

**WOODBIDGE RURAL FIRE PROTECTION DISTRICT**  
**400 East Augusta Street - Woodbridge**  
**REGULAR MEETING – BOARD OF DIRECTOR'S**  
**June 16, 2021**

**CALL TO ORDER:** President Duke called the regular meeting of the Woodbridge Rural Fire Protection District Board of Directors to order at 10:01 a.m.

**ROLL CALL:**

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

**MINUTES:** Per President Duke call to order name for May 26, 2021, changed to Vice President Alexander. On motion of Manna, seconded by Moore, the minutes of the regular meeting on May 26, 2021, were approved as received.

**INVOICE COMMITTEE REPORT:** President Duke gave the Invoice Committee Report for the period ending May 31, 2021, which included reviewing the District's bills and employee costs, and found them to be in order. On motion of Moore, seconded by Duke, expenditures totaling \$343,313.88 were approved for payment. Motion carried unanimously.

**JULY INVOICE COMMITTEE:** Directors Alexander and Gerlack will serve on the Invoice Committee reviewing July 28, 2021, at 9:30 a.m. with the regular meeting following at 10:00 a.m.

**FIRE CHIEF'S REPORT:**

A. Alarm & Fire Prevention Report:

Chief Downey reviewed the Operations and Fire Prevention Report, and each board member received a copy. Alarm reports show 205 calls for the month of May bringing the year-to-date total to 828, an increase of 115 from the prior year. There were 6 fire inspections completed during the month of May.

B. Thornton Fire District:

Chief Downey advised Thornton Fire Districts losing key personnel and have started a training academy. The current goal is to keep Thornton Fire District staffing levels to at least 2 personnel per shift. Chief Downey introduced Captain Brian Bernier who is currently overseeing Thornton Fire District operations.

Captain Bernier advised one Lieutenant has been accepted into Paramedic School and will be resigning at the end of the month, another Lieutenant has accepted a Fire Chiefs position at Farmington Fire Department and will be retiring later this year. There is one intern being promoted and a plan in place for a fourth to begin shadowing to the other position once the current Lieutenant retires. Captain Bernier stated Thornton Fire District has attraction issues due to current wages and are working on improving employee costs and updating their MOU. Captain Bernier has attended Board of Directors Meetings and Board Members have discussed possible mergers and consolidations however funding from County is extremely low therefore it is not recommended or feasible at this time. Captain Bernier has made recommendations for updated equipment and EMS supplies to the Board of Directors.

**CORRESPONDENCE:**

A. None

**ACTION ITEMS:**

A. FISCAL YEAR 2021/2022 PRELIMINARY BUDGET:

On Motion of Moore, seconded by Manna, the Fiscal Year 2021/2022 Preliminary Budget of \$4,524,963 was approved. All ayes. Motion carried unanimously.

B. MEASURE U 2-YEAR PLAN:

On motion of Manna, seconded by Moore, Measure U 2-year Plan was approved. All ayes. Motion Carried unanimously.

C. FISCAL YEAR 2020/2021 INSURANCE POLICIES:

Chief Downey presented the Board with 2 Quotes for Fiscal Year 2021/2022 Insurance Policies. President Duke requested that Chief Downey speak with current broker about lowering costs and delay of renewal policy information. On motion of Moore, seconded by President Duke insurance quote from NFP for \$34,834 approved with the exception that Chief Downey speak with the insurance broker regarding costs and importance of timely insurance policy renewal information. Director Manna abstained from voting.

D. FISCAL YEAR 2021/2022 ANNUAL AUDIT RENEWAL:

At the request of the Board of Directors, Chief Downey to present additional quotes for annual auditing services. Approval of Fiscal Year 2021/2022 Annual Audit Renewal with CSV tabled until next Board of Directors meeting.

E. FISCAL YEAR 2021/2022 FINANCIAL TRANSACTION REPORT RENEWAL:

At the request of the Board of Directors, Chief Downey to present additional quotes for preparation of Financial Transaction Report Renewal. Approval of Fiscal Year 2021/2022 Financial Transaction Report Renewal with CSV tabled until next Board of Directors meeting.

F. EMPLOYMENT OF FULL TIME OPERATIONS CHIEF:

Approval of Employment of Full Time Operations Chief moved to after closed session.

**BUSINESS NOT ON AGENDA FROM PUBLIC:** None

**CLOSED SESSION:**

- A. Liability claims/Workers' Compensation claims/Medical Malpractice claims (Government Code §54956.95)

- B. Employment of Full Time Operations Chief pursuant to California (Government Code Section §54957)

The meeting convened into closed session at 10:46 a.m.

The meeting reconvened into open session at 11:15 a.m. with the following action from the Board of Directors:

1. No action taken from the Board of Directors for line-item A.
2. On motion of Moore, seconded by Manna, promotion of Captain Brian Bernier to Full-time Operations Chief effective July 1, 2021, approved. All ayes. Motion carried unanimously.

**BOARD COMMENTS:** None

**ADJOURNMENT:** On motion of President Duke, the Board of Directors meeting was adjourned at 11:22 a.m. Seconded by Moore. Motion carried unanimously.

**ATTEST:**

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DIANA TIDWELL, District Board Secretary