

WOODBRIIDGE RURAL FIRE PROTECTION DISTRICT
400 East Augusta Street - Woodbridge
REGULAR MEETING – BOARD OF DIRECTOR’S
December 22, 2021

CALL TO ORDER: Vice President Alexander called the regular meeting of the Woodbridge Rural Fire Protection District Board of Directors to order at 10:07 a.m.

ROLL CALL:

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

MINUTES: On motion of Gerlack, seconded by Manna, the minutes of the regular meeting on November 10, 2021, were approved as received.

INVOICE COMMITTEE REPORT: Director Moore gave the Invoice Committee Report for the period ending November 30, 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 \$477,995.19 were approved for payment. Motion carried unanimously.

JANUARY INVOICE COMMITTEE: Director Manna and President Duke will serve on the Invoice Committee reviewing January 19, 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 161 calls for the month of November bringing the year-to-date total to 2119, an increase of 326 from the prior year. There were 15 fire inspections completed during the month of November.
- B. FY 2020/2021 Annual Audit Update:
Chief Downey advised new district auditor, Pauline Sanguinetti, is behind schedule due to overload after resignation of Lyndsay George. Ms. Sanguinetti advised she expects to have the 2020/2021 annual audit completed by the end of January. Once completed CSV will review at the next regular scheduled Board of Directors meeting.
- C. Special District COVID-19 Relief Funding Grant:
Chief Downey advised administration received notice of approval from CSFA regarding application submitted for Special District COVID-19 Relief Funding Grant. Woodbridge Fire District was awarded \$87,548 in funding. Per CSFA representative, the grant funds will be available within 30 business days.
- D. 2022 FEMA Grant:
Chief Downey advised district has applied for an additional 2022 FEMA Grant for no smoke emissions equipment. The equipment will help to decrease cancer causing emissions from all engines and costs roughly \$78,000. If approved, the district will be responsible for approximately 5% of the total costs of equipment and FEMA will reimburse the additional 95%.
- E. Apparatus Update:
Chief Downey advised Operations Chief Bernier and Firefighter Zurilgen are scheduled for a 4 day, per diem trip on January 4, 2022, to meet Golden State Fire Apparatus personnel to inspect new Engine 74 prior to it being shipped to the Station. The new Engine is expected to arrive by mid-February 2022.
- F. County Mobile Radio Grant:
Chief Downey advised the county applied for a mobile radio grant and all apparatus are now outfitted with new mobile radios. The radios help communicate with other departments including River Delta, Stockton Fire, etc.
- G. FEMA Regional Portable Radio Grant:
Chief Downey advised a FEMA Grant is currently being written for 18 additional radios that will update all existing portable radios. If approved the district will be responsible for approximately 10% of the total cost.

H. OES Scout Pilot Program:

Chief Downey advised OES asked Woodbridge Fire District to take part in a Scout Pilot Program which is a situational awareness and collaboration tool to assist in communication, coordination, and collaboration within incidents.

OPERATION CHIEF'S REPORT:

A. Thornton Fire District:

Operations Chief Bernier advised the Thornton Fire District Board of Directors received notice of resignation of an additional Board Member who is moving out of state after the first of the year. Thornton Fire District will be operating under 3 Board of Director members until open seats can be filled. The district is currently experiencing staffing issues as well with the resignation of two additional interims. Chief Darin Downey advised insurance agent Christian Mello has written a policy through ER Services which insures all auto and liability for the district. A plan of action regarding overhead and administration between Woodbridge Fire District and Thornton Fire District will be added as an action item at the next Woodbridge Fire District Board of Directors meeting.

CORRESPONDENCE:

A. None

CLOSED SESSION:

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

B. Labor Negotiations pursuant to California Government Code Section §54957.6

C. CalPERS Office of Audit Services' Unused Sick Leave Draft Report §20965

The meeting convened into closed session at 10:50 a.m.

The meeting reconvened into open session at 11:46 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. Approve amendment of Administrative Officers Contract effective December 1, 2021 through April 30, 2023.
3. No action taken from the Board of Directors for line-item C. Confidential informational purposes only. CalPERS Office of Audit Services Unused Leave Final Audit still in review.

ACTION ITEMS:

A. PROMOTION OF 8 FULL-TIME FIREFIGHTERS EFFECTIVE JANUARY 1,2022:

On motion of Gerlack, seconded by Moore, approve promotion of 8 firefighter trainees to full-time firefighters effective January 1, 2022. All ayes. Motion carried unanimously.

B. APPROVE CSFA BASE LIFE INSURANCE BENEFIT:

On motion of Moore, seconded by Gerlack, approve CSFA base life insurance benefit increase to \$50,000 per employee for \$7.81 per employee per month. All ayes. Motion carried unanimously.

C. APPROVE HIRING OF LATERAL FIREFIGHTERS:

On motion of Moore, seconded by Gerlack, approve hiring of 4 Full-time Lateral Firefighters to start approximately January 17, 2022. All ayes. Motion carried unanimously.

D. MEASURE U OVERSIGHT COMMITTEE APPLICATION PROCESS:

On motion of Moore, seconded by Gerlack, approve Measure U Oversight Committee Application Process effective immediately to close January 18, 2022, at 1700. If not enough applications are submitted to fill vacant spots, the Board of Directors may approve extension of application process at next regularly scheduled Board of Directors meeting. All ayes. Motion carried unanimously.

E. STATION 71 STANDBY GENERATOR REPLACEMENT:

On motion of Manna, seconded by Moore, approve purchase of new station 71 standby generator from Holly Generator for \$15,978. All ayes. Motion carried unanimously.

BUSINESS NOT ON AGENDA FROM PUBLIC:

Labor and Directors Manna and Alexander scheduled to meet on January 17, 2022, at 10:00 a.m. at Station 71 for memorandum of understanding contract negotiations.

BOARD COMMENTS: None

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ADJOURNMENT: On motion of Gerlack, the Board of Directors meeting was adjourned at 12:12 p.m. Seconded by Manna. All ayes. Motion carried unanimously.

ATTEST:

DIANA TIDWELL, District Board Secretary