

Peardale-Chicago Park
Fire Protection District

P.O. Box 697
Chicago Park, CA 95712

BOARD OF DIRECTORS

January 14, 2009 Call to Order 7:00 pm Meeting Minutes
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1. Roll call of Board and Introduction of Guests:

Board Members Present: Cheryl Domnitch
Dave Collins
Carl Van Son
John Felde
Barney Dewey

Board Members Absent:

Others Present: Chief Jim Bierwagen
Secretary Debbie Bierwagen
Jennifer Jensen, Jensen Smith CPA's
Larry Eckman
Jim Young

2. Approval of the Agenda/Additions to the Agenda: **Carl Van Son moved to approve the agenda as amended. Dave Collins seconded. Passed with 5 ayes.** There was no public input.

3. Public Input: None

4. Minutes of December 10, 2008: **John Felde moved to accept the minutes as amended. Carl Van Son seconded. Passed with 5 ayes.**

5. Presentation & Acceptance of FY 2007/2008 Audit-Jensen Smith CPA's: Jennifer Jensen introduced herself and explained how many years she has been performing our audit and noted that there had been growth in that time. The audit was very smooth this year, and her firm found the financial statements to conform to general financial principles. The GASB report had been changed slightly to accommodate discussion of net assets and activities and governmental funds. This was done for clarification. Jennifer then discussed the audit report page by page. The Board and public present had several questions that Jennifer answered. The one question needing further detail was on page 11, \$86,354 for New Station Expense. Jennifer noted that she would check in to the detail and apprise the Board. The approval of the audit was moved to the next regular board meeting, February 11, 2009.

6. JPA Meeting Update (Domnitch): The next regular meeting will be held on January 22, 2009, and will be reported on at the February 11, 2009 Board meeting.

7. Administrative Report (Bierwagen):

- A. Administrative Report: Chief Bierwagen reported that the department had been fairly busy, but nothing of note to report. On January 17th, there will be a control burn on an acquired structure located on Hansen Lane beginning at 8:00 am. This has been rescheduled from December 20th, and will be a good opportunity for our new recruits to obtain structure fire training.
- B. Purchase Request: Chief Bierwagen noted that he had two purchase requests this month. The first was for tables and chairs for the new training room at Station 257. He requested eight tables at a cost of \$75 each, and twenty-four chairs at a cost of \$45 each. Mr. Eckman asked why the cost of the chairs was so high, and it was noted that they would be padded and comfortable for long hours of training. **John Felde moved to approve the purchase request of tables and chairs as noted above. Barney Dewey seconded. Passed with 5 ayes.** The second item for purchase is a computer program for firefighter training. The program includes lesson plans, instructor guides. It is a sole-source item and costs approximately \$4500.00. Chief Bierwagen noted that the last program purchased by the department has been in use for twenty years. After much discussion and questions, **Carl Van Son moved to approve the purchase of the FFI Training program at a cost of \$4500.00. John Felde seconded. Passed with 5 ayes.**
- C. Communications Received: none.

8. Financial Report (Van Son):
 - A. *Warrants:* Carl Van Son reported that the total warrants written were \$27450.75. He also noted that we should soon be receiving \$61,000.00 from the strike team time in Quincy last year.
 - B. *Public Hearing for Review of Capital Improvement Plan:* Chair Cheryl Domnitch opened the Public Hearing at 7:57 pm and asked for any input. Chief Bierwagen noted that the only changes to the CIP had been the reduction of the Mitigation income as requested by the Board last month. As there was no other discussion, Cheryl closed the Public Hearing at 8:00 pm.
 - C. *Capital Improvement Plan – Review & Approval of Resolution 2009-01:* **John Felde moved to approve Resolution 2009-01 as presented. Dave Collins seconded. Passed with 5 ayes.**
9. Personnel Report (Felde): no report.
10. Equipment/Facilities Projects (Collins): Dave reported that the exhaust from the generator will be re-directed from the station. This problem was found during a recent snowstorm.
11. Old Business:
 - A. *Highway Sign - Report from Committee:* The committee met on December 15th. Barney had done research on several different sign options, which he passed around for all to review. The consensus was that the Chicago Park School sign most closely fit our needs. Chief Bierwagen will look into what is necessary for permits, CalTrans requirements, and further research the flashing lights as discussed at prior meetings. He will report back at the next regular board meeting.
 - B. *Update on Residential Vegetation Clearance Inspection:* This item was postponed until next month, as CalFire was not available during December.
 - C. *Continued Newsletter Discussion:* Chief Bierwagen reported that the past cost for our annual newsletter, last done in FY03/04, was \$848.10. Because of this, a website was discussed. Mr. Eckman noted that he had a local contact, Diane Blakely, and would provide her phone number to Chief Bierwagen. Dave noted that he would look into a local youth to do this as a community service project, and would forward any information to Chief Bierwagen. It was decided to change the focus of this update each month to a website, not a newsletter. Also, a suggestion was to provide more handouts from the Fire Safe Council.
12. New Business:
 - A. *Authorized Signature Form from Auditor/Controller Office:* Secretary Bierwagen passed around the annual form for update of board signatures.
 - B. *Audit Letter from Jensen Smith CPA's:* The Board discussed the letter and directed staff to research audit costs and firms used by other fire agencies and special districts. Mr. Eckman noted that the board should be using a new firm due to the past performance of our current firm. The Board also asked staff to draft a proposal letter and present it next month, in order to move forward with this prior to the end of the fiscal year
13. Agenda Items for Next Meeting: Continued discussion of highway sign; Update on Residential Vegetation Clearance Inspection; continued website discussion; Audit firm proposals.
14. Adjournment of Meeting: 8:40 p.m.

Deborah A. Bierwagen
District Secretary

Approved By: