

ZAMORA FIRE PROTECTION DISTRICT
Board of Commissioners Meeting Minutes For:

Wednesday, July 15, 2020, at 7:00 PM, Zamora Fire Station & Via Zoom

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

The meeting was called to order by Board Chair/Commissioner Doug Lewey at 7:00 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): (Each guest is allotted 15 minutes to share his/her business; Given number of guests present)

-At last month's meeting Janice Croll resigned from being "keeper of keys"/Town Hall Manager for rentals. One person is interested in managing the Town Hall with compensation.
-Town Hall needs an annual termite inspection, Board asks DSLCL call Terminix for proposal. After Board discussion Commissioner Chris Long motions to invite the interested party to be the new Town Hall Manager/" Keeper of Keys" and come up with an appropriate number for compensation

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's 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's report is allotted 15 minutes)

-They have pricing for a Brush Engine Hybrid estimated at \$245,000.00. The Department plans to submit this to Yocha Dehe for a grant. The vehicle will need additional hoses, nozzles, etc. It will still require purchasing to fully outfit the vehicle, it will only be 85% complete when they do get it. They've been checking through lists of what they will need. The Grant coordinator with Yocha Dehe told ZFD to submit what they have with an additional \$20,000.00 to cover the additional outfitting of this vehicle. The apparatus's Chassis will be purchased through International and outfitted by Blanchat Mfg.

-A Jaws of Life will be included in this grant submission as well.

-There is also the option of purchasing the vehicle and Yocha Dehe would reimburse if they accept the Grant.

-Ice Chest was donated by Greg Giguere

-Still working on getting a fridge

-The Neighbor padlocked his rolling gate, ZFD may still get their own lock.

After Board discussion Commissioner Chris Long motions to purchase this Brush Engine Hybrid and still submit for the grant with Yocha Dehe.

Second: Commissioner Dave Keller

AYES: 5; Doug Lewey, Chris Long, Cathy Gwerder, Richard Covington, Dave Keller; NOES:

0; ABSTAIN: 0; ABSENT: 0; *Motion Passed*

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3. Discuss and possibly take action on Biennial Conflict of Interest Code Review/Exemption

-Filing 2020 Request for Exemption form as:

1. ZFPD has no plans to acquire real property in the future:
2. Annual Operating Budget does not exceed \$150,000.00

4. Discuss and possibly take action on Adopting District Budget for FY 2020/2021
With the motion to purchase the Brush Engine Hybrid for ZFD, the Board requests DSLC to contact Robert Reisinger at DFS. The Board would like to know the proper entry for this purchase in regard to the budget packet if the cost is being covered by the ZFPD's truck fund.

5. Discuss and possibly take action on Audit Report from Fechter & Co.

-Audit is 60% complete, Craig Fechter has provided a report of his finding thus far. Highlighted areas are those still in progress, DSLC mentions within non-highlighted & highlighted areas a few considerations.

Verification of posting dates for monthly meetings, how can these be verified.

Line item review monthly ledgers and have board approve appropriation transfer for expense account overages, instead of waiting until end of the fiscal year.

Reviewing the Town Hall fee schedule and perform a cost analysis to ensure that the established fees are reasonable.

DSLC mentions in the final observation of the rough report mentioning "we were not engaged to, and did not; conduct an audit, the object of which would be the expression of an opinion on the accounting records.." DSLC emailed Mr. Fechter requesting clarification of this statement, the Board indeed requested an audit. Mr. Fechter stated it was a terminology difference and we're allowed to do either a financial statement audit OR an agreed upon procedures engagement. DSLC requested for this terminology to be included in this observation line for clarification.

Board requests DSLC to contact Robert at DFS to see if a monthly line item review and regular budget adjustment is even a procedure, considering this has always been a year end task with budgeting.

6. Board Meeting minutes approval for: June 17th

-Commissioner Cathy Gwerder motions to approve meeting minutes as written

Second: Commissioner Richard Covington

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

ABSTAIN: 0; ABSENT: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.

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Having no further business to discuss, the meeting was adjourned at 8:05PM by order of Commissioner/Board Chair Doug Lewey.



Doug Lewey, Board Chair



Lacy Covington, District Secretary