A REGULAR MEETING OF THE VACAVILLE FIRE PROTECTION

 DISTRICT BOARD OF DIRECTORS WAS CALLED TO ORDER BY

CHAIRMAN CALVERT ON MAY 21, 2024, at 7:00 pm

AT DISTRICT STATION #64

Present: Chairman Calvert, Directors: Neal and Riddle

Participating Staff

Present: Chief Dave Kuntz, Office Manager Shilo Moore, Assistant Chief Rick Kuntz, Battalion Chief Jason Keune, Captain Paul Dahlen, Chaplain Robert Duvall

Absent: Directors: Bruno and Gildert

**CALL TO ORDER/PLEDGE OF ALLEGIANCE**

The meeting was called to order by Chairman Calvert at 7:00 P.M. The pledge of allegiance was led by Chris Calvert.

**APPROVAL OF AGENDA**

Chairman Calvert, Neal, and Riddle unanimously approved the agenda as posted.

**PUBLIC COMMENTS**

There were no comments from the public.

**CONSENT ITEMS**

There were no public comments. The board approved the meeting minutes from the previous meeting on March 19, 2024. Approved.

**FIRE CHIEF’S VERBAL REPORT**

There were no comments from the public. Chief Kuntz gave the report. District updates included the resignation of Joshua Sypolt as Fire Mechanic. The loss of that position and the Admin Assistant has created savings in salaries and benefits. Vehicle repairs and maintenance will now be outsourced. During the next fiscal year, we will see even more savings as we have gotten rid of AT&T, Switzer Enterprise and switched to less expensive companies such as Ooma for our phones and Starlink for our computers. We have loaned 4 excess Ooma phones to Suisun to assist us with policy reviews and backup calls if needed due to the MOU agreement as they are helping us. We have sold several items through the Surplus website to get rid of old equipment and unused items. The district purchased portable radios so staff can communicate on scene without going through Dispatch. New extrication equipment was also purchased. Looking to purchase Tablet Command as it will have the ability to show the units responding on the maps as well as hydrants. CAL-Fire also uses the Tablet Command program.

Assistant Chief Rick Kuntz reported that the previously approved surplus items have been sold for a total of 19 with 2 more ready to be auctioned. Total to date for all surplus items is over $60,000. The other 2 items should bring in another $7,500. BC Jason Keune reported the purchase of 10 new hose clamps for units, replacing damaged filler hoses and rubber seals (24), and the phase out of gas tanks to save on permits fees. There is still a gas tank at Lake Solano Park that Shilo is working with the County to transfer to them as they fill and use the gas from this tank. Jason wanted to recognize Paul, Justin, Gabe and himself as staff that help in the preparation of the 2 new Type 1 units. These new units have helped as we now have an enclosed engine at each station. A new driver training program was implemented for Medical driver.

Chaplain Robert Duvall reported that his vehicle that was totaled has been replaced. It is a newer vehicle with less mileage on it. Money from insurance claim will cover all the costs of outfitting it with K9 pop-lock and cage. A couple of other districts/departments donated towards getting this vehicle outfitted. Recruitment update includes 6 new. He also found a mobile company that can do Live Scan checks. Office Manager Shilo Moore reported that she is working on looking for a new actuarial company to do our GASB reports as the current company is not very responsive. Hall rentals were taken over when Rebecca resigned, and some changes have been made to the process. Calcard program has been initiated, a purchasing policy created and with approval from the board we can start to use them.

Captain Paul Dahlen reported that he has done 14 inspections since the last meeting. Has been to several meetings with the County regarding parcel changes. One change that was brought up was the changes being requested for Yin Ranch. Some buildings at this site were not permitted.

**CONTINUING BUSINESS**

There were no comments from the public. There was no continued business to report.

**NEW BUSINESS**

The Board considered for approval the receipt of Final Audit reports. **Approved.**

The Board considered for approval the presentation of the First Preliminary Budget for FY 2024/2025. Director Riddle questioned a couple of the line items regarding Medical/Dental services and supplies. All questions were answered. **Approved.**

The Board considered for approval of the Elmira Hall rental fees and discussed in-kind donations. Director Riddle questioned if the fees applied to board members as well as staff. Discussion between board members and Chief went over this and will include them. **Approved.**

The Board considered for approval the Purchasing Policy and Procedures for Calcard program. The Chief informed the board that with these cards it will stop staff from making purchases with personal credit cards and having to be reimbursed. Board members Neal and Riddle pointed out some verbiage in the policy that needed to be fixed/updated. **Approved.**

The Board considered for approval the updated Solano Couty Signing Authority that will include Assistant Chief Rick Kuntz and BC Jason Keune. This is needed as the County is requiring that all claims/journals have 2 signatures. **Approved.**

The Board considered for approval the Cellular Opt-out option for paid staff. There was a question of PRA and how that might affect this. The Chief will contact Sheri with the County to ask about this. Board member Riddle requested that we table this until more information is available.

The Board considered for approval Medical coverage Opt-out option for paid staff. The Chief gave a brief review of the option. **Approved.**

The Board considered for approval the Duty Officer Stipend. Chief gave brief review of the need for this and details of the amount. Doug Rogers asked if this covered the weekends in which the Chief answered “yes”, and it would be in the policy. **Approved.**

The Board received the letter from County Counsel increasing their Legal Services fees for FY 2024/2025.

**Approved.**

**PUBLIC COMMENTS**

There were no public comments.

**BOARD MEMBER COMMENTS**

Board member Riddle wanted to Thank staff for answering all her questions.

**ADJOURN**

This meeting of the Vacaville Fire Protection District Board of Directors adjourned at 8:15 P.M. Next regular meeting will be July 16, 2024, at 7:00 P.M.