

WOODBIDGE RURAL FIRE PROTECTION DISTRICT
400 East Augusta Street - Woodbridge
SPECIAL ZOOM MEETING – BOARD OF DIRECTORS
February 1, 2024

CALL TO ORDER: Vice President Moore called the special zoom meeting of the Woodbridge Rural Fire Protection District Board of Directors to order at 10:04 a.m.

ROLL CALL:

Directors Present: Loren Moore, Richard Gerlack, Michael Manna, and Thomas Alexander
Absent: 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 Gerlack, the minutes of the regular meeting on January 3, 2024, were approved as written. All ayes. Motion carried unanimously.

INVOICE COMMITTEE REPORT: Director Moore gave the Invoice Committee Report for the period ending December 31, 2023, which included reviewing the district's bills and employee costs, and found them to be in order. On motion of Gerlack, seconded by Alexander, expenditures totaling \$392,610.83 for November 2023, were approved. Motion carried unanimously.

INVOICE COMMITTEE: Director Duke and Director Alexander will serve on the Invoice Committee reviewing February 28, 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 complimented new black striping on engine 71 and advised district should start advertising for Measure U committee members as member terms are set to expire. Chief Downey advised he will begin advertising in the next few weeks.

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 174 calls for the month of December 2023, bringing the yearly total to 2,231, a decrease of 57 calls from last year. There were 30 fire inspections completed during the month of December.
- B. Training Tower Update:
Per Chief Downey the first delivery for training tower materials is scheduled for this morning and two more deliveries are expected to arrive tomorrow, Friday, February 2, 2024. The permit has been signed by Steve Butler and building should begin any day.
- C. 700 Forms:
Chief Downey advised Board of directors that 700 forms we emailed in packets and need to be completed and returned to the district prior to the April 1, 2024, due date by San Joaquin County.
- D. Hiring Process Update:
Chief Downey advised the district sent email invitations to over 70 applicants from the FCTC website. 19 applicants moved on to the oral interview process. Of the 19 applicants, 10 successfully passed the oral interviews and are moving forward to Chiefs interviews on February 6th and 7th.

OPERATION CHIEF'S REPORT:

- A. NONE

CORRESPONDENCE:

- A. NONE

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ACTION ITEMS:

A. Approve Fiscal Year 2022-2023 Annual Audit by CSV

At the start of the meeting Chief Downey requested the annual Audit presentation by Pauline be moved after the invoice committee report. Pauline Sanguinetti reviewed the auditor's report. On motion of Gerlack, seconded by Alexander, approve Fiscal Year 2022 – 2023 annual audit from CSV. All ayes. Motion carried unanimously.

B. Approve Financial Transaction Report by CSV

At the start of the meeting Chief Downey requested the Financial Transaction Report by CSV presented by Pauline Sanguinetti be moved to after the invoice committee report. Pauline Sanguinetti reviewed the Financial Transaction Report. On motion of Gerlack, seconded by Alexander, approve the Financial Transaction report by CSV. All ayes. Motion carried unanimously.

C. Approve Measure U Appeal for Steve Clark

On motion of Gerlack, seconded by Alexander approve Measure U Appeal for Steve Clark in the amount of \$2,394. 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 10:44 a.m.

The meeting reconvened into open session at 10:53 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 Moore inquired about possible iPads for Board of Directors packets. Chief Downey advised he will look in to the costs and add it to the next Board of Directors meeting for approval.

ADJOURNMENT: On motion of Manna, seconded by Gerlack, the Board of Directors meeting was adjourned at 10:58.m. All ayes. Motion carried unanimously.

ATTEST:

DIANA TIDWELL, District Board Secretary