

**GRATON FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS  
REGULAR BOARD MEETING MINUTES  
February 11th, 2020 7:00pm**

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1. Call to Order at approximately 7:00pm
2. Pledge of Allegiance
3. Roll Call: Maddocks, Farmer, Cesaretti and Gray present
  - a. Also present: Chief Bullard
4. Additions or Corrections to Agenda: None
5. Scheduled and Unscheduled Appearances
  - a. O'Dell Present to update the information for the Christmas Tree Farm. O'Dell informed us that it was a investment year. We made about \$2,500.00 for this year since it was an extremely wet year as well as only being open for 4 weekends instead of the typical 5.
6. Old Business
  - a. Tax Measure Updates
    - i. County Parcel Tax Report. Bullard informed the Board that Adams corresponded that when all rates have been submitted, then the citizens could look at the rates and contact the District if they want a change on their parcel tax.
    - ii. Job Description for Administrative Assistant, Fire Chief, Engineer and Firefighter Postings. Engineer and Firefighter will be postponed until next meeting.
      1. Discussion regarding Administrative Assistant Job Description.
        - a. Motion by Cesaretti to accept the Administrative Assistant Job Description, 2<sup>nd</sup> by Gray. Passed 4/0/0.
      2. Discussion regarding Fire Chief Job Description will be discussed during Closed Session.
  - b. Spelman from the Firefighters Association requested that the Board purchase the Forceable Entry Prop, Spelman informed the Board that they were able to get the price lowered. The Board has decided to still extend the \$5,200.00 to help the Association pay for the Prop.
    - i. Motion by Cesaretti to help the Association purchase a Forceable Entry Prop not to exceed \$5,200.00, 2<sup>nd</sup> by Gray. Passed 4/0/0.
7. New Business
  - a. Annual Form 700 due to County April 1<sup>st</sup>
  - b. Review of Policies and Procedures Manual update from Lexipol
    - i. The Board was presented the Manual to review and vote for next Board Meeting.

8. Committee Reports
  - a. Apparatus. The new Type 3 engine is having an issue with vibration in the drive train. Happening in other F650 fire engines; waiting for Ford to respond.
9. Approval of prior Board Meeting Minutes
  - a. Motion by Cesaretti to accept the January 14<sup>th</sup>, 2020 Board Minutes as written, 2<sup>nd</sup> by Gray. Passed 4/0/0.
10. Purchase Requests
  - a. Request to purchase Legal Phone Services from LCW for employment and labor law advice.
    - i. Motion by Farmer to purchase services from LCW for a one year not to exceed \$1,200.00, 2<sup>nd</sup> by Cesaretti. Passed 4/0/0.
11. Bills & Warrants
  - a. Motion by Cesaretti to accept Check Detail dated February 2020 in the amount of \$385,918.48, 2<sup>nd</sup> by Gray. Passed 4/0/0.
12. Budget Report: The Budget has been presented and reviewed by the Board. The Bookkeeper will be breaking down the property taxes into a separate category.
13. Correspondence: None
14. Fire Chief's Report
  - a. Roster, Alarms and Drills
    - i. Roster: Bullard requested Cruckshank to be promoted to Engineer. Odin stepped down from the Trainee Academy due to time commitment.
      1. Motion by Cesaretti to promote Cruckshank to Engineer, 2<sup>nd</sup> Gray. Passed 4/0/0.
    - ii. Alarms: 51 Alarms for January 2020
    - iii. Drills: 14 Drills for January 2020
  - b. March 7<sup>th</sup> is the Fire Association Dinner at Santa Rosa Cattlemen at 7pm.
15. Closed Session: Govt. Code section 54957(b)(1): Fire Chief Job Review.
  - a. Entered Closed Session at 8:25pm
  - b. Exit Closed Session at 8:50pm – Direction given to staff; no action taken.
16. Adjournment