

WOODBRIIDGE RURAL FIRE PROTECTION DISTRICT
400 East Augusta Street - Woodbridge
REGULAR MEETING – BOARD OF DIRECTOR’S
February 22, 2023

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

ROLL CALL:

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

MINUTES: On motion of Alexander seconded by Manna, the minutes of the regular meeting on December 21, 2022, were approved as received. All ayes. Motion carried unanimously.

INVOICE COMMITTEE REPORT: Director Alexander gave the Invoice Committee Report for the period ending December 31, 2022, and January 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 \$390,212.00 for December 2022, and \$548,440.82 for January 2023, were approved. Motion carried unanimously.

DECEMBER INVOICE COMMITTEE: President Duke and Director Gerlack will serve on the Invoice Committee reviewing March 27, 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 234 calls for the month of December 2022, bringing the yearly total to 2298 an increase of 8 calls from the prior year. There were 25 fire inspections completed during the month of December. Alarm reports show 225 calls for the month of January 2023, an increase of 54 calls from the previous year. There were no fire inspections during the month of January because crews were training on a new, very thorough, and comprehensive prevention program.

B. Winter Storm Event Update:

Chief Downey advised the district submitted weekly initial damage estimates throughout the winter storm event and will be submitting to FEMA next week for reimbursement. The reimbursement will include all overtime, supplies and potentially all costs associated with storm related incidents.

C. Annual Audit Update:

Chief Downey advised Pauline from Croce, Sanguinetti, and Vander Veen has completed the FY 21/22 annual audit however she was not able to attend the meeting this month and will attempt to attend the next meeting to review and answer any questions the Board of Directors may have.

D. American Rescue Plan Act (ARPA) Projects:

Chief Downey advised the district is working on soils report for the new training tower and the plan for the current well. Option 1 is to install a new pump that provides volume for training and apparatus filling and option 2 is to terminate it. Crews have been working on clearing out and leveling the back lot. He and Operations Chief Bernier also met with the manufacturer of the training tower for final review of the plans.

E. AB 1234 Local Ethics Training:

Chief Downey advised AB 1234 Local Ethics Training of each member is due and district will send out notification and link for the training through Target Solutions program.

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OPERATION CHIEF'S REPORT:

- A. Operations Chief Bernier advised district is currently in process of revamping a task book for the new boat to meet state standards.

CORRESPONDENCE:

- A. Chief Downey presented each Board of Director with resignation letter from Captain Joseph Zurilgen effective January 20, 2023.

ACTION ITEMS:

- A. APPROVE FY 21/22 SPECIAL DISTRICTS' FINANCIAL TRANSACTIONS REPORT
On motion of Alexander, seconded by Manna, approve Fiscal Year 2021-2022 Special Districts' Financial Transactions Report by Croce, Sanguinetti, and Vander Veen. All ayes. Motion carried unanimously.
- B. APPROVE MEASURE U REFUND FOR WOODS DAIRY
On motion of Manna, seconded by Alexander, approve Measure U refund for Woods Dairy in the amount of \$2,576.00. All ayes. Motion carried unanimously.

CLOSED SESSION:

- A. NONE

BOARD COMMENTS:

Vice President Moore inquired on status of station 71 solar project. Per Chief Downey, All Save Energy has established where to install footings but are still awaiting permits. They are hoping to begin drilling by next week.

ADJOURNMENT: On motion of Manna, seconded by Alexander, the Board of Directors meeting was adjourned at 10:38 a.m. All ayes. Motion carried unanimously.

ATTEST:

DIANA TIDWELL, District Board Secretary