chief presented to the Board a list of miscellaneous items to be surplused and sold at a "garage sale" styled event at Station #4. The sale will be published in local papers and any items that don't sell will be donated to Fire Departments in Mexico.

Adjourn Meeting: 7:49pm

Call To Order: 8:05pm

- E. Appointment of Board Officers:
 - President- Director Bill Schmiett
 - Vice President- Director Sutherland-Moore
 - Treasurer- Director Don Leach
 - Secretary- Director Don Overacker
 - Board Member- Director Carl Mills

- F. Appointment of Committee Members
 - Personnel Committee- Director Leach and Director Overacker
 - Finance Committee- Director Schmiett and Director Leach
 - Public Relations Committee-Director Schmiett and Director Moore
 - Policies and Procedures Review Committee- Director Mills and Director Moore
 - Apparatus Committee- Director Leach and Director Overacker
 - Building Committee- Director Leach and Director Moore

Unfinished Business:

- A. Cal Card Update: The new Cal Card has been tentatively approved by US Bank. Final paperwork is being signed on their end. Next step will be assigning cards and limits to staff.

Directors Reports: None

Committee Reports:

- A. Personnel Committee: The Personnel Committee met to discuss the progress in the career hiring process.
- B. Finance Committee: None
- C. Public Relations Committee: None
- D. Policies and Procedures Review Committee: None
- E. Apparatus Committee: None
- F. Building Committee: Director Moore, Chief Piccinini and Admin. Assistant Grant took a field trip to Shingle Springs to evaluate a manufactured home for possible office/ living quarters. Their findings are being presented to the Board.

Financial:

- A. Transmittal for November 2010: Director Overacker made a motion to approve the November 2010 transmittal. Director Schmiett seconded. (4-0-1).
- B. Ledger for October 2010- For Information Only.

Fire Chief's Report: See Attached.

Correspondence:

- A. Calaveras Public Power Association Letter- Central Fire was notified of a rate decrease that will positively impact Station #1's electric bill. Rate change will be reflected after the first of the year.
- B. Local Government Compensation Reporting Program- Director Schmiett wondered if Central was compliant with this program. Admin Grant responded that our Payroll Service submits the necessary paperwork to the State.

Adjournment: Director Schmiett made a motion to adjourn. Director Moore seconded. (4-0-1)

Meeting adjourned at 8:41pm.

Approval Signature - Director

Approval Signature - Secretary

CENTRAL CALAVERAS FIRE & RESCUE PROTECTION DISTRICT

MINUTES

Meeting Date: October 14, 2010

Call to Order: The meeting was called to order at 6:30pm.

Roll Call: Directors: Carl Mills, Don Overacker, Don Leach, Jim Sutherland-Moore and Bill Schmiett

Also Present: Chief: Joe Piccinini
Administrator: Deborah Grant
Lt. Jed Skrobecky, Captain Jeff Stone, FF Bret Belshe

Public Comments: None

Approval of Minutes

- A. Director Overacker made a motion to approve the September 9, 2010 meeting minutes. Director Leach seconded. (5-0-0)
- B. Director Schmiett made a motion to approve the September 27, 2010 meeting minutes. Director Overacker seconded. (5-0-0)

New Business:

- A. Discuss and plan a board workshop for 5 year plan. The Chief would like to have the Board meet for several workshop sessions to formulate a five year plan for Central Fire. The Boards consensus was to meet at 6pm before the regularly scheduled board meetings, for however many sessions are required.
- B. Discuss and form a building committee. Director Sutherland-Moore and Director Leach will work with the Chief to bring either renovation or replacement recommendations to the Board.
- C. Current auto and property insurance premiums and coverage's were presented to the Board. This information is to aid the Board in making informed decisions with regards to the 5 year plan for Central Fire.
- D. The Board has requested a resolution be drawn up to approve the withdrawal of \$100,000.00 of Central Fire's money to be placed in a savings account at Umpqua bank. The resolution will be presented to the board at the next regularly scheduled meeting. The Board would also like a copy of the resolution to be sent to the County controller Linda Churches prior to the next meeting.
- E. Director Schmiett made a motion to reject the Budget Attestation 2010/11 presented to the board for approval on the premise that the County Auditor removes the dedicated reserve assets. Director Overacker seconded. Resolution 2010-03 adopted by the Board on June 10th, 2010, terminated Resolution 2009-15 which created the reserve assets. After some discussion, Director Schmiett withdrew his motion to reject the Budget Attestation. 2010/11. Director Schmiett made a motion to approve the Budget Attestation for 2010/11. Director Overacker seconded. (5-0-0)

Directors Reports:

Director Schmiett commended the Central Fire crew on their response to a recent incident involving a horse in a mine shaft. Our crew did a great job as part of the multi agency response.

