

EL DORADO REGIONAL FIRE AUTHORITY

Serving the Rural areas of Northern El Dorado County



MINUTES

Board of Directors Meeting

Garden Valley Fire Station #51, 4860 Marshall Rd, Garden Valley, CA

October 3, 2023, 9:30 a.m.

1. **CALL TO ORDER:** Directors present are Mike Webb GFPD, Linnea Ugglu MFPD, Penny Humphrey RFPD, and Mark Spaugh GVFPD. Others present include: Chief Wes Norman GVFPD, Ken Pauley GFPD, Chief Jack Rosevear MFPD, Chief Glen Brown GFPD, Chief Ransdell RFPD, Ed Hawkins GVFPD and Don Stever MVFPD.
2. **PLEDGE OF ALLEGIANCE:** Pledge of Allegiance is conducted
3. **APPROVAL OF AGENDA**
 - a. **STANDARD AGENDA PROCESS/APPEARANCE:** Penny Humphrey moves to add an open order/open forum to the agenda as well as guests presents. Linnea Ugglu seconds the motion. All are in favor and the agenda is approved.
4. **APPROVAL/EDIT PREVIOUS MINUTES:** No items are provided for approval
5. **SWEARING IN OF ALTERNATE BOARD MEMBERS:** Ed Hawkins takes the oath of office. He is Sworn in by Mike Webb as an alternate for Garden Valley.
6. **APPOINTMENT OF EXECUTIVE DIRECTOR/FIRE CHIEF/CHIEF ADMINISTRATIVE OFFICER:** The Board has a discussed what the role of this position is and what the official title should be. Mark Spaugh and Mike Webb do agree that the roles are that of a Fire Chief. There is also discussion of the Administrative tasks that would be involved in the position and how it would cut into the regular work schedule. The Board agrees the administrative part of the position is a huge task on its own. The position holder would be the main liaison for all the districts in providing all the information and communications to all members. Mark Spaugh suggests that this position as well as the assistant position should be a rotating position. The Fire Chief's Present agree with the rotating position idea. Calendar year preferably. It is agreed that the titles of the positions should be called Fire Chief and Assistant Fire Chief. Penny Humphrey questions if the Fire Chief of the authority would be in charge of directing "fire assignments"? Mike Webb informs that at this point each department is in charge of their own district's fire assignments. The Fire Authority is to focus more on the administrative part of the authority itself. Operationally things will stay the same. Chief Ransdell offers the idea that it is a team effort but the Fire Chief of the authority would essentially be the face of the districts (authority). Mark Spaugh Motions that positions for a Fire Chief and Assistant Chief to established as well as the appointing the Chairman of the Board to be the 3rd alternate for representing the Authority in the absence of the Chief and Assistant Chief. Penny Humphrey seconds the motion. The motions is approved 4-0.

NOMINATIONS: Mark Spaugh motions to appoint Glen Brown as Fire Chief of the Fire Authority the first year and Chief Norman as the Assistant Chief. Chief Norman suggests asking if any of the other Chiefs are interested. Chief Brown is willing to help. Chief Norman is willing to assist. They both accept the nominations. Penny Humphrey seconds the motion. All are in favor and the motions is approved 4-0.

7. **APPOINTMENT OF DEPUTY EXECUTIVE DIRECTOR/ASST. FIRE CHIEF/DEPUTY CAO:** This was decided in agenda item 6
8. **GOAL SETTING/BRAINSTORMING WORK STUDY SESSION:** Mark Spaugh would like to focus on Assigning a Secretary, treasurer and following brown act as well as finding a mentor that has established an authority before to help. Mike Webb would like the New chief to handle that business. This task should be outlined in the bylaws and the Chief will manage that for now. It is discussed and decided that the Fire Chief will determine those duties and responsibilities. Chief Brown likes the idea of rotating secretaries. He suggests that the agency hosting the meeting should provide the secretary for that meeting to take notes and minutes and then provide those documents to the Authority Fire Chief's Secretary for file keeping and posting. Ken Pauley brings up the point that there may be some inconsistencies with that plan as every secretary has a different style. The decision of the Fire Authority Secretary position will be decided and worked on by the Fire Authority Chief and Assistant Chief. Chief Brown brings up the possibility of Larry Holmes as a mentor but is not sure that he is the right one as no one has done an authority quite like this where the Fire Chief does not take on everything. Mark Spaugh would like to work on the agreement to rewrite the agreement so that the page numbers are actually correct and to clean that up a bit. Mike Webb sees items a, b and c as administrative items, and suggests building committees to help with some of these items. Ken Pauley suggests helping with small things like where the banking will be handled and so forth. Penny Humphrey suggests putting some of these things off until we are advised by a mentor. Mark suggest we pay for the work the lawyer has done and switch to another agency once the banking is finalized. Engagement letters were sent but no invoices were attached for hours or worked done.
 - a. **BANKING**
 - b. **CONTRACT REVIEWS (INSURANCE/PURCHASING):** All agencies agree to bank through Georgetown for now and provide the retainer to them to set up an account. Georgetown Fire will pay the attorney once invoice of hours worked is provided. The agencies are also in agreement to use a different law firm. For now, Georgetown Fire will invoice the agencies in the authority as the authority gets established and then change law firms. Mike Webb asks if we need to bank through the county. Chief Brown suggests not for now. Agreement is that is a conversation that would need to happen if and when we start payroll for tax purposes. The Fire authority may fall under another umbrella since the authority is not a tax income agency. That is a conversation will continue down the road. Chief Wes Norman would like to do our own banking as the county does not follow their own rules as far as being our "bank". It is agreed again that this is a task for down the road. Chief Brown suggests another meeting to take place in a month.
 - c. **FLEET SERVICES**
 - d. **POLICIES AND PROCEDURES**
 - e. **BYLAWS**
 - f. **ORGANIZATIONAL CHART**
 - g. **ADDITIONAL ITEMS/Open forum:** The Authority will need to get an agency ID AND EIN
9. **OPEN FORUM:** The Catholic church is doing a BBQ on Saturday at 4:30. Food and live music.

10. SET NEXT MEETING DATE: November 7th will be the next meeting tentatively at Rescue, 9:30 am.

11. ADJOURN: Linnea Uggla moves to adjourn , Penny Humphrey seconds. All are in favor and the meeting is adjourned at 10:37am.

