

**Placerville Fire Protection District
Regular Commissioner's Meeting Minutes
October 12, 2024, 1:00 pm Fire Station**

Commissioner Cassel called the meeting to order at 1:01 pm and a Quorum was established with Commissioners Sandra Sprague and Clark Cassel present.

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

Pledge of Allegiance

Minutes: Commissioner Sprague moved to approve the October Minutes as presented, seconded by Commissioner Cassel and the motion passed unanimously.

- **Correspondence:** Secretary Andreason reported Domain Info, a Website Domain listing sent a letter offering to host our WEBSITE for \$289 annually. It would require the same work from our secretary as is now required, without the quick fix capability of our current Domain host. It was decided not to pursue this option as our current WEBSITE is adequate.
- Idaho Power offered a free assessment to see if we qualify for the Idaho Small Business Lighting Program. The assessment will confirm whether a lighting retrofit at our facility is eligible for an enhanced incentive from Idaho Power. PFPD will study this to see if it is worthwhile.
- On October 1st, Secretary Andreason received a phone call from the Idaho State Tax Commission stating they had received allegations from someone that PFPD had not complied with our responsibility to publish a hearing notice of our Budget Hearing, and that we then did not hold the public hearing. Heather had provided him with a copy of the Idaho World, so he knew we had properly posted the Proposed Budget as well as the meeting date in two consecutive weekly publications of The Idaho World. A copy of the Budget Meeting Minutes was signed by both Commissioners and then forwarded to the Tax Commission.

In a subsequent phone call to the auditor, he assured us that everything appeared proper and that while there were a few small things for staff to review, he did not anticipate the need for further contact with us.

Secretary Andreason stated there are two reasons to be concerned about these allegations. If someone did it out of pure malice, then they are trying to make this administration fail. PFPD needs to be vigilant. However, if someone truly believes we are acting improperly, we need to make it clear that concerned citizens can contact us, anonymously, if they prefer, and their concerns will be addressed. It was decided to do our best to make that point clear.

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

Treasurer's Report: Commissioner Sprague made a motion to pay the bills as presented by Treasurer Nopens, seconded by Commissioner Cassel and the motion passed unanimously to pay the following bills as presented:

Century Link-64.34 – Telephone	Quick Books – 35 – Office (QB)
Idaho Power – 69.29	USPS- 13.60 – Stamps
Sif – 402 - State Ins. Fund	ICRMP – 3,150 - Insurance
PiTS – Heather Nopens – 175	Wilderness Wireless – 85 – Internet
Dustin Brumfield Drywall & Paint – 400 – Repairs/Maintenance	Total expenditure \$4,436.63.

Secretary's Report: Grants: Secretary Andreason completed an interim report on one grant, and if successful, will re-submit our request for an extension of our POP. He will submit reports on the other 2 grants next week.

Old Business:

- Pursuant to Idaho Statute Title 31, Counties and County Law, Chapter 14, Fire Protection District, 31-1409: Based on the continued absence and inactivity of Commissioner Nick Couvillier for a period exceeding 90 days, the Commissioners Declared His Office Vacant.

Pursuant to that same Statute, Secretary Andreason was instructed to post a Legal Notice in this week's Idaho World seeking Letters of Application from all qualified elector residents within the Placerville fire

Protection District who are interested in being appointed to serve as a Fire Commissioner. The letters must be received by Saturday November 2, with a selection being named at the regular meeting Saturday, November 9.

- Rick Barber has donated 3 gas cans for our vehicles. Commissioner Cassel made a motion, seconded by Commissioner Sprague, to pay Carl's for the gas can they sent. The Motion passed unanimously. That gives PFPD 4 gas cans.
- While a Budget Resolution was passed and signed in the September meeting allowing Fund Transfers to prevent Budget Item shortfalls for prior Fiscal Year 2023-2024, it was not included in the September Minutes. Commissioner Sprague made a Motion to re-open the September Minutes for the purpose of including the signed Resolution which transferred the necessary funds. Commissioner Cassel seconded and the motion passed unanimously. The September Minutes will be corrected to include the transfer of funds showing no budget item shortfalls for Fiscal Year 2023-2024.

New Business:

- After discussion, the Social Media etiquette by PFPD Personnel was tabled indefinitely.
- Following discussion, it was determined there is a need for a Subscription Policy planning study session as well as how to use our Purchasing Agent.
- Our leadership will locate the old Policy manual.
- Earlier today, the Placerville City leadership passed a motion to pay ½ of the Internet Wilderness Wireless bill each month. This provides our citizenry and visitors with much faster internet and gives our firefighters better range. Heather will bill the city for 1/3 to get them current.

Action Items

- After discussion, Commissioner Sprague made a motion to authorize \$1,000 for repair of the Pump. If it requires more than \$1,000, Chief Bourret will contact the Commission. Commissioner Cassel seconded and the motion passed unanimously. There was much joy.
- Commissioner Cassel will ask the city for use of City Hall space for winter meetings.
- Commissioner Cassel made a motion to authorize \$100 for winter meetings Nov-March which Wilma agreed to, seconded by Commissioner Sprague and the motion passed unanimously.
- Treasurer Heather Nopens will draft a Resolution to be signed by the Commissioners specifying the new PFPD Voting Sub-Districts to become official and recognized by the County. Once recognized, Secretary Andreason will utilize the new maps and announce what Commissioner Sub-District openings will need to be filled in the November 2025 election.

Following adjournment of this meeting, PFPD Resolution 2025-2, a Notice of Revised Fire Protection Commissioner Sub-Districts, was signed by the Commissioners and will be delivered to the County. A copy of the Resolution is now available for viewing.

Public Input: There will be a 3-minute time limit for each speaker.

Administration Calendar Pending Requirements: Next required submission.

- Local Taxing District Election Information: Form due to County Clerk's office before November 30 depending on Election Year. We may have leeway as this is not an election year.
- State Controller's Office- Central Registry Submission. Annual Deadline – Dec 1.

Commissioner Cassel Adjourned the meeting at 2:55 p.m.