

**CLOVERDALE FIRE PROTECTION DISTRICT
MINUTES FOR NOVEMBER 13, 2023
REGULAR MEETING**

**Regular meeting was called to order at 6:30 p.m. by Board President Pigoni at Cloverdale Fire Station –451 S. Cloverdale Blvd., Cloverdale, CA
Date Posted: Pursuant to Government Code 54954.2, the agenda for this meeting was properly posted on November 9, 2023**

PLEDGE OF ALLEGIANCE: Led by Board President Pigoni

ROLL CALL:

Directors Present: Directors Southard, Taylor and President Pigoni
Directors Absent: Directors Avansino & Johnson
Others Present: Fire Chief, Jason Jenkins, Clerk of the Board, Michelle Black

AGENDA APPROVAL: Approved without change.

Director Southard moved and Director Taylor seconded the motion to approve the Agenda without change.

Motion carried: Aye 3 No 0 Abstain 0 Absent 2.

PUBLIC COMMENTS-GENERAL INTEREST: None

CONSENT CALENDAR:

1. Approval of Minutes for September 11, 2023 Regular meeting

Director Taylor moved and Director Southard seconded the motion to approve the Minutes of September 11, 2023 Regular Meeting without change.

Motion carried: Aye 3 No 0 Abstain 0 Absent 2.

PROCLAMATION/PRESENTATION(S):

PUBLIC HEARING: None held

DISCUSSION/ACTION ITEMS:

1. **Bookkeeper Report:**
 - a.) Financial Report
 - b.) Approval of Claims

Chief Jenkins – we received \$188,000 for city impact fees. An ABH strike team reimbursement from 22-23 was received and is reflected in treasurer’s report. Cash assets as follows:

Institution	Amount	Purpose
Summit Bank Payroll	\$49,295.86	New Payroll account
Summit Bank	\$235,419.19	Operations/Checking
Summit Bank	\$209,366.00	Reserve-Apparatus Fund
	\$1,052,605.94	Cash Sweep
	\$135.00	Petty Cash
	\$0	CWPP Grant Funds – closed out
TOTAL CASH ASSETS	\$1,546,821.99	

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Trends are in line. We consulted with the CPA regarding impact fees and he suggested creating a line item account for city impact fees for tracking. Director Taylor inquired how the impact fees are calculated. Chief Jenkins suggests that we look into updating our fees schedule once we know how our revenue funds will be in March when we find out if the county-wide sales tax passes or not.

Director Southard moved and Director Taylor seconded the motion to approve the claims as presented.

Motion carried: Aye 3 No 0 Abstain 0 Absent 2.

2. Resolution 04-24 approving the Department of Forestry and Fire Protection Agreement #7GF23024 for the 2023 VFC grant.

Chief Jenkins reported the 2023 VFC CalFire grant is a 50/50 grant for new portable radios.

Director Taylor moved and Director Southard seconded the motion to approve the Department of Forestry and Fire Protection Agreement #7GF23024 for the 2023 VFC grant.

Motion carried: Aye 3 No 0 Abstain 0 Absent 2.

3. Resolution 05-24 approving the amendment to the employment agreement with the Administrative Assistant.

Chief Jenkins reported this amendment is to include a benefit of up to \$1200 a month towards medical, dental and vision. It is standard throughout the industry to provide this coverage

Director Southard moved and Director Taylor seconded the motion to the amendment to the employment agreement with the Administrative Assistant to include up to \$1200 a month towards medical, dental and vision benefits.

Motion carried: Aye 3 No 0 Abstain 0 Absent 2.

4. Resolution 06-24 approving the amendment to the employment agreement with the Fire Chief.

Chief Jenkins reported the amendment will include a \$450 per month contribution to a type of health savings plan until the employee turns 65 when Medicare kicks in.

Director Taylor moved and Director Southard seconded the motion to approve Resolution 06-24 amending the employment agreement with the Fire Chief to include a \$450 per month contribution to a type of health savings plan until the employee turns 65 when Medicare kicks in.

Motion carried: Aye 3 No 0 Abstain 0 Absent 2.

REPORTS:

1. President's Report – President Pigoni was asked to meet with the Northern Sonoma County Fire Protection District subcommittee for the 5-year strategic plan.. They had asked for 2 representatives from the Cloverdale Board to be involved with their committee. They have adopted their strategic planning framework. President Pigoni spoke to Chief Jenkins and has a recommendation that before we become an integral part of their plan, that we should establish our own framework rather than work from theirs. President Pigoni recommends that after the first of the year we should establish our goals and plans for the framework of the strategic plan and then meet with Northern Sonoma County Fire Protection District committee to point out any gaps and changes. The committee was very appreciative of President Pigoni's experience and would

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recommend that sometime in 2024 we begin this process. Thank you from the Chief to President Pigoni for the opportunity to address our interests for the strategic plan.

2. Fire Chief's Reports (including subcommittee reports for budget, apparatus, building & liaison)
We had 3 members participate in the volunteer firefighter academy at the Junior College. • There are 2 housing developments going vertical on the south end of town. We are making sure to keep the projects on track and make sure fire protection is in place prior to going vertical. • We have been busy on the prevention side with DSI inspections which are almost complete..• We plan to present the CalFire dispatch contract to you next month. There are a lot of things going on with dispatch in the county right now and a lot of political issues are being worked out. • Training – Driver/Operator 1A & 1B class was held in Geyserville. Wildland focus training is complete and then our training will move into structure training and swift water rescue. • The county-wide sales tax campaign will begin in January. • Captain Sauder has taken a position with Piedmont Fire. We wish him well. Ernie is hoping to be back in December. We are still working on a plan to fill the Captain position.
3. Volunteer Report – discussed above.

GOOD OF THE ORDER: none

CLOSED SESSION: none

ADJOURNMENT: The meeting adjourned at 7:00 p.m.

NEXT MEETING DATE: Regular Meeting December 11, 2023 at the Cloverdale Fire Station, 451 S. Cloverdale Blvd., Cloverdale, CA