

ANDERSON FIRE PROTECTION DISTRICT



BOARD OF DIRECTORS AGENDA

OCTOBER 12, 2021

REGULAR MEETING – 5:00 P.M.

**Fire Station/Training Room
1925 Howard Street, Anderson, California**

PARTICIPATION BY PUBLIC IN MEETING

To address the Board on any particular issue, please EMAIL Mo Hern @ mhern@andersonfire.org at least 30 minutes prior to the start of the meeting.

Effective July 1, 2008, the Brown Act requires any non-confidential documents or writings distributed to a majority of the Board of Directors less than 72 hours before a regular meeting will be made available to members of the public at the same time they are distributed.

Pursuant to the State's Open Meeting Law, the legislative body or its staff may briefly respond to comments or questions from members of the public; and if deemed necessary, refer the subject for follow-up and/or to schedule the matter on a subsequent Board agenda.

The Brown Act prohibits the Board from taking action on any item not placed on the printed Agenda in most cases.

In compliance with the Americans with Disabilities Act, the Anderson Fire Protection District will make available to members of the public any special assistance necessary to participate in this meeting. The public should contact the Clerk of the Board (378-6699) to make such a request. Notification 72 hours prior to the meeting will enable the Anderson Fire Protection District to make reasonable arrangements to ensure accessibility to this meeting.

This is an Equal Opportunity Program. Discrimination is prohibited by Federal Law. Complaints of discrimination may be filed with the Secretary of Agriculture, Washington, D.C.

OPEN SESSION Chairman of the Board Trish Clarke will call the meeting to order at _____

1.0 CALL TO ORDER

ROLL CALL:

CHAIRPERSON
VICE CHAIRPERSON
SECRETARY
MEMBER
MEMBER

TRISH CLARKE
JOHN DAY
CHAD DOWNING
VACANT
JEFF HOGUE

Person(s) Present-

2.0 INVOCATION - CHAIRPERSON TO CHOOSE.

3.0 PLEDGE OF ALLEGIANCE - CHAIRPERSON TO CHOOSE.

4.0 PRESENTATIONS: -

5.0 PUBLIC COMMENT PERIOD

Any person may address the District Board on any subject pertaining to District business, which is not Listed on the agenda. This comment period is provided by the Ralph M. Brown Open Meeting Act (Government Code 54950 et seq.). The Board welcomes participation at Board meetings. Members of the public may address the Board on any item of interest to the public that is scheduled on the Agenda. In order for everyone to be heard, please limit your comments to 5 minutes or less. Any request that requires Board action may be set by the Board for a future agenda or referred to staff

6.0 CONSENT AGENDA

All items listed under the consent agenda are considered by the Board to be routine and will be enacted by one motion in the order listed below. There will be no separate discussion of these items, unless specified. Items may be removed to the regular agenda prior to the time the Directors vote on the motion to adopt the consent agenda. A Board member's vote in favor of the Consent Agenda is considered and recorded as a separate and affirmative vote in favor of each item listed. Motions in favor of the Consent Agenda are deemed to include a motion to waive the reading of any ordinance or resolution on the Consent Agenda. Items on tonight's consent agenda are:

6.1 APPROVAL OF THE SEPTEMBER 2021 REGULAR BOARD MEETING MINUTES

6.2 APPROVAL OF BILLS FOR THE MONTH OF SEPTEMBER 2021

Moved:

Seconded:

Approved:

OPEN SESSION-

- 7.0 **PUBLIC HEARINGS-** A public hearing is an open consideration within a regular or special meeting of the Board, for which special notice has been given and may be required. When a public hearing is continued, noticing of the adjourned item is required as per Government Code 54955.1 NONE

8.0 **ACTIONS ITEMS-**

- 8.1 Appoint 1 member to fulfill the vacant board position.

Moved:
Seconded:
Approved:

- 8.2 Receive and except 2020 audit from Don Reynolds CPA

Moved:
Seconded:
Approved:

STAFF REPORTS-

- 9.0 **FIRE MARSHAL REPORT-** See attached

- 10.0 **BATTALION CHIEF'S REPORT-** NONE

- 11.0 **FIRE CHIEF'S REPORT** – See attached

12.0 DIRECTORS' REPORTS –

13.0 CLOSED SESSION AGENDA ITEMS- NONE

14.0 ADJOURNMENT-

Moved:

Seconded:

Approved:

**NEXT REGULARY SCHEDULED BOARD MEETING
TUESDAY NOVEMBER 9TH, 2021 5:00 PM
FIRE STATION – TRAINING ROOM**



ANDERSON FIRE PROTECTION DISTRICT

BOARD OF DIRECTORS

MINUTES

SEPTEMBER 14, 2021

REGULAR MEETING – 5:00 P.M.

