**DUNSMUIR FIRE PROTECTION DISTRICT**

**5902 Dunsmuir Avenue**

**DUNSMUIR, CA 96025**

**MINUTES – July 30th, 2024**

1. Call to order – Meeting was called to order at 7:03 p.m. Board Members present: Robert Clark, Russell Elgin, Robert Hubbard, Jimmy Palmer; Others present: Tamara Braden; Board Members absent: Shirley Mei.

2. Pledge of Allegiance

3. Reading and approval of the minutes from the meeting on June 18th, 2024 – Jimmy Palmer motioned to approve the minutes as presented, seconded by Rob Clark. Vote: 4-0-1-0

4. Old Business: None

5. New Business: Special Assessments – Tamara Braden stated that the District is receiving revenue based on fees of $25.06 per parcel on 508 parcels, for a total of $12,730.48. Jimmy Palmer motioned to approve the Special Assessments, seconded by Rob Clark. Vote: 4-0-1-0

6. Communication & Bills:

 a. Warrant # 1 – City of Dunsmuir April 2024 Invoice - $3,549.98

 b. Warrant # 2 – City of Dunsmuir May 2024 Invoice - $3,391.52

 c. Warrant # 3 – District Board Payroll - to be $100.00

 d. Warrant # 4 – District Secretary Payroll, Federal Payroll Tax Deposit, Property Tax Payment -

 $707.24

 e. Warrant # 5 – United States Post Office – PO Box fees - $120.00

 e. Journal Voucher – State Payroll Tax July 2024 - $26.40

Rob Clark motioned to approve the Warrants and Journal Voucher in the amount of $7,875.14, seconded by Jimmy Palmer. Vote: 4-0-1-0

7. Commissioner's Report – Robert Hubbard presented the Board with a letter of resignation, noting that his responsibilities at the District are too much for his personal schedule. Tamara Braden will notify the County Clerk and obtain the Notice of Vacancy to post.

8. Fire Chief's Report - None

9. Public to Address - None

10. Announcements - None

11. Adjournment – Jimmy Palmer motioned to adjourn, seconded by Rob Clark. Vote: 4-0-1-0

Meeting adjourned at 7:13 p.m. Next meeting to be August 19th, 2024.