



French Camp McKinley Rural Fire Protection District
BOARD OF DIRECTORS
REGULAR BOARD MEETING MINUTES
Tuesday, August 16th, 2022, at 6:00PM
310 E French Camp Road, French Camp, CA 95231



Directors Present: Chair Philip George Vice Chair Larry Lee, Daniel Rego, Gloria Murphy, Rosemire Zanini
Directors Absent: None
Staff Present: Fire Chief Martin Cornilsen, Admin. Assistant Monica Hofstad

I. CALL TO ORDER / ROLL CALL

Meeting was called to order at 6:00 PM by George.

- A. Pledge of Allegiance
- B. Approval of Minutes from July Regular and Special Board Meetings
 - ▶ Motion by Lee to approve meeting minutes. Seconded by Zanini. Motion carried.
- C. Approval of August Agenda
 - ▶ Motion by Lee to approve agenda. Seconded by Zanini. Motion carried.

II. PUBLIC COMMENTS: NONE

III. CHIEF'S REPORT

- A. Fire Incidents: Cornilsen reviewed the July *Monthly Fire and EMS Major Incident Report*. There were 115 incidents, and many local mutual aid responses.
- B. Response Times: Cornilsen reviewed the July *Average Response Time Per Station Report*. Overall response times are good. The longer average time is due to some island calls that take significantly longer to respond to.
- C. Training: Average training hours goal is 20 hours per month. Training hours from May to July are above average.
- D. Equipment Status: All equipment in service. We are currently in contract with Leasing 2 for a HiTech engine. Delivery of the chassis is projected for early March, with an expected three-month build-out, and final delivery of the engine in early summer 2023.

IV. COMMITTEE REPORTS

- A. Budget & Finance: July Revenue / Expense Report reviewed by Lee.
- B. Apparatus & Equipment: Status was updated during the Chief's Report, Item III.D.
- C. 2 x 2: None
- D. Personnel Recruitment & Retention: The District is potentially losing two members in the near future. The District continues the process of hiring new members. After completing interviews of candidates, four have moved on to the background investigation phase. Upon completion of the background investigation, the District may hire two of the candidates.

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V. OLD BUSINESS

- A. Resolution to contract with Lawrence Blaine of **Decision Path Management** for Grant Proposal service.
▶ Motion by Murphy to approve Resolution 22-23-02: Retention of Decision Path Management For Grant-Proposal Development. Seconded by Rego. Motion carried.

VI. NEW BUSINESS / CONSENT / ACTION ITEMS

- A. July 2022 Payables review. Board reviewed payables without questions.
- B. 2020-2021 Audit – see attachment: **FCMRFPD Financial Statements and Independent Auditor's Report June 30, 2021** and *Special Districts Best Practices for Financial Accounting & Reporting* booklet. Board members reviewed the Audit. Requested that it be posted to the website. Hofstad stated that will be done. Zanini asked if there were any findings by the auditor that should be addressed. Hofstad will reach out to the auditor and report back to the board.
- C. FY 2022-23 Direct Assessment Processing Report and Resolution for Override Assessment. The resolution is required by the County Auditor-Controller's office so that new and adjusted special assessments can be made to the tax roll.
▶ Motion by Lee to approve Resolution 22-23-03: 2022-2023 Direct Assessment. Seconded by Zanini. Motion carried.
- D. Ethics and Sexual Harassment Prevention Training requirements. Hofstad reviewed the requirements with the Board and Chief. Training will be completed as soon as possible.

VII. FIRE CHIEF COMMENTS / UPDATES

- A. Personnel Update:
- As noted in Committee Reports, Item IV.D, there are four candidates in the background phase.
- B. Department Activities:
- Crews have returned from the Oak and McKinney fire deployments.
 - PG&E at McDonald Island is looking for coverage within a 72-hour emergency window. Chief Cornilsen will be meeting with a representative to discuss contract potential.
 - Cornilsen has completed one year at the District today. He will soon be scheduling a progress review meeting with the Board.

VIII. BOARD COMMENTS

- A. The Form 700 has been completed by most Board members. Murphy and George will turn theirs in soon.

IX. ADJOURNMENT

- A. The meeting was adjourned at 7:17 PM. The next regular board meeting was scheduled for September 20, 2022.