**Fire Station/Training Room
1925 Howard Street, Anderson, California**

PARTICIPATION BY PUBLIC IN MEETING

To address the Board on any particular issue, please E-Mail Mo Hern at mhern@andersonfire.org at least 30 minutes prior to the start of the meeting.

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Pursuant to the State’s Open Meeting Law, the legislative body or its staff may briefly respond to comments or questions from members of the public; and if deemed necessary, refer the subject for follow-up and/or to schedule the matter on a subsequent Board agenda.

The Brown Act prohibits the Board from taking action on any item not placed on the printed agenda in most cases.

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OPEN SESSION: Chairperson of the Board Trish Clarke called the meeting to order at 5:00 p.m.

1.0 CALL TO ORDER:

| | | | |
|-------------------|--------------------------|--------------|---------|
| ROLL CALL: | CHAIRPERSON: | TRISH CLARKE | Present |
| | VICE CHAIRPERSON: | JOHN DAY | Present |
| | SECRETARY: | CHAD DOWNING | Present |
| | MEMBER: | JEFF HOGUE | Present |
| | MEMBER: | VACANT | |

2.0 **INVOCATION:** Member Jeff Hogue.

3.0 **PLEDGE OF ALLIGIANCE:** Chairperson Trish Clarke

4.0 **PRESENTATIONS:**

Two letters were received from Shasta County Auditor-Controller, Nolda Short, regarding the audit due June 30, 2021. Fire Chief Lowe advised the audit has been completed and the Auditor-Controller has been advised.

5.0 **PUBLIC COMMENT PERIOD:**

Any person may address the District Board on any subject pertaining to District business, which is not listed on the agenda. This comment period is provided by the Ralph M. Brown Open Meeting Act (Government Code 54950 et seq.). The Board welcomes participation at Board meetings. Members of the public may address the Board on any item of interest to the public that is scheduled on the agenda. In order for everyone to be heard, please limit your comments to 5 minutes or less. Any request that requires Board action may be set by the Board for a future agenda or referred to staff.

No public comment.

6.0 **CONSENT AGENDA:**

All items listed under the Consent Agenda are considered by the Board to be routine and will be enacted by one motion in the order listed below. There will be no separate discussion of these items, unless specified. Items may be removed to the Regular Agenda prior to the time the Directors vote on the motion to adopt the Consent Agenda. A Board Member's vote in favor of the Consent Agenda is considered and recorded as a separate and affirmative vote in favor of each item listed. Motions in favor of the Consent Agenda are deemed to include a motion to waive the reading of any ordinance or resolution on the Consent Agenda. Items on tonight's Consent Agenda are:

6.1 Approval of the August 10, 2021, Regular Board Meeting Minutes.

6.2 Approval of Bills for the Month of August 2021.

Moved: John Day
Seconded; Chad Downing
Approved: 4 Ayes

7.0 **PUBLIC HEARINGS:**

A public hearing is an open consideration within a regular or special meeting of the Board for which special notice has been given and may be required. When a public hearing is continued, noticing of the adjourned item is required as per Government Code 54955.1:

Public Hearing on the final budget for FY 21/22 was conducted.

8.0 **ACTION ITEMS:**

8.1 Adopt final budget for FY 21/22.

Moved: Jeff Hogue
Seconded: John Day
Approved: 4 Ayes

- 8.2 Approval to use \$23,177.03 from unrestricted funds account FB2071 (Equipment Fund) to pay Invoice No. IN1605495 for turnout gear purchased from Municipal Emergency Services.

Moved: John Day
Seconded: Chad Downing
Approved: 4 Ayes

- 8.3 With the passing of Board Member Yarbrough, there exists a vacancy on the Board. Approval to move forward with the recommendation outlined in the memo dated September 14, 2021, from Legal Counsel and Fire Chief Lowe, to fill this vacancy by appointment. If approved, Fire Chief Lowe will move forward in posting the Notice of Vacancy as directed in the memo.

Moved: Jeff Hogue
Seconded; John Day
Approved: 4 Ayes

STAFF REPORTS

- 9.0 **FIRE MARSHAL REPORT:** Refer to attached Fire Marshal Activities sheet.