Director Overacker commented that the fire prevention discussion was well received and the open house for E-121 was success.

Committee Reports:

- A. Personnel Committee: None
- B. Finance Committee: None
- C. Public Relations Committee: None
- D. Policies and Procedures Review Committee: None
- E. Apparatus committee: Committee met with Chief Piccinini and has made recommendations of which apparatus to list for sale. A resolution to surplus and sell the apparatus will be presented at the next board meeting for approval.

Financial:

- A. Transmittal for October 2010: Director Overacker made a motion to approve the October 2010 transmittal. Director Schmiett seconded. (5-0-0).
- B. Ledger for September 2010- For Information Only.

Fire Chief's Report: See Attached.

Correspondence: Recent correspondence was presented to the board.

Open Session adjourned at 7:46pm

Closed Session called to order 7:49pm.

Closed Session:

- A. Action Taken. President will send a written response.
- B. No Action Taken.

Closed Session adjourned: 9:04pm

Open Session called to order: 9:06pm

Adjournment: Director Schmiett made a motion to adjourn. Director Overacker seconded. (5-0-0)
Meeting adjourned at 9:07pm.

Approval Signature - Director

Approval Signature - Secretary

CENTRAL CALAVERAS FIRE & RESCUE PROTECTION DISTRICT

MINUTES

Meeting Date: September 9, 2010

Call to Order: The meeting was called to order at 6:33pm.

Roll Call: Directors: Carl Mills, Don Overacker, Don Leach, Jim Sutherland-Moore and Bill Schmiett

Also Present: Chief: Joe Piccinini
Administrator: Deborah Grant
Lt Mark Gonzalez, Captain Jeff Stone

Public Comments: None

Approval of Minutes

- A. Director Leach made a motion to approve the August 12, 2010 meeting minutes with the typographical error of August 11 changed to August 12. Director Overacker seconded. (5-0-0)

New Business:

- A. Safer Grant-Chief discussed the safer grant and the possibility of funding for full time firefighters. Director Schmiett made a motion to apply for the safer grant. Director Sutherland-Moore seconded. After the discussion of the motion, Director Schmiett amended his motion to authorize the District to apply for the safer grant for volunteer retention and recruitment. Director Sutherland-Moore seconded. (5-0-0)

Directors Reports: Director Schmiett discussed the maintenance of the new engine. He suggested the Chief investigate the possibility of maintenance and repair contract through Cal Fire in San Andreas. This could reduce costs since the E-121 is a Cal Fire model. The Chief will present his findings to the Board.

Committee Reports:

- A. Personnel Committee: Committee met to review the applicants for the FF/AO/EMT position. Qualified candidates were chosen for the next round of the application process.
- B. Finance Committee: None
- C. Public Relations Committee: None
- D. Policies and Procedures Review Committee: None

Financial:

- A. Transmittal for September 2010: Director Schmiett made a motion to approve the September 2010 transmittal. Director Overacker seconded. (5-0-0).
- B. Ledger for July 2010- Unavailable, County Ledger not received prior to Board meeting.

Fire Chief's Report: See Attached.

Open Session adjourned at 7:20pm

Closed Session called to order 7:28pm.

Closed Session: Delivered to the Chief his annual performance review.

Closed Session adjourned: 8:41pm

Open Session called to order: 8:43pm

Adjournment: Director Schmiett made a motion to adjourn. Director Leach seconded. (5-0-0)
Meeting adjourned at 8:45pm.

Approval Signature - Director

Approval Signature - Secretary

CENTRAL CALAVERAS FIRE & RESCUE PROTECTION DISTRICT
MINUTES

Meeting Date: August 18, 2010

Call to Order: The meeting was called to order at 6:34pm

Public Comments: Robert Gill commented that his wife had not received the requested documents from the Board meeting held on August 12. Administrative Assistant Debbie Grant had fulfilled the request the following business day. It was determined that the incorrect email address had been supplied. The documents will be sent to the correct email address.

Old Business:

- A. Policy and Procedure for Computer Use- Director Overacker made a motion to approve the Policy and Procedure for Computer Use. Director Leach seconded. (5-0-0)
- B. Letter to Mr. Chavez-Ochoa Re: Defamatory Correspondence- Director Mills signed the letter to be sent to Mr. Chavez-Ochoa.

Financial:

- A. Transmittal for Apparatus Purchase- Director Overacker made a motion to approve the transmittal for the purchase of the new apparatus. Director Schmiett seconded. (5-0-0)

Open Session adjourned at 6:39pm

Closed Session called to order 6:40pm.

