

Peardale-Chicago Park
Fire Protection District

P.O. Box 697
Chicago Park, CA 95712

BOARD OF DIRECTORS

November 12, 2009 Call to Order 7:01 pm Meeting Minutes

1. Roll call of Board and Introduction of Guests:

Board Members Present: Cheryl Domnitch
John Felde
Barney Dewey

Board Members Absent: Dave Collins, Carl Van Son

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

2. Approval of the Agenda/Additions to the Agenda: John Felde moved to approve the agenda as presented. Barney Dewey seconded. Passed with 3 ayes.

3. Public Input: None.

4. Presentation of FY 2008/2009 Audit – Jensen Smith CPA's: Maggie Smith introduced herself to the board, and noted that the opinion given is considered "unqualified", but that the financial statements were found to conform to general financial principles. Maggie began reviewing the audit report page by page, answering questions as they came up. She also pointed out the findings on pages 21-23, and the areas that need improvement on pages 26-27. According to Maggie, the audit was clean, easy, and organized. Cheryl asked about the figures on page 6 and page 11, should they match? Maggie noted she would review this and reply to the board as soon as possible. Mr. Eckman had a comment with regard to the use of the term "'wildland' fire suppression" to on page five, mid-page. Both Chair Domnitch and Maggie Smith noted that the term was being used correctly. Mr. Eckman also noted that on page seven, the use of 2-3% for an increase in property tax revenue should be reduced to 0% due to current economic factors. The board thanked Mr. Eckman for his comments. The approval of the audit was moved to the next regular meeting in December 2009.

5. Minutes of October 8, 2009: The approval of the minutes was moved to the next regular meeting in December, as there was not a quorum present.

6. Administrative Report (Bierwagen):

A. Administrative Report: Chief Bierwagen reported that the department responded to 25 incidents, one of note was a residential fire on Edgewood Drive. Numerous burn permits had been issued during the month, but the need for them has now been suspended. John Felde noted that the sign looked great.

B Purchase Request: none

C. Communications Received: The first two items of communication for the month were from the Auditor-Controller's office. The first was the estimated property tax allocation for the fiscal year 09/10 of \$180,123.00. The second was the notice of when the Ad Valorem Property tax of \$14,246.00 would be withheld from our fund. The first installment of \$7,123.00 shall be made on January 15, 2010, and the second of \$7,123.00 on May 3, 2010. Mr. Eckman asked how the property tax allocation of \$180,123.00 compared to what was received last year. Staff noted that they would give Mr. Eckman the figure after the meeting. The third item was a thank-you card from the homeowner's of the structure fire on Edgewood Drive.

7. Financial Report (Van Son):

A. Warrants: John Felde reported that the total warrants written for the month were \$44,244.44.

B. Capital Improvement Plan Review: Cheryl asked if anyone had any questions on the Capital Improvement Plan, noting that tonight was only to review the plan, at the December meeting there would be a Public Hearing prior to the approval of the plan.

8. *Personnel Report (Felde):* John Felde had no report, other than to compliment last month's report on the seasonal sick leave usage of only five hours used.
9. *Equipment/Facilities Projects (Collins):* Chief Bierwagen gave an update on the emergency phones, noting that the boxes had been installed, but the phone installation was still in the process as the correct 911 phones had not been ordered the first time.
10. *Old Business:* none.
11. *New Business:* none.
12. *Agenda Items for Next Meeting:* Approval of Audit for FY 2008/2009; Capital Improvement Plan-Public Hearing and approval of resolution.

Chief Bierwagen asked if it would be possible to move the date of the next board meeting to Wednesday, December 9, 2009. Cheryl noted if the change was made, she would be able to attend the meeting. Staff was directed to check with all board members and let everyone know if the date would be changed.

13. *Adjournment of Meeting:* 7:40 p.m.

Deborah A. Bierwagen
District Secretary

Approved By: