

**SOUTHERN INYO FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS  
REGULAR BUSINESS MEETING  
Wednesday, October 21<sup>st</sup>, 2020 - 6PM**

**TELECONFERENCE PARTICIPATION VIA ZOOM - 730-858-7575 (Password: sand)**

***Inyo County May 8, 2020 Mandate: Masks are required to wear in public.***

*The Southern Inyo Fire Protection District ("District"), in compliance with the Americans with Disabilities Act ("ADA"), requests that individuals who require special accommodations to access, attend, and/or participate in District board meetings due to a disability, please contact the District Office, (760) 852-4130, at least one business day before the scheduled meeting, to ensure that we may assist you. Gov. Code 54953.2; 54954.2 (a).*

*The Board is generally prohibited from discussing items not on the agenda. Under limited circumstances, the Board may discuss and act on items not on the agenda if they involve an emergency affecting the safety of persons, or a work stoppage, or if the need to act came to the attention of the District too late to be included on the posted agenda.*

*The allocated time for public comment is three minutes. Audience members wishing to address the Board regarding an item on the agenda must identify themselves at the time the matter comes up for consideration by the Board. The chair will call the visitor, either before, during, or following the Board's discussion about the matter. The time allowed for each agenda item is a total of three minutes per person.*

*Notice is hereby posted in accordance with State and SIFPD guidelines that the meeting is being held at the Tecopa Fire Station (410 Hot Springs Road) as approved by the board to the date and time above. This meeting is being held in conformance with current California Covid-19 guidelines which allow participation by remote access.*

## **AGENDA**

- I. Call to order and determination of quorum**
  - Jon Zellhoefer, Chairperson
  - Christy Horne, Vice-Chairperson
  - VACANT, Treasurer
  - Paul Carter, Secretary
  - Gary Barkley, Director
  
- II. Confirmation of Agenda/Reading of Minutes:**
  - Unapproved minutes of August 19, 2020 agenda
  - Unapproved minutes of Sept 16, 2020 agenda
  
- III. Public Comment:** 3 minutes per participant
  
- IV. Board, Officer and Committee Reports**
  - A. Board Member Reports
    - a. Board Chair Report
    - b. Treasury Report
  - B. Fire Chief's Report
  - C. Administrative Report
  - D. Fleet Mechanic's Report
    - a. State of Motor Pool
  - E. Committee Reports
    - a. Property Tax
    - b. Budget
    - c. Grants
    - d. Fundraising
  
- V. Old Business**
  - A. Board Vacancy.

- B. Resolution(s) to Review/Approve
  - a. California Website Compliance
    - i. Website was supposed to be active as of January 1, 2020.
    - ii. Due to limited resources and time before year end, we are unable to comply at this time.
  - b. Fire Mitigation Fees (in accordance with By-Law Art. 2.1.1)
    - i. Development – Inyo County Code section 14.20 Fire Mitigation Fees. (Recently adopted by Inyo Supervisors – <http://www.qcode.us/codes/inyocounty/> )
- C. Policy – Review (See BOD Manual Section 9 for full Policies)
  - a. Policy 3080: Purchasing. Status report.
- D. Schedule a “Meet & Greet” with Inyo Co. Officials (Matt Kingsley, Alisha McMurtrie, Amy Shepherd, etc).
- E. Board of Director’s Code of Ethics Certification. Status update.
  - a. See BOD Manual – By-Laws 1.1.2 & Manual Section 8
- F. In person board meetings (*reassess safety and social distancing measures for next meeting*)

**VI. New Business**

- A. AirGas – Status update on renting vs. purchasing tanks.
- B. Water Kiosk Report
  - a. Brief overview of the history of the Water Kiosk.
  - b. Financial Review.
- C. Policy – Review (See BOD Manual Section 9 for full Policies)
  - a. Policy 1010: Adopting/Amendment of Policy.
  - b. Policy 2180: Grievance. Board members, please verify this page exists in your Manual.
- D. Employee & Volunteer Health/Safety Physicals.
  - a. Policy 2200 (Pre-Employment Physical Exam) is the only notation.
- E. Review SIFPD Employees
- F. Volunteer/Employee Status
  - a. Jim Furlough (Mechanic/EMT) stepping down.
  - b. Sarah Paz Hyde (Admin/Secretary) transitioning to “substitute”.

**VII. Evaluate Distribution of Workload**

- A. Fire Chief.
- B. Admin/Secretary.
- C. Reassessment of Job Roles/Descriptions/Workloads.

**VIII. Good of the Order**

**IX. Public Comment: 3 minutes per participant**

**X. Suggested Agenda Items for Next Meeting**

**XI. Adjournment & Schedule the next Regular Board Meeting:**

*(confirm) Special “Elections & New Hire” Meeting, Nov 4, 2020, 6pm – Oath signing, discuss Admin Applicants.  
 (confirm) Nov Regular Meeting or Dec. Regular Meeting days.*

Prepared by:



10/16/2020

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Sarah Paz Hyde, SIFPD Administrator, as directed by Paul Carter, SIFPD Board Secretary

(date)

Agenda posted on Friday, October 16th, 2020, at the Fire District Office, Tecopa and Shoshone Post Offices, and Tecopa Community Center. To request a copy of the agenda or minutes recorded from this meeting, please contact the District office by phone at (760).852.4130 or by email [sifpd@yahoo.com](mailto:sifpd@yahoo.com).