

PENN VALLEY FIRE PROTECTION DISTRICT
PENN VALLEY, CALIFORNIA
BOARD OF DIRECTORS
REGULAR BOARD MEETING
MAY 6, 2008

A regular meeting of the Board of Directors of the Penn Valley Fire Protection District was called to order by Chairman Grundel at 6:45 P.M. at Station 43. R. Casto led The Pledge of Allegiance. Roll call was taken.

PRESENT

Directors: Larry Bailey, Bill Neville, Kurt Grundel, Bob Webster and Randy Casto

Absent: None

Others: Chief Vander Plaats and public

Secretary-Clerk: Debbie Hughes

PUBLIC COMMENTS

None

CONSENT CALENDAR

B. Neville motioned to approve the consent calendar. R. Casto seconded. Motion unanimously carried. The board concurred that the financials presented this way are acceptable to them.

NEVADA COUNTY FIRE CHIEF'S ASSOCIATION

See report in board packet.

NEVADA COUNTY FIRE AGENCY

In addition to report K. Grundel stated:

- They will be working on the budget this month.

CHIEF'S REPORT

In addition to the report in the packet Chief Vander Plaats reported:

- Safer Grant – We didn't receive it.
- CPR/AED Training for Public – Last month 34 people took our classes.

PENN VALLEY FIRE PROTECTION DISTRICT
Regular Board Meeting 05/06/08

ADDENDUM TO AGREEMENT BETWEEN THE PENN VALLEY COMMUNITY
RODEO ASSOCIATION AND THE FIRE DISTRICT

It was agreed at last month's board meeting to allow the PVCRA to lease our lawn tractor for \$1.00 per year. R. Casto motioned to approve the addendum. B. Neville seconded. Motion unanimously carried.

PUBLIC HEARING 2ND READING AND ADOPTION OF ORDINANCE 08-1 FEES FOR SERVICES OTHER THAN AMBULANCE SERVICE

Chairman Grundel opened up the public hearing. L. Bailey motioned to waive the reading of the entire ordinance. B. Neville seconded. Motion unanimously carried by roll call vote. Chairman Grundel read the Title of the Ordinance. R. Casto motioned to approve Ordinance 08-1. B. Webster seconded. Motion unanimously carried by a roll call vote.

PUBLIC HEARING FIRST OF TWO PUBLIC HEARINGS ON POTENTIAL ADJUSTMENT OF THE FEE FOR THE FIRE SUPPRESSION BENEFIT ASSESSMENT

Chief Vander Plaats said the CPI for U. S. Cities average for 2007 is 2.8%. The board concurred on this adjustment and it will be voted on at the next public board meeting hearing.

CONSIDERATION OF USING A PROFESSIONAL PAYROLL SERVICE TO PROCESS DISTRICT PAYROLL

Chief Vander Plaats explained that he has contacted Marcia Salter, Nevada County Auditor to learn the logistics for use of an outside vendor for payroll only. She said this is an acceptable plan for a payroll clearing account. Staff determined that the District would save money and reduce liability by outsourcing payroll. Also, since the District has 1 administrative person out on leave for 3 months, this is an especially good idea as an emergent arrangement. Chief Vander Plaats contacted 4 companies and he recommends Payroll People, Inc. as they have worked with public agencies. B. Neville motioned that in light of the projected absence of our payroll person we accept the recommendation of staff to approve Payroll People, Inc. for the remainder of the calendar year, and to direct Chief Vander Plaats to follow through with the set-up of the payroll account with Nevada County Auditor-Controller and a local bank. L. Bailey seconded. Motion unanimously carried by a roll call vote.

CONSIDERATION OF AN AUDIT OF THE CLERICAL DUTIES WITHIN THE DISTRICT- A Complete Analysis of All Clerical Duties Performed by Administrative and Office Staff Including the Fire Chief and Battalion Chief

R. Casto said the when the Citizen's Review Committee reported back to the District on their findings they had some recommendations on ways to try to streamline operations and possibly save money. One of these ideas was to conduct a full evaluation of office personnel to see if any duties are overlapping. The board asked staff to follow up on this by finding an outside person to perform an efficiency audit. This will be brought to the next board meeting.

ANNUAL REVIEW OF AUTOMATIC AID AND MUTUAL AID AGREEMENTS

Chief Vander Plaats provided a binder with all of our auto aid and mutual aid agreements. These were for information only.

REVIEW OF 2008/09 BUDGET WORKSHEETS

Chief Vander Plaats reviewed the budget worksheets. L. Bailey and B. Neville offered their help in working with the Chief for the June preliminary budget. No motion required.

BALLOT FOR THE POSITION OF SPECIAL DISTRICT MEMBER TO THE NEVADA COUNTY LOCAL AGENCY FORMATION COMMISSION (LAFCo)

D. Hughes explained that last month the board nominated K. Grundel. Ophir Hill FPD nominated their board member Al Hoffmeyer. B. Neville motioned to elect K. Grundel. B. Webster seconded. Motion unanimously carried.

APPROVAL OF LETTER TO PENN VALLEY ORGANIZATIONS AND AGENCIES REGARDING LIASIONS BETWEEN GROUPS

R. Casto motioned to give full latitude to Chief Vander Plaats on the arrangement of the letter and organizations he wants to send it to. He further motioned for L. Bailey to work with the Chief on this. B. Neville seconded. Motion unanimously carried.

CHANGE JUNE BOARD MEETING DUE TO ELECTION DAY

After discussion B. Neville motioned to switch the meeting to the following Tuesday the 10th. R. Casto seconded. Motion unanimously carried. B. Webster let the board members he would be out of town for the meeting.

DIRECTOR'S REPORTS

1. Director Neville – He was on the oral board for our Captain's testing today and he thought they all did a good job.
2. Director Webster – He doesn't know if he can negotiate a contract with the Secretary when the Office Manager is on a leave of absence. Legal Counsel will have to be contacted. He's also working on an employee appreciation dinner, to be held in June or July.
3. Director Bailey – None

4. Director Grundel – Candidates filing is July 14 – August 8. We have K. Grundel, R. Casto and B. Neville's positions up.
5. Director Casto – He wanted to give B. Webster and the PV Lions Club recognition for raising \$6,500 for a local 10 year old girl that has lung cancer.

CLOSED SESSION

Pursuant to Government Code Section 54957.6 the board went in to closed session at 8:40 pm.

ACTION FROM CLOSED SESSION

At 9:35 pm the board came out of closed session. It was announced that the board gave Chief Vander Plaats direction to contact Legal Counsel on how to proceed with negotiations for the miscellaneous staff given the fact that 1 of 2 employees is on a 3 month medical leave.

ADJOURNMENT The board adjourned at 9:37 pm.

Respectfully submitted,

Debbie Hughes
Secretary to the Board

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