

**Placerville Fire Protection District  
Regular Commissioner's Meeting Minutes  
September 14, 2024, 1:00 pm Fire Station**

Commissioner Cassel called the meeting to order at 1:00 pm and a Quorum was established.

Commissioners present: (Sandra Sprague- Clark Cassel)

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

Pledge of Allegiance

**Minutes:** Commissioner Cassel made a motion to Approve the Minutes for the August Commissioner's meeting. Commissioner Sprague seconded the motion, and the motion passed unanimously.

Commissioner Cassel made a motion to Approve the Minutes for the June 22, 2024, Special meeting. Commissioner Sprague seconded the motion, and the motion passed unanimously.

**Correspondence:** There was no relative correspondence to review.

**Chief's Report:**

- The new radio was installed in one truck and it is now legal. One exhaust problem and one leak were repaired, A 3" Ball valve was donated by Mike Berg.
- Fire activity has lessened, and structures are at less risk. An IDL spotter plane reported no fire activity in our area.
- We are still in need of at least 2 5-gal. gas cans for our vehicles. Commissioner Sprague will see what is available.
- Our large pump used to draft water for our trucks has a leak in the hose, which can be fixed. It also is cracked, and Chief Bourret does not believe it can be welded but would defer to more expert advice. He is afraid a patch would fail at a critical moment when fighting a fire. This issue changes the length of time needed to fill the Tanker from 18 minutes to 2 ½ hours. The Chief feels we must fix or replace the pump to be effective at fighting fires.

**Treasurer's Report:** Commissioners voted unanimously to pay the following bills presented by Treasurer Nopens:

Century Link-64.34 – Telephone	Idaho World – 187.08 - Advertising
Idaho Power – 72.82 – Power	PiTS – Heather Nopens – 175
Craig Neville – 205.29 - Fuel	Glen Willard – 842.00 Truck Maintenance
Quick Books – 35 – Office (QB)	Wilderness Wireless - 255
Rod Bartlett – Up to 860.00 – Repairs/Maintenance.	

In addition, Commissioner Sprague made a motion, seconded by Commissioner Cassel to pay Rod for work he performed on the firehouse, after the proper invoice has been presented. The motion passed unanimously.

**Secretary's Report:** Secretary Andreason reported the following:

- Crystal Longden is exploring grant training and will keep us updated on any class scheduling and projected costs.
- After multiple attempts and options, Secretary Andreason has been unable to secure a letter of resignation from Commissioner Nick Couvillier.

- PFPD SAM Yearly Registration: PFPD could not update our yearly SAM Registration until we had a new SAM Administrator. Following the acceptance of Secretary Andreason as SAM Administrator, he was able to get into the system and update our SAM registration. PFPD is registered, and our next renewal date is 08.15.2025. That date has been added to next year's UPDATE CALENDAR.
- Secretary Andreason was able to get registered on FEMA.GO. This Portal is the Federal system of record for all AFG, Assistance to Fire Grants starting with the FY 2018 grants. Secretary Andreason is now able to pull up our resent GRANT requests and look inside them. He can now start closeout procedures to get us on the right track with FEMA.
- Secretary Andreason wrote to the AFG Help Desk on 2 grants. He received a 50-page Closeout Tutorial, and he is starting Closeout procedures on these 2 grants.
  - EMW-2018-FO-04528 was a \$6,380.95 grant. We received \$6,082.19, leaving \$298.76 unused. This grant has been closed out.
  - EMW-2020-FG-16940 was a \$29,300 grant. We received \$16,159, leaving \$13,140 unused. He has requested an extension of our POP (Period of Performance) which would allow us to get additional PPI gear, including gear we have purchased in the last year.
- Secretary Andreason wrote to the administrator for (SAFER) Staffing for Adequate Fire and Emergency Response Grant program. He will start closeout procedures on training grant EMW-2018-FF-00244.

**Old Business:** There was no old business to discuss.

**New Business:**

- Discussion was held regarding the Voting Subdistricts. Commissioner Sprague made a motion, seconded by Commissioner Cassel to formalize the voting sub-districts as follows:

Sub-District 1: Star Ranch Units 2 & 4. The Area South-East of Harris Creek Road

Sub-District 2: Star Ranch Units 1, 3, 5, 6, 7, 8. The area North-West of Harris Creek Road.

Sub-District 3: Quartzburg, Placerville and the property 07N04E23 on the map.

- Discussion of Social Media etiquette by PFPD Personnel was tabled until next month.
- Discussion of the need for the Treasurer's report on web site resulted in leaving it as is, even though it is in part included in the Minutes.

**Action Items**

- Commissioner Sprague made a motion, seconded by Commissioner Cassel to authorize fund transfers to allow budget items to be balanced prior to the end of the fiscal year. The motion passed unanimously.

The Funds Transfer is as contained in PFPD Resolution 2024-2 Adjusting the Budget as follows: The authorized fund for Utilities is decreased by \$750. The Authorized funds of Advertising increased by \$140, Payroll increased by \$600, and Taxes increased by \$10,

for total increases of \$750. This Budget Transfer allows PFPD to have no Budget Item shortfalls for FY 2023-2024 while ending the Budget Year within balance. The signed Resolution is available for viewing.

- Chief Bouret declined having a Debit card.
- Ask City for space for winter meetings. No action
- Authorize funds for winter meetings and ask Wilma. \$100 for Nov.-March. No action.
- There was no Commissioner vacancy to act on.

**Administration Calendar Pending Requirements:** Next required submission.

**Request for future Agenda items:**

- PFPD leadership needs to develop and present our Subscription Policy and present it to people outside the Taxing District, as well as develop a yearly notification plan for those wishing to take advantage of that option.
- PFPD needs to update our PFPD Official's names and include the Purchasing Agent.
- Discuss method to purchase gas cans.

**Executive Session** was not necessary.

**Adjournment: Commissioner** Cassel adjourned the meeting at 2:34 pm.