

**WILLIAMS FIRE PROTECTION AUTHORITY**  
**810 E Street, Williams, California**  
**Regular Meeting of the Board of Directors**  
**Monday, April 15, 2019**

**MINUTES**

A regular meeting of the Williams Fire Protection Authority Board of Directors was called to order at 1732 hours by Chairperson, Doug Turner.

Directors Present: Mike Charter, Allen Gobel, Robert Mendoza, John Troughton, Doug Turner

Alternates Present: Esteban Torres

Staff Present: Chief Gilbert, Kara Alvernaz, John Alvernaz

Other Present: Keenan Jorge

John Troughton moved to approve the minutes of the March 18, 2019 regular meeting. Motion was 2<sup>nd</sup> by Allen Gobel. **Motion passed. Ayes 5 Noes 0 by the following vote: Charter – aye, Gobel – aye, Mendoza – aye, Troughton – aye, Turner – aye.**

The Financial Reports as of 4/12/19 and the 3/16/19 – 4/12/19 Check Register was presented and discussed. Mike Charter moved to approve Checks # 14233 – 14291 out of Umpqua Bank Checking xxx1215 totaling \$184,888.58, Check # 1006 out of Umpqua Bank Capital Equipment Replacement Fund xxx6829 totaling \$30,000.00 and Checks # 176 – 177 out of Umpqua Bank Impact Fee Fund xxx1223 totaling \$65,241.64. Motion was 2<sup>nd</sup> by John Troughton. **Motion passed. Ayes 5 Noes 0 by the following vote: Charter – aye, Gobel – aye, Mendoza – aye, Troughton – aye, Turner – aye.**

Chief's Report:

- The March 2019 Stats were presented.
- Presented copies of the WFPA Past Accomplishments, Present Status and Future Goals document for board members to review. The document will be part of the long term planning meeting that will be scheduled in the future.
- Reported that the installation of radios, sirens and lights has been completed on the new command vehicle (2018 Tahoe).
- Reported on attendance at recent Firescope meeting.

Williams Fire Protection Authority Fire Suppression and Protection Services Assessment District Citizens' Oversight Committee member, Keenan Jorge, spoke on behalf of the Committee that consisted of Evan Bell, Keenan Jorge and Gerry Nall. Keenan presented board members a copy of the Citizens' Oversight Committee Report and informed the board that the committee recommended increasing the 19/20 Benefit Assessment Rate 2% to \$82.03 per Single Family Equivalent (SFE). Keenan reported that the committee felt it was better to do a small increase each year rather than a large increase every 2 to 3 years. The 19/20 rate calculations were presented along with a proposed 19/20 preliminary operating budget. Discussion followed. John Troughton moved to increase the assessment rate 2% (from \$80.42 to \$82.03 per SFE). Motion was 2<sup>nd</sup> by Allen Gobel. **Motion passed. Ayes 5 Noes 0 Absent 0 by the following vote: Charter – aye, Gobel – aye, Mendoza – aye, Troughton – aye, Turner – aye.**

The 19/20 Preliminary Operating Budget was presented and discussed. The budget committee (Allen Gobel, John Troughton, Chief Gilbert and Kara) met and reviewed the proposed budget. John reported that he has discussed the proposed 5% increase each year for 19/20 and 20/21 with the city administrator and felt that the city should be okay with it. Allen Gobel moved to adopt the 19/20 Preliminary Operating Budget of \$698,566. Motion was 2<sup>nd</sup> by John Troughton. **Motion passed. Ayes 5 Noes 0 Absent 0 by the following vote: Charter – aye, Gobel – aye, Mendoza – aye, Troughton – aye, Turner – aye.**

Allen Gobel moved to increase the Strike Team Payroll Fund from \$125,000 to \$150,000. The increase in funds will come from the 2018 Strike Team net reimbursements. Motion was 2<sup>nd</sup> by Robert Mendoza. **Motion passed. Ayes 5 Noes 0 Absent 0 by the following vote: Charter – aye, Gobel – aye, Mendoza – aye, Troughton – aye, Turner – aye.** Adoption of Policy 13-03 was tabled until May meeting as Policy 13-03 will be replaced by Policy 19-02.

