

Minutes of the Capay Valley Fire Protection District Commissioners

Monday 13 March 2023

The regular meeting of the Capay Valley Fire Protection District Board of Commissioners was opened and called to order at 6:30 PM by: Board Chair, Judith Redmond

Board Members Present: Wyatt Cline, Dawnmarie Eason, Mark Burns, Caleb Sehnert, Judith Redmond

Absent:

Others Present: Michael McDonald

Chief/Dist. Secretary: Jesse Capitanio

Association Members:

Motion to approve the September regular meeting minutes:

Motion: Mark Burns

Second: Wyatt Cline

Ayes: Wyatt, Dawnmarie, Caleb, Judith, Mark

Nays: None

Absent: None

Approved: Yes

Public Comment: None

Correspondence: None

Old Business:

1. Joint Operating Agreement (JOA) Update

Judith and Dawnmarie to attend a 2x2 meeting with Commissioners Burns and Lucero of Esparto FPD. Chiefs are invited. Date is Thursday March 30, there has been no outreach from Madison to be involved in another joint meeting.

Jesse reports that he and Chief Lawrence have resumed work on the joint personnel policies and expect to complete close to the end of the first quarter unless directed by the Board to pursue the Lexipol offer. The Board is supportive of using the existing document, and Jesse expects a draft to be ready for review by the April Board meeting.

Jesse reports that he and Chief Lawrence plan to fill the part-time vacancy with another shared Firefighter when Max leaves.

2. Benefit Assessment Tax Process

The Board reiterated that CVFPD is unwilling to proceed with a 218 assessment until the County clarifies their position on sustainable funding. Jesse presented an alternate budget model which could be implemented should the County decline provision of sustainable funding – this budget would provide for existing services with no increase in staffing.

3. Financial Sustainability/Prop 172

The one-time funding contract from the County includes language which seems excessively vague linking eligibility for funding to the 218 process. Jesse will seek clarification from the County. Mike pointed out that the conditions of eligibility potentially require districts to return the money if the County deems their efforts insufficient as the grant is reimbursement based.

4. Update on Co. Rd #41 Capay Valley Exit Route

Judith reports that the rains created a new washout and downed a number of trees – the road is functionally inaccessible.

The board will keep this item on the agenda for review and updates at the next meeting.

5. CVERA update

Craig reports CPR training 3/15/23 at 6:30 at the Guinda Grange – The Red Cross is providing this training for free to community members at CVERA's request.

Still waiting for new dates for Team Rubicon.

CVERA radio training 3/26/23.

The board will keep this item on the agenda for updates at the next meeting.

6. Septic Project

No timeline yet, Yolo Pumping waiting for weather conditions to improve.

7. Mid-Year Budget amendment (continued from February)

Jesse presented a proposal for a budget amendment which would increase the FY23 budget by \$52,437.66.

This proposal accepts \$82,733.26 earned through strike team assignments, accepts \$16,666 in un-budgeted tribal funds, and moves \$30,000 from the tribal income account into the County income account which is the preferred accounting method according to DFS.

This proposal increases salary expenses by \$29,761.60 to offset wages paid to firefighters for strike team assignments, it increases clothing expenses by \$10,000 to compensate for FY22 PPE purchases which were paid in the FY23, increases food purchases by \$500, increases household expense by \$1,500, medical by \$1,000, training by \$5,000, and reduces volunteer firemen by \$800, for a net increase of \$52,437.66.

Motion to approve the \$52,437.66 budget amendment as presented:

Motion: Caleb Sehnert

Second: Wyatt Cline

Ayes: Wyatt, Dawnmarie, Caleb, Judith, Mark

Nays: None

Absent: None

Approved: Yes

8. Grant funding update: DWR/Cal Fire

Judith suggested policies and a training standard may be needed to govern use and access to CVERA equipment should the Cal Fire prevention grant come through. Jesse suggested that Team Rubicon may be a good resource.

Jesse will sign the DWR grant application and begin work on the project.

Jesse almost done with purchasing for the 2022 Cal Fire RFC grant, and is planning to apply for the 2023 funding.

New Business:

Fire Chief's Report:

LAFCo website transparency report came in and we were given a 91/100, though we should be at a 96/100 because the reviewers did not see our development impact fee schedule on the website.

Swiftwater rescue training coming up on Memorial Day Weekend

Jesse and Blair to Manteca for S212 (A Faller) training beginning 3/22

3/25 multi-agency live burn training at the Yocha Dehe training tower.
YDH award ceremony coming up on 4/13, Jesse to attend.
Foam pump on E22 not functioning, W22 needs warranty work prior to fire season, Jesse to schedule these.