Closed Session:

- A. No Action Taken
- B. Closed Session rescheduled to the next regular meeting.
- C. No Action Taken

Closed Session adjourned at 8:08pm

Open Session called to order 8:09pm

Adjournment:

Director Overacker made a motion to adjourn the meeting. Director Leach seconded. (5-0-0) Meeting adjourned at 8:10pm.

Approval Signature – Director

Approval Signature – Secretary

CENTRAL CALAVERAS FIRE & RESCUE PROTECTION DISTRICT

MINUTES

Meeting Date: August 11, 2010

Call to Order: The meeting was called to order at 6:30pm.

Roll Call: Directors: Carl Mills, Don Overacker, Don Leach, Jim Sutherland-Moore and Bill Schmiett
Chief: Joe Piccinini
Administrator: Deborah Grant
Lt Chris Jacobsen, FF Jason Buchanan, FF Cody Stephens and FF Lee Williams

Public Comments:

Robert Gill expressed concerns regarding the following:

- A) The number of personnel that have occupied the Fire chief position since 2007
- B) The financial soundness of Central Fire
- C) Seeing Central Fire unit out of district
- D) Has received several phone calls from concerned citizens with concerns about Central Fire

Pat McGreevy wanted to address the Board regarding the CWPP. Director Schmiett believed Mr. McGreevy wanted to discuss the Community Wildfire Protection Plan and make note of the next meeting scheduled for August 25, 2010 at 6pm. The meeting will be located at American Legion Hall in West Point.

Approval of Minutes

- A. Director Schmiett made a motion to approve the July 8, 2010 meeting minutes. Director Leach seconded. (5-0-0)
- B. Director Overacker made a motion to approve the July 22, 2010 meeting minutes. Director Leach seconded. (5-0-0)

New Business:

- A. Possible Pending Litigation- Director Overacker made a motion to table and move agenda item A and B to Closed session at a special meeting to be held next Tuesday at 6:30 pm, station #1. This action was recommended by County Council to comply with the Brown Act. Director Schmiett seconded. (5-0-0)
- B. Public complaint about the Fire Chief- see item A.
- C. Surplus vending machine. The vending machine is no longer being used and is broken. Director Leach made a motion to surplus the vending machine. Director Sutherland-Moore seconded. (5-0-0)
- D. Policy and Procedure for Computer Use- Chief Piccinini explained to the Board that this would be a standalone policy that would be signed annually by each member of Central Fire. The signed document would then be placed in the individual employees file.
- E. Resolution 2010-05 Purchase and Finance of New Fire Apparatus- Director Overacker made a motion to approve the resolution for the purchase of a new fire apparatus. Director Leach seconded. (5-0-0)

- F. AAP-009 Intern/ Volunteer Strike Team Compensation Finance Committee met, discussed and approved AAP-009. Director Overacker made a motion to approve AAP-009. Director Leach seconded. (5-0-0)
- G. Letter of thanks to Mike Burns for website design and maintenance. President of the Board Carl Mills signed letter.
- H. Letter of thanks to local citizen for \$2,000.00 donation. Letter was signed by Chief Piccinini and sent.
- I. Letter to Chavez-Ochoa RE: Defamatory Correspondence. Director Mills requested an emailed copy of the letter as well as supporting documentation for review.
- J. Fireworks Ordinance- Director Sutherland-Moore pointed out the ordinance was passed by 5 Board members in 2007, when a public vote might have been more appropriate. Director Overacker agreed it was taking away public rights. Chief Piccinini stated although safe and sane fireworks have not been a cause of a wildland fire, it is incumbent upon our agency to protect citizens the best way possible. Director Sutherland-Moore made a motion to abolish the Safe and Sane Fireworks Ordinance. Director Overacker seconded. (2-3-0) (Yeas- Moore, Mills; Nays- Overacker, Leach, Schmiett)

Directors Reports: None

Committee Reports:

- A. Personnel Committee: Committee met to discuss FF/AO/EMT position and decided qualifications to be advertised in flyer.
- B. Finance Committee: Committee met to discuss AAP-009 and the financing options for the new fire apparatus.
- C. Public Relations Committee: None
- D. Policies and Procedures Review Committee: Committee met to discuss changes in Policies and Procedures that are relevant to new hire position.

Financial:

- A. Transmittal for August 2010: Director Schmiett made a motion to approve the August 2010 transmittal. Director Overacker seconded. (5-0-0).
- B. Ledger for July 2010- Unavailable, County Ledger not received.

Fire Chief's Report: See Attached.

Open Session adjourned at 7:37pm

Closed Session called to order 7:44pm.

