

**WILLIAMS FIRE PROTECTION AUTHORITY**  
**810 E Street, Williams, California**  
**Regular Meeting of the Board of Directors**  
**Monday, June 17, 2024**

**MINUTES**

A regular meeting of the Williams Fire Protection Authority Board of Directors was called to order at 1731 hours by Vice Chairperson, Allen Gobel.

Directors Present: Kate Dunlap, Allen Gobel, Kelly Lewis, Don Parsons

Alternate Present: Sam Reynolds

Staff Present: Kara Alvernaz, Mary Pineda

Other Present: Arcelia Herrera (SCI Consultant), Christian Mello (George Peterson Insurance Broker), and Rex Mayes.

At 1734 hours the meeting was opened to a Public Hearing being held for the continuation of the benefit assessment in fiscal year 2024-2025 that funds the Williams Fire Protection Authority Fire Suppression and Protection Assessment District. No comments from the public. The Public Hearing was closed at 1736 hours.

Christian Mello, a George Peterson Insurance Broker presented insurance rates to the board and mentioned that currently, 74 fire districts in California are partnered with George Peterson Insurance Broker and that rates are more affordable than what the Williams Fire Protection Authority is currently paying with their current insurance provider.

Kate Dunlap moved to approve the minutes of the May 20, 2024 regular meeting. Motion was 2<sup>nd</sup> by Sam Reynolds. **Motion passed. Ayes 4 Noes 0 Abstain 1 Absent 1 by the following vote: Dunlap – aye, Gobel – aye, Lewis – aye, Parsons – abstain, Alternate Reynolds – aye, Turner-absent.**

The Financial Reports dated 5/31/2024 and the 5/1 – 5/31/24 Check Register were presented and discussed. Kelly Lewis moved to accept the Financial Reports dated 5/31/2024 and approve Checks # 19083 – 19153 totaling \$236,298.58 out of Umpqua Bank Checking xxx1215 and Check # 206 out Umpqua Bank Impact Fee Fund xxx1223 totaling \$1,500.00. Motion was 2<sup>nd</sup> by Don Parsons. **Motion passed. Ayes 5 Noes 0 Absent 1 by the following vote: Dunlap – aye, Gobel – aye, Lewis – aye, Parsons – aye, Alternate Reynolds- aye, Turner – absent.**

Kelly Lewis moved to commit \$78,319.00 from 2023-24 Mutual Aid Net Reimbursements to Umpqua Bank Capital Equipment Replacement Fund. Motion was 2<sup>nd</sup> by Kate Dunlap. **Motion passed. Ayes 5 Noes 0 Absent 1 by the following vote: Dunlap – aye, Gobel – aye, Lewis – aye, Parsons – aye, Alternate Reynold – aye, Turner – absent.**

The proposed revised 2023-24 Revised Operating Budget was presented and discussed. Kate Dunlap moved to approve the 2023-24 Revised Operating Budget of \$1,702,159.00. Motion was 2<sup>nd</sup> by Don Parsons. **Motion passed. Ayes 5 Noes 0 Absent 1 by the following vote: Dunlap – aye, Gobel – aye, Lewis – aye, Parsons – aye, Alternate Reynolds- aye, Turner – absent.**

The proposed revised 2024-25 Operating Budget was presented. Kelly Lewis moved to approve the 2024-25 Revised Operating Budget of \$1,148,403.00. Motion was 2<sup>nd</sup> by Don Parsons. **Motion passed. Ayes 5 Noes 0 Absent 1 by the following vote: Dunlap – aye, Gobel – aye, Lewis – aye, Parsons – aye, Alternate Reynolds- aye, Turner – absent**

The 2024-25 Capital Budget was presented and discussed. Kate Dunlap moved to adopt the 2024-25 Capital Budget of \$57,273.00. Motion was 2<sup>nd</sup> by Sam Reynolds. **Motion passed. Ayes 5 Noes 0 Absent 1 by the following vote: Dunlap – aye, Gobel – aye, Lewis – aye, Parsons – aye, Alternate Reynolds—aye, Turner – absent.**

Chief’s Report:

- Kara Alvernaz presented the May 2024 stats.
- Chief’s report was tabled to next months meeting, due to Chief being out on the Sites Fire.

Discussion was held regarding the current insurance services for the Williams Fire Protection Authority. The board was informed by Kara Alvernaz, that if the Authority decided to change insurance carriers then they would be required to send a letter one year in advance informing Golden State Risk Management Authority (GSRMA), our current insurance carrier, of our intent to leave. Don Parsons made a motion to send a letter to GSRMA to inform them that the Authority is considering leaving their insurance on 07/01/2025. Motion was 2<sup>nd</sup> by Sam Reynolds. **Motion passed. Ayes 5 Noes 0 Absent 1 by the following vote: Dunlap – aye, Gobel – aye, Lewis – aye, Parsons – aye, Reynolds—aye, Turner – absent.**

Don Parsons made a motion to approve the REACH first amendment to the Air Ambulance Agreement that was presented to the board. Motion was 2<sup>nd</sup> by Kelly Lewis. **Motion passed. Ayes 5 Noes 0 Absent 1 by the following vote: Dunlap – aye, Gobel – aye, Lewis – aye, Parsons – aye, Alternate Reynolds—aye, Turner – absent.**

Kate Dunlap moved to adopt Resolution No. 24-02 – “A Resolution Approving Engineer’s Report, Confirming Diagram and Assessment, and Ordering the Continuation of Assessments for Fiscal Year 2024-2025 for the Williams Fire Protection Authority Fire Suppression and Protection Services Assessment. Motion was 2<sup>nd</sup> by Don Parsons. **Motion passed. Ayes 5 Noes 0 Absent 1 by the following vote: Dunlap – aye, Gobel – aye, Lewis – aye, Parsons – aye, Alternate Reynolds—aye, Turner – absent.**

Don Parsons made a motion to select Smith and Newell as our audit firm to audit financial statements for 3 fiscal years, beginning with the fiscal year ending June 30, 2024, with the option to extend the contract 2 additional fiscal years. Motion was 2<sup>nd</sup> by Kelly Lewis. **Motion passed. Ayes 5 Noes 0 Absent 1 by the following vote: Dunlap – aye, Gobel – aye, Lewis – aye, Parsons – aye, Alternate Reynolds—aye, Turner – absent.**

The meeting was adjourned to Closed Session at 1827 hours.

The meeting was called back to Open Session at 1830 hours. No action was taken.

The meeting was adjourned at 1832 hours.

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Allen Gobel, Vice-Chairperson

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Mary Pineda, Acting Secretary