



**Minutes of the French Camp McKinley
Rural Fire Protection District
Special Board of Directors Meeting**
Special Board Meeting on May 5, 2021 at 6:00 pm
310 E. French Camp Road, French Camp, Ca. 95231



The Special Meeting of the Board of Directors for the French Camp McKinley Fire District was called to order by, Board Chairperson Nicholson on May 5, 2021, at 6:00P.M. at the French Camp McKinley Fire District Administration

Building; 310 E. French Camp Road, French Camp, CA 95231.

RollCall/Directors

Present: Mary Nicholson, Larry Lee, and Phillip George.

Directors Absent: Gorman Houbein(Resignation)

I. TELECONFERENCE:-Covid 19 Restrictions

Until further notice, meetings are closed to General Public Audience due to Covid -19, Social Distancing practices are enforced. COVID-19 protocols are practiced. Board meetings are not typically by video, however, a teleconference (Zoom meeting) is available upon request. To request a link for a video conference, please e-mail: jmiller@frcfire.com no later than four (4) hours prior to the scheduled meeting.

II. CALL TO ORDER/ROLL CALL:

May 5, 2021, Special Board of Directors Meeting was called to order at 6:00 P.M.by Board Chairperson Mary Nicholson.

A. Pledge of Allegiance

B. Approval of Agenda: *Agenda items should be addressed in the published order unless a member of the Board of Directors or a member of the public request a specific item be taken out of order and members of the Board of Directors agrees to do so.*

III. CONSENT:

A. Resignation of Director Houbein:

o At 6:12 P.M., Member of the Board of Directors accepted the resignation of Director Houbein

- Director Lee motioned to accept the resignation of Director Houbein. This will be passed as submitted through observation, Seconded by Director George, with none opposed, Motion carried.

Ayes: Director Lee, Director Nicholson, and Director George.

Noes: None

Abstained: None

IV. ACTION ITEMS: (Board of Directors)

A. Swear in New Board Members

- Chief Shiphherd swear in two new Board Members:
 - Gloria Murphy
 - Rosemire Zanini
- Board handbook given to new members.

B. Approve Chief Shiphherd's short term strategic goals.

- Personnel
 - Recruit and hire an Administrative Assistant.
 1. Part-time position will be covered 65/35.
 2. Recruit and hire company officer.
 - i. Final Interview to promote new officers.
 3. Recruit, Interview and assess permanent Fire chief. Present top two applicants to the Board.
 - i. There are currently (2) people interested in the position. There is one more to interview.
 1. Director Nicholson would like for Chief Shiphherd to bring a minimal of (3) Candidates to the Board.
 2. Items being submitted to Chief Shiphherd to be presented to the Board.
 - ii. Once approved, July would be the Ideal date.
 4. Evaluate the department Structure
 - i. Instead of Chief and Assistant Chief, maybe a Chief and (3) Battalion Chiefs.
 1. This structure change would need to be discussed with the board members.
 5. Streamline hiring and training of new hires
 - i. Make sure that we have qualified individuals using pathways a reserve program to bring in qualified employees through the reserve program.
 6. Maintaining a current recruitment list to fill unexpected vacancies.
 - i. Currently there are (3) guys on this list.
- Budget
 - Evaluate current financial condition of the district.
 1. Variance for garbage
 - i. Discussion on the auditors findings
 1. Chief Shiphherd asked to look further into this issue.
 - Develop 21/22 budget
 - Research and Identify new potential revenue streams to French Camp budget
- Regional Solutions
 - Identify regional solutions for emergency response.
 1. Through auto-aid, mutual-aid, and neighboring organizations.
 - Explore shared administration
 1. Model how other departments function. Possible options are to meet with Stockton Fire Chief once a Month and Acting Fire Chief Josh Caper (Lathrop). Meetings went very good, very receptive to working together.
 - Explore District Consolidation
 1. Rebuild relationships with the other Fire Departments.
- Department Evaluation
 - Evaluate and make purchases necessary purchases to bring all PPE to compliant standards.

1. Fire safety, making sure Fire fighters are protect.
 - i. Director Nicholson asked about Fire Fighters Education/ Training.
 1. Start with 1 week academy 8:00am-5:00pm M-F at this time firefighters are assessed and trained on basic firefighter skills
 2. Rescue
 3. Ladder training
 4. Online programs targeting safety most on EMS.
 2. Chief Shipherd approved purchases for proper PPE.
- Evaluate and report on condition of department apparatus. (Report card)
 1. Board will be provided with a report card of the apparatus condition. This will be scored based on the age, mileage, wear and tear of the apparatus.
- Evaluate and report on condition of department major equipment (Hose, SCBA, Rescue equipment, Radios, Computer aided dispatch equipment:
- Evaluate and make recommendations on dispatching services.
 1. This will be more of a general report.
 2. Dispatch services available to us are (Regional Models):
 - i. VREC – AMR
 - ii. Stockton Fire
 - iii. We have limited resources there will be an evaluation giving Pros and Cons of the dispatching services.

C. Approve Job description for part-time administrative assistant

- Defer to 05/18/2021 Regular Board of Directors Meeting

D. Approval of Chief Shipherd’s short term strategic goals. (Members of the Board of Directors)

- At 7:00 P.M., member of the Board of Directors authorized Approve Chief Shipherd’s short term strategic goals
 - Director George motioned Approve Chief Shipherd’s short term strategic goals. This will be passed as submitted through observation, Seconded by Director Lee, with none opposed, Motion carried.
 - Ayes: Director Lee, Director Nicholson, and Director George.
 - Noes: None
 - Abstained: None

V. At 7:13 P.M. ADJOURNMENT OF MEETING:

*With no further business being brought before the members of the Board of Directors at this time; the meeting will be adjourned to: **May 18, 2021** Regular Board of Directors Meeting at 6:00 P.M. at the Administration Office of the French Camp McKinley Fire.*

Submitted by,

Reviewed:

Approved

Jonisha Woodward

June 10, 2021

Jim Miller, Fire Chief

Mary Nicholson, BOD Chair