

**WOODBRIIDGE RURAL FIRE PROTECTION DISTRICT**  
**400 East Augusta Street - Woodbridge**  
**REGULAR MEETING – BOARD OF DIRECTOR’S**  
**June 22, 2022**

**CALL TO ORDER:** President Duke called the regular meeting of the Woodbridge Rural Fire Protection District Board of Directors to order at 10:00 a.m.

**ROLL CALL:**

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

**MINUTES:** On motion of Alexander, seconded by Moore, the minutes of the regular meeting on May 18, 2022, were approved as received. All ayes. Motion carried unanimously.

**INVOICE COMMITTEE REPORT:** Director Gerlack gave the Invoice Committee Report for the period ending May 31, 2022, which included reviewing the district’s bills and employee costs, and found them to be in order. On motion of Gerlack, seconded by Duke, expenditures totaling \$454,977.98 for May 2022, were approved. Motion carried unanimously.

**JULY INVOICE COMMITTEE:** Director Manna and Vice President Alexander will serve on the Invoice Committee reviewing July 27, 2022, 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 Alarm and Fire Prevention Report, and each board member received a copy. Alarm reports show 201 calls for the month of May bringing the yearly total to 887, an increase of 59 from the prior year. There were 11 fire inspections completed during the month of April.
- B. Generator Update:  
Chief Downey advised Nationwide Generators do not invoice so a check in the amount of \$6,762.28, approximately \$1000 less than the original quote, was mailed on June 1, 2022. The generator has been ordered and Nationwide will be shipping it soon. Chief Darin will continue to keep the Board of Directors updated on its status.
- C. Engine 77 Update:  
Chief Downey advised all body work including sanding is complete and Engine 77 is currently being matched for color and prepped for painting. Estimate completion is the end of next week. The District will discuss updating the rim color at a later meeting.
- D. Engine 75 Update:  
Chief Downey advised the Engine 75 was shipped to Dave Shands Diesel Repair with what appeared to be a blown engine. It was determined after inspection that the torque converter bolts were loose, and Engine needs a new bell housing, torque converter, and flex plate. The parts have been ordered and cost of repairs will be much cheaper than originally expected.
- E. Solar Update:  
Chief Downey advised two companies have sent in bids for the Station 71 solar project. A 3<sup>rd</sup> bid is currently in process. All bids should be available by the next Board of Directors meeting to discuss or approve as an action item if the Board of Directors wishes to move forward.

**OPERATION CHIEF’S REPORT:**

- A. None

**CORRESPONDENCE:**

- B. None

**CLOSED SESSION:**

- A. Liability claims/Workers’ Compensation claims/Medical Malpractice claims pursuant to Government Code §54956.95

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The meeting convened into closed session at 10:35 a.m.

The meeting reconvened into open session at 10:50 a.m. with the following action from the Board of Directors:

1. No action taken from the Board of Directors for line-item A during closed session. Informational purposes only.

**ACTION ITEMS:**

- A. ADOPT FISCAL YEAR 2022-2023 PRELIMINARY BUDGET:  
On Motion of Moore, seconded by Gerlack, approve fiscal year 2022-2023 preliminary budget for \$5,456,079. All ayes. Motion carried unanimously.
- B. APPROVE FISCAL YEAR 2022-2023 INSURANCE POLICY:  
Chief Downey requested Action item B moved to the start of meeting. Insurance agent Eric Wright discussed fiscal year 2022-2023 insurance proposal and slight increase in cost due to additions of new apparatus. On motion of Alexander, seconded by Gerlack, decision was made to stay with Mr. Wright and VFIS insurance and approve fiscal Year 2022-2023 Insurance Policy for \$38,896. All ayes. Motion carried unanimously.
- C. APPROVE FISCAL YEAR 2021-2022 RENEWAL OF AUDIT SERVICES BY CSV:  
On motion of Alexander, seconded by Gerlack, approve annual audit services for fiscal year 2021-2022 by Croce, Sanguinetti, and VanderVeen. All ayes. Motion carried unanimously.
- D. APPROVE PREPARATION OF SPECIAL DISTRICTS FINANCIAL REPORT BY CSV:  
On motion of Gerlack, seconded by Moore, approve preparation of fiscal year 2021-2022 special districts financial transaction report by Croce, Sanguinetti, and VanderVeen. All ayes. Motion carried unanimously.
- E. APPROVE RESOLUTION 22-2 – EMPLOYEE INDUSTRIAL DISABILITY RETIREMENT:  
On motion of Moore, seconded by Gerlack, Resolution 22-2 – Employee Industrial Disability Retirement adopted and approved. All ayes. Motion carried unanimously.
- F. APPROVE PURCHASE OF NEW DISTRICT SERVER:  
On motion of Moore, seconded by Alexander, approve purchase of new Dell server for \$6,540.09 from Capital Reserve. All ayes. Motion carried unanimously.

**BUSINESS NOT ON AGENDA FROM PUBLIC:**

- A. Chief Downey brought up discussion of possibly extending the new Engine 72 during production as current length of proposed Engine does not adequately fit all equipment and supplies. If engine is lengthened the apparatus bay at station 74 will also need to be extended to fit the larger Engines when they are required to cover the stations. President Duke requested Chief Downey attempt to acquire 3 bids and the items be added to the next Board of Directors meeting agenda.

**BOARD COMMENTS:**

- A. Director Moore advised he would like to see the picture board at station 71 updated.

**ADJOURNMENT:** On motion of Duke, seconded by Moore, the Board of Directors meeting was adjourned at 11:44 a.m. All ayes. Motion carried unanimously.

**ATTEST:**

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DIANA TIDWELL, District Board Secretary