- 10.0 **BATTALION CHIEF'S REPORT:** None.

- 11.0 **FIRE CHIEF'S REPORT:**

In addition to the items listed on the attached report, Fire Chief Lowe advised the new City of Anderson Police Chief will be sworn in the week of September 20, 2021.

He additionally advised that on September 9, 2021, the District received a letter from the female subject who previously was responsible for starting a fire at the station and was court-ordered to pay restitution. Fire Chief Lowe said it was apparent this subject had recently been at the fire station due to the fact she commented on the new paint job. The letter was forwarded to Anderson Police Department, and Chief Lowe has advised all personnel to be situationally aware; ensuring all doors are properly secured and if this subject comes to the fire station, law enforcement is to be notified immediately.

- 12.0 **DIRECTORS' REPORTS:** None

- 13.0 **CLOSED SESSION AGENDA ITEMS:**

At 5:22 p.m., the Board went into Closed Session.

Direction given to Staff.

OPEN SESSION: At 5:47 p.m., the board came out of Closed Session.

14.0 **ADJOURNMENT:** Meeting was adjourned at 5:47 p.m.

Moved: John Day
Seconded: Jeff Hogue
Approved: 4 Ayes

**NEXT REGULARLY SCHEDULED BOARD MEETING
TUESDAY, OCTOBER 12, 2021, AT 5:00 P.M
FIRE STATION – TRAINING ROOM**

6.2

SEPTEMBER BILLS 2021

AIMS PROCESSING PERIOD:
 BOARD MEETING HELD OCTOBER 12, 2021

| DIST RFP # | PAYEE | INVOICE # | DESCRIPTION | ACCT # | AMOUNT |
|------------------------------|-------|-----------------|--|------------------|----------------------|
| * PERS RETIREMENT | | 100000016524790 | PP 08/23/2021 - 09/05/2021 EMPLOYER PP 08/23/2021 - 09/05/2021 EMPLOYEE | 018201 007000 | 792.85 345.72 |
| * PERS RETIREMENT | | 100000016524829 | PP 08/23/2021 - 09/05/2021 EMPLOYER PP 08/23/2021 - 09/05/2021 EMPLOYEE | 018201 007000 | 2,065.00 2,044.51 |
| * PERS RETIREMENT | | 100000016524810 | PP 09/06/2021 - 09/19/2021 EMPLOYER PP 09/06/2021 - 09/19/2021 EMPLOYEE | 018201 007000 | 792.85 345.72 |
| * PERS RETIREMENT | | 100000016524850 | PP 09/06/2021 - 09/19/2021 EMPLOYER PP 09/06/2021 - 09/19/2021 EMPLOYEE | 018201 007000 | 3,127.31 3,096.27 |
| * PERS HEALTH | | 100000016559363 | OCT HEALTH | 018300 | 15,532.55 |
| * PERS ACTUARIAL PLAN 1158 | | 100000016538866 | ACCRUED LIABILITY PLAN 1158 AUG | 018201 | 548.33 |
| * PERS ACTUARIAL PLAN 25550 | | 100000016538881 | ACCRUED LIABILITY PLAN 25550 SEP | 018201 | 195.50 |
| * PERS ACTUARIAL PLAN 1159 | | 100000016538873 | ACCRUED LIABILITY PLAN 1159 SEP | 018201 | 12,294.33 |
| * BLUE SHIELD | | 212560037603 | DENTAL / EMPLOYEES | 018300 | 675.90 |
| * MES | | INV1605495 | TURNOUT GEAR | 032300 | 23,177.03 |
| * MES | | IN1618359 | STRUCTURAL BOOTS | 032328 | 430.99 |
| ATT | | 000017086945 | MAIN STATION | 032500 | 116.69 |
| ATT | | 000017086940 | HISTORIC STATION | 032500 | 45.11 |
| * LAUNDRY WORLD | | 239997 | LAUNDRY SERVICE | 032900 | 49.15 |
| * LAUNDRY WORLD | | 239564 | LAUNDRY SERVICE | 032900 | 152.47 |
| * LAUNDRY WORLD | | 238703 | LAUNDRY SERVICE | 032900 | 137.49 |
| * LAUNDRY WORLD | | 239127 | LAUNDRY SERVICE | 032900 | 49.15 |
| * WALMART | | XA082421A | HOUSEHOLD ITEMS | 032900 | 61.86 |
| | | | STATION SUPPLIES | 032900 | 41.32 |
| | | | FINANCE CHARGE | 032900 | 0.92 |
| * O'REILLY | | XAAUG21A | VEHICLE MAINT | 033526 | 90.46 |
| * ANDERSON TIRE PROS | | 7177 | VEHICLE MAINT - TIRES BALANCE | 033526 | 129.82 |
| * ANDERSON TIRE PROS | | 7037 | VEHICLE MAINT - TIRES | 033526 | 720.26 |
| * RON KENT EQUIPMENT SERVICE | | 21-3002 | VEHICLE MAINT | 033526 | 164.15 |
| * RON KENT EQUIPMENT SERVICE | | 21-3000 | VEHICLE MAINT | 033526 | 114.39 |
| * RON KENT EQUIPMENT SERVICE | | 21-2991 | VEHICLE MAINT | 033526 | 340.11 |
| * RON KENT EQUIPMENT SERVICE | | 21-2990 | VEHICLE MAINT | 033526 | 191.50 |
| * RON KENT EQUIPMENT SERVICE | | 21-2988 | VEHICLE MAINT | 033526 | 2,789.95 |
| * OBSIDIAN | | 15327 | IT | 033529 | 32.50 |
| * OBSIDIAN | | 15326 | IT | 033529 | 32.50 |
| * OBSIDIAN | | 15325 | IT | 033529 | 32.50 |
| * OBSIDIAN | | 15324 | IT | 033529 | 32.50 |
| * OBSIDIAN | | 15322 | IT | 033529 | 25.00 |
| * CURTIS TOOLS | | INV521892 | BA COMPRESSOR MAINTENANCE | 033700 | 1,268.53 |
| * HUE & CRY | | 788196 | ALARM MON 10/01 TO 10/31/21 | 033700 | 33.18 |
| * ACE HARDWARE | | XASEP21A | STATION SUPPLIES | 033700 | 26.13 |
| * US BANK | | XA092021A | AMAZON | 034537 | 269.30 |

