

ZAMORA FIRE PROTECTION DISTRICT  
Board of Commissioners Meeting Minutes For:

Wednesday, December 18, 2024, at 7:00 PM, Zamora Fire Station

Attendees: Commissioner Chris Long, Commissioner Adam Horn, Commissioner Richard Covington, Commissioner Dave Keller, District Secretary Lacy Covington (DSLCL);

Guest(s): Chase Covington

The meeting was called to order by Commissioner Chris Long at 7:00 PM requesting roll call for Commissioner's present.

1. Public Input/Open Forum (to include any discussions and/or actions needed/taken regarding the town hall); Each guest is allotted 15 minutes to share his/her business; given number of guests present.

Town Hall Business:

- Upcoming rentals for the new year
- Starlink has not been boosted over to the hall yet

2. Fire Chief Report (to include any Yolo County Fire Chief's Association report and any actions requested/taken from the Zamora Fire Volunteer Department or the Zamora Firehouse); Chief's report is allotted 15 minutes.

Chief Reported:

- OES dropped off evacuation zone maps as well as flyers for the community to sign up for the emergency alert system
- Dinner dance is scheduled for March 1<sup>st</sup>
- Fit testing was held last week. Not everyone made it, so makeups need to be scheduled
- Squad 11 has blown a seal on the pony motor two water pump seal and needs to reach out to Bowman's Auto for repairs.

3. Discuss and possibly act on Financial Transaction Report Preparation Consent Form from Department of Financial Services

- The Department of Financial Services emailed their preparation consent form to DSLCL. They are offering to prepare and submit our Financial Transaction Report to the State Controller's Office for an estimated cost of \$306.00 to perform this service.

After Board discussion, Commissioner Chris Long Motions to have the Department of Financial Services prepare our Financial Transactions Report in the proposed cost of \$306.00 and complete the provided consent form and sign as indicated.

Second: Commissioner Richard Covington

AYES: 4 (Chris Long, Adam Horn, Richard Covington, Dave Keller); NOES: 0;

ABSTAIN: 0; ABSENT: 1 (Doug Lewey); *Motion Passed*

4. Discuss and possibly act on Zamora Fire Department's Annual Evaluation

- Chief Covington provides his 2024 review of the Zamora Fire Department. Document attached.

5. Discuss and possibly act on Streamline Website Cost Updates with New ADA Compliance

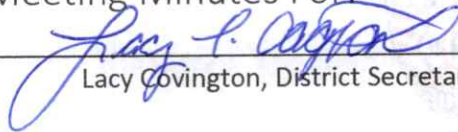
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Board of Commissioners Meeting Minutes For:

- Streamline updated their website services to include new ADA compliance standards. Current cost of our website plan is \$90 per month. Starting July 1, 2025, they will be discontinuing this plan and starting a new “compliance basic” plan for \$180.00 per month.
  - This ADA compliance update will require remediation of any file not in compliance. Streamline has a built-in remediation tab that will charge \$7 per page, or you can “DIY” your remediation.
  - DLSC sent a follow-up email to streamline representatives regarding remediating signed then scanned in PDF’s. For the sake of accessibility, perhaps we upload approved meeting minutes without the signature.
  - The requirements for website content accessibility start April 26, 2027, however, there is a pending California bill that could move that deadline to 2025. Any content uploaded onto the website before that date can be classified as “archived”, meaning content published after the deadline will need to meet accessibility standards.
- 6.** Discuss and possibly act on Auditing Cycle Modifications & Letter to Board of Supervisors
- The district has been in communication with firms to conduct the next audit cycle. Estimates have ranged from \$20k to \$40k. DSLC has been corresponding with Natalie at the County office regarding how to modify the auditing cycle and conduct an agreed upon procedure. Unanimous approval from the governing body is required to submit a formal request.  
Board review of proposed letter as previously discussed and motioned in last month’s meeting.  
Commissioner Adam Horn motions to approve and submit the formal request to modify the district’s auditing cycle.  
Second: Commissioner Dave Keller  
AYES: 4 (Chris Long, Adam Horn, Richard Covington, Dave Keller); NOES: 0;  
ABSENT: 1 (Doug Lewey); ABSTAIN: 0; *Motion Passed*
- 7.** Board Meeting Minute Approval: November 20, 2024
- Commissioner Adam Horn motions to approve meeting minutes as written.  
Second: Commissioner Chris Long  
AYES: 3 (Chris Long, Adam Horn, Richard Covington, Dave Keller); NOES: 0;  
ABSTAIN: 0; ABSENT: 1 (Doug Lewey); *Motion Passed*
- 8.** Review current bank statements, monthly claims, deposits, monthly financial reports if available.
- All available reports reviewed, claims and deposits approved by signature as indicated
- Having no further business to discuss, the meeting was adjourned at 7:42PM by order of Commissioner, Chris Long.

ZAMORA FIRE PROTECTION DISTRICT

Board of Commissioners Meeting Minutes For:

  
Chris Long, Commissioner

  
Lacy Covington, District Secretary



## Zamora Fire Protection District

C/O Zamora Fire Department, Station 11  
33715 First St, Zamora Ca 95698

[www.zamorafire.specialdistrict.org](http://www.zamorafire.specialdistrict.org)

### 2024 Year in Review

Zamora Fire Protection District has seen yet another uptick in calls for service in comparison to previous years. This year, we are sitting at 187 calls as of 12/18/24. There are no missed in-district calls to report for the 2024 calendar year.

Fire personnel and commissioners had a discussion in regards to apparatus and pony motor maintenance plan, and we thought it would be a good idea to update our maintenance plan in terms of oils and fluids to 1 year intervals. Air filters will get changed as needed due to the harsh environments some of the apparatus's face during grass fire season.

Our personnel count has dropped down to 14, as we had one member move away from the area, however we are actively in the process of accepting a new member, and should have our member count back up to 15 at the start of the year. We also had two probationary members promote to firefighter 1 in the first quarter of 2024.

The community flood water sand pile was relocated from post office adjacent, to the yard on the south side of the at bay. Here, the fire department will pour a concrete pad, and install a canopy that will house the sand pile, to make sand bagging more user friendly for the district personnel and fire personnel.

Our team has been working very well together, making strides during training and on calls to put forth their best efforts and we look forward to continuing to provide a quality level of support for our district and district neighbors in the coming year.

Regards,

Chase Covington  
Fire Chief  
Zamora Fire Protection District