Closed Session: No Action Taken

Closed Session adjourned: 8:19pm

Open Session called to order: 8:25pm

Adjournment: Director Leach made a motion to adjourn. Director Schmiett seconded. (5-0-0)
Meeting adjourned at 8:27pm.

Approval Signature - Director

Approval Signature - Secretary

CENTRAL CALAVERAS FIRE & RESCUE PROTECTION DISTRICT
MINUTES

Meeting Date: June 10, 2010

Call to Order: The meeting was called to order at 6:32pm.

Roll Call: Directors: Carl Mills, Don Overacker, Don Leach, Bill Schmiett, and Jim Moore
 Chief: Joe Piccinini
 Administrator: Deborah Grant

Public Comments: None

Approval of Minutes

- A. Director Schmiett made a motion to approve the May 13, 2010 meeting minutes. Director Leach seconded (5-0-0).
- B. Director Overacker made a motion to approve the May 17, 2010 meeting minutes. Director Leach seconded (5-0-0).

New Business:

- A. Leslie Davis Calaveras County Assessor's Office- Addressed CCFRPD Board of Directors to discuss a parcel consolidation project that might impact Special Districts receiving tax assessment revenue. Based on the information presented by Ms. Davis, there appears to be little impact on Central Fire's Measure F & G revenues.

A motion was made by Director Schmiett to move to Closed Session. Director Overacker seconded. (5-0-0)

Open Session Adjourned 6:49pm

Call to Order Closed Session 6:50pm

Closed Session: Board Rejected Employee's Appeal of Dismissal (4-0-1)

Adjourn from Closed Session 10:40pm

Call to Order Open Session 10:42pm

New Business: (continued)

- A. Resolution 2010-01 Resolution to Hold Reserves in Umpqua Bank Payroll and Petty Cash Accounts. Director Overacker made a motion to increase reserves in Umpqua Accounts to meet billing needs. Director Leach seconded. (5-0-0)
- B. Resolution 2010-02 Resolution Establishing Authorized Signatories to the Checking Account Established for Payroll and Petty Cash. Director Overacker made a motion to approve Resolution 2010-02. Director Schmiett seconded. (5-0-0)
- C. Resolution 2010-03 Resolution Terminating Resolution 2009-15 Resolution to Adjust Dedicated Reserve Assets. Director Overacker made a motion to approve Resolution 2010-03. Director Leach seconded. (5-0-0)

- D. Review/ Approval of Budget for 2010-2011 Director Overacker made a motion to approve the Budget for 2010-2011. Director Leach seconded. (5-0-0)
- E. County VPN Contract- Director Overacker made a motion to approve the budget for 2010-2011. Director Schmiett seconded. (5-0-0)

Unfinished Business:

- A. Policy and Procedure- Board Governance, Fire Chief Responsibilities and Protocol. Director Schmiett made a motion to table until the next Board meeting. Director Overacker seconded. (5-0-0)
- B. Policy and Procedure- Vision and Dental for Resident Interns. Chief Piccinini explained that Resident Interns are not a true employee as so do not qualify for benefits. He suggested including them in workers compensation/ disability would be more appropriate. The Chief will review the costs to the District and bring his findings to the next Board meeting.

Directors Reports:

- A. Director Schmiett said Mountain Valley EMS was very impressed with our Chief and the interactions with him.

Committee Reports:

- A. Personnel Committee: None.
- B. Finance Committee: None
- C. Public Relations Committee: None
- D. Policies and Procedures Review Committee: None

Financial:

- A. Transmittal for June 2010: Director Overacker made a motion to approve the June 2010 transmittal. Director Schmiett seconded. (5-0-0).
- B. Ledger for May 2010- For Information Only

Fire Chief's Report: Update will be included in next month's report.

Correspondence: None

Adjournment: Director Leach made a motion to adjourn. Director Schmiett seconded. (5-0-0)
Meeting adjourned at 11:10pm.

Approval Signature - Director

Approval Signature - Secretary

CENTRAL CALAVERAS FIRE & RESCUE PROTECTION DISTRICT
MINUTES

Meeting Date: May 17, 2010

Call to Order: The meeting was called to order at 6:39pm.

Public Comments: None

Approval of Minutes

- A. Director Leach made a motion to approve the April 8, 2010 meeting minutes. Director Schmiett seconded (5-0-0).

New Business:

- A. Review of Preliminary Budget 2010-2011- Chief Piccinini reviewed a power point presentation with the Board of Directors and the public present, which highlighted the condition of buildings and apparatus as well as goals and objectives for Central Fire as a special district agency. This was to enable the Board better understand the preliminary 2010-2011 budget that the Chief will present for discussion and approval at the June board Meeting.