| | | | | |
|--------------------------|-------------|---------------------------|--------|----------|
| | | SPECTRUM | 032500 | 109.99 |
| | | AMAZON | 033700 | 21.54 |
| | | AMAZON | 033700 | 14.19 |
| | | AMAZON | 034537 | 53.86 |
| | | GRAINGER | 033900 | 230.64 |
| | | ANDERSON FAMILY FITNESS | 034100 | 290.00 |
| | | SPECTRUM | 032500 | 34.09 |
| | | MICROSOFT INTERNET | 032500 | 62.50 |
| | | MICROSOFT INTERNET | 035200 | 48.00 |
| | | MICROSOFT INTERNET | 032500 | 4.00 |
| | | AMAZON | 033900 | 42.96 |
| | | O'REILLY - RETURN | 033526 | -23.69 |
| | | O'REILLY | 033526 | 23.69 |
| | | VERIZON CELL BILL | 032500 | 173.49 |
| | | ROAD READY WHEELS | 033526 | 491.43 |
| * BOUND TREE | 84130630 | MEDICAL SUPPLIES | 033900 | 4,811.31 |
| * BOUND TREE | 84128984 | MEDICAL SUPPLIES | 033900 | 143.64 |
| * AIRGAS | 9117191205 | MEDICAL OXYGEN | 033900 | 220.78 |
| * PORAC | 325564 | MEMBERSHIP DUES | 034100 | 57.00 |
| * PORAC | 639197 | MEMBERSHIP DUES LEGAL DEF | 034100 | 42.00 |
| * DIVERSIFIED OFFICE SYS | 43711 | MONTHLY SERVICE AUG | 034500 | 60.45 |
| * SECURITY SHREDDING | 118236 | SHREDDING COSTS | 034500 | 30.00 |
| * COPY CATS | 7434 | BUSINESS CARDS | 034500 | 13.47 |
| * COPY CATS | 7414 | LETTERHEAD | 034500 | 53.88 |
| * MOORE & BOGENER | 12376 | LEGAL SERVICES | 034828 | 1,060.00 |
| * FLYERS | CFS-2740033 | FUEL | 035940 | 2,332.56 |
| * PG&E | XA090321A | BACK SHOP ELECT | 036100 | 190.06 |
| * PG&E | XA090321B | MAIN STATION ELECT | 036100 | 2,434.23 |
| * PG&E | XA090721A | HISTORIC STATION | 036100 | 44.13 |
| * PG&E | XA090521C | MAIN STATION GAS | 036100 | 114.56 |
| * CITY OF ANDERSON WATER | XA090121A | 1ST HYDRANT | 036127 | 125.56 |
| * CITY OF ANDERSON WATER | XA090121B | 2ND HYDRANT | 036127 | 13.02 |

