

**Placerville Fire Protection District
Commissioner Meeting Minutes
January 13, 2024, 2:00 pm City Hall**

Commissioner Couvillier the meeting to order at 2:00 pm.

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

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

Pledge of Allegiance

Minutes: The Minutes for the December regular meeting were approved unanimously without amendment.

Correspondence:

- **Employment Posters.** Secretary Andreason was informed the Employment Posters are not needed if we have no W-2 Employees. We can disregard the letter.
- **Training Certificates.** We received Fire Service Training Certificates for George Butters and Tyler Lawrence which are being forwarded to them.
- **Fireworks Permit.** Shane Chesnut informed us the Fireworks Company needed an updated Fireworks Permit letter to allow purchase of fireworks for the 4th of July celebration. Mayor Brian Davies and Fire Chief Andrew Bourret signed the new letter, which was forwarded to the fireworks company.
- We received letters from the **National Fire Protection Association** to Paul Ciocazzo and Chief George Meeks for annual membership dues of \$175. We will ignore this Membership as it does not benefit PFPD.
- **FEMA Grant Out of Compliance.** We received an e-mail regarding a FEMA grant award that is out of compliance with FEMA closeout requirements. Secretary Andreason contacted the AFG Help Desk and was told the grant referred to (EMW-2018-FF-00244) was a 2018 grant for \$77,900 for a wide range of items. Before the mass resignations in July, PFPD used \$25,561 leaving \$50,838.82 unused. This Grant was from the SAFER Grant Program (Staffing for Adequate Fire and Emergency Response) and the POP (Period of Performance) expired 12/9/23. Secretary Andreason requested copies of any paperwork regarding this and any other grant we currently have with FEMA. It appears the \$14,000 check we received from FEMA last Fall may have been part of the 2018 Grant and would possibly make that money available to spend as we see fit. We will verify that. The FEMA person in D.C. responsible for Idaho SAFER Grants. Is meeting with her boss next week to discuss our situation, and she will get back to Secretary Andreason.
- Several citizens voiced displeasure regarding Dan Gasiorowski not supplying PFPD with Grant documents necessary to utilize the \$50,000 unused portion of the FEMA Grant, and to properly close out the grant. Public sentiment was to formally send information to the Prosecuting Attorney and to the IRS and State Tax Commission.

- We received a letter from Centerville Fire regarding rumors of a possible combined Fire Department between Centerville and PFPD. They are clearly uninterested in this possibility. Chief Bourret and Secretary Andreason will attend their next meeting to discuss how this situation arose.

Chief's Report: (Water-Apparatus/Equipment-Personnel)

- It appears the County may require Trail Creek Subdivision to have a water system available, like a Dry Hydrant.
- Placerville City has made electrical improvements at the fire suppression/irrigation pond which is 20 foot deep. Despite freezing temps, water is available year-round.
- When Placerville Fire discontinued Verizon, the repeater was turned off and people with Verizon no longer had automatic access by the Firehouse. We do have WIFI access that all cell phones can utilize. Cell phones need to be properly set up for WIFI calling. A hardline CenturyLink telephone sits inside the vestibule with a 911 sign on the outside door.
- A Budget and Expenditure Policy is required to avoid unnecessary delays in equipment acquisitions. Commissioner Barber explained that no further permission is required from the Commissioners once Budget line items have been approved prior to the Fiscal Year. Execution of the Annual expenditure is the responsibility of the Fire Chief. The Chief has draft policy in hand ready to present for consideration.

Treasurer's Report:

Statement Balance	\$24,474.43
Deposits Pending	+ \$ 6,405.03
Balance	\$30,879.46
Expenditures	- \$ 1,932.33
Bills/Payments Pending	- \$ 1,087.23
Grant unaccounted for	-\$14,694.31
Available	\$13,165.59

- Without check amounts, we are unable to do anything about Duplicate Checks and we will wait out the time allowed by the bank.
- Bills Approve Expenditures: Checks were approved unanimously and signed for Verizon and Heather Nopens.

Secretary: Grants: Already covered above.

Balance/Status of existing Grants/Applications:

Old Business:

- The Commissioners determined we would keep the emergency telephone at the Firehouse.
- Commissioner Barber stepped down and turned the gavel over to the new Commission Chairman Nick Couvillier

New Business:

- Secretary Andreason swore in the new Commissioner, Clark Cassel.
- Commissioners and staff discussed a Training Workshop to study several items which will take some time and planning (Out of District response charges. Policy and procedure Manual. Duties of Treasurer and Secretary.) Secretary Andreason offered his house for the meeting.

Action Items:

- Discussion was held to provide \$20 per month compensation to store Owner Wilma for winter meeting space. \$100 was authorized unanimously.

Public Input: Secretary Andreason recognized the many (and continued) years of service Rick Barber has given to the town. Rick received a standing ovation. Rick stated it has been his honor to serve.

Request for future Agenda items:

Executive Session was not necessary.

Adjournment: Commissioner Covillier adjourned the meeting at 2:46 p.m.