

**TUOLUMNE FIRE DISTRICT**

18690 MAIN STREET

TUOLUMNE, CA 95379-9686

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

**BOARD OF DIRECTORS MEETING**

**Monday, October 18, 2021 @ 6:00p.m.**

**CALL TO ORDER:**

The meeting was called to order at 6:00 pm. by Brian Bell, Chairman.

**ROLL CALL:**

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

Absent: Tony Kreig – with a vacant seat to be filled.

**OTHERS IN ATTENDANCE:**

Nick Ohler, Chief

Jeff Santee, Captain

**PUBLIC FORUM:**

None

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

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

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

**ACKNOWLEDGMENTS:**

None

**NEW BUSINESS:**

1. **NCFDA Insurance Review:**

Chief Ohler was notified and had to negotiate with NCFDA late, but they gave Chief Ohler a grace period for the $5,000 increase without any penalization. Chief Ohler checked with Blake Elliott to see if we could get a better rate and was told that they could not.

Brian Bell made a motion to move forward with NCFDA as our carrier with the caveat that we will shop around for possibilities in the future as well as checking with other fire districts to see who they have as a carrier. Adam Artzer seconded the motion. Vote 3/0 – 1 absent. Motion carried.

1. **Credit Card Limit:**

Chief Ohler has increased his credit card limit, but would like to increase it to $20,000, since the department is not going to pay recurring bills with a credit card instead of paying for generating a warrant, which will save the department money by not paying for each warrant. Chief Ohler also asked to increase Captain Santee’s credit card limit to $10,000 since he uses it for fleet equipment and other station maintenance.

Brian Bell made a motion to move forward with the proposed increases. Adam Artzer seconded the motion. Vote 3/0 – 1 absent. Motion carried.

1. **Information Retention Policy:**

Chief Ohler spoke to our CPA, Robert Hawks regarding recommendation for retaining documents within the department. Mr. Hawks recommended holding on to things like finances, receipts, warrants and payroll for a minimum of five years and anything of a legal nature for seven years.

Darlene Hutchins made a motion to adopt a policy using these recommendations and Brian Bell seconded the motion. Vote 3/0 – 1 absent. Motion carried.

**OLD BUSINESS**

1. **Strategic Planning Committee:**

The Annexation is still being discussed.

**2. Department Report**

Chief Ohler discussed a letter from the CAO, Auditor, and Controller offering in-service training to the districts regarding annexation and taxes.

Chief Ohler discussed streamlining the documents that the board reviews, so that there is not redundancy. It was recommended that we should be reviewing payroll, warrants and the credit card statement. He could put one document together for each of the board members to sign, similar to the one already being used for payroll. The Chief’s report is attached to these minutes.

**4. Administration Report**

All reports were reviewed and approved this month.

**5. Approval of Warrants and Requisitions**

All warrants and requisitions were approved.

**ADJOURN**

**6:59 pm. NEXT REGULAR BOARD MEETING – December 13, 2021**