

**ZAMORA FIRE PROTECTION DISTRICT**  
**Board of Commissioners Meeting Minutes For:**

Wednesday, December 18, 2019 at 7:00 PM, Zamora Fire Station

Attendees: Commissioner/Chair Doug Lewey, Commissioner Chris Long, Commissioner Richard Covington, Commissioner Cathy Gwerder, Commissioner David Keller, District Secretary Lacy Covington (DSL); Guests: Fire Chief Bobby Moore, Chase Covington, Justin Gwerder, Janice Croll, Dave Long, Charlie Hoes, Jack Rexroad, Mark (Last Name Unknown)

The meeting was called to order by Commissioner/ Chair Doug Lewey at 7:00 PM.

**1. Input/Open forum Public (to include any discussions and/or actions needed/taken regarding the town hall):**

-Janice Croll is replacing a fence line that she shares with the Zamora Fire Department, she would like to know if the ZFPD would pay for half of this cost since the ZFD shares this line. After stating her business Ms. Croll excused herself from the meeting.

-Charlie Hoes is curious to know why he hears that the ZFPD is not paying for turnouts for ZFD volunteers, as well as safety gear/tests; He asks if there is a financial problem as to why the cost for turnouts are not completely paid for by the ZFPD? Mr. Hoes continues to state that since the Department is growing there should be some flex in the budget to pay for more Department expenses and is very concerned on what is budgeted.

Mr. Justin Gwerder clarifies to Mr. Hoes that turnouts have indeed been ordered for the Department and there is a misunderstanding. The initial expense was brought to the ZFPD and quoted at a much smaller cost, follow up did not happen in a timely manner and came back with a bigger gap of responsibility within the ZFD. Mr. Gwerder took over to finalize this with an updated list for what the Department does need and to stay within their means and the budget. He continues that they're trying to be helpful with costs and expenses, creating a list to prepare the Board as well as themselves for the next fiscal year. They did not anticipate the number of new volunteers added to the Department, as well as the costs that would come along with that. In a response to the ZFPD rumor that safety gear/tests aren't being covered, he shares that the Fire Department "fit tested" today and the ZFPD voted to cover this expense in the previous monthly meeting.

-Mr. Dave Long thinks that Board Commissioners need to give more direction to the ZFD. He remembers getting zero support while a volunteer in his day and that there should be direction from ZFPD to ZFD, in regard to safety training, Osha, Fit tests, etc. Standards should be set to have all certifications and test done for ZFD. He suggests that ZFD should send out donation request mailers to local residents, listing what they need as a Fire Department. He receives these from neighboring Departments a believes it's a great idea.

Mr. Gwerder shares that he is working on all of these as the ZFD's designated "safety/training officer" and is getting support from the ZFPD as he wants everyone to be on the same page. He continues to update his lists and ZFPD as new things come

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about, to work better together and have a handle on what the Department needs so the budget is aligned come each fiscal year.

-Mr. Jack Rexroad wants to the know that the money is there for volunteers to have turnouts.

-Turnouts have indeed been ordered and the volunteers were fitted in November, shared Mr. Gwerder.

-The ZFD went to Kimzey Welding for a repair fitting on their Tank truck "Water 11". A work order with the cost of \$294.67 for this truck repair will be coming as an invoice through the mail soon.

After Board discussion Commissioner Cathy Gwerder motions to pay for half the cost of Ms. Janice Croll's fence line with Ferdig Fencing with a rough estimate of \$1,800.00

Second: Commissioner Richard Covington

AYES: 5; NOES: 0; ABSENT: 0; ABSTAIN: 0; *Motion Passed*

After Board discussion on Kimzey Welding repairs for the Water Tender tank fittings Commissioner Dave Keller motions that ZFPD pay for this truck repair cost.

Second: Commissioner Cathy Gwerder

AYES: 4; NOES: 0; ABSENT: 0; ABSTAIN: 1; *Motion Passed*

**2. Fire Chief report (to include any Yolo County Fire Chief's Association report and any actions requested/taken for the Zamora Volunteer Fire Department or the Zamora Firehouse);**

**Chief Moore reports:**

-He wants better communication between he and the ZFPD Board. He is trying to understand where the ZFPD is at with finances so he went to County Offices to obtain the financial reports of our District and states he does not like the way the Board is conducting business.

-He has spoken with LAFCO regarding safety equipment and finds after going over the financial reports there is give and take with these funds. If there are plenty of funds in the truck fund why can't funds be taken from it to cover safety equipment.

-He believes the extra \$8,000.00 would not be a stretch for the ZFPD to cover for the cost of turnouts and safety gear.

The Board shares with Chief Moore that the ZFD came to the board to share this cost. The ZFPD is always on board with covering costs for Safety equipment.

There has been a miscommunication at the previous Fire Meetings for ZFD regarding coverage for turnouts and safety gear.

