

**TUOLUMNE FIRE DISTRICT**

18690 MAIN STREET

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**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, Tony Kreig – Treasurer.

Absent: 0 – with a vacant seat to be filled.

**OTHERS IN ATTENDANCE:**

Nick Ohler, Chief

**PUBLIC FORUM:**

None

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

Tony Kreig made a motion to approve the previous minutes. Brian Bell seconded the motion.

No public comment. The vote was 4/0 – Motion carried.

**ACKNOWLEDGMENTS:**

None

**NEW BUSINESS:**

1. **2020-2021 Audit Review – Presented by Robert Hawks, CPA:**

Mr. Hawks went over the 2020-2021 Audit, which is attached to these minutes. Adam Artzer made a motion to accept the Audit Report and Brian Bell seconded the motion.

No public comment. The vote was 4/0 – Motion carried.

CalPERS pre-payment was discussed, and it was explained that this is to fully fund the investment balance, Mr. Hawks called it a “pay now or pay later” type situation. If we pre-pay to fully fund the investment, it is better for the department than to have to pay it off at a later date. No motion was necessary.

1. **Covid PTO:**

This agenda item was to verify that everyone was on the “same page” about the intent of the board to reimburse any PTO used when an employee got sick with Covid. All agreed that PTO reimbursement would happen, if an employee got sick with Covid.

1. **ESO/Firehouse Software:**

Chief Ohler explained that the software that the department has been using to keep their records called Firehouse Software was going to be discontinued. Chief Ohler has been looking at ESO, the mother company that provided Firehouse Software to find an alternative, which has a different program called ER (Emergency Reporting) which is being used by some of the other districts in Tuolumne County. Chief Ohler will bring back quotes for this software to the November board meeting.

1. **Administrative Assistance:**

Our Office Manager, Marcie has been very ill, and her doctor has taken her off work for the unforeseeable future. Due to this situation the department needs some help until it is determined if Marcie is able to return to work. Chief Ohler has asked for the board of directors to help with warrants and there is a possibility that the secretary from the Cemetery District, Pam, can come and help get warrants caught up. Director Tony Kreig is also going to try and help with the warrants, since he has experience with the county’s system. Chief Ohler has also determined that we are spending between $300-$500 a year just for the checks cut through warrants. He is looking at ways to streamline this process with the possibility of using the department credit card to pay the regular monthly bills, such as insurance, utilities, etc.

**OLD BUSINESS**

1. **Strategic Planning Committee:**

The Annexation is still being discussed. In the near future a resolution will need to be developed along with mapping in order to move forward with any annexation plans.

**2. Department Report**

Chief Ohler did not have a formal written report this month. Some of the items he reviewed with the board were that 732 is back in service.

Pre-plan and safety inspections are being done. The joint FEMA grant for SCBAs was not awarded this year. The insurance for the department this year has gone up by $4,485.

 **4. Administration Report**

The payroll report was the only report reviewed and approved this month.

 **5. Approval of Warrants and Requisitions**

There were no warrants or requisitions available for approval this month due to the absence of our office manager.

**ADJOURN**

**7:41 pm. NEXT REGULAR BOARD MEETING – November 8, 2021**