Mike Charter moved to commit \$25,000 from 2018 Strike Team net reimbursements to the Umpqua Bank Strike Team Payroll Fund. Motion was 2<sup>nd</sup> by Allen Gobel. **Motion passed. Ayes 5 Noes 0 Absent 0 by the following vote: Charter – aye, Gobel – aye, Mendoza – aye, Troughton – aye, Turner – aye.**

Kara reported that Smith and Newell CPA's has conducted the last 5 Authority Audits so it is time to select a new auditor for 18/19 audit as per the Authority Auditor Selection and Rotation Policy. Kara reported that that the "Request for Proposals for Auditing Services" form has been approved by Authority legal counsel and needs to be adopted by the board. Discussion followed. John Troughton moved to adopt the "Request for Proposals for Auditing Services" form. Motion was 2<sup>nd</sup> by Mike Charter. **Motion passed. Ayes 5 Noes 0 Absent 0 by the following vote: Charter – aye, Gobel – aye, Mendoza – aye, Troughton – aye, Turner – aye.**

Kara presented report that showed development impact fees owed to Authority reserves. This amount is a result of the Authority using proceeds from sale of real property and mutual aid reimbursements from strike teams to purchase apparatus and payoff apparatus leases in advance of maturity dates. By doing this, the Authority has saved \$126,655.43 in interest to date. Chief Gilbert proposed that the Authority repay \$100,000 from Impact Fees collected to Authority reserves. Discussion followed. Allen Gobel moved to repay \$100,000 from Impact Fees to Authority reserves. Motion was 2<sup>nd</sup> by Mike Charter. **Motion passed. Ayes 5 Noes 0 Absent 0 by the following vote: Charter – aye, Gobel – aye, Mendoza – aye, Troughton – aye, Turner – aye.**

Kara presented the Santander Bank lease payoff amount of \$176,300.10 for Engine 3011 (2018 Ferrara). Payoff amount is good thru 4/30/19. Authority will save \$15,654.72 by paying lease off in full. The Rural Board has approved contributing \$45,000 towards the lease payoff. Kara presented report that showed the funding breakdown of the proposed lease payoff. Chief explained that only 50% of total engine cost can be from Impact Fee's as it was a replacement engine on the development impact fee study. Discussion followed. Mike Charter moved to payoff in full the lease agreement with Santander Bank for Engine 3011 (2018 Ferrara) using \$5,000 in impact fees, \$126,300.10 from Capital Equipment Replacement Fund and \$45,000 from Rural District contribution towards the lease payoff. Motion was 2<sup>nd</sup> by Allen Gobel. **Motion passed. Ayes 5 Noes 0 Absent 0 by the following vote: Charter – aye, Gobel – aye, Mendoza – aye, Troughton – aye, Turner – aye.**

Chief Gilbert reported that the Rural Board approved contributing \$19,000 towards the following capital expenditure projects:

New Siren	\$ 8,525
Surveillance Equipment	<u>10,475</u>
Total	\$19,000

Copies of bids received for the siren motor and the surveillance equipment were distributed. Discussion followed. John Troughton moved to approve the purchase of the new siren from Sentry Siren and purchase the surveillance equipment from The Phone Smith. Motion was 2<sup>nd</sup> by Robert Mendoza. **Motion passed. Ayes 5 Noes 0 Absent 0 by the following vote: Charter – aye, Gobel – aye, Mendoza – aye, Troughton – aye, Turner – aye.**

During Board/Staff general discussion:

- Mike Charter announced that the labor negotiators will be meeting to start negotiations.
- Chief Gilbert informed the board that he had been contacted by the Colusa County Public Works Department and informed of a proposed Lantern Festival to be held in Spring Valley in May. Chief Gilbert contact Cal Fire as the location is within State Responsibility Area. Cal Fire is against it due to fire danger. Staff was directed to send letter to County stating concerns due to fire danger.
- Kara announced that she had updated bank signature cards for board members to sign after meeting is adjourned.

The meeting was adjourned at 1820 hours.

---

Doug Turner, Chairperson

---

Jeff Gilbert, Secretary