Adjourn: Director Schmiett made a motion to adjourn. Director Moore second (5-0-0) Meeting adjourned at 8:40pm.

Approval Signature - Director

Approval Signature - Secretary

CENTRAL CALAVERAS FIRE & RESCUE PROTECTION DISTRICT
MINUTES

Meeting Date: May 13, 2010

Call to Order: The meeting was called to order at 6:34pm.

Roll Call: Directors: Don Leach, Bill Schmiett, and Jim Moore
 Chief: Joe Piccinini
 Administrator: Deborah Grant
 Staff: Lt. Jacobsen, FF Jason Buchanan

Public Comments: None

Approval of Minutes

- A. Director Leach made a motion to approve the April 8, 2010 meeting minutes. Director Schmiett seconded (5-0-0).

New Business:

- A. Review of Preliminary Budget 2010-2011- Chief Piccinini recommended the Board hold a special Budget Meeting to take place within the week. Board set a Special Board Meeting to take place on Monday May 17th at 6:30pm, Station 1.
- B. Surplus of Bowflex Exercise Machine- Director Schmiett made a motion to surplus the Bowflex. Director Overacker seconded. (5-0-0)
- C. CCFRPD Association - The Board of Directors believed the idea to form an association which could include family, friends, and other community members would be a great benefit to Central Fire. The intent would be to create a tax exempt association for donations, fund revenue and support team for the Central Fire firefighter personnel.

Old Business:

Director Leach brought several items to the Board's attention that should have been included in "Old Business".

- A. Policy and Procedure- Board Governance, Fire Chief Responsibilities and Protocol. The documentation will be presented to the Board at the next regular meeting.
- B. Policy and Procedure- Vision and Dental Benefits for Interns. The documentation will be presented to the Board at the next regular meeting.
- C. Leslie Davis presentation from the County Assessors' office. She called to reschedule for the next board meeting on June 10th.

Directors Reports:

- A. Director Schmiett will attend a Mountain Valley EMS meeting next week. He will have a report at the next regularly scheduled meeting, in June.

Committee Reports:

- A. Personnel Committee: None.
- B. Finance Committee: Director Schmiett and Director Moore met with the Chief and determined that there is a need for the whole Board of Directors to have a Finance Committee meeting.
- C. Public Relations Committee: None

D. Policies and Procedures Review Committee: None

Financial:

- A. Transmittal for May 2010: Director Schmiett made a motion to approve the May 2010 transmittal. Director Leach seconded. (5-0-0)
- B. Ledger for April 2010- For Information Only

Fire Chief's Report: See attached

Correspondence: The Chief presented a follow up a letter from Tim Laddish regarding the impending roof replacement for Station #5 in Sheep Ranch. The letter expressed Mr. Laddish and his wife's concerns over the material to be used on the replacement roof and suggestions to minimize reflection. The Chief and Board will take their concerns under consideration.

Adjourn open session at 7:04pm.

Call to Order Closed Session 7:05pm

Closed Session:

- A. No Action Taken

Adjourn from Closed Session 7:07pm

Call to Order Open Session 7:09pm

Adjournment: Director Schmiett made a motion to adjourn. Director Leach second (5-0-0) Meeting adjourned at 7:11pm.

Approval Signature - Director

Approval Signature - Secretary

CENTRAL CALAVERAS FIRE & RESCUE PROTECTION DISTRICT
MINUTES

Meeting Date: April 8, 2010

Call to Order: The meeting was called to order at 6:48pm.

Roll Call: Directors: Don Leach, Bill Schmiett, and Jim Moore
 Chief: Joe Piccinini
 Administrator: Deborah Grant
 Staff: Lt. Jacobsen, FF Jason Buchanan

Public Comments: None

Approval of Minutes

- A. Director Schmiett made a motion to approve the March 11, 2010 meeting minutes. Director Moore seconded (3-0-2).

New Business:

- A. Leslie Davis (County Assessor's Office)-Ms. Davis called to postpone her appearance before the Board until the next regularly scheduled meeting on May 13, 2010.
- B. Policy and Procedure- Vision and Dental Benefits for Interns- Policy is not ready to be presented to the Board. Director Schmiett made a motion to table this agenda item until May 13th meeting. Director Moore seconded. (3-0-2)
- C. Policy and Procedure- Board Governance, Fire Chief Responsibilities and Protocol. Chief Piccinini sent the draft to County Council and just received the reviewed/edited document. There was insufficient time to prepare the final draft for the Board's approval. Director Moore made a motion to table this until the next meeting. Director Schmiett seconded. (3-0-2)
- D. Budget Review - Chief Piccinini presented a review of District's budget, as it stands to date. Discussion included the appropriate use of reserves and Measure F & G funds. Chief will start to assemble the budget for the upcoming fiscal year and present a draft to the Board at the next meeting.

