**DUNSMUIR FIRE PROTECTION DISTRICT**

**5902 Dunsmuir Avenue**

**DUNSMUIR, CA 96025**

**MINUTES – January 21, 2025**

1. Call to order – Meeting was called to order at 7:02 p.m. Board Members Present: Robert Clark, Shirley Mei, Jimmy Palmer; Others present: Tamara Braden

2. Pledge of Allegiance

3. Reading and approval of the minutes from the meeting on November 26th, 2024 – Shirley Mei motioned to approve the minutes from the meeting on November 26th, 2024, seconded by Jimmy Palmer. Vote: 3-0-1-0

4. Old Business: None

5. New Business: Tamara Braden requested that the Board consider updating the Capital Asset Threshold, as she has been unable to locate in the previous minutes where it has been established. She will check with Dan Padilla and see if he recalls.

6. Communication & Bills:

a. Warrant # 1 – December 17, 2024 - City of Dunsmuir October 2024 Invoice - $5,500.14

b. ~~Warrant # 2 – December 17, 2024 -District Board Payroll - to be $80.00~~

c. Warrant # 3 – December 17, 2024 - District Secretary Payroll, Federal Payroll Tax Deposit - $645.90

d. Journal Voucher – State Payroll Tax December 2024 - $26.40

e. Warrant # 1 – January 28, 2025 – City of Dunsmuir November 2024 Invoice - $3,980.19

f. Warrant # 2 – January 28, 2025 – District Board Payroll – to be $80.00

g. Warrant # 3 – January 28, 2025 – District Secretary Payroll, Federal Payroll Tax Deposit, Vendor

Payments - $26,537.19

Shirley Mei requested that Tamara Braden reach out to the City of Dunsmuir and inquire about expenses billed on prior invoices at a percentage greater than the agreed upon 23%. Tamara Braden will also reach out to PNC Finance Company to request copies of lease agreement for fire engine. Jimmy Palmer motioned to approve the payment of the District’s bills in the amount of $36,749.82, seconded by Shirley Mei. Vote: 3-0-1-0

7. Commissioner’s Report – The Board of Directors indicated that they would be open to going paperless on Board Meeting Packets. Tamara Braden to email packets to Board Members and have a hard copy of all documents available for review in person at future meetings.

8. Fire Chief's Report - None

9. Public to Address - None

10. Announcements - None

11. Adjournment – Meeting was adjourned at 7:15 p.m.

Next Meeting February 18th, 2025