

WILLIAMS FIRE PROTECTION AUTHORITY
810 E Street, Williams, California
Regular Meeting of the Board of Directors
Monday, May 15, 2023

MINUTES

A regular meeting of the Williams Fire Protection Authority Board of Directors was called to order at 1730 hours by Vice-Chairperson, Allen Gobel.

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

Alternates Present: Jeremiah Karlonas

Staff Present: Chief Gilbert, Kara Alvernaz

Other Present: None

Kate Dunlap moved to approve the minutes of the April 17, 2023 regular meeting. Motion was 2nd by Don Parsons. **Motion passed. Ayes 4 Noes 0 Absent 1 by the following vote: Dunlap – aye, Gobel – aye, Lewis – aye, Parsons – aye, Turner – absent.**

The Financial Reports as of 4/30/2023 and the 4/1 – 4/30/2023 Check Register were presented and discussed. Kelly Lewis moved to accept the financial reports and approve Checks # 17953 – 18023 out of Umpqua Bank Checking xxx1215 totaling \$77,766.51. Motion was 2nd by Kate Dunlap. **Motion passed. Ayes 4 Noes 0 Absent 1 by the following vote: Dunlap – aye, Gobel – aye, Lewis – aye, Parsons – aye, Turner – absent.**

Board members were informed that the budget committee met and that the 2023-2024 Operating Budget was presented to the City Administrator.

Discussion was held regarding investment options for Capital Equipment Replacement Funds. Don Parsons moved to invest \$200,000 into a CD with Tri Counties Bank as long as rate is 4% or higher and time of opening CD. Motion was 2nd by Kelly Lewis. **Motion passed. Ayes 4 Noes 0 Absent 1 by the following vote: Dunlap – aye, Gobel – aye, Lewis – aye, Parsons – aye, Turner – absent.**

Staff was directed to research process to set up an account with California Cooperative Liquid Assets Securities System (California CLASS) and report back at next meeting.

Chief Gilbert reported on stats and recent structure fire.

Kelly Lewis moved to adopt Resolution No. 23-01, A Resolution of Intention to Continue Assessments for Fiscal Year 2023-24, Preliminarily Approving Engineer's Report, and Providing for Notice of Hearing for the Williams Fire Protection Authority Fire Suppression and Services Assessment. Motion was 2nd by Don Parsons. **Motion passed. Ayes 4 Noes 0 Absent 1 by the following vote: Dunlap – aye, Gobel – aye, Lewis – aye, Parsons – aye, Turner – absent.**

The 1-acre parcel located on Ella Street is located within Glenn-Colusa Irrigation District (GCID). GCID has requested that the Authority designate a voter for all GCID elections. Kelly Lewis moved that Chief Gilbert be appointed as the Authority designated voter for all GCID elections. Motion was 2nd by Don Parsons. **Motion passed. Ayes 4 Noes 0 Absent 1 by the following vote: Dunlap – aye, Gobel – aye, Lewis – aye, Parsons – aye, Turner – absent.**

Kate Dunlap moved to adopt Resolution No. 23-02 – A Resolution establishing Designated Voter for Glenn-Colusa Irrigation District elections. Motion was 2nd by Kelly Lewis. **Motion passed. Ayes 4 Noes 0 Absent 1 by the following vote: Dunlap – aye, Gobel – aye, Lewis – aye, Parsons – aye, Turner – absent.**

Kelly Lewis moved to adopt Resolution No. 23-03 – A Resolution identifying terms and conditions for fire department response away from official duty station and assigned to an emergency incident. Motion was 2nd by Don Parsons. **Motion passed. Ayes 3 Noes 0 Abstain 1 Absent 1 by the following vote: Dunlap – abstain, Gobel – aye, Lewis – aye, Parsons – aye, Turner – absent.**

Chief Gilbert and Kara Alvernaz asked board members to consider amending the Capital Equipment Replacement Policy Using Mutual Aid Reimbursements (Policy 13-01), requesting that 10% of gross mutual aid reimbursements remain in regular fund. Discussion followed. Kelly Lewis moved to amend Policy 13-01 to state that 10% of gross mutual aid reimbursements remain in regular fund starting with 2022 mutual aid net reimbursements. Motion was 2nd by Don Parsons. **Motion passed. Ayes 4 Noes 0 Absent 1 by the following vote: Dunlap – aye, Gobel – aye, Lewis – aye, Parsons – aye, Turner – absent.**

Don Parsons moved to deduct \$26,000 from 2022 mutual aid net reimbursements to fund seasonal firefighters for 2023. Motion was 2nd by Kate Dunlap. **Motion passed. Ayes 4 Noes 0 Absent 1 by the following vote: Dunlap – aye, Gobel – aye, Lewis – aye, Parsons – aye, Turner – absent.**

Discussion was held regarding the hiring of a part-time Administrative Assistant and Seasonal Firefighters. Budgets for the proposed positions were presented. Kelly Lewis moved to approve the hiring of a part-time Administrative Assistant and 2 Seasonal Firefighters. The Seasonal Firefighters will be for 16 weeks only. Motion was 2nd by Don Parsons. **Motion passed. Ayes 4 Noes 0 Absent 1 by the following vote: Dunlap – aye, Gobel – aye, Lewis – aye, Parsons – aye, Turner – absent.**

The meeting was adjourned to Closed Session at 1839 hours.

The meeting was called back to Open Session at 1909 hours. No action taken.

The meeting was adjourned at 1910 hours.

Allen Gobel, Board Vice-Chairperson

Jeff Gilbert, Secretary