-Chief shares his Assistant Chief, Chase Covington and Safety Training Officer, Justin Gwerder are putting in a lot of time for the Department and Standards for the Volunteers have been updated and put in place.

-Fit tests and SCBA tests were conducted today at the firehouse.

-Wants to represent the community and work to help with our budget and all have the same goals in mind.



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**Justin Gwerder, Safety Training Officer with Zamora Fire Department Reports:**

-Mr. Gwerder shares with the Board that 11 volunteers fit tested today with Cascade here at the firehouse. The cost of this testing is \$25.00 per person; 10 SCBA's were flow tested, finding 1 battery leaked and fried a board that needs replacing. This is under warranty and will be replaced. This flow test is a cost of \$65.00 per SCBA. He continues to share that the ZFD will be going to Occupational Health at Sutter Medical for Lung Compacity tests/physicals.

-Mr. Charlie Hoes suggests to Mr. Gwerder, he create a roster document that organizes which volunteer has completed specific trainings/physicals and when.

-January 25<sup>th</sup>, Mark Fetzer is hosting a CPR and First Aid training for the department. It will be 5-8 hours long with an estimated cost of \$100.00-\$150.00 per person. Fourteen Volunteers are on the roster to give the Board an estimate of cost. Mark Fetzer also recommends the ZFD take part in a 40-hour Hazmat training, Mr. Gwerder would like to get more information on this to get an idea of how to budget in for this. He feels this is a necessary training that ZFD should have. Mr. Gwerder will plan to bring a list to next month's meeting with an idea of cost and how many volunteers will want to participate.

-Working on categories of volunteers, they're finding that some volunteers won't respond to calls, but will show up to events and fundraisers. Perhaps when bringing in volunteers there is a set mandate. Volunteers will need to have basic training, if they don't want to get certified in these, they can only be an event helper.

-At their last meeting, ZFD discussed what truck they need to purchase. Mr. Gwerder wanted to share with the Board what they have begun looking into larger style Brush Rigs that will hold around 1,000 gallons with a longer "running time" than their current "B6 Brush Rig". They are also looking into something that everyone can drive, without having to acquire a special license. A Brush engine/hybrid may be a good option, but not sure about the gallons per minute on those. They also need to measure the current brush rig and the space it uses in the garage, they may not be able to fit anything longer than the current size.

The board would like Mr. Gwerder to find out more information on the pump, motor, etc. and bring it back to the board for further review.

-Mr. Gwerder shares that their IPP plan is complete, they will meet with Manny after the holidays to obtain this and ZFPD will have to review it, adopt it and then share this update with Insurance.

-Manny has suggested to the ZFD not to call off neighboring departments or AMR too early when arriving on scene.

After Board discussion regarding Lung Capacity, respiratory physicals with Sutter Medical/Occupational Health Commissioner Chris Long motions ZFPD to cover this expense for ZFD with the estimated cost of \$100-150.00 per volunteer.

Second: Commissioner Cathy Gwerder

AYES: 5; NOES: 0 ABSENT: 0; ABSTAIN: 0; *Motion Passed*

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- 3. Discuss and possibly take action on removal of diseased tree at Zamora Town Hall**  
Dave Keller obtained tree service quotes for the removal of a diseased tree at the Zamora Town Hall. Yolo County Arborists work proposal was quoted at \$12,250.00 and Evergreen Arborists submitted a work proposal at \$2,600.00 After Board discussion Commissioner Richard Covington motions to go with Evergreen Arborists at \$2,600.00 for this service.

Second: Commissioner Cathy Gwerder

AYES: 5; NOES: 0; ABSENT: 0; ABSTAIN: 0; *Motion Passed*

- 4. Board Meeting Minutes approval for: November 20, 2019**

Commissioner Chris Long Motions to approve the minutes as written.

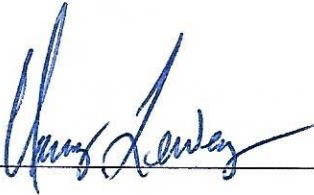
Second: Commissioner/Chair Doug Lewey

AYES: 5; NOES: 0; ABSENT: 0; ABSTAIN: 0 *Motion Passed*

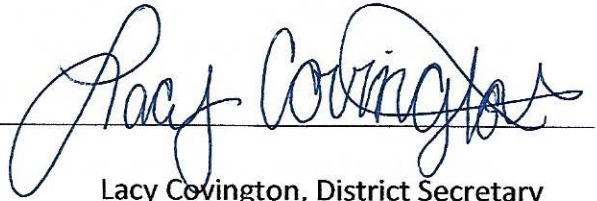
- 5. Review current bank statements, monthly claims, deposits, monthly financial reports if available from Yolo County.**

All available reports were reviewed and claims and deposits approved by signature as indicated.

Having no further business to discuss, the meeting was adjourned at 9:15PM by order of Commissioner/Board Chair Doug Lewey.



Doug Lewey, Commissioner/Board Chair



Lacy Covington, District Secretary