



# French Camp McKinley Rural Fire Protection District

Board of Directors Meeting Minutes

Special Meeting: Teleconference Meeting on **February 21, 2020** at 6:00 P.M.

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

The Regular Meeting of the Board of Directors for the French Camp McKinley Fire District was called to order by, Board Chairperson Nicholson on February 18, 2020 at 6:00 P.M. at the French Camp McKinley Fire District Administration Building; 310 E. French Camp Road, French Camp, CA 95231.

**Roll Call:**            **Directors Present:**    *Mary Nicholson, Bobbie Pico, Larry Lee, and Gorman Houbein.*  
**Directors Absent:**        *Joshua Buttici.*

## **I. Meeting Called to Order**

- February 18, 2020, Regular 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 Meeting Minutes**

- Approval of the Meeting Minutes for the November 19, 2019 Regular Board Meeting as it was typed and presented to the members of the Board of Directors of the French Camp McKinley Fire District at 6:03 P.M.  
Moted by Director Pico to Approve Meeting Minutes as presented, Seconded by Director Lee to approve the minutes as it was typed and presented, Motion carried.
- Approval of the Meeting Minutes for the December 10, 2019 Regular Board Meeting presented to the members of the Board of Directors of the French Camp McKinley Fire District at 6:04 P.M. the following corrections were amended:
  - b. Information items (as applicable): Trying to revive the fire fighter reserve program at the French Camp McKinley Rural Fire Protection District and initiate a reserve program in Mountain House.
  - VIII. Consent / Action Items, d. Director Lee Houbein motioned to approve Fire Chief McArn to receive a retirement plan contribution of 12% from August 1, 2018 through December 1, 2019 to be placed in the Fire Chief's retirement account. Seconded by Director Pico, with none opposed, Motion carried.  
Moted by Director Lee to Approve Meeting Minutes with the above corrections presented, Seconded by Director Pico to approve the minutes with the above corrections presented, Motion carried.
- Approval of the Meeting Minutes for the January 21, 2020 Regular Board Meeting as it was typed and presented to the members of the Board of Directors of the French Camp McKinley Fire District at 6:02 P.M.  
Moted by Director Lee to Approve Meeting Minutes as presented, Seconded by Director Houbein to approve the minutes as it was typed and presented, Motion carried.

### **C. Approval of Meeting Agenda**

- **Approval of the Meeting** Agenda for the February 18, 2020 Regular Board Meeting presented to the members of the Board of Directors of the French Camp McKinley Fire District at 6:06 P.M. The following corrections were amended:  
Moted by Director Houbein, to Agenda with the above corrections presented, Seconded by Director Pico to approve the Agenda as presented, Motion carried.

## **II. PUBLIC COMMENTS & CORRESPONDENCE:**

### **A. None**

### III. FIRE CHIEFS REPORT:

#### A. Monthly Activity Summary

- Administration, Operations, Fire Prevention, EMS, Trainings, and Information/Technology updates:
  - At 6:00 P.M. Fire Chief McArn reported on the training hours, notable incidents, French Camp McKinley Fire District personnel activities, and calls for the month of January 2020, operation, and training.
  - Fire Chief McArn and the individuals present at the Regular Meeting of the Board of Directors for the French Camp McKinley Fire District reviewed the Monthly Fire and EMS Report for January 2020.
  - In the Fire Chiefs Report, Chief McArn had shared with the members of Board of Directors all the **recent Public Relations activities that staff were involved in with the community of both districts**, in addition, to the upcoming ones as well.
    - Board Meeting training on Fire Extinguisher
    - Businesses want training on Fire Extinguisher
    - Possibly reconfiguring bathroom in Station 11
    - District Website
      - Adding more functionality
    - Values, Mission, and Vision Statement
      - **Motto** “For What Matters”
      - **Values** – Accountability, Compassion, Innovation, Integrity, Leadership, Professionalism, Selflessness, and Trust
      - **Mission** – The proud members of the French Camp Fire District are dedicated to serving the community we swore to protect through emergency response, preparation, and prevention.
      - **Vision** – French Camp Fire District strives to become an exemplary all-risk agency, showcasing excellence and innovation through dedicated leadership.
        - Will be added to the district Website

#### B. Response Summary

### IV. OLD BUSINESS:

#### A. Neumiller and Beardslee status update

- More challenging
- Forensic accountant talking to others

#### B. Ethics Training for Board of Directors

- Director Houbein completed his training
- Director Nicholson will forward the website to Directors Lee and Pico.

