

**Placerville Fire Protection District
Regular Commissioner's Meeting Minutes
April 13, 2024, 2:00 pm City Hall**

The meeting was called to order at 2:03 pm.

Commissioners present: (Nick Couvillier-Sandra Sprague- Clark Cassel)

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

Pledge of Allegiance

Minutes: The March Meeting Minutes were approved unanimously without revision.

Correspondence: The following correspondence was received.

- The Attorney representing PFPD has increased his rate from \$185 to \$190 per hour.
- Air St. Lukes thanked PFPD for renewing our Business Membership and updated the list. While Luke was not on the list, he is being added.
- PFPD provided Proof of Payment on FEMA Grant EMW-2020-FG-16940 which cleared the \$14,694.31 for us to place back into our General Account.
- We received a Notification of Administrative Closeout EMW-2018-FF-00244. FEMA has encouraged Secretary Andreason to continue seeking to bring our SAM (System of Award Management) registration into active status.
- PFPD Firefighters expressed their concern over the perceived lack of coordinated and trusting effort exhibited by the PFPD Commission and among the Staff. They are honored to serve, but want their efforts led by leadership all on the same page.

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

- Water – City is interested in working in coordination with the FD. Irrigation for the new Irrigation supply would share the trench for the dedicated fire water main. Fire suppression pond will require a hydrology report. Reached out and contacted a couple of companies. One has expressed interest in working with us.
- Apparatus – enough fuel to make it to the fuel station. Looking forward to obtaining the means to purchase fuel. Double wall Diesel tank may be cost prohibitive and easier to simply drive to the fuel station. Need two hard mounted radios for the trucks. Several handheld radios have died and are so old they simply need to be replaced.
- Building – fascia boards need to be replaced and painted. Should paint the new fascia trim and front of the fire station this season.

Treasurer's Report: Balance/Expenditures/New Donations.

Statement Balance 42,956.36

Checks cleared 1,277.24

Bill Pmnt processed 259.06. (Century Link - \$59.31, Idaho Power - \$178.35, Quick Books - \$21)

- Checks Appr for Pmnt. (Placerville Irrigation - \$125, Air St. Lukes - \$45, PiTs Heather Nopens - \$175, Matt Houle - \$410, Glen Willard - \$1,200.95)
- Current Acct Balance \$40,618.90.

Secretary: Grants: Balance/Status of existing Grants/Applications:

- A copy of our Yearly Calendar was submitted as a work in progress.
- A training and discussion session was held at Secretary Andreason's house to address Secretary Duties and other pressing items.
- The letter requesting Secretary Andreason be named SAM Administrator for PFPD has been submitted.

Old Business:

- PFPD Proof of Payment on the PPE Grant. The \$14,694.31 cleared and is ours.

New Business:

- Discuss/Modify Expenditure of Budgeted Funds Plan
- Discuss additional Commissioner/Staff Training Workshop.
- Assign Commissioner task to Revise Voting Sub-District Re-Alignment.
- Review and Adjust Current Proposed Budget Figures

Action Items:

- Discussion was held regarding Fire Chief Bourret's Fire Apparatus Plan, Com. Sprague moved the plan be adopted, seconded by Com. Cassel, and unanimously approved by Com. Couvillier. It was stipulated the disposal of the GATOR must adhere to State Statutes.
- Discussion was held regarding the Expenditure of Budgeted Funds Plan. Com Sprague made a motion to adopt the proposed plan, seconded by com, Couvillier, and unanimously approved by Com Cassel.
- Discussion was held regarding the Gas Purchasing Plan. Com Sprague made a motion to adopt the proposed plan, seconded by com, Couvillier, and unanimously approved by Com Cassel.
- Discussion was held regarding the donation of Engine 401 to Boise Co. Schools. Com Sprague made a motion to allow the donation, seconded by com, Couvillier, and unanimously approved by Com Cassel.
- Discussion was held regarding the proposed SOPs for Treasurer, Secretary and Purchasing Officer. Com Cassel moved the proposed SOPs be adopted with the understanding they are Works in Process. Com Couvillier seconded the motion, and Com Sprague approved the motion unanimously.
- Com Sprague made a motion to select Alice Steffensen for the position of Purchasing Officer of Placerville Protection District. Com Couvillier seconded the motion, and the motion was unanimously approved by Com Cassel.

Public Input:

Administration Calendar Pending Requirements: Next required submission.

Request for future Agenda items: Present a Draft Budget for Fiscal Year 2024-2025

Executive Session: Executive Session was called into order at 3:13 until 3:47

Adjournment: 4:00