| | |
|------------------------|---------------------------|
| TOTAL ACCOUNTS PAYABLE | <u>\$43,878.30</u> |
| PAYROLL & BENEFITS | <u>\$41,856.84</u> |
| GRAND TOTAL | <u><u>\$85,735.14</u></u> |

DATED 09/14/2021

Chairperson - Patricia A. "Trish" Clarke

Board Member - Vacant

Vice Chairperson - John Day

Board Member - Jeff Hogue

Secretary - Chad Downing

Note: The above list of bills represents claims that were authorized by the Fire Chief, Deputy Chief or Battalion Chief and paid between board meetings and have now been reviewed and approved by the Board as noted by the signatures shown above (Re: Resolution 2016-11).

FOOTNOTES:

8.1

To: The Anderson, California, Fire Protection District
1925 Howard Street
Anderson, Ca. 96007

Friday, August 13, 2021

It is my understanding that there is an opening on the Anderson, California, Fire Protection District Board.
I would like to submit my name for consideration to fill the position.

Thank you for your consideration,
Carole Beadnell-Tucker
2869 North Street (Physical Address)
P.O. Box 584 (Mailing Address)
Anderson, CA 96007

Email: carolebeadnelltucker@gmail.com

Cell Phone: 402-450-5036

Carole Beadnell-Tucker

RECEIVED
AUG 16 2021
ANDERSON FIRE DIST.



ANDERSON FIRE PROTECTION DISTRICT

1925 Howard St. Anderson, CA 96007
(530) 378-6699 Fax: (530) 378-6697

Fire Marshal Activities September 9, 2021 to October 7, 2021

- Annual Inspections: 0
- Business License Inspections: 3
- Construction Inspections: 9
- Consulting Meeting/Inspection: 3
- Medical Facility (Hospitals): 1
- Day Care Inspections: 0
- Fire Sprinkler Inspections: 2
- Hotel/Motel Inspections: 2
- Misc. Meeting/Inspections: 1
- Plan Review Sent Back for Correction: 3
- Plan Review Approved: 14
- School Inspections: 1 (2 Buildings)
- Weed Abatement: 3 Letters 2 Complaints

11.0

ANDERSON

FIRE PROTECTION DISTRICT

1925 Howard St. Anderson, CA 96007

(530) 378-6699 Fax: (530) 378-6697



Fire Chief's Report

October 12, 2021

Department Update(s)

- The staff has again started the process for the impact fee study and service fee schedule for the department. Along with this, we have met with City Staff to renew our services agreement contract for them collecting our fees. We will have a few options soon for a service fee study.
- Continue to work on updating the policy and procedure manual and is close to completion. The department operations manual has been sent out to all employees.
- Working on revamping the department website so we can update it more often and complete the build out.
- We were just notified that we are being considered for the Assistance to Firefighters Grant (AFG) for new SCBA's. We will apply again and possibly with Redding Fire to make it a regional grant to better our chances.
- We have begun to roll out the billing with Fire Recovery USA. We are now live with this program, and we are working closely with Fire Recovery USA to make this as seamless as possible.
- We were awarded a grant from the California Fire Foundation for \$15,000 to purchase new wildland gear. This is another feather in the cap for Engineer Heim who has been very successful in securing grants for AFD.
- All personnel are back from assignments, and we have returned to normal staffing.

ANDERSON

FIRE PROTECTION DISTRICT

1925 Howard St. Anderson, CA 96007

(530) 378-6699 Fax: (530) 378-6697



- The Food Truck and Treat event will be at Anderson River Park Saturday October 30th from 5-7 pm. AFD will have a booth to hand out candy.
- FY 2019/2020 Audit is complete, and copies are available. The current year audit is in review, and we are officially up to date on audits.

Investigations

- In 2019 we assisted Cal Fire with a serial arson investigation and the defendant just accepted a plea deal.
- Assisted APD and code enforcement with red tagging a residence on Aster Street and also with a commercial marijuana operation near the station.

