

**SOUTHERN INYO FIRE PROTECTION DISTRICT
APPROVED MINUTES OF THE
REGULAR BUSINESS MEETING OF THE BOARD OF DIRECTORS
FRIDAY, AUGUST 17, 2012 1PM**

The Governing Board held a regular meeting of the Southern Inyo Fire Protection District on Friday, August 17, 2012 at Community Center Tecopa Hot Springs Road.

I. Call to order and determination of quorum

- **Robin Flinchum, Chairperson**
- **Amy Noel, Vice Chairperson**
- **Joseph Marks, Treasurer**
- **Rich Regnell, Secretary**
- **Marie Sanborn**

Chair Flinchum called the meeting to order at 1:05 pm, called roll and established a quorum.

Present: Chairperson, Robin Flinchum, Vice Chairperson Amy Noel, Member Marie Sanborn, Secretary Rich Regnell

Staff: Larry Levy, Carl Dennett

Absent: Treasurer Joseph Marks

Visitors: Brad Goans, Sam Fann, Mike Ko

II. Confirmation of agenda / Reading of Minutes

- Unapproved minutes from the July 19, 2012 Regular Business Meeting– *Motion*

Chair Flinchum moved to accept the minutes of the July 19 Regular Business Meeting with corrections, Member Regnell 2nd, vote taken and passed 4,0,0

III. Public Comment

Any person may address the District Board on any subject pertaining to District business, which is not listed on the agenda. This comment period is provided by the Ralph M. Brown Open Meeting Act (Government Code § 54950 et seq.)

There was none.

IV. Correspondence for possible Board action and/or review

There was none.

V. Consent Calendar

Consent calendar items are considered routine and are acted upon by the Board with a single action. Members of the audience wishing to provide public input may

request that the Board remove the item from the Consent Calendar.

There was none.

VI. Board, Officer, and Committee Reports:

A. Board Member Reports

1. Chairperson's Report

Chair Flinchum reported she was working on a survey for the CSDA and suggested that we consider making a vacation/ and or sick leave policy at the next meeting.

2. Treasury Report—*Motion Required*

1. Transaction Report—*Motion Required*

The transaction and treasury reports were reviewed Member Noel moved to accept financial reports with follow up on charges under item 5301, expense without money in that budget item. Member Regnell 2nd. There was some discussion, vote taken and passed 4,0,0.

B. Fire Chief's Report

There were 6 calls since the last meeting. 2 motorcycle, 1 vehicle, 2 medical, 1 fire. Vehicle update brush truck running and in Chief Levy's shop, the pump motor is working and there are a number of small things that still need attention. Chief Levy expects that it will be done by the end of August.

Chief is still working on reprogramming and installing radios. To date, 1 of 2 mobile units sent for repair was returned un-repairable there was a \$32 charge for the diagnostics. There are still 2 mobile radios to be installed and programmed to narrow band and 2 hand held, still out for repair. A \$20 deposit was made for title replacement for the light rescue.

Volunteers are now meeting regularly the 1st and 3rd Wednesday of each month, the first Wednesday being for business and equipment checks, the second for training on the fire practices, and the 1st Saturday of each month will be a meeting with Dr. Andracki to review EMS training.

November 28 has been scheduled to bring the training burn props out from Pahrump for practice. Place still to be determined. Possibilities include CalTrans yard and the Shoshone airport.

Auxiliary has met a couple of times and talked about recycling program, aux boxes to be staged with supplies for extended calls, setting up a phone tree to support distribution of aux box supplies to extended call outs. Minutes will be distributed and they have agreed to meet once a month the Thursday before the regular board meeting.

There was a discussion about use of the command vehicle.

Kudos to Chief Dennett and Billy Eichenbaum for passing AEMT course at the top of their class, and to Angie Sinohui for passing Fire Fighter 1 test.

C. Chief Administrator's Report

Chief Dennett, presented the ICEMA contract for the AEMT service, signed by the Fire Chief. It is the same contract as other fire protection agencies in Inyo County are using. The Fire Chief submitted it to Bill Ross for review but hasn't heard back. Also we have received confirmation from Palmetto that we are square with Medicare and everything has been switched out of old addresses and names (formerly registered at the Stevensons' address). Member Noel moved to submit the ICEMA contract as soon as possible, Member Regnell 2nd with an

amendment assuming okayed by Bill Ross. There was discussion and Member Regnell will follow up directly with Bill Ross. It was noted that time is of the essence, in order to avoid having to pay fee to change status with Palmetto. Vote taken, passed 4,0,0.

ICEMA has agreed to allow Chief Dennett and Billy Eichenbaum do their clinical requirement at Pahrump's Desert View Hospital and it has been scheduled for the first 2 weeks of September the clinical rotations are 5 days 9am - 9pm. After the clinical rotations are completed 40 hours of field rotations can be scheduled.

