

SFPD – Minutes – 9/19/2024

1:37 Meeting Opened

In Attendance: Chairman Rusty Board Members Cyndi and Susan. Chief Eric, Asst. Chief Chris, Admin. Molly and various community members.

Budget Presentation by Susan:

- We will submit draft built by current year budget to the county for approval.
- Once we have a prelim budget submitted, we can make changes to the current year budget and adopt changes.
- Our fiscal year runs July 1 – June 30. Summary of the budget and proposed changes presented via hand out.
- Rusty motioned to adopt changes to budget draft before sending to county. Upon approval from the county we will submit as the official '24-'25 budget. Amendments will be submitted as needed. The motion was seconded by Cyndi. Followed by a unanimous vote.
- Budget Draft will be emailed to Nolda Short and Rich Vietheer at the county.

Discussion on Use of Reserves:

- It was brought up that some of the reserves could be used for turnouts and equipment.
- The point being if we want to bring on staff we need to provide quality equipment.
- The issue of liability was discussed as well.

Business Hours and Paid Staff:

- As of right now, there isn't much need for official business hours.
- We will table discussions until further notice once more staff is hired.

Items Needed to Move Forward for Transfer from Water District to Shasta County

- Mail key needs to be picked up from the Water District. (Box 297)
- Vehicles – 2 vehicles remain to be re-registered.
- Property has been signed over.
- Equipment has been signed over.
- Need to get monies signed over and deposited with Shasta County.
- Eric, Chris, and Molly to go down and fill out paperwork to transfer funds.

Future Meeting Planning:

- Discussing when to have regular meetings.
- Discussions on the time of day. If we are having the meeting at the Court House, the meeting needs to be during daytime.
- Meetings will be the third Wednesday of each month at 2:00 pm through 2024.
- Beginning 2025, meetings will be the third Wednesday of the month at 6 pm. To be revisited at the December meeting.
- Next Official Board Meeting: October 16th at 2:00 pm.

Resolution to Pay Invoices & Adopting Signature Delegations & Capitol Assets

- Tim Weaver provided handouts.
- Susan believes that Statement Three (All other invoices up to \$5,000) should be removed. Discussion followed. It was put forward that any incidentals that do not follow a board meeting schedule (ie: water tender pump needs replacing) can be approved at the Chiefs discretion with additional board member approval.
- Rusty motioned to accept Resolution # 24-01-001 with the changes. Cyndi seconded. Vote in favor was unanimous.
- Special District Signature Page: Signatures were obtained.
- Resolutions about Capitol Assets, and itemized list. Tabled for the next meeting.

Action Items/Food for Thought:

- Grant for turn outs, radio, various safety equipment. Current needs sit at about \$100,000.
- CA Taxpayer ID – Eric Ohde texting Shauna.
- Chris would like to purchase a yearly subscription to National Fire Code site. It gives in time updates for Volunteer Fire Departments. A book is provided once a year, usually from the year prior. This website is in the moment.
- Hero's Next Door: Youtube Channel that highlights Volunteer Fire Departments. Recommended by Chris as a learning tool.
- Switching Molly's payroll from Express to AP Booking. Eric met with AP rep at Search and Rescue Picnic. They will give us a better rate for payroll and accounting once we are divested.
- Fuel card discussed. Flyers is what is used by the County. We will return to this item for further discussion once there is more paid staff. At this time, we will continue with the current system.
- Recruitment and retention ideas needed. For example, making training available, helping with volunteer academy cost. Eric and Chris to present recommendations for 'pay scale' at the next board meeting.
- Should we involve the press in our formation. Discuss a 'good news' story at our next meeting. Let's have a ribbon cutting ceremony and community grand opening?

Cyndi made a motion to adjourn the meeting. Susan seconded. Vote was unanimous. Meeting was adjourned at 4:46 pm.