

ZAMORA FIRE PROTECTION DISTRICT
Board of Commissioners Meeting Minutes For:

Wednesday, September 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:

- Received paperwork and Insurance from 4H
- Upcoming Rentals
- Town Hall paving quote from Boss Engineering & Construction. The proposed work is quoted for \$17,500.00. This will include repair to potholes and slurry seal all blacktop, along with re-stripping parking spots.

Board wants to know if the Fire Department will help with this expense. Chief Covington will discuss this at their next meeting.

After Board discussion, Commissioner Richard Covington Motions to proceed with the repairs for the Town Hall parking lot in the estimated amount of \$17,500.00; regardless of the Fire Department helping with this expense.

Second: Commissioner Dave Keller

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

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

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:

- Starlink is still not set up.
- Pulse Oximeters arrived.
- River City Fire Equipment came in and serviced all fire extinguishers at the Firehouse and Town Hall. He's looking to get the Town Hall range hood serviced as well, waiting to hear back from that department for more information.
- He and Assistant Chief visited Setton Farms and had a walkthrough with Tulare County Fire Department to get an insight of their main operation. The Zamora location will be up and running next year.

3. Discuss and possibly act on LAFCO Website Transparency 2024 Review

- Website review is coming up. Last scorecard was at a 97%, to increase this score we need to include more Board certificates for ethics training. Board requests DSLC to contact GSRMA about upcoming schedules for online training.

4. Discuss and possibly act on New Dutch Cleansers Annual Service

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- Board review of previous work and expense of Dutch Cleansers service at the Town Hall.
Commissioner Adam Horn Motions to schedule the Town Hall for its annual deep clean with New Dutch Cleansers
Second: Commissioner Richard Covington
AYES: 4 (Chris Long, Adam Horn, Richard Covington, Dave Keller); NOES: 0;
ABSTAIN: 0; ABSENT: 1 (Doug Lewey); *Motion Passed*

5. Discuss and possibly act on Pest Control Services

- Terminix provided a "Year in advance" invoice for services at the Town Hall. At the previous meeting, Board wanted to get an estimate for work with Pro-tec spray services for the same service. Pro-tec quotes \$125 per month with 10% discount if paid for a year in advance.
After Board discussion, Commissioner Chris Long motions to continue services with Terminix and pay the year in advance invoice of \$942.84
Second: Commissioner Dave Keller
AYES: 4 (Chris Long, Adam Horn, Richard Covington, Dave Keller); NOES: 0;
ABSTAIN: 0; ABSENT: 1 (Doug Lewey); *Motion Passed*

6. Discuss and possibly act on Audit Cycle & estimates for year-end 2020 to 2024

- DSLC sent a follow up email to Fetcher & Co regarding quote for Audit services and has not gotten a response back.
Natalie from the County responded back regarding Audit vs Agreed Upon Procedure. She states when revenues are less than \$150k "agreed upon procedures" applies, revenues exceeding \$150k, financial audits are required unless the board says otherwise. DSLC asked if it's the Board of Supervisors who would have to agree to allow an agreed upon procedure and what the process would be to do so. There hasn't been a response back yet.

7. Board Meeting Minute Approval: August 21, 2024

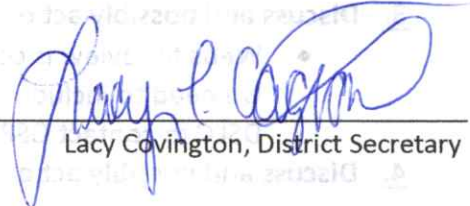
- Commissioner Adam Horn motions to approve meeting minutes as written.
Second: Commissioner Richard Covington
AYES: 4 (Chris Long, Adam Horn, Richard Covington, Dave Keller); NOES: 0;
ABSTAIN: 0; ABSENT: 1 (Doug Lewey); *Motion Passed*

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 7:50PM by order of Commissioner, Chris Long.


Chris Long, Commissioner


Lacy Covington, District Secretary