

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

Wednesday, October 16, 2019 at 7:00 PM, Zamora Fire Station

Attendees: Commissioner Chris Long, Commissioner Richard Covington, Commissioner David Keller, District Secretary Lacy Covington (DSL); Guests: Fire Chief Bobby Moore

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 notified Dave Keller of a tree fire at the Town Hall, Mr. Keller put out the fire, but he is unsure of what caused the fire, possibly lightning?

-Terminix service technician noted on his previous service report that there are branches and vegetation touching the walls which can allow pests easy access into the Town Hall as well as prevent him from treating the area properly. The service technician suggested in his report to trim back vegetation from the structure to prevent pest entry.

The Board discussed both items, after full discussion, Commissioner Chris Long motions to call Evergreen Arborists to trim back the vegetation and tree limbs to help with pest control as well as prevent any possible fires from reaching the Town Hall structure.

AYES: 3; NOES: 0; ABSENT: 2; ABSTAIN: 0; *Motion Passed*

**2. Discuss and possibly take action on Meeting with Board of Supervisors**

Board Chair Doug Lewey, Commissioner Chris Long and DSLT Lacy T. Covington had a meeting with Chad Rinde from DFS, his associate Marilyn, Tricia Valenzuela, Deputy to Supervisor Duane Chamberlain and Duane Chamberlain. The purpose of this meeting was to discuss Mark Krummenacker's findings of Fund Balances from two fiscal years (16/17 & 17/18) not being inputted into the ZFPD's Assigned Capital Asset Fund by the DFS. Chad Rinde prepared a balance sheet of our accounts over the past three years and highlighted that DFS has moved the funds from 2016/17 & 2017/18 fiscal years as of that morning 10/10/2019.

**3. Discuss and possibly take action on SCO Financial Transaction Reports for 2018-2019**

The DFS sent a letter offering their Accounting and Auditing services to prepare our Financial Transaction Report and file it to the State Controller's Office on our behalf. The estimated cost for this service is \$273.00.

After Board discussion of the SCO Financial Transaction report, Commissioner Dave Keller motions to have the Yolo County Department of Financial Services to prepare our Financial Transaction Report, paying the estimated cost of \$273.00 for their services.

Second: Commissioner Richard Covington

AYES: 3; NOES: 0; ABSENT: 2; ABSTAIN: 0; *Motion Passed*

**4. 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:

-Volunteers responding to calls are higher. They've been prompt at responding on scene.

-Training with Willow Oak went well. ZFD plans on continuing to work with Willow Oak Fire for supplemental training. Radio training is upcoming and Chief Moore believes this will be helpful to the volunteers. Along with training, Willow Oak Fire is assisting with an IPP.

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- Chief Moore mentions inventorying and organizing turnouts and medical bags. The medical bags are outdated and needs new ones. He is still researching the costs of this but estimate to be around \$400-\$500 per bag. ZFD also needs Grassland gear & turnouts.
  - Working on getting agreements from local farmers/residents to use their wells as access points, especially in "The Grove" area.
  - Working on setting up a grant manager for ZFD
  - Suggesting to ZFD volunteers who are interested and eager to get their Class A license for driving the vehicles.
  - Looking into information regarding Fire fees for building new homes. ZFD and Clarksburg are the only Departments that do not charge these new development fees. According to Tom Tolson, we use to have this fee.
- After stating his report, Chief Moore left the meeting.

After Board discussion of the Chief's report regarding grassland gear and turnouts the ZFD is needing. Commissioner Chris Long motions to help the ZFD pay for this gear, offering them \$10,000 toward this cost.

Second: Commissioner Richard Covington

AYES: 3; NOES: 0; ABSENT: 2; ABSTAIN: 0; *Motion Passed*

**5. Board Meeting Minutes approval for: September 18, 2019**

Commissioner Chris Long Motions to approve minutes as written.

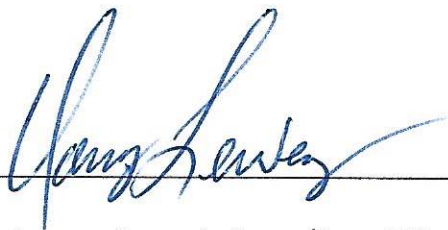
Second: Commissioner Dave Keller

AYES: 3; NOES: 0; ABSENT: 2; ABSTAIN: 0 *Motion Passed*

**6. 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 8:20PM by order of Commissioner Chris Long.



Doug Lewey, Commissioner/Board Chair



Lacy Covington, District Secretary