

**TUOLUMNE FIRE DISTRICT**

18690 MAIN STREET

TUOLUMNE, CA 95379-9686

(209) 928-4505 - FAX (209) 928-9723

**BOARD OF DIRECTORS MEETING**

**Monday, February 14, 2022 @ 6:00p.m.**

**CALL TO ORDER:**

The meeting was called to order at 6:08 pm. by Brian Bell, Chairman.

**ROLL CALL:**

Present: Brian Bell – Chairman, Adam Artzer - Vice Chairman, Darlene Hutchins - Secretary.

Absent: Tony Kreig - Treasurer – one vacant seat to be filled.

**OTHERS IN ATTENDANCE:**

Nick Ohler, Chief

**PUBLIC FORUM:**

None

**APPROVAL OF PREVIOUS MINUTES** **November 18, 2021**

 **December 2021 – Meeting Canceled**

 **January 2022 – Meeting Canceled**

Brian Bell made a motion to approve the previous minutes as written. Adam Artzer seconded the motion.

No public comment. Vote 3/0 – 1 absent. Motion carried.

**ACKNOWLEDGMENTS:**

As always the department is running very well under the leadership of Chief Ohler and guidance of Captain Santi.

**NEW BUSINESS:**

1. **Regional Internship:**

Columbia College is working on an MOU regarding the Internship Program that will make the process more uniform. It will mitigate competition as the college will be making the assignments of where the Interns will be working. The college is also working toward having the Interns rotate through each of the departments participating in the program. The Interns will be bound by the policies and procedures of each department. Chief Ohler will be asking questions about doing the DOJ live scan and a background check as he feels this might be duplicating efforts.

Adam Artzer made motion to explore the Internship Program moving forward. Brian Bell seconded the motion. Vote 3/0 – 1 absent. Motion carried.

1. **County Payroll Additions:**

Chief Ohler has been talking to Debbie Bautista from the county payroll department regarding moving the board stipends paid out from the 1099 form to a W2. Chief Ohler said this is an on-going conversation and no action is required at this time.

1. **Covid Policy:**

Chief Ohler explained that the “sunset” date the board set for the covid policy has expired. After a short discussion, it was determined that the current policy relative to covid leave should be extended. There was no end date set forth for the policy.

Brian Bell made a motion to continue the covid policy. Darlene Hutchins seconded the motion. Vote 3/0 – 1 absent. Motion carried.

1. **Document Retention Guidelines:**

Chief Ohler has developed a guideline for retaining department documents. It is a working document and Chief Ohler will be looking for a motion at the next meeting to adopt this guideline document.

**OLD BUSINESS**

1. **Strategic Planning Committee:**

The committee has set-up dates to consider for meetings in 2022.

**2. Department Report (the detailed report is attached to these minutes)**

Chief Ohler discussed budget changes, stating that the county had changed the numbering system for line items on our budget. He discovered that some line items we had been using in the past on our warrants were incorrect and coming out of the wrong accounts. He is having on-going discussions with the county to correct this on warrants going forward.

There has been land designation changes in the district and that impacts the tax collection for the department. Chief Ohler has been working with Justin Birtwistle to get detailed information to identify parcels that have been removed.

 **4. Administration Report**

All reports were reviewed and approved this month.

 **5. Approval of Warrants and Requisitions**

All warrants and requisitions were approved.

**ADJOURN**

**6:45 pm. NEXT REGULAR BOARD MEETING – March 14, 20220**