

WOODBRIIDGE RURAL FIRE PROTECTION DISTRICT
400 East Augusta Street - Woodbridge
REGULAR MEETING – BOARD OF DIRECTORS
January 3, 2024

CALL TO ORDER: President Duke called the regular meeting of the Woodbridge Rural Fire Protection District Board of Directors to order at 10:06 a.m.

ROLL CALL:

Directors Present: David Duke, Loren Moore, Richard Gerlack, and Thomas Alexander
Absent: Michael Manna
Staff Present: Fire Chief Darin Downey, Operations Chief Brian Bernier, and District Secretary Diana Tidwell

MINUTES: On motion of Duke, seconded by Moore, the minutes of the regular meeting on November 15, 2023, were approved as written. All ayes. Motion carried unanimously.

INVOICE COMMITTEE REPORT: Director Gerlack gave the Invoice Committee Report for the period ending November 30, 2023, which included reviewing the district's bills and employee costs, and found them to be in order. On motion of Gerlack, seconded by Moore, expenditures totaling \$372,576.16 for November 2023, were approved. Motion carried unanimously.

INVOICE COMMITTEE: Director Manna and Director Alexander will serve on the Invoice Committee reviewing January 24, 2024, at 9:30 a.m. with the regular meeting following at 10:00 a.m.

BUSINESS NOT ON AGENDA FROM PUBLIC:

- A. Community member Al Wolter wished everyone a Happy New Year and inquired on update for electrical outage in Woodbridge January 2, 2024. Per Chief Downey the District did not respond to any accidents or incidents that would have caused an outage. Station 71 surged and was without power but other neighbors were not affected. PG&E was notified and advised that there was an outage but gave no other information.

FIRE CHIEF'S REPORT:

- A. Alarm & Fire Prevention Report:
Chief Downey reviewed the Alarm and Fire Prevention Reports, and each board member received a copy. Alarm reports show 183 calls for the month of November 2023, bringing the yearly total to 2,057, an increase in 3 calls from the prior year. There were 16 fire inspections completed during the month of November.
- B. Training Tower Update:
Per Chief Downey the training tower is still in the permit process. The district listed an invitation to bid in Builders Exchange and in local newspapers which closed Friday, December 29, 2023, at 1700. A public opening of bids was held yesterday, January 2, 2024, and only one of the bidders appeared.

OPERATION CHIEF'S REPORT:

- A. NONE

CORRESPONDENCE:

- A. An email was received by District auditor Pauline Sanguinetti on January 2, 2024, stating she is unable to attend meeting due to unforeseen circumstances and will appear in person at next scheduled Board of Directors meeting to present the Fiscal Year 2022-2023 annual audit.

ACTION ITEMS:

- A. Approve Fiscal Year 2022-2023 Annual Audit by CSV
Due to above mentioned correspondence from Pauline Sanguinetti at CSV, the Fiscal year 2022 – 2023 Annual Audit was tabled until the next Board of Directors meeting.

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- B. Approve Financial Transaction Report by CSV
Due to above mentioned correspondence from Pauline Sanguinetti at CSV, the Financial Transaction Report was tabled until the next Board of Directors meeting.
- C. Approve Annual Purchase of 6 Sets of Turnouts
On motion of Gerlack, seconded by Alexander approve purchase of 6 sets of turnouts and 6 sets of grass gear from Cascade Fire Equipment using Measure U funds in the amount of \$26,412.00. All ayes. Motion carried unanimously.
- D. Approve Annual Purchase of 6 sets of Grass Gear
On motion of Gerlack, seconded by Alexander approve purchase of 6 sets of grass gear and 6 sets of turnouts from Cascade Fire Equipment using Measure U funds in the amount of \$26,412.00. All ayes. Motion carried unanimously.
- E. Approve Selection of Contractor for Training Tower
On motion of Alexander, seconded by Gerlack, approve selection of JS Nowak LLC. as contractor for training tower for \$338,600 not to exceed \$450,000 without prior Board approval. All ayes. Motion carried unanimously.
- F. Reorganization of the Board of Directors
On motion of Alexander, seconded by Duke, approve reorganization of the Board of Directors as follows:
- Loren Moore as President
 - Michael Manna as Vice President
 - Diana Tidwell remaining as District Secretary
- All ayes. Motion carried unanimously.

CLOSED SESSION:

- A. Workers' Compensation claim pursuant to California Government Code Section §54956.95.
The meeting convened into closed session at 10:40 a.m.
The meeting reconvened into open session at 10:52 a.m. with the following action from the Board of Directors:
1. No action taken by the Board of Directors for line-item A. Informational purposes only.

BOARD COMMENTS:

- A. Director Gerlack wished everyone a Happy New Year!

ADJOURNMENT: On motion of Duke, seconded by Gerlack, the Board of Directors meeting was adjourned at 10:53a.m. All ayes. Motion carried unanimously.

ATTEST:

DIANA TIDWELL, District Board Secretary