

**Placerville Fire Protection District  
Commissioner Meeting Minutes December 9, 2023**

Commissioner Barber called the regular meeting to order at 2:01pm.

Commissioners present: (Rick Barber-Sandra Sprague-Nick Couvillier)

Staff Present: (Chief Bourret, Treasurer Nopens, Secretary Andreason)

Pledge of Allegiance

**Minutes:** The Minutes for the November regular meeting were reviewed and approved without amendment.

**Correspondence:**

- We received a letter from the Labor Law Posting Service reminding us of our obligation to post the Labor Notices. Tom will ensure the notices are already posted.
- We received the form to renew our Idaho Fire Commission Membership. The Commissioners voted unanimously to pay and renew our membership.

**Chief's Report:**

- Chief Bourret reported the biweekly winter training is going well. During the Friday training all vehicles were started and are running. We currently have 5,000 gallons of water in vehicles.
- Fire Department people are scheduled to attend the April EMT training.
- The Chief and several firefighters responded to a medical emergency and utilized the new landing zone at the Ambulance shed. The pilot liked the new landing zone and complimented the response team.
- Wilderness Wireless is replacing equipment which will increase speed and bandwidth. This will benefit both the Fire Department and the citizens of Placerville.

**Treasurer's Report:**

Statement Balance	\$24,417.09
Expenditure	\$ 2,125.38
Deposits	\$ 2,182.72
Grant unaccounted for	\$14,694.31
Available	\$8,792.20

- Duplicate Check outcome. Rick will ask Dan G. for info on missing check numbers. The bank will not allow Heather to cancel payment on checks with no amount and pay to specifics.
- The Verizon bill was partially paid, and the last payment will be made upon receipt of the next bill.
- Rick will try to get Grant paperwork from Dan upon his return from vacation.

**Bills:**

- Check was presented for Boise Co, \$112.92 approved for payment, and signed.

- Check for Heather Nopens, \$875.00 approved for payment and signed. This was payment for the last 5 months as treasurer.

**Grants:**

Balance/Status of existing Grants: A Grant working team has been formed consisting of Trevor Howard, Rick Donovan, and Karenlee Andreason. Secretary Tom Andreason will act as Liaison and report on their progress.

**Old Business:**

- Discussed \$14,000 PPE Grant expenditure reporting requirements. Com. Barber will try to get information from Dan or FEMA.
- The Commissioners reviewed the proposed WEB Site developed by Karenlee Andreason. The Web Site was approved unanimously. Karenlee will fully develop the site and upload all sections to be included. The cost will be about \$45 set up fee plus \$10 per month to the hosting site. There will be no payment to Karen for her work.
- The Commissioners requested we use all the old letterhead prior to developing new letterhead.

**New Business:**

- We will have a Training Workshop to study several items after the new commissioner takes office. (Out of District response charges-Chief will poll Fire Chiefs, Policy and Procedure Manual, Duties for Treasurer and Secretary)
- Clark Cassel was elected to the Fire Commissioner open seat and will be sworn in to replace Commissioner Barber in January 2024.
- Tom will post the Commission meeting schedule for 2024 in the paper and 2 mailbox sites. The schedule will be 2<sup>nd</sup> Saturday of every month except September (3<sup>rd</sup> Saturday). April-October 1:00 at Firehouse. November-March 2:00 at City Hall.
- Andrew will study if a phone at the firehouse is necessary.

**Action Items:**

**Public Input:** None

**Request for future Agenda items:** None

**Executive Session was not needed.**

**Adjournment:** Commissioner Barber adjourned the meeting at about 3:00.