

**Minutes of the Board of Directors  
April 8, 2021**

**Revised**

Attendees at the April 8, 2021 Board of Directors meeting were as follows: Chief Bitters, Chair Coburn, Vice-Chair Madoski, Director Gibbs, Director Perkins, Secretary Mackey, BC Green, Captain Cook, Engineer Avalos, Engineer Rodriguez, Firefighter Perales, Jeremiah North, and Auditor Michelle Mattos from Johnson and Associates. Chair Coburn opened the meeting at 2:00 pm. Everyone stood for the pledge of allegiance.

At this time Michelle Mattos with Johnson and Associates CPA gave a report on our latest financial audit. She explained the purpose of the audit and how they test our system. Her conclusion was that our system is working, it is well designed, and there are no findings of any wrong doings. She went through the audit page by page. She noted that under internal controls, there is a lack of segregation of duties but that is typical of governmental agencies our size and there are appropriate checks and balances in place. Chair Coburn reiterated that they are the strongest that they can be due to the size of our department, Auditor Mattos agreed. After further discussion, Chair Coburn thanked Mrs. Mattos for coming and presenting the audit to the Board, and thanked Chief Bitters and Administrative Assistant Kathy Sikma for a job well done in assisting with the audit.

**Public Comment**

None

**Correspondence**

None

**Approval of Minutes**

Director Gibbs made a motion to accept the March minutes as presented. Director Perkins provided the second. A roll call vote was taken. All were in favor; motion passed.

**Additions or Revisions to the Agenda**

None

**Consent Calendar**

Chief Bitters reviewed the expenses for the month of March. Secretary Mackey made a motion to accept the consent calendar as presented. Director Gibbs 2<sup>nd</sup> the motion. A roll call vote was taken. All were in favor; motion passed.

**Ambulance Service Update**

Chief Bitters had nothing to report at this time.

**Battalion Chief's Report**

Battalion Chief Green reported that they are still working on policies with Salida Fire. Wildland training has been postponed due to Covid earlier this month. They will be starting River Rescue training soon. Battalion Chief Green is also working on programming radios. He noted that there are four new Reserves at our department and three new Reserves at Salida. Monday evening was the last recruit training for the group. Chair Coburn suggested that it may be a good idea to work with the local colleges to get a Firefighter program together down the road.

**Credit Card Policy**

Vice-Chair Madoski stated that his concern is having a person's name on the card, could be seen as a personal benefit. Chief Bitters doesn't think that the card is tied to anyone personally but he will check into it. Vice-Chair Madoski mentioned looking into CalCards. It was the consensus of the board to have the Policy Committee follow up with this matter.

### **Resolution 2021-02 RCFD Growth Position**

Chief Bitters reviewed the proposed RCFD Growth Resolution to the board. Director Gibbs stated if the board votes to contract with Attorney Bakker, he would like the attorney to review the Resolution before any further action. The board was in agreement. Secretary Mackey thanked Chief Bitters for his efforts in putting together the resolution.

### **Agreement for Legal Services- John Bakker**

Chair Coburn and Vice-Chair Madoski along with Chief Bitters met with Attorney John Bakker via Zoom and they all felt it was a good conversation. Mr. Bakker specializes in Municipal and Special District Law. He is also the Attorney for the City of Dublin, Ca. They felt it was a good conversation and found out that some past practices were not done incorrectly. After some discussion of Mr. Bakker's qualifications, Director Gibbs made a motion to approve Chief Bitters to move forward with an engagement letter with Bakker. Secretary Mackey provided the second. A roll call vote was taken; all were in favor; motion carried.

### **Budget Item- Station 2 concrete**

Chief Bitters reported that the Station 2 sprinkler system has always had issues. Repairs have been made numerous times but water pressure is still an issue causing dead grass. Last year Chief Bitters got a price to have cement put out in the back area making a large patio where the majority of the dead grass is. The price for cement pre-COVID was \$11,000. Now the price has gone up to \$16,000. Director Mackey asked if there are other options such as crushed rock or gravel? Vice-Chair Madoski stated that he is not opposed to concrete but would like to see the area before making a decision. He would like to see it be in a Capital Improvement plan. Chief Bitters stated that it is budgeted under Capital Improvements/Concrete/Parking lot. Director Gibbs commented that it may be cheaper to go forward now rather than waiting. He would also like to visit the site. It was the consensus of the Board to visit Station 2 and see the area before rendering a vote.

### **Grant Committee-**

Secretary Mackey stated that the Safer Grant application has been submitted, but it will be a while before we have an answer, possibly September.

### **Personnel Committee-**

Secretary Mackey stated that April 16<sup>th</sup> or 23<sup>rd</sup> are possible dates to meet and wrap up with the Union regarding contracts.

### **Board Policy Committee-**

The Policy Committee is waiting for policy resources from the CSDA to support policy alignment.

### **2x2 Committee-**

Vice-Chair Madoski reported that April 15<sup>th</sup> the 2x2 Committee will meet with the City of Ripon.

### **2x2 Committee w/Salida Fire-**

Secretary Mackey reported that the committee will be meeting tomorrow with two of Salida's Board members and Battalion Chief Pat Burns.

### **Centennial Committee-**

Chief Bitters reported that the committee met on March 30<sup>th</sup>. He noted that he met with Diamond Pet Food and they may sponsor the Centennial Cookbook. Brenda Lange is sending out letters asking for recipes to members, past and present. We are hoping to have an open house around the end of September and possibly a dinner for lifetime members as well. Commemorative badges challenge coins and anniversary pins are also being discussed as is a chili cook off and other food options. Vice-Chairman Madoski asked what the budget for the Centennial is. Chief Bitters stated that an extra \$10,000 was added to the already \$6,500 in the meetings and special events budget category.

**Chief's Report**

See Attached

**Director Reports**

**Director Perkins-** Nothing to report

**Director Gibbs-** Nothing to report

**Secretary Mackey-** Thanked the committee members for their reports.

**Vice-Chair Madoski-** Thanked the on-duty crew for attending the Board meeting.

**Chair Coburn-** Thanked Firefighter Perales and Captain Cook for helping at the vaccine clinic when a girl had a seizure. Great Job! She also wished Chief Bitters a happy birthday on behalf of the Board.

Chair Coburn adjourned the meeting at 3:55 pm. The next scheduled meeting will be Thursday May 13<sup>th</sup> at 2:00 pm

Respectfully Submitted,

Kathy Sikma  
Administrative Assistant