

**WOODBIDGE RURAL FIRE PROTECTION DISTRICT**  
**400 East Augusta Street - Woodbridge**  
**REGULAR MEETING – BOARD OF DIRECTOR’S**  
**September 27, 2023**

**CALL TO ORDER:** President Duke 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: David Duke, Thomas Alexander, Richard Gerlack, and Loren Moore  
Absent: Director Manna  
Staff Present: Fire Chief Darin Downey, Operations Chief Bernier, and District Secretary Diana Tidwell

**MINUTES:** On motion of Gerlack, seconded by Moore, the minutes of the regular meeting on August 23, 2023, were approved as written. All ayes. Motion carried unanimously.

**INVOICE COMMITTEE REPORT:** Director Moore gave the Invoice Committee Report for the period ending August 31, 2023, which included reviewing the district’s bills and employee costs, and found them to be in order. On motion of Moore, seconded by Gerlack, expenditures totaling \$377,138.74 for August 2023, were approved. Motion carried unanimously.

**INVOICE COMMITTEE:** Director Manna and Director Gerlack will serve on the Invoice Committee reviewing October 25, 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 230 calls for the month of August 2023, bringing the yearly total to 1,514, an increase in 26 calls from the prior year. There were 3 fire inspections completed during the month of August.
- B. Station 74 Termites and Bathroom Remodel:  
Chief Downey advised A1 Exterminators Inc. sprayed for termite infestation at Station 74. The bathroom has been completely remodeled and a company will be out to tape and texture next week.
- C. Measure U Oversight Committee:  
Chief Downey met with the Measure U Committee to review the results of the annual Measure U audit. Al Wolter to present results during correspondence.
- D. Training Tower Update:  
The project is moving forward. Still waiting on completion of submittal drawings to forward to County for approval. The well has been removed and needs to be filled.
- E. Captain and Battalion Chief Testing Update:  
Chief Downey advised Captain and Battalion Chief testing has been completed. Three personnel tested Monday for Captain and all three passed and promoted. Two personnel tested Tuesday for Battalion Chief and one passed and promoted.
- F. Statement of Economic Interests Form 700:  
Chief Downey advised administration has received three of five Statement of Economic Interest Form 700. Need remaining two forms for the upcoming annual audit.

**OPERATION CHIEF’S REPORT:**

A. Academy 23-1 Update

Operations Chief Bernier advised Academy 23-1 doing well and in week 5. The recruits are currently reviewing EMS and have successfully completed ladders, ventilation, hose poles, etc. There are 4 recruits set to graduate in approximately 3 weeks.

**CORRESPONDENCE:**

A. Measure U Oversight Committee Report:

Al Wolter advised Measure U Oversight Committee met with Chief Downey on September 13, 2023, to review results of annual audit of Measure U funds. Found everything to be in order and funds properly used in accordance to Measure U purpose.

**ACTION ITEMS:**

A. Approve FY 23/24 Final Annual Budget

On motion of Moore, seconded by Alexander, Fiscal Year 2023-2024 Final Annual Budget Audit of \$5,587,908 approved. All ayes. Motion carried unanimously.

B. Approve FY 23/24 Property Tax Estimated Revenues

On motion of Alexander, seconded by Gerlack, Fiscal Year 2023-2024 Property Tax Estimated Revenues for \$4,035,038.80 approved. All ayes. Motion carried unanimously.

C. Approve FY 23/24 Beginning Charges for Direct Assessments:

On motion of Alexander, seconded by Moore, FY 2023-2024 Beginning Charges for Direct Assessments for Delta Fire for \$281,646.66 and Measure U for \$ 1,485,541.76 approved. All ayes. Motion carried unanimously.

**CLOSED SESSION:**

A. Workers’ Compensation claim pursuant to California Government Code Section §54956.95.

B. Lateral Captains Testing pursuant to California Government Code Section §54957.5(a)

The meeting convened into closed session at 10:45 a.m.

The meeting reconvened into open session at 11:10 a.m. with the following action from the Board of Directors:

1. No action taken by the Board of Directors for line-item A.
2. It is the Board consensus that the Fire Chief do what is necessary in order to fill any vacant Captain position(s) within the District for line-item B.

**BOARD COMMENTS:**

A. Director Gerlack inquired about the effect of the new solar panels on recent electricity bills. Chief Downey most recent bill is approximately \$800 which is approximately \$1000 less than July 2023 bill.

**ADJOURNMENT:** On motion of Duke, seconded by Gerlack, the Board of Directors meeting was adjourned at 11:22 a.m. All ayes. Motion carried unanimously.

**ATTEST:**

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DIANA TIDWELL, District Board Secretary