B21 still needs siren control but reel line is fixed.

Have had 2 tires go flat due to faulty pressure sensing valve stem caps - we removed all the caps and will replace with normal ones.

16 calls in February, many were reports of the control burns up on the ridge, and 4-5 were public assistance for vehicles stuck in ditches.

Firefighters' Association Report:

Craig reports that Almond Festival turnout was decent in spite of the weather, looking ahead to scholarships and 4th of July. Blair Howard was elected Secretary of the Association, Matt Flood is Vice President, and Craig serving another term as Association President.

Other Agenda Items:

Discuss budget and review claims:

Budget vs actuals was reviewed during the budget amendment agenda item.

Jesse submitted the current claims and they were reviewed by the Board

Motion to Pay Submitted Claims

Motion: Mark Burns

Second: Dawnmarie Eason

Ayes: Dawnmarie, Caleb, Wyatt, Mark, Judith

Nays: None

Absent: None

Approved: Yes

Motion to Close the Meeting:

TIME: 8:18 PM

Motion: Mark Burns

Second: Caleb Sehnert

Ayes: Mark, Wyatt, Dawnmarie, Caleb, Judith

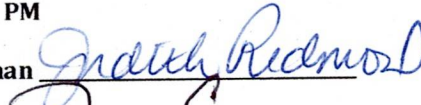
Nays: None

Absent: None


Approved: Yes

Meeting adjourned: 8:18 PM

Judith Redmond, Chairman



Jesse Capitanio, Secretary



CVFPD FY 23
Profit & Loss Budget vs. Actual
July 2022 through June 2023

	<u>Jul '22 - Jun 23</u>	<u>Budget</u>	<u>Change</u>	<u>New Budget</u>
<i>Ordinary Income/Expense</i>				
<i>Income</i>				
400100 · PROP TAXES-CURRENT SECURED	\$ 188,691.65	\$ 185,000.00		\$ 185,000.00
400101 · PROP TAXES-CURRENT UNSECURED	\$ 8,572.29		\$ -	\$ -
400111 · PROP TAXES-PRIOR UNSECURED	\$ 119.49		\$ -	\$ -
400120 · SUPPLEMENTAL PROP TAXES CURR	\$ 2,035.47		\$ -	\$ -
400327 · DEVELOPMENT FEES	\$ 3,941.92		\$ -	\$ -
400700 · INVESTMENT EARNINGS-POOL	\$ 6,937.64		\$ -	\$ -
400705 · GASB 31 FMV - DFS ONLY	\$ 30,826.00		\$ -	\$ -
401060 · ST-OTHER IN-LIEU TAXES	\$ 16.79		\$ -	\$ -
401061 · ST-HIGHWAY PROPERTY RENTALS	\$ 1.79		\$ -	\$ -
401240 · ST-HOMEOWNERS PROP TAX RELIEF	\$ 384.13		\$ -	\$ -
402020 · OTHR COUNTIES & CITIES-YOL CTY	\$ 30,000.00		\$ 30,000.00	\$ 30,000.00
<i>County preference on 30 K accounting</i>				
402090 · OTHER TRIBAL - YOCHA DEHE CAPI	\$ 16,666.00	\$ 30,000.00	\$ (13,334.00)	\$ 16,666.00
<i>True up tribal</i>				
403610 · OTH CHRG FR SVC-FIREFGHTR SVC	\$ 82,733.26		\$ 82,733.26	\$ 82,733.26
<i>Account for strike team income</i>				
404113 · OTH MISC-DONATION	\$ 2,900.00		\$ -	\$ -
404130 · OTH MISC-CONTRIB/GRANTS-NONGOV	\$ 76.03		\$ -	\$ -
404190 · OTHER MISC REVENUES	\$ 212.66		\$ -	\$ -
<i>Total Income</i>	\$ 374,115.12	\$ 215,000.00	\$ 99,399.26	\$ 314,399.26
<i>Expense</i>				
500100 · REGULAR EMPLOYEES	\$ 63,299.84	\$ 66,800.00	\$ 29,761.60	\$ 96,561.60
<i>Offset strike team gross pay</i>				
500120 · OVERTIME	\$ 446.26		\$ -	\$ -
500320 · OASDI	\$ 3,952.29	\$ 3,200.00	\$ -	\$ 3,200.00
500330 · FICA/MEDICARE	\$ 924.34	\$ 800.00	\$ -	\$ 800.00
500380 · UNEMPLOYMENT INSURANCE	\$ 429.53	\$ 200.00	\$ -	\$ 200.00
500390 · WORKERS' COMP INSURANCE	\$ 5,000.00	\$ 5,000.00	\$ -	\$ 5,000.00
501010 · CLOTHING & PERSONAL SUPPLIES	\$ 16,287.33	\$ 10,000.00	\$ 10,000.00	\$ 20,000.00
<i>Offset \$10K FY22 turnout purchase</i>				
501020 · COMMUNICATIONS	\$ 972.62	\$ 1,800.00		\$ 1,800.00
501030 · FOOD	\$ 1,332.18	\$ 1,500.00	\$ 500.00	\$ 2,000.00
<i>CVERA canteening and training meals</i>				
501040 · HOUSEHOLD EXPENSE	\$ 3,265.22	\$ 2,500.00	\$ 1,500.00	\$ 4,000.00
<i>Increased use of station</i>				
501051 · INSURANCE-PUBLIC LIABILITY	\$ 5,000.00	\$ 5,000.00		\$ 5,000.00
501052 · INSURANCE-FIRE & EXTENDED	\$ -	\$ 2,500.00		\$ 2,500.00
501070 · MAINTENANCE-EQUIPMENT	\$ 12,322.10	\$ 20,000.00		\$ 20,000.00
501071 · MAINTENANCE-BLDG IMPROVEMENT	\$ 11,640.24	\$ 155,000.00		\$ 155,000.00
501080 · MED, DENTAL, & LAB SUPPLIES	\$ 1,643.95	\$ 1,500.00	\$ 1,000.00	\$ 2,500.00
<i>Re-stock med bags/AED supplies</i>				
501090 · MEMBERSHIPS	\$ 257.00	\$ 500.00		\$ 500.00
501100 · MISCELLANEOUS EXPENSE	\$ 168.28	\$ 100.00		\$ 100.00

