



**French Camp McKinley Rural Fire Protection District  
BOARD OF DIRECTORS**

**REGULAR BOARD MEETING MINUTES**

**Tuesday, November 16, 2021, at 6:00PM  
310 E French Camp Road, French Camp, CA 95231**



**Directors Present:** Board Chair Mary Nicholson, Philip George, Larry Lee

**Directors Absent:** Gloria Murphy, Rosemire Zanini

**Staff Present:** Fire Chief Martin Cornilsen, Clerk Monica Hofstad, former Interim Fire Chief Kyle Shipherd, Lt. Bill Fisk, FF Ray Gerdes

**I. CALL TO ORDER/ROLL CALL**

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

- A.** Pledge of Allegiance.
- B.** Approval of Minutes for October Regular Board Meeting.
  - ▶ Motion by George to approve Meeting Minutes with a correction to Board Member Murphy not present to motion. Seconded by Lee. Motion carried.
- C.** Approval of November Regular Board Meeting Agenda.
  - ▶ Motion by Lee to approve Meeting Agenda. Seconded by George. Motion carried.

**II. Public Comment:** Mary Nicholson reviewed the Healings In Motion Caregiver Luncheon on Nov. 12 and the Chili Cook-off on Nov. 13. She thanked Chief Cornilsen for attending and participating in both.

**III. Monthly Reports**

- A.** Fire Incidents Reports
  - Cornilsen reviewed the *Monthly Fire and EMS Major Incident Report*, including a notable incident involving the use of the Lukas Device by Mountain House personnel that resulted in great success for the patient.
- B.** Response Time Report
  - Cornilsen reviewed response times as noted on the *Average Response Time Per Station Report* for October.
- C.** Training Report
  - Cornilsen reviewed training hours as noted in the *Total Training Hours per Personnel Report* for the month of October. He commented that next month's training hours will be significantly higher due to the new recruits in the fire academy as well as staff participating in academy training.
- D.** Equipment Status
  - Cornilsen confirmed that Engine 11-1 is back from repair.

**IV. BUDGET AND FINANCE**

- A.** Budget Committee Revenue/Expense Report

- October report reviewed by Lee.

**V. OLD BUSINESS:**

**A.** Review/approve Kyle Shipherd's contract.

- ▶ Motion by Lee to approve with a correction to Section 6.6. Seconded by George. Motion carried.

**B.** New Assistant Chief.

- Cornilsen suggested that discussion for hiring an Assistant Chief be moved to the next fiscal year. The Board agreed.

**VI. NEW BUSINESS / CONSENT / ACTION ITEMS (Board of Directors)**

**A.** Review / approve Monica Hofstad's Administrative Assistant contract.

- Nicholson would like a detailed job description. Cornilsen will add this as an appendix to the contract.

- ▶ Motion by George to approve contract with an appendix. Seconded by Lee. Motion carried.

**B.** Review / authorize Expenditures for month of October.

- ▶ Motion by Lee to approve. Seconded by George. Motion carried.

**VII. FIRE CHIEF COMMENTS / UPDATES (Chief Cornilsen)**

**A.** Personnel Update

- New recruits have begun the five-week Training Academy. Training is going well; successful completion by all is anticipated.
- Chili Cook-Off was attended by three fire houses. Reserve Engineer Mark Hathaway represented French Camp Station 11-1 and took home 1<sup>st</sup> place.

***At 6:43 PM, the Regular Meeting was paused, and a Closed Session began.***

**B.** Workers Comp Update

- Firefighter status regarding Workers Comp reviewed.

***At 6:50 PM, the Closed Session concluded, and the Regular Meeting resumed.***

**C.** Audit Status

- French Camp Fire has contracted with Johnson & Associates CPAs to complete its audit.

**VIII. BOARD COMMENTS**

- A.** Discussion of term-ending dates for Board Members. Cornilsen stated he will put up advertising for upcoming vacancy.

**IX. ADJOURNMENT:** Meeting was adjourned at 7:01 PM. The next regular meeting was scheduled for December 14<sup>th</sup>, 2021 (tentative).