

**SOUTHERN INYO FIRE PROTECTION DISTRICT
APPROVED MINUTES OF THE
REGULAR BUSINESS MEETING OF THE BOARD OF DIRECTORS
TUESDAY JANUARY 17, 2012**

The Governing Board held a regular meeting of the Southern Inyo Fire Protection District on Tuesday, January 17, 2012 at the District Office 410 Tecopa Hot Springs Road

Present: Chairwoman, Robin Flinchum, Vice Chairwoman Amy Noel, Member Joseph Marks (1 vacant Board member seat)
Staff: Larry Levy, Carl Dennett
Absent: Secretary/Treasurer Deborah Aitken,
Visitors: Sam Fann, Billy Eichenbaum, Gary Barkley, Jon Zellhoefer

I. Call to order and determination of quorum

There being a quorum, Chairwoman Flinchum called the meeting to order at 6:07 pm

III. Confirmation of agenda / Reading of Minutes

- **Unapproved minutes from the September 24, 2011 Special Meeting—*Motion Required***
- **Unapproved minutes from the October 11, 2011 Special Meeting—*Motion Required***
- **Approved minutes from the November 15, 2011 Regular Meeting—*Motion Required***
- **Unapproved minutes from the December 20, 2011 Regular Meeting**
- **Unapproved minutes from the December 30, 2011 Special Meeting**

Approval of the minutes was postponed to the next regular meeting to give members a chance to review.

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.)

Jon Zellhoefer offered to fill Board vacancy if no other folks stepped forward, although he'd really like to see new people on the Board.

IV. Correspondence for possible Board action and/or review

Carl Dennett reported that there are problems with last year's EDD reporting. Payments appear to have been made but the forms if filed seem to be missing. He will continue to investigate this matter with assistance from the county.

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.

A. Transaction Report – *Motion Required*

Chair Flinchum moved to Treasury Report for discussion

VI. Board, Officer, and Committee Reports:

A. Board Member Reports

1. Chairperson's Report

Chair Flinchum reported that she will join the California State Fire Association as recommended by Chief Steve Davis of the Olcanch Fire Department.

2. Treasury Report – *Motion Required*

Member Noel moved to accept the Treasury Report Chair Flinchum 2nd There was discussion about need to understand county reports better and perhaps ask for changes to the reports. Jon Zellhoefer will share his experience with Admin Dennett and Admin Dennett will arrange for training for all of us. A vote was taken motion carried 3,0,0

Also reported by Chair Flinchum that upon follow up with county treasurer, she learned that we are not required to keep any fixed amount of money in a reserve fund for the district. Also, she contacted the Bureau of Land Management and was informed that the District will be able to renew our lease without further immediate significant improvement on the new fire station as long as we continue to work with BLM representatives and keep them informed of our progress.

B. Fire Chief's Report

Chief Levy gave an update on the 2nd ambulance repairs and equipment in Charleston View. There were no calls in the last month. Nye County is offering a free Fire Fighter I Academy 13 weekends. We need to do drug testing for folks in Charleston View that wish to be part of SIFPD.

C. Chief Administrator's Report

Admin Dennett reiterated the need for a District Credit Card, Member Noel

will apply for one. Discussed and clarified billing practices for ambulance and fire services according to current District policies as opposed to instructions given to billing company by the previous admin. There does not appear any need to modify any of these policies at this time.

D. Committee Reports

1. Property Tax

Chair Flinchum reported that it's time to begin annual review of properties in the District for taxing purposes. The process was discussed. Member Joe Marks volunteered to take on this task to review actual parcels according to current maps.

2. Budget—Should begin planning now

Budget committee consists of Joe Marks, Robin Flinchum, Carl Dennett and will begin work on next year's budget once a better understanding of the budget process is gained.

3. Fundraising—Yard Sale

Chair Flinchum announced we will be having a yard sale on Jon Zellhoefer's property Sunday and Monday, Feb 19 & 20.

4. Ad Hoc none

VII. Old Business

A. Update on posting for new job descriptions for District.

Chair Flinchum reported that she will post in the papers LVRJ, PVT, Inyo Register, San Bernadino; websites

B. Update discussion on Bright Source Energy Project

Chief Levy gave an update on the Bright Source Project. The Board reviewed his responses to the Bright Source Questionnaire. Jon Zellhoefer reported that Bright Source is aiming to start the last quarter of 2012.

Chief Levy will continue to work with Bill Ross to get as much support from the Bright Source Project for Emergency Services as we can.

C. Discuss and consider formulating plan of action to meet projected budget deficit.

There was brief further discussion on our short falls from this year's budget, and measure J tax possible increase. This was deferred to the budget committee to make suggestions.

D. Discuss available grants as possible funding sources

Maddy grant application deadlines coming up in March. We received a grant

from the State for 3 radios and \$300 worth of batteries.

E. Adoption of NFPA Standards for Firefighter training.

Member Noel moved that we adopt NFPA Standards for Firefighter training. Member Marks 2nd. There was a discussion, a vote was taken, motion passed 3,0,0.

F. Update on filling out SAFER grant paperwork

The coordinator for this program, Billy Echienbaum reported that he's working with various agencies to make sure we get everything filled out correctly, and volunteers are signing up.

VIII. New Business

A. Review and update Board Job Descriptions, update board contact information

The Board reviewed job descriptions prepared by Chair Flinchum. Member Noel moved to split the Secretary and Treasurer position. Member Marks 2nd vote taken, motion passed 3,0,0.

Member Noel nominated Joe Marks for the position of Treasurer, vote taken, motion passed 3,0,0.

Member Joe Marks moved to accept the Board Member and officer job descriptions, Member Noel 2nd vote taken, motion passed 3,0,0.

B. Update District Signature card for County files

Chair Flinchum moved that we add Admin Dennett to the signature card for county files. Discussion about how this would facilitate work flow Member Marks 2nd vote taken, motion passed 3,0,0.

C. Discuss ordering employee physicals

Chief Levy reported that physicals at \$375 each are required for Fire Fighter I class and that ideally we should consider providing this for our volunteers regularly. Member Noel moved to postpone sending a second candidate to EMT Boot Camp and use those funds for up to four physicals, books and any other supplies needed to send up to four candidates to the Nye County Fire Fighter I Academy. Member Marks 2nd. There was discussion, a vote taken, motion passed 3,0,0.

D. Update County signature cards for warrant orders

Duplicate agenda item, already addressed as item VIII. B.

E. Discuss Mutual Aid Agreement with Pahrump

Chief Levy reported that we are still looking for a signed copy in the files, if can't be found may need to effect a new agreement for the record.

F. Review District Calendar

This was added as new business with review of property tax assessments which has already been addressed.

IX. Evaluate Distribution of Work Load

We all seem to have our heads above water and feeling less overwhelmed.

IX. Good of the Order

It was good.

X. Suggested Agenda Items for the next meeting.

XII. Adjournment to the next Regular board meeting on Tuesday, February 21, 2012 at 6:00 P.M. at the Fire District Office

Chair Flinchum moved to adjourn the meeting, Member Marks 2nd motion passed 3,0,0. Chairwoman Flinchum adjourned the meeting at 9:45 pm.

Prepared by Amy Noel

I, Robin Flinchum and ^{Amy Noel}~~Deborah Aitken~~ hereby certify that the foregoing is a true and correct copy of the Regular Board Minutes of the January 17, 2012 Regular meeting of the Southern Inyo Fire Protection District.


Robin Flinchum, Chairman


Amy Noel, Vice Chair