Meetings/Significant Events

Respectfully,

A handwritten signature in blue ink, appearing to read "Steve Lowe".

Steve Lowe, Fire Chief

Anderson Fire Protection District

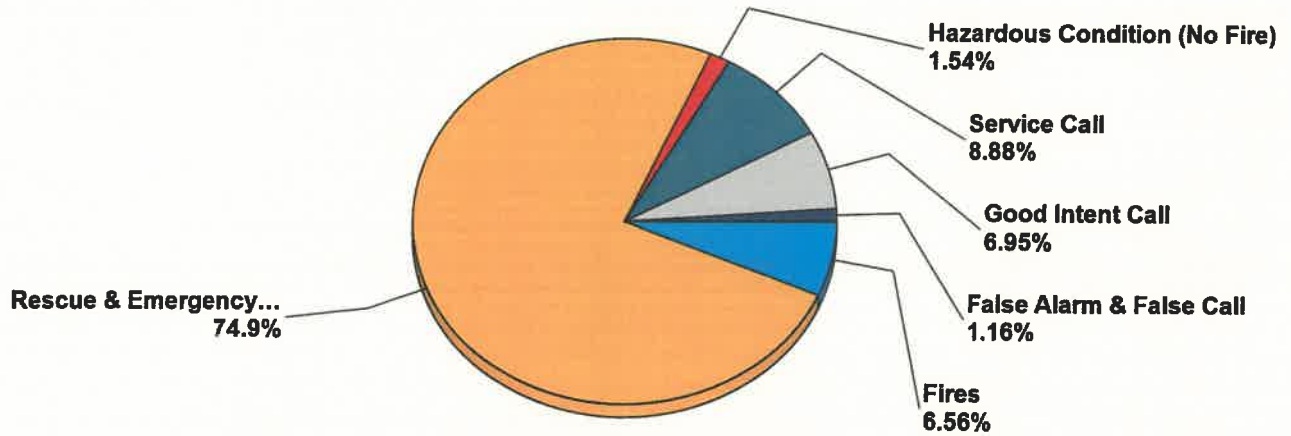
Anderson, CA

This report was generated on 10/7/2021 10:46:33 AM



Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 09/01/2021 | End Date: 09/30/2021



| MAJOR INCIDENT TYPE | # INCIDENTS | % of TOTAL |
|------------------------------------|-------------|-------------|
| Fires | 17 | 6.56% |
| Rescue & Emergency Medical Service | 194 | 74.9% |
| Hazardous Condition (No Fire) | 4 | 1.54% |
| Service Call | 23 | 8.88% |
| Good Intent Call | 18 | 6.95% |
| False Alarm & False Call | 3 | 1.16% |
| TOTAL | 259 | 100% |

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



Detailed Breakdown by Incident Type

| INCIDENT TYPE | # INCIDENTS | % of TOTAL |
|--|-------------|-------------|
| 100 - Fire, other | 1 | 0.39% |
| 111 - Building fire | 8 | 3.09% |
| - Passenger vehicle fire | 2 | 0.77% |
| 111 - Forest, woods or wildland fire | 1 | 0.39% |
| 142 - Brush or brush-and-grass mixture fire | 5 | 1.93% |
| 311 - Medical assist, assist EMS crew | 1 | 0.39% |
| 321 - EMS call, excluding vehicle accident with injury | 173 | 66.8% |
| 322 - Motor vehicle accident with injuries | 17 | 6.56% |
| 324 - Motor vehicle accident with no injuries. | 2 | 0.77% |
| 363 - Swift water rescue | 1 | 0.39% |
| 411 - Gasoline or other flammable liquid spill | 1 | 0.39% |
| 420 - Toxic condition, other | 1 | 0.39% |
| 444 - Power line down | 1 | 0.39% |
| 482 - Threat to burn | 1 | 0.39% |
| 553 - Public service | 23 | 8.88% |
| 611 - Dispatched & cancelled en route | 11 | 4.25% |
| 622 - No incident found on arrival at dispatch address | 2 | 0.77% |
| 651 - Smoke scare, odor of smoke | 5 | 1.93% |
| 735 - Alarm system sounded due to malfunction | 1 | 0.39% |
| 736 - CO detector activation due to malfunction | 1 | 0.39% |
| 743 - Smoke detector activation, no fire - unintentional | 1 | 0.39% |
| TOTAL INCIDENTS: | 259 | 100% |

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.

