**DUNSMUIR FIRE PROTECTION DISTRICT**

**REGULAR BOARD MEETING MINUTES**

November 22nd, 2022

Meeting Start Time 7:00 pm

1. Call to order – Meeting was called to order at 7:00 pm

Board Members Present: Clark, Elgin, Mei, Palmer Board Members Absent: Hubbard

2. Pledge of Allegiance

3. Minutes from the meetings on October 18th, 2022, were presented and reviewed. Motion to approve minutes as presented was made by Palmer and seconded by Clark. Vote: 4-0-0-1

4. Old Business: Tamara Braden informed the Board that the District received a refund from Dell Computers. However, the District was not expecting a refund, as the products ordered were received. Tamara Braden will call Dell and confirm the reason for the refund. The refund check will be deposited into the DFPD account and a new check will be issued to Dell. Tamara Braden will update the Board on account status at next Board Meeting.

5. New Business: Tamara Braden requested that the Board approve a letter to the Internal Revenue Service authorizing her to conduct administrative activities for DFPD, including signing Payroll Tax Returns and other related documents. Motion to approve was made by Clark and seconded by Palmer. Vote: 4-0-0-1

6. Communication & Bills:

 a. Warrant #1 - City of Dunsmuir September 2022 Invoice $3200.73

 b. Warrant #2 – September 2022 Board Payroll to be $80.00

 c. Warrant #3 – Siskiyou County Property Tax Bill, Dell Computer Payment $1705.50

Board approved the payment of bills in the amount of $4986.23. Motion to approve was made by Palmer and seconded by Clark. Vote: 4-0-0-1

7. Commissioner's Report - None

8. Fire Chief's Report - None

9. Public to Address - None

10. Announcements - none

11. Adjournment – Motion to adjourn was made by Palmer and seconded by Clark. Vote: 4-0-0-1

Meeting was adjourned at 7:15 pm

Next meeting is January 17, 2023