



# Weaverville Fire District

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## MINUTES

### WEAVERVILLE FIRE PROTECTION DISTRICT

Regular Meeting – March 7, 2017

- I. **CALL TO ORDER:** The Regular Meeting of the Weaverville Fire Protection District was called to order by Chairman, George Owen at 1000 hours. Commissioners present: Bill Britton, Mike Williams, Arden Potter, and Larry Helsley. Others present: Chief Todd Corbett and Administrative Officer Serena Brown
- II. **CONSENT AGENDA:** All matters listed under Consent Agenda are considered routine by the board and will be enacted by one vote. If discussion is desired, that item will be removed from the consent Agenda and will be considered separately.
  - a. **Approve Regular Meeting Minutes January**
  - b. **Approve Warrant List/Check List and Journal Entries**  
MSC Williams and Briton to approve the Consent Agenda as presented
- III. **CLOSED SESSION (Section 54957.b)**
  - a. **Personnel – Six Month Employee review: Serena Brown**

**Entered into at 1006 hours**

**Returned from at 1021hours**

**Report:** The Board accepted the six month review as presented by Chief Corbett including the approval of a \$1 raise. Appreciation was verbalized to the Accounting Clerk (new Administrative Officer) for the good work done in the first six months.

#### IV. ACTION ITEMS:

- a. **Discussion/Action - Trinity County Life Support EMTSRP Collaboration** – Commissioner Williams reported that he has not heard anything from TCLS management. He and Scott Alvord had a meeting and there appears to be too many unknowns to proceed. It is recommend to take no action.  
MSC Briton and Helsley to table until further notice
- b. **Discussion/Action –Policy 4.9 Authorized Signatures**  
MSC Potter and Britton to approve as presented
- c. **Discussion/Action – Policy 6.12 Payroll**  
MSC Briton and Helsley to accept as presented
- d. **Discussion/Action – Policy 6.2 Job Description: Administrative Officer**  
MSC Williams and Britton to accept with changes as noted

#### V. DEPARTMENT AND BUSINESS REPORTS

- a. **Hazardous Reduction Progress Report** – Chief Corbett reported that he and Jon Gier have been handing out flyers. They are still assessing locations and hoping to work soon.

- b. Fire Chief's Report: Chief Corbett reported that he has been working on the Mountain Community Health Clinic expansion project. He has begun to actively look for a water tender. The water heater in station 2 has been replaced. The needed repairs on 2161's windshield are complete. The EMR upgrade class is done. He inspected one daycare this month.
- c. Fire Department Report: Chief Corbett reported that the Rose Sale was a success. The Volunteer have put together a committee to come up with ideas for the old Oil Fire School grounds and are hoping that the District will join the committee. Larry Helsley volunteered to sit on the committee.
- d. Sleeper Program Report: Jon Gier is now the Station 2 sleeper and Jordan Hamilton is the Station 1 sleeper.
- e. Committee Reports
  - i. Recruitment Committee: (Britton, Helsley, Corbett) Chief Corbett announced that there is a career day happening at the High School.
  - ii. Collections Committee: (Owen, S. Brown) We billed for a call in the Rush Creek area and there is a new billing form to help the Duty Officers better know what/how to bill.
  - iii. Contract Committee: (Williams, Britton, S. Brown) Nothing further.
  - iv. Budget/Financial Committee: (Helsley, Potter, Corbett, Kormeier, S. Brown) Commissioner Helsley reported that everything is looking good.
  - v. Policy Committee: (Williams, Britton, S. Brown) Nothing further.
- f. Director Reports – Commissioner Owens asked about the proposed new sign for the front of Station #1. He remembered that ex-chief Frank DeNatale knew someone at Sugar Pine to make a wooden sign and was wondering if the project was worked on. Chief Corbett nor Administrative Officer Brown are familiar with the project and Chief Corbett is going to contact Andy from Cal Fire and get information. The commissioners are also wondering how the annual audit is going and Administrative Officer Brown reported that she has been in contact with CPA Teri Simmons and the report is still pending.

**VI. PUBLIC COMMENT – No public**

**VII. CORRESPONDENCE**

- The California Special Districts Association (CSDA) and Special District Risk Management Authority (SDRMA) are looking for Board members. If anyone is interested in the information please see the Administrative Officer.
- Special District Risk Management Authority (SDRMA) is our Worker's Compensation Insurance provider. Their Board approved a longevity distribution. Because we have been members for over 30 years we will receive a credit of \$788 on our 2017/18 invoice.
- Weaverville Chamber of Commerce is looking for members. A business membership is \$45. The Commissioners did not show any interest

**VIII. ADJOURNMENT - There being no further business, the meeting was adjourned at 1102 hours**

  
George Owen, Chairman

  
Serena Brown, Accounting Clerk