

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

Wednesday, June 17, 2020 at 7:00 PM, Zamora Fire Station / Via Zoom Meeting

Attendees: Commissioner/Board Chair Doug Lewey (Via Phone), Commissioner Chris Long, Commissioner Richard Covington, Commissioner Cathy Gwerder, Commissioner David Keller (Via Zoom Meeting), District Secretary Lacy Covington (DSLCL); Guests: Chase Covington, Kyle Kent, Justin Gwerder, Paul Long, Travis Teague, Janice Croll

The meeting was called to order by Commissioner Chris Long at 7:08 PM requesting roll call for Commissioners present.

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

Prior to meeting called to order Ms. Janice Croll returned Town Hall keys and binder to DSLCL, she no longer wants to manage the Town Hall or rentals. ZFPD now has to find someone who wants to help manage the THL.

Commissioner Chris Long motions to close the Zamora Town Hall from rentals until we have someone to run it.

Second: Commissioner Cathy Gwerder

AYES: 5; Doug Lewey, Chris Long, Cathy Gwerder, Richard Covington, Dave Keller; NOES: 0; ABSTAIN: 0; ABSENT: 0; *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 Covington reports:**

-On Sunday, June 14, the ZFD was cleaning up the back lot of the Fire station. Clearing out cars from previous trainings, bricks, firewood, overgrown weeds. A neighbor of the Firehouse popped through the fence via a rolling gate, wondering what was going on and was curious about the bricks that were in the back lot. Paul Long of the ZFD left his truck overnight, planning to haul off the vehicles for recycling the next morning. Paul's break lines were cut while parked at the station, a police report has been filed and the ZFD internally took care of the truck repair costs. The ZFD proposes no access to the back lot, would like to put a lock on the neighbor's rolling gate, as well as two "man gates" at the breezeways of the Firehouse to prevent anyone from entry into the back lot. Per Sheriff's recommendation, ZFD should have cameras installed ASAP.

-Commissioner Chris Long Motions ZFD to immediately lock down the rolling gate to prevent trespassers, get an estimate on the two "man gates" and put nothing of value in the back lot until gates are installed.

Second: Commissioner Cathy Gwerder

AYES: 5; Doug Lewey, Chris Long, Cathy Gwerder, Richard Covington, Dave Keller; NOES: 0; ABSTAIN: 0; ABSENT: 0; *Motion Passed*

-Vehicle "Brush 11" had filter problems and needed to be serviced immediately, while idling it seemed to be fine, but while driving it was having issues. The water tender had

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a hydraulic leak. Josh inspected it, filter was loose, gauge saying filter is plugged and needs to be dumped and drained. Everything is leaking on it; regular pipe fittings need to be resealed. Chase will help Josh to get the truck squared away.

-ZFD needs to get an up to date quote on a Jaws of Life.

-ZFD will be using the THL for their regular monthly meeting.

-ZFD still needs handheld and road lights. Last discussion included getting Milwaukee lights, but batteries were going to be an issue.

-ZFD still needs an ice chest to keep waters for the volunteers to stay hydrated while on a call.

The Board suggests ZFD to order flashlights and an ice chest from Canevari Bros.

-The truck shed roof needs repairs. It has been leaking for quite some time, this is a slipping hazard.

Commissioner Cathy Gwerder received an estimate from Norton's Roofing, the company who was previously hired for the Firehouse roof project. In Frank Norton's estimate, he would only replace the roof not covered with solar panels. Doing a "Double roof" would guarantee it will last longer than 5 years, his estimated cost was \$33,000.00

The board would like to get another quote for this service/project.

-Chief Moore wanted to pass along a message of appreciation to the Board during his time as Chief, he will be staying on the Department as an active volunteer for now.

**3. Discuss and possibly take action on Overdrawn Budget/Budget Adjustments**

The District has gone over budget for four expense accounts (501010, 501070, 501155, & 501205) totaling to \$3,436.35 in overages for FY 2019/2020.

Commissioner Chris Long motions to use Expense Account 501210-Minor Equipment to cover the overages for FY 2019/2020 in the amount of \$3,436.35

Second: Commissioner Cathy Gwerder

AYES: 5; Doug Lewey, Chris Long, Cathy Gwerder, Richard Covington, Dave Keller; NOES: 0; ABSTAIN:0 ; ABSENT: 0; *Motion Passed*

**4. Discuss and possibly take action on Well Repairs**

-The well needs to be repaired, if it doesn't, over time the well will accumulate silt, which will then run into the water lines being pumped into the ZFD vehicles as well as the ice machine at the Firehouse. Perhaps it needs a sand separator to dump the sand that builds up? Perhaps we need a company to service this yearly. ZFD doesn't want to flood Barrios Farms by draining it themselves.

Board suggests ZFD to see if Alsco-Geyer Irrigation Inc. can clean this up and manage it so the Department doesn't have to.

**5. Discuss and possibly take action on FY 2020/2021 Budget**

-In preparation of the 20/21 budget, the Board needs to budget for line item 501071-Maintenance-Building Improvements & 501210-Minor Equipment. In FY 2019/2020 expense account Minor Equipment was budgeted for \$18,000.00 towards the purchase of a jaws of life, the purchase was never made. Maintenance-Building Improvements are to be expected given the AC in the Firehouse has been leaking, the truck Shed has been



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leaking and the ZFD plans to proceed with minor improvements inside the Firehouse. Commissioner Chris Long Motions to allocate \$20,000.00 into expense account 501071-Maintenance-Building Improvements and \$18,000.00 into expense account 501210-Minor Equipment toward the purchase of a jaws of life.

Second: Commissioner Richard Covington

AYES: 5; Doug Lewey, Chris Long, Cathy Gwerder, Richard Covington, Dave Keller; NOES: 0; ABSTAIN: 0; ABSENT: 0; *Motion Passed*

**6. Board Meeting Minutes approval for: May 20, 2020**

Commissioner Richard Covington Moves to approve the meeting minutes as written

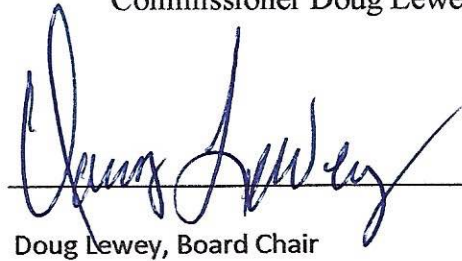
Second: Commissioner Cathy Gwerder

AYES: Doug Lewey, Chris Long, Cathy Gwerder, Richard Covington, Dave Keller (5); NOES: 0; ABSENT: 0; ABSTAIN: 0 *Motion Passed*

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

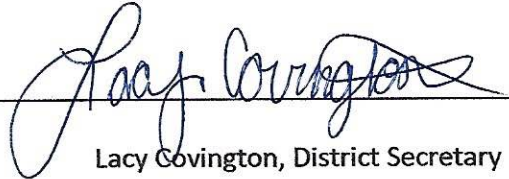
All available reports were reviewed and claims and deposits approved by signature as indicated.

Having no further business to discuss, the meeting was adjourned at 8:15 PM by order of Commissioner Doug Lewey



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Doug Lewey, Board Chair



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Lacy Covington, District Secretary

	EXPENSE ACCOUNT			OVERAGE
CLOTHING & PERS SUPP	501010	12,000	13,442.76	1,442.76
MAINT-EQUIP	501070	7500	7677.59	177.59
PROF MED LABS	501155	0	816	816
TRAINING	501205	500	1500	1000
			<u>Total Overage</u>	3,436.35