

**SMITH VALLEY FIRE PROTECTION DISTRICT
BOARD OF DIRECTOR MINUTES
February 11, 2019**

The following items were discussed and / or approved from the agenda:

1. The meeting was called to order at 1803 hours by President Boudreau.
2. Board Members present were President Boudreau, Director Myers and Director Abrott. Chief Loveberg was also present, along with other members of SVVFR.
3. **Review and adoption of agenda:** President Boudreau moved to adopt the agenda as presented. Director Abrott seconded, and all were in favor. The motion passed.
4. **6:05 pm: Presentation of the Annual Financial Report for fiscal year ending June 30, 2018 by Sciarani & Co.**
 - This item was taken out of order.
 - Jim Sciarani of Sciarani & Co. presented the Annual Financial Report for fiscal year ending June 30, 2018.
 - Reviewed 10 year balance and revenue history.
 - Reviewed current fund balances (emergency, general, acquisition). Good increase in acquisition.
 - Reviewed balance sheet and Auditor's Opinion.
 - President Boudreau moved to accept the Annual Financial Report for fiscal year ending June 30, 2018. Director Abrott seconded, and all were in favor. The motion passed.
5. **Approval of Minutes**
 - The minutes from the last Board of Directors regular meeting on January 14, 2019 were submitted by President Boudreau for approval. President Boudreau moved to approve the minutes with no corrections or additions. Director Abrott seconded, and all were in favor. The motion passed.
6. **Public Comments and Discussion**
 - None
7. **Accounts Payable:**
 - a. 4 Guys Fire Trucks \$93.00
 - b. ABC Fire \$339.80
 - c. Arrow \$562.50
 - d. Bound Tree \$19.40
 - e. Frontier \$109.39
 - f. Chris Henning \$390.00
 - g. High Desert Internet \$75.00
 - h. High Desert Internet \$50.00
 - i. International Code Council \$135.00
 - j. Jim Menesini Petroleum LLC \$634.75
 - k. Jim Menesini Petroleum LLC \$497.43
 - l. MF Barcellos Inc. \$104.97
 - m. MF Barcellos Inc. \$286.40
 - n. MF Barcellos Inc. \$225.50
 - o. MF Barcellos Inc. \$251.77
 - p. MF Barcellos Inc. \$368.53
 - q. MF Barcellos Inc. \$217.15

- r. MF Barcellos Inc. \$216.80
- s. NV Energy \$186.88
- t. NV Energy \$35.48
- u. NV Energy \$47.42
- v. NV Energy \$82.20
- w. Orkin \$360.00
- x. Penguin Management, Inc. \$948.00
- y. Precision Mounting Technologies \$564.31
- z. RAM Software Systems, Inc. \$3000.00
- aa. REMSA Education & Training Center \$17.00
- bb. Renner Equipment \$41.94
- cc. Renner Equipment \$509.85
- dd. Renner Equipment \$14.99
- ee. Renner Equipment \$3.29
- ff. Renner Equipment \$7.19
- gg. Sirennnet.com \$89.50
- hh. Standard Diesel & Repair \$72.81
- ii. Valley Radio Service \$1200.00
- jj. Verizon Wireless \$275.18
- kk. VFIS \$44.00
- ll. Wells Fargo Card Services \$913.29
- mm. Wells Fargo Card Services \$466.39
- nn. NAPA Auto Parts \$21.65

- President Boudreau moved to accept the accounts payable as reviewed and presented. Director Abrott seconded, and all were in favor. The motion passed. The claims were approved as presented.

8. Accounts Receivable:

- Ambulance fees collected were \$561.34. In addition, we received \$30.00 in CPR Income, \$3182.70 in Sales & Rental, and \$200.00 in Donations. President Boudreau moved to accept the accounts receivables. Director Myers seconded, and all were in favor. The motion passed.

9. Correspondence Received:

- None.

10. Discussion and possible action to give direction to staff regarding the preparation for the tentative Fiscal Year 2019-2020 Budget including, but not limited to, salaries, possible addition of a new part-time Administrative Assistant position, allocation of funds for various account categories, and other related matters.

- Discussed potential need for additional part-time office staff and part-time firefighter/medics in the future.
- Discussed draft of wage scales.
- Discussed max hours per year for part-time employees.

11. Discussion and possible action to approve the addition of a new part-time Administrative Assistant position, direct the Fire Chief to pursue advertising and filling the position during the Fiscal Year 2018/2019, and approve funding the position for the remaining period of fiscal Year 2018/2019 from salary savings from the vacant Assistant Chief position.

- Discussed benefit of hiring an additional administrative staff person for more accountability and to accomplish more needed administrative tasks.

- Could be up to 19.5 hours, probably 16 hours per week.
- President Boudreau moved to approve the addition of a new part-time Administrative Assistant position, direct the Fire Chief to pursue advertising and filling the position during the Fiscal Year 2018/2019, and approve funding the position for the remaining period of fiscal Year 2018/2019 from salary savings from the vacant Assistant Chief position. Director Abrott seconded, and all were in favor. The motion passed.

12. Discussion and possible action regarding the Fuels Reduction Management Program, including the grinding and disposal of vegetative material.

- Still waiting for site improvement to be completed. Weather has hindered progress.

13. Discussion and possible action regarding the purchase of an ambulance.

- Chief Loveberg gave status report. The committee received some additional information from one of the manufacturers. Committee members have been out of town.

14. Discussion and possible action to select a vendor and authorize the Fire Chief to enter into negotiations for a contract for janitorial services for Stations 40 and 42.

- Discussed quotes presented. Ms. Bryan verbally withdrew her quote.
- Director Abrott moved to select Danielle Parks and authorize the Fire Chief to enter into negotiations for a contract for janitorial services for Stations 40 and 42. President Boudreau seconded, and all were in favor. The motion passed.

15. Review, discussion, and possible action regarding updating the Smith Valley Fire Protection District Strategic Plan.

- No action.

16. Fire Chief's Report:

- 16 calls to-date this year. 10 calls since last meeting.
- Discussed recent residential structure fire. Our volunteers performed the initial attack, assisted by Mason Valley. Everyone did an outstanding job. The amount of damage was less than expected for a manufactured home. A North Lake Tahoe Fire Protection District investigator came out and helped pinpoint the origin and cause. Fortunately the home was unoccupied and no one was injured.

17. Discussion and possible action on the status and repair of District equipment:

- Completed fire pump testing. Brush 40 needs some repair.
- Repaired auto eject on Engine 40, siren on Engine 40, Water Tender 40 discharge gauge.
- Have the part to repair air eject on Engine 42; will be completed soon.
- Utility 40 crack in windshield will be repaired tomorrow.
- Radio and Knox Secure installations mostly done at Station 42.
- Siren speaker on Engine 42 still needs repair.
- Radios and Key Secures in Station 41 still need to be done.
- Still working on Zoll transmission information.
- Charge light on Rescue 42 still intermittently comes on.
- Patrol 42 programming module and Engine 40 air leak still pending repair.

18. Discussion and possible action regarding any capital improvement projects for District buildings, grounds and facilities:

- Discussed shelving for mezzanine. Needs to be assembled.

19. Smith Valley Fire District Volunteer Comments:

- None.

20. Board Member Comments:

- None.

21. Public Comment:

- None.

22. Requests for items to be placed on future meeting agendas:

- None.

23. Action to adjourn:

- President Boudreau moved to adjourn. Director Myers seconded, and all were in favor. The meeting was adjourned at approximately 1934.

Respectfully submitted,
SW, Administrative Asst.