Old Business:

- A. None

Directors Reports:

- A. None

Committee Reports:

- A. Personnel Committee: Met with Chief.
- B. Finance Committee: Met with the Chief to review budget prior to Chief's presentation to the Board.
- C. Public Relations Committee: None
- D. Policies and Procedures Review Committee: None

Financial:

- A. Transmittal for April 2010: Director Moore made a motion to approve the April 2010 transmittal. Director Schmiett seconded. (3-0-2)
- B. Ledger for March 2010- presented in Budget review under New Business.

Fire Chief's Report: See attached

Correspondence: Chief read a letter from Tim Laddish, who is concerned with the leaky roof at Station #5, located in Sheep Ranch. The letter was a reminder that Central Fire is responsible for maintaining that Fire Station as per contract. Chief Piccinini will explore bids for the repairs.

Adjourn open session at 7:42pm.

Call to Order Closed Session 7:48pm

Closed Session:

- A. No Action Taken

Adjourn from Closed Session 7:59pm

Call to Order Open Session 8:00pm

Adjournment: Director Schmiett made a motion to adjourn. Director Moore second (3-0-2) Meeting adjourned at 8:01pm.

Approval Signature – Director

Approval Signature – Secretary

CENTRAL CALAVERAS FIRE & RESCUE PROTECTION DISTRICT
MINUTES

Meeting Date: March 11, 2010

Call to Order: The meeting was called to order at 6:33pm.

Roll Call: Directors: Carl Mills, Don Leach, Don Overacker Bill Schmiett, and Jim Moore
Chief: Joe Piccinini
Administrator: Deborah Grant
Staff: Lt. Hinds, Bret Belshe

Public Comments: None

Approval of Minutes

- A. Director Overacker made a motion to approve the February 11, 2010 meeting minutes. Director Leach seconded (5-0-0).

New Business:

- A. Discussion of Vision and Dental Benefits for Volunteers and Interns. No policy exists guiding the inclusion of volunteers in dental and vision benefits. As per our insurance guidelines the volunteers are not eligible for benefits but the Interns are eligible. Chief will write a Policy and Procedure to allow Interns to participate in dental and vision plans with the agreement that they pay for six months of coverage at a time.
- B. Director Schmiett made a motion to remove the Introduction of Staff and Members of the Public from the monthly agenda. Director Moore seconded. (5-0-0)
- C. Board reviewed draft copy of Board Governance, Fire Chief Responsibilities and Protocol. Several Board members suggested sending the document to County Counsel for review. It was recommended that the Policy and Procedure Committee should further review the document to eliminate any redundancies. Director Schmiett made a motion to table until the recommended reviews are accomplished. Director Overacker seconded. (5-0-0)
- D. Budget documents need more review prior to submission to the Board. Director Schmiett made a motion to table the budget review until the next regularly scheduled meeting. Director Overacker seconded. (5-0-0)
- E. Board was informed of the Pet Mask kit donation from American Legion Women's Auxiliary in Glencoe. The four kits will be distributed to the first out engine and 3 stations. A thank you letter will be mailed to Monica, the 11 year old who spearheaded the idea and the Women's Auxiliary for making the effort to obtain the kits and give them to Central Fire and West Point Fire.
- F. The scores of the two career FF that took the Lieutenant's exams on March 5, 2010, were shared with the Board. Both employees did very well and will be promoted to Lieutenants as of April 1, 2010. Director Schmiett made a motion to approve the promotions of the two career FF to Lieutenant positions. Director Overacker seconded. (5-0-0)

Old Business:

- A. None

Directors Reports: None

Committee Reports:

- A. Personnel Committee: None
- B. Finance Committee: The Finance committee met to review the budget and the duties of the Treasurer.
- C. Public Relations Committee: Attended the Volunteer recruitment and retention meeting. Current volunteers were asked why they joined and why they stay. Discussion included ways to possibly segregate medical responding personnel and fire responding personnel, hoping these options would attract more volunteers. The Chief investigated the success of other departments with this approach and could find no-one taking this approach to volunteer responders. Another meeting will be arranged to further discuss these ideas.
- D. Policies and Procedures Review Committee: Director Leach and Director Overacker met with Chief Piccinini to discuss the draft policy and procedures for Board Governance, Fire Chief Responsibilities and Protocol which was then presented to the Board for further discussion.

Financial:

- A. Transmittal for March 2010: Director Overacker made a motion to approve the March 2010 transmittal. Director Leach seconded. (5-0-0)
- B. Ledger for February 2010- tabled to next meeting.

Fire Chief's Report: See attached

Adjourn open session at 7:43pm.

Call to Order Closed Session 7:44pm

Closed Session:

- A. Fire Chief six month performance review. Board signed a letter informing Chief of his successful completion of his six month probationary period and his subsequent removal for probation. (5-0-0)

Correspondence: None

Adjourn from Closed Session 8:37pm

Call to Order Open Session 8:38pm

Adjournment: Director Schmiett made a motion to adjourn. Director Leach second (5-0-0) Meeting adjourned at 8:53pm.

Approval Signature – Director

Approval Signature – Secretary

CENTRAL CALAVERAS FIRE & RESCUE PROTECTION DISTRICT
MINUTES

Meeting Date: February 11, 2010

Call to Order: The meeting was called to order at 6:37pm.

Roll Call: Directors: Carl Mills, Bill Schmiett, Jim Moore and Don Leach
 Chief: Joe Piccinini
 Administrator: Deborah Grant

Public Comments: None

Approval of Minutes

- A. Director Leach made a motion to approve the January 7, 2010 meeting minutes. Director Moore seconded (4-0-1).

New Business:

- A. Revision of AAP-004- Change biannual to biennial. Director Schmiett made a motion to approve a change in wording to AAP-004, Director Moore seconded. Discussion resulted in change to "annual" from "biannual" for career Firefighter boot replacement. (4-0-1)
- B. Discussion of Dental and Vision Benefits for Interns. Directors requested the Chief revise the Policies and Procedures to allow Interns, the same ability as volunteers, to purchase dental and vision benefits through the District Benefits provider. Policy revision will be presented to Policy and Procedure Committee for review, and then presented to the Board at next regularly scheduled meeting on March 11, 2010.
- C. Approval of Policy and Procedure 1550- Description of FF Intern Program. Director Schmiett made a motion to approve P&P 1550. Director Leach seconded. (4-0-1)

Director Overacker in attendance at 6:55pm.

- D. Intern Program/Intern MOU/Current Impact on Interns- Director Schmiett made a motion to approve with an amendment to read. In the event of extenuating circumstances, these requirements may be waived by the Fire Chief with approval by the Board. Director Moore seconded. (5-0-0)

Old Business:

- A. Cobra eligibility of Volunteers. Administrative Assistant Debbie Grant contacted BRMS (Health benefits provider for Central Fire) and was informed that although we can offer volunteers the ability to purchase dental and vision benefits, they are not "employees" and as such are not eligible for COBRA benefits upon separation from Central Fire.

Directors Reports:

- A. Director Schmiett attended the Mountain Valley Emergency Medical Services Agency. Discussions included the American Legion ambulance response time for Calaveras County residents, with particular attention to longer response time to Central Fire and West Point Fire districts.

Committee Reports:

- A. Personnel Committee: Director Leach and Director Overacker met with Chief Piccinini and discussed the Policy and Procedure change to P&P 1550 which was presented to the Board for discussion and approval.
- B. Finance Committee: Director None
- C. Public Relations Committee: None
- D. Policies and Procedures Review Committee: Director Leach and Director Overacker met with Chief Piccinini and discussed the Policy and Procedure change to P&P 1550 which was presented to the Board for discussion and approval.

Financial:

- A. Transmittal for February 2010: Director Leach made a motion to approve the February 2010 transmittal. Director Overacker seconded. (5-0-0)
- B. Ledger for December 2009- information only

Fire Chief's Report: See attached

Chief Piccinini made a request that Correspondence be addressed before Closed Session.

Correspondence:

- A. Atwood Insurance letter of notice of reimbursement to Central Fire's account for two apparatus salvaged and sold.
- B. Letter to the Board-Director Schmiett made a motion to move this item into Closed Session for consideration by the Board. Director Overacker seconded. (5-0-0)

Adjourn open session at 8:12pm.

Call to Order Closed Session 8:21pm

Closed Session:

- A. Discussed correspondence- No Action Taken
- B. Discussed procedure for review of Chief at 6 month Anniversary

Adjourn from Closed Session 8:50pm

Call to Order Open Session 8:52pm

Adjournment: Director Schmiett made a motion to adjourn. Director Leach second (5-0-0) Meeting adjourned at 8:53pm.

Approval Signature - Director

Approval Signature - Secretary

CENTRAL CALAVERAS FIRE & RESCUE PROTECTION DISTRICT MINUTES

Meeting Date: January 14, 2010

Call to Order: The meeting was called to order at 6:30pm.

