

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

Wednesday, April 15, 2020 at 7:00 PM, Via Zoom Meeting

Attendees: Commissioner/Board Chair Doug Lewey, Commissioner Chris Long, Commissioner Richard Covington, Commissioner Cathy Gwerder, Commissioner David Keller, District Secretary Lacy Covington (DSLCL); Guests: Chase Covington

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

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

-Golden State Risk Management sent out an email to DSLC regarding the cancellation of the upcoming Ethics and Harassment Training. They will be offering a virtual option April 23<sup>rd</sup> via Zoom and request that we respond with how many of our Board members are able to attend. Once they get the attending number, they will send a registration link. – Commissioners: Doug Lewey, Cathy Gwerder & Dave Keller are able to attend.  
-Commissioner Richard Covington forwarded an email from Christine Crawford regarding website reimbursement from LAFCo. DSLC reached out to Ms. Crawford to get more information and she stated that LAFCo will reimburse website costs for Independent Special Districts with an annual operation revenue under \$300,000.00 and will reimburse expenses up to \$900.00 upon submitting an invoice to their offices. The ZFPD currently has a website scholarship with Streamline, Ms. Crawford stated that when our scholarship runs out and ZFPD's website costs fall between July 2020-June 2021, LAFCo will reimburse ZFPD.

**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);**

**Assistant Chief Covington reports:**

-The Department wants to remove the donated cars in the back lot to recycling.  
-The Riser inside the water tank is broken, needs cleaning out and possible rethreading. This concerns the department and wants it to be addressed as soon as possible to prevent stuff being pumped into the vehicles.

Commissioners offered possible quick fix solutions, but Commissioner Dave Keller says it will have to be looked at but after the Shelter in place has been removed can anything be done.

**3. Discuss and possibly take action on the ZFPD's Post office renewal form**

-The Zamora Post Office is requesting ZFPD to complete their "No-Fee Post Office Box Annual Renewal" form to confirm and continue use: Form Signed by Commissioner Richard Covington

**4. Discuss and possibly take action on the ZFPD's Audit cycle/Agreed upon procedure**

-DSLCL has been in contact with CPA's/Firms for the Districts five-year audit cycle. After reaching out, DSLCL contacted Robert Reisinger at the DFS for copies of the District's previous audit report to provide Perry, Bunch & Johnston and Fechter & Co.

The topic of Agreed upon procedures vs Audit came up due to the last audit cycle being

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done as an "Agreed Upon Procedure". DSLC asked if the District can have an "AUP" done again versus an audit. Mr. Reisinger and Mr. Chad Rinde forwarded the requirements of a District to have an "AUP" performed vs. an Audit. Xeng Her from DFS provided DSLC reports to see the Districts Annual revenue since 2015.

After looking over the reports it looks as though the District does not come under the annual requirement and ZFPD will have to complete an Audit vs. an AUP.

-Two bids were provided for our five-year audit from Perry, Bunch & Johnston at \$13,000.00-\$15,000.00 plus a one-time audit set up fee of \$750 and Fechter & co. estimated cost of a five-year audit around \$12,000.00

After Board discussion Commissioner Cathy Gwerder motions that DSLC contact each office to see if they can complete the audit in the timeframe we are required to submit. Whoever can complete this by the deadline we will go with, if both can complete the audit by the deadline, then we go with Fechter & Co with the estimated cost of \$12,000.00

Second: Commissioner Richard Covington

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

**5. Discuss and possibly take action on Norton's Roofing updated Invoice**

-Norton's Roofing sent an updated cost for the Firehouse roofing project with an additional cost of \$1,700.00 due to "removal of 2x4's across trusses and re-nailed in cross boards to ensure strength".

After board discussion, Commissioner Chris Long motions to approve of the additional cost from Norton's Roofing.

Second: Cathy Gwerder

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

**6. Board Meeting Minutes approval for: March 18, 2020**

Commissioner Cathy Gwerder Motions to approve the meeting minutes as written

Second: Commissioner Chris Long

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

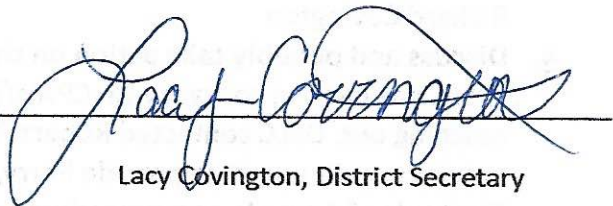
**7. Review current bank statements, monthly claims, deposits, monthly financial reports if available from Yolo County.**

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 7:38 PM by order of Commissioner Doug Lewey



Doug Lewey, Board Chair



Lacy Covington, District Secretary