CVFPD FY 23
Profit & Loss Budget vs. Actual
 July 2022 through June 2023

	<u>Jul '22 - Jun 23</u>	<u>Budget</u>	<u>Change</u>	<u>New Budget</u>
501110 · OFFICE EXPENSE	\$ 83.76	\$ 2,000.00		\$ 2,000.00
501111 · OFFICE EXP-POSTAGE	\$ 111.88	\$ 250.00		\$ 250.00
501151 · PROF & SPEC SVC-AUDITG & ACCTG	\$ 306.00	\$ 1,500.00		\$ 1,500.00
501152 · PROF & SPEC SVC-INFO TECH SVC	\$ 2,485.52	\$ 3,500.00		\$ 3,500.00
501155 · PROF & SPEC SVC-MED DENTAL LAB	\$ 1,046.23			\$ -
501156 · PROF & SPEC SVC-LEGAL SVC	\$ -	\$ 2,000.00		\$ 2,000.00
501165 · PROF & SPEC SVC-OTHER	\$ 4,367.83	\$ 22,040.00		\$ 22,040.00
501180 · PUBLICATIONS AND LEGAL NOTICES	\$ -	\$ 250.00		\$ 250.00
501205 · TRAINING	\$ 4,066.25	\$ 5,000.00	\$ 5,000.00	\$ 10,000.00
1 EMT, 13 title 22, 6 SRT1, 2 driver/op				
501210 · MINOR EQUIPMENT	\$ 28,074.24	\$ 60,000.00		\$ 60,000.00
501250 · TRANSPORTATION AND TRAVEL	\$ 19.58	\$ 2,000.00		\$ 2,000.00
501251 · TRASNP & TRAVEL-FUEL	\$ 8,505.89	\$ 15,000.00		\$ 15,000.00
501260 · UTILITIES	\$ 2,370.49	\$ 5,000.00		\$ 5,000.00
502110 · VOLUNTEER FIREMEN	\$ 7,000.00	\$ 16,000.00	\$ (800.00)	\$ 15,200.00
Reserve program true-up				
502201 · PAYMENT TO OTH GOV	\$ 314.00			\$ -
Total Expense	\$ 185,692.85	\$ 410,940.00	\$ 46,961.60	\$ 457,901.60
Net Ordinary Income	\$ 188,422.27	\$ (195,940.00)	\$ 52,437.66	\$ (143,502.34)
Net Income	\$ 188,422.27	\$ (195,940.00)	\$ 52,437.66	\$ (143,502.34)