Roll Call: Directors: Carl Mills, Bill Schmiett, Don Leach and Don Overacker
 Chief: Joe Piccinini
 Administrator: Deborah Grant

Introduction of Guest: Capt. Jeff Stone, Jason Buchanan, and Chris Jacobsen

Public Comments: None

Approval of Minutes

- A. Director Leach made a motion to approve the December 15, 2010 meeting minutes. Director Bill Schmiett seconded (4-0-1).

New Business:

- A. Oath of Office- Bill Schmiett was sworn into office as a Board of Director.
- B. Oath of Office- Donald Overacker was sworn into office as a Board of Director.
- C. Oath of Office- Jim Southerland-Moore was sworn into office as a Board of Director.
- D. Appointment of Board Officers for 2010- Director Mills remained President of the Board on a motion by Director Leach, seconded by Director Schmiett. (4-0-1)
Appointment of Director Leach as vice President of the Board in a motion by Director Schmiett, seconded by Director Overacker. (4-0-1) Appointment of Director Sutherland-Moore as Secretary of the Board on a motion by Director Schmiett, seconded by Director Mills. (4-0-1) Appointment of Director Overacker as Treasurer of the Board on a motion by Director Schmiett, seconded by Director Mills. (4-0-1)
- E. Appointment of Committee Members: Director Leach and Director Overacker were appointed to the Personnel Committee on a motion by Director Schmiett, seconded by Director Mills. (5-0-0) Director Schmiett and Director Overacker were appointed to the Finance Committee on a motion by Director Leach, seconded by Director Sutherland-Moore. (5-0-0) Director Schmiett and Director Sutherland-Moore were appointed to the Public Relations Committee on a motion by Director Overacker, seconded by Director Mills. (5-0-0) Director Mills and Director Leach were appointed to the Policies and Procedures Committee on a motion by Director Schmiett, seconded by Director Sutherland-Moore. (5-0-0)
- F. Approval of Audit Draft- Director Schmiett made a motion to accept the audit draft for 2008-2009. Director Mills seconded. (4-0-1)
- G. Approval of Management representation letter from Jensen Smith Auditors. Director Overacker made a motion to accept the representation letter, Director Leach seconded. (4-0-1)

- H. Director Overacker made a motion to accept the changes to the Policy and Procedure manual referencing section 1270- Administrative Work Hours to be changed from part time to full time. Director Leach seconded the motion. (5-0-0)
- I. Director Schmiett made a motion to approve changes to Policy and Procedure section 1350- Personnel Sick Leave with the amendment of specifying “the hours of 8am to 8pm” rather than “12 hour increments” and “12 hour increments” for sick leave “unless otherwise approved by the Fire Chief”. Director Overacker seconded. (5-0-0)
- J. Director Schmiett made a motion to approve changes to Policy and Procedures section 1370 Personnel Shift Duty Officer Relief with the changes to the title to read: Shift and Duty “Emergency” Relief and first sentence of 1370.10 to read: “ In the event that regular career employees are not available”. Director Overacker seconded. (5-0-0)
- K. Director Schmiett made a motion to approve changes to Policy and Procedure manual referencing section 1460. Director Overacker seconded. (5-0-0)
- L. Director Schmiett made a motion to surplus the “old” Generac generator from Station #1. Director Overacker seconded. (5-0-0)
- M. Director Schmiett made a motion to surplus the Thermal Imaging Camera, which has repair estimates equal to replacement. Director Overacker seconded. (5-0-0)
- N. The Board discussed dental and vision benefits available for purchase by current volunteers and if these benefits can be extended by COBRA upon separation from Central Fire. Administrative Assistant will contact insurance carrier to determine eligibility requirements and report finding at the next Board meeting.
- O. No candidate interviewed since there is no open board position.

Old Business:

- A. None

Directors Reports:

- A. None

Committee Reports:

- A. Personnel Committee: Director Leach and Director Overacker met with Chief Piccinini and discussed the four Policy and Procedure changes in New Business H-K which were presented to the Board for discussion and approval.
- B. Finance Committee: Director None
- C. Public Relations Committee: None
- D. Policies and Procedures Review Committee: Director Leach and Director Overacker met with Chief Piccinini and discussed the four Policy and Procedure changes in New Business H-K which were presented to the Board for discussion and approval.

Financial:

- A. Transmittal for January 2010: Director Schmiett made a motion to approve the January 2010 transmittal with corrections. Director Overacker seconded. (5-0-0)
- B. Ledger for November 2009- information only

Fire Chief's Report: See attached

Correspondence:

- A. None

Closed Session:

- A. None

Adjournment: Director Schmiett made a motion to adjourn. Director Overacker seconded. (5-0-0) Meeting adjourned at 8:15pm.

Approval Signature - Director

Approval Signature - Secretary