D. Committee Reports

1. Property Tax

Chief Dennett reported that the annual property tax survey was completed, signed sealed and delivered to the assessor's office. Chief Levy noted that it was a great learning experience for him.

2. Budget

Chair Flinchum noted that the budget was approved but we may need to post for review. She will follow up.

3. Fundraising

Chair Flinchum reported that the next fundraising committee meeting will be at Tues. Aug 21 at 1pm at the Resort and that they are moving back the fundraiser weekend to the last weekend of October which is fire awareness month and the activity qualifies us for a \$250 SAFER grant.

4. Development Committee

Besides Bright Source issues later in the agenda, St. Theresa's continues to make progress and Chief Levy keeping abreast of the progress.

5. Ad Hoc

a. PILT

Nothing to report.

VII. Old Business

A. Update on District Board Member training

Brad Goans reported there is nothing new to report.

B. Bright Source Update Discussion

Chair Flinchum noted that we would be incorporating agenda item VIII A. in this discussion.

Chief Levy reported there will be a county planning department meeting in Tecopa 8/29 6pm. There is a 20 acre parcel owned by Peggy Tsiamis on the property Bright Source wants to build on, and plans to build around. Bright Source has asked for an extension of the CEC staff assessment until October in order to continue addressing concerns. We have received Ron Coleman's final report and Marie Sanborn was handed a copy and Chief Levy promised to email the rest of the board a copy. It is still being reviewed by Bill Ross. BS submitted a doc to the CEC about a City of Hayward finding that supports that the CEC does not have jurisdiction over fire protection services. BS is still hoping to be able to call Pahrump and not provide mitigation for additional fire and rescue services support by SIFPD. There was discussion about mutual aid and Memorandums Of Understanding.

Chair Flinchum call a break at 2:28 Chair Flinchum reconvened the meeting at 2:32

There was discussion about the Bright Source reimbursement contract. Chief Dennett presented information from the Inyo County Auditor's office concerned about the effective date of the contract, as some of the services billed for are in the previous fiscal year. This can cause a finding on our next audit and have a negative impact for 2 years on loan and grant applications. In order to proceed with payments, they need approved meeting minutes to show we are aware of this negative impact. Chief Levy reported that Bill Ross didn't see that as a concern for making payments but didn't explore how to prepare for the negative impact. Member Regnell was assigned to contact Bill Ross and make sure we are prepared as well as can be. Member Regnell moved to authorize the Auditor/Controllers office to pay specifically named bills (i.e. Ross, Coleman and Levy from specific time periods (i.e. May, June and Jul) in the fiscal years 2011/2012 to be paid by the Hidden Hills Project Fund Budget (#834002) 2012/2013 Member Sanborn 2nd. There was more discussion, and vote taken, and passed 4,0,0. The Board will meet on Tuesday, August 21, to approve the minutes from this meeting so payments can be made in a timely fashion.

Chief Levy noted that we need to bill reimbursement for admin time as well as it's included in the reimbursement contract with BS.

C. Update on scheduling board member filing work days

It seems we are up to date for now, Chief Levy would like to do some more review. There was a discussion about documenting Standard Operating Procedures. Admin Dennett reports that SOPs are in place in a black notebook, Chief Levy will work on SOP for other procedures including vehicles and equipment checks.

D. Board Authorization for Petty Cash

Chief Levy presented items for reimbursement for expenditures within the previous fiscal year carried over due to delays in getting petty cash in order from last year's administrative turnover. Member Regnell move to reimburse Chief Levy for these expenses, Member Noel 2nd there was discussion, vote taken and passed, 4,0,0.

VIII. New Business

A. Review Reimbursement agreement with Bright Source and associated accounting issues

This item was included in the Bright Source discussion.

B. Review AEMT provider contract with ICEMA

This item was included in the Chief admin's report and discussion.

IX. Evaluate Distribution of Work Load

There was discussion about the work load and keeping morale up especially among the volunteers and use of appropriate language.

X. Good of the Order

It was good and suggested that we incorporate regular breaks at each hour into the meeting.

XI. Suggested Agenda Items for the next meeting.

- Vacation and or sick pay for employees

- Consider creating or updating a policy for use of the command vehicle
- Presenting our case to the Inyo County Supervisors for funding

XII. Adjournment to the next Regular board meeting on Thursday, September 20, 2012 at 6:00 P.M. at the Tecopa Community Center.

Member Noel moved to adjourn the meeting Member Sanborn 2nd. vote taken and passed 4,0,0. Chair Flinchum adjourned the meeting at 3:19 pm.

Prepared by Amy Noel

I, Robin Flinchum, Chair and Rich Regnell, Secretary hereby certify that the foregoing is a true and correct copy of the Regular Board Minutes of the August 17, 2012 Regular meeting of the Southern Inyo Fire Protection District.



Robin Flinchum, Chairman



Rich Regnell, Secretary