#### C. Automatic Aid Agreements

- Status Quo

**D. Deferred Compensation update**

- Met with representative they are processing. Chief will update the board when he has information updated by Mass Mutual.

**V. NEW BUSINESS :**

**A. BOD Workshop (Board of Director workshop)**

- Chief will dive into a little deeper
  - Cost, Quality and Time
  - There is a class offered in NAPA (3-4 DAYS) offered through CFDA (California Fire District Association)

**B. Uniform Pay/ B.O.D. District Apparel**

- Fire fighters will receive \$262.20 in April 2020 and October 2020 for Uniform pay
- B.O.D apparel
  - Chief McArn will provide images with options for the Board Members to review.

**C. Policy Manual: Complaint Reporting Protocol**

- When someone submits a complaint send a letter acknowledging that we've received the complaint and its pending investigation. If not resolved complaint can be escalated to the Board of Directors.
  - Level of concern will depend on if it's taken to the board.

**D. Reserve Fire Fighter program**

- Chief McArn would like to get 5-7 Reserve employees that will be paid.
  - Currently have (1) Reserve and another who is currently finishing Medic school.
  - This will help with sick calls, vacation coverage, and will reduce OT cost.
  - Will get Policies and procedures from Stockton's Reserve to see how many EMT's they have.

**VI. BUDGET AND FINANCE:**

**A. Budget Committee Revenue / Expense Report:**

- At 7:00 P.M. The Budget and Finance Report was reported by the Budget and Finance committee.
  - i. Director Lee reported on the financial report for the month of January; which concluded his report on Budget and Finance.
    - a. Budget looks good except for OT issue.
    - b. Chief McArn will see if he can transfer the Unemployment Compensation funds into the General Account.
    - c. Strike team paperwork submitted a month ago.
    - d. \$2307.80 in cash found in a safe in the Fire department.
  - ii. This concluded this section of the Informational Items for this Regular Board of Directors' Meeting at 7:15 P.M.
- Note: Reports on file.
- French Camp McKinley Fire District Financial Statements –January 31, 2020
  - At 7:16 P.M., members of the Board of Directors along with the Administration reviewed the Financial Statements ending in January 31, 2020.
  - This concluded this section of the Information Items for this Regular Board of Directors' Meeting at 7:16 P.M.

**VII. CONSENT / ACTION ITEMS:**

**A. Authorize expenditures for the Month of January 2020. (Members of the Board of Directors)**

○ **At 7:14 P.M., member of the Board of Directors approved the authorization of the expenditures for the month of January 2020.**

- Director Pico motioned to approve the expenditures of January 2020 as submitted through observation, Seconded by Director Houbein, with none opposed, Motion carried.

**Ayes:** Director Lee, Director Houbein, Director Nicholson & Director Pico.

**Noes:** None

**Abstained:** None

○ **At 7:15 P.M., member of the Board of Directors approved to pay bills for the month of January 2020.**

- Director Lee motioned to approve the payment of the bills for the month of January 2020 as submitted through observation, Seconded by Director Pico, with none opposed, Motion carried.

**Ayes:** Director Lee, Director Houbein, Director Nicholson & Director Pico.

**Noes:** None

**Abstained:** None

**B. Authorize Phase 1 2020, Uniform pay.**

- **At 7:17 P.M., member of the Board of Directors approved to Authorize Phase 1 2020, Uniform pay** Director Lee motioned to authorize phase (1) of uniform pay of \$5250.00 as submitted through observation, Seconded by Director Houbein, with none opposed, Motion carried.

**Ayes:** Director Lee, Director Houbein, Director Nicholson & Director Pico.

**Noes:** None

**Abstained:** None

**VIII. At 7:18P.M., adjourned to Closed Executive Session for the following item(s):**

- a) Conference with Fire Chief McArn -PERSONNEL MATTER
- b) Government Code Section 54957

**IX. Adjourned Closed Executive Session at 7:44 P.M. and continued as Open Session at 7:44 P.M.:**

- **Report of the Closed Executive Session Item 8a.**
- **March 17, 2020 Meeting Director Nicholson will not be present. Director Pico will chair.**

**X. With no further business being brought before the board at this time of the meeting, the meeting was adjourned at 7:46 P.M. By current Board Chairperson Mary Nicholson Regular Board of Directors' Meeting at 6:00 P.M. at the French Camp McKinley Fire District Administration Building, 310 E. French Camp Road French Camp, CA 95231.**

**Cordially Submitted by,**

**Jonisha Woodward  
Clerk of the Board  
French Camp McKinley Fire District**

**March 9, 2020**