

**WOODBIDGE RURAL FIRE PROTECTION DISTRICT**  
**400 East Augusta Street - Woodbridge**  
**REGULAR MEETING – BOARD OF DIRECTOR’S**  
**April 26, 2023**

**CALL TO ORDER:** Vice President Moore called the regular meeting of the Woodbridge Rural Fire Protection District Board of Directors to order at 10:02 a.m.

**ROLL CALL:**

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

**MINUTES:** On motion of Alexander seconded by Manna, the minutes of the regular meeting on March 27, 2023, were approved as received. All ayes. Motion carried unanimously.

**INVOICE COMMITTEE REPORT:** Director Alexander gave the Invoice Committee Report for the period ending March 31, 2023, which included reviewing the district’s bills and employee costs, and found them to be in order. On motion of Alexander, seconded by Manna, expenditures totaling \$505,853.02 for March 2023, were approved. Motion carried unanimously.

**INVOICE COMMITTEE:** President Duke and Director Alexander will serve on the Invoice Committee reviewing May 24, 2023, at 9:30 a.m. with the regular meeting following at 10:00 a.m.

**BUSINESS NOT ON AGENDA FROM PUBLIC:**

A. NONE

**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 150 calls for the month of March 2023, bringing the yearly total to 504, an increase of 11 calls from the prior year. There were 15 fire inspections completed during the month of March.

B. Solar Project Update:

Chief Downey advised application is complete and within the Net Energy Metering (NEM 2) compliance period. The first layer of concrete is poured, and the last three feet will be completed next week. The conduit has also been run to the station for electrical.

C. Training Tower Update:

Chief Downey advised still waiting on soils report before we can receive final drawings. ETA for soils report is Monday, May 1, 2023, and then we will submit plans for permit review. Sole source request was also submitted to county and approved which will speed up process significantly. Once the tower is under way, Cecil Dillon will provide a site plan for asphalt and drainage so RFP for remainder of project including classroom can be started.

D. Winter Storm Update:

Chief Downey advised Administration is working closely with FEMA for storm damage reimbursement. The district is currently expecting approximately 140,000 in reimbursement.

E. Fraudulent Charges on Credit Card:

Chief Downey advised Administration found fraudulent charges on recent credit card statement so the card was cancelled and UMB Bank will be crediting the district on next statement. Purchases were mainly meals from restaurants in multiple states including Texas, North Carolina, and Virginia. Total charges are less than \$1000. A new card will arrive within 10 business days.

**OPERATION CHIEF’S REPORT:**

A. New Engine 72 Update:

Chief Downey advised Operations Chief Bernier to be absent Tuesday through Thursday until further notice due to jury duty assignment. Chief Downey advised new Engine 72 has been shipped to Golden State Fire Apparatus in Sacramento for new equipment installation. Anticipated delivery to Station 71 by the end of May then will work on personnel training and putting engine in service. Chief Downey also advised that Engine 77 painting and striping is completed and that build time of new engine purchases is approximately three years out so there is a need to start discussing possible purchase of new Engine 73.

**CORRESPONDENCE:**

- A. Board members received a copy of resignation letter from Firefighter James Lazette effective April 25, 2023.

**ACTION ITEMS:**

A. APPROVE FY 2021/2022 ANNUAL AUDIT:

At the start of meeting Fire Chief Downey requested presentation of annual audit by Pauline Sanguinetti moved before Fire Chief’s Report. On motion of Gerlack, seconded by Alexander, FY 2021/2022 annual audit approval tabled until next meeting pending completion of final audit documents. All ayes. Motion carried unanimously.

B. APPROVE PURCHASE OF LUCAS CPR DEVICE FOR E72 PER NEW EMS POLICY:

On motion of Alexander, seconded by Gerlack, approve purchase of new Lucas CPR device for Engine 72 per the new EMS Policy not to exceed \$20,000.00. All ayes. Motion carried unanimously.

C. APPROVE MEASURE U REFUND FOR ANA-LISE KOZLOWSKI:

On motion of Gerlack, seconded by Alexander, approve Measure U Refund for Ana-Lise Kozlowski for \$697. All ayes. Motion carried unanimously.

**CLOSED SESSION:**

- A. Negotiations Pursuant to California Government Code Section §54957.6

The meeting convened into closed session at 10:58 a.m.

The meeting reconvened into open session at 11:50 a.m. with the following action from the Board of Directors:

1. On motion of Alexander, seconded by Gerlack, approve negotiations with administration, pursuant to California Government Code Section 54957.6. Tentative agreement pending President David Dukes signature and updated contracts signed and forwarded to each Board Member. All ayes. Motion carried unanimously.
2. On motion of Alexander, seconded by Moore, approve one time amendment to the current MOU between Woodbridge Fire District and Association of Woodbridge Firefighters of Iwithinal 1225 for the purpose of filling Fire Captain vacancies from with-in pursuant to California Government Code Section 54957.6. All ayes. Motion carried unanimously.

**BOARD COMMENTS:**

- A. NONE

**ADJOURNMENT:** On motion of Gerlack, seconded by Moore, the Board of Directors meeting was adjourned at 11:52 a.m. All ayes. Motion carried unanimously.

**ATTEST:**

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DIANA TIDWELL, District Board Secretary