**DUNSMUIR FIRE PROTECTION DISTRICT**

**5902 Dunsmuir Avenue**

**DUNSMUIR, CA 96025**

**MINUTES**

**January 16th, 2024**

1. Call to order – Meeting was called to order at 7:07 p.m. Board Members Present: Robert Hubbard, Shirley Mei, Jimmy Palmer; Others: Tamara Braden.

2. Pledge of Allegiance

3. Reading and approval of the minutes from the meeting November 21st, 2023 – Jimmy Palmer motioned to approve the minutes as presented, seconded by Shirley Mei. Vote: 3-0-0-0

4. Old Business: Board to review/approve Letter of Engagement from Charles Pillon, CPA for multi-year Audit (FY 17/18, FY 18/19, FY 19/20, FY 20/21, FY 21/22, FY 22/23), totaling $21,000.00. Audit to begin in Spring of 2024. – Motion to approve Letter of Engagement from Charles Pillon was made by Jimmy Palmer, seconded by Shirley Mei. Vote: 3-0-0-0

5. New Business: Jimmy Palmer has been appointed by the Board of Supervisors as our third Board Member. Board to decide who will serve as current Board Chairman. DFPD Board has 2 current vacancies. Vacancy announcement to be posted by 1/16/24. Interested candidates may contact the District Secretary at (530) 598-4983 to request consideration of appointment. The Board will appoint 2 members to fill vacancies at the next meeting on February 20th, 2024.

6. Communication & Bills:

a. Warrant # 1 (1) & (2) 12.19.23 – City of Dunsmuir October 2023 Invoice - $4,470.59

b. Warrant # 1 (3) 12.19.23 – District Secretary Payroll, Federal Payroll Tax Deposit,

Land Tax Payment to Siskiyou County - $682.12

c. Journal Voucher 12.19.23– State Payroll Tax for November 2024 - $30.00

d. Warrant # 1 (2) & 1 (2) 1.16.24 – City of Dunsmuir November 2023 Invoice –

$5,789.57

e. Warrant # 1 (3) 1.16.24 – District Secretary Payroll, Federal Tax Deposit, PNC

Equipment Invoice - $24,976.19

f. Warrant # 2 1.16.24 – Board Payroll to be $60.00

g. Journal Voucher 1.16.24 – State Payroll Tax - $30.00

The Board inquired about the PNC Equipment invoice, as it was thought that the final payment on this contract would have been made in 2022. Jimmy Palmer motioned to approve payment of bills in the amount of $36,038.47, contingent on verification of the validity of the PNC Equipment invoice. Motion was seconded by Shirley Mei. Vote: 3-0-0-0

7. Commissioner's Report -None

8. Fire Chief's Report - Chief Dan Padilla reported that the District responded to the following calls during the month of December 2023:

4 – Structure Fires 4 – Other 4 – Traffic Accidents 24 – Medical Assists 2 – Hazardous Conditions 5 – Public Assists 2 – Other Total = 45

There were a total of 572 calls in 2023, which was 100 calls less than the previous year. Chief Padilla suspects that this is due to elevated calls during COVID. Chief Padilla also reported that the District did not receive the SAFER grant or the SCUBA grant. Shastina will resubmit again for the 4th year in a row. He is hopeful that we will receive funding as the expiration date for the current SCUBA devices is approaching. Regarding new regulations, OSHA has given districts until 7/1/24 to get all new turn-outs, which are $20k each. Two sets are required per firefighter and the District needs approximately 10 sets. The District already has an extractor that must be inspected after every use and shipped to Oakland annually for inspection.

9. Public to Address - None

10. Announcements - None

11. Adjournment – Motion to adjourn was made by Jimmy Palmer, seconded by Shirley Mei. Vote: 3-0-0-0 Meeting was adjourned at 7:46 p.m.

Posted at Manfredi’s, Dunsmuir Post Office, and Dunsmuir City Hall