

**GRATON FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
REGULAR BOARD MEETING MINUTES
April 14th, 2020 7:00pm**

1. Call to Order at 7:00pm
2. Pledge of Allegiance
3. Roll Call: Maddocks, Farmer, Cesaretti, Nunes and Gray present
 - a. Also present: Chief Bullard, Assistant Chief Sabrowsky
4. Additions or Corrections to Agenda: None
5. Scheduled and Unscheduled Appearances: None
6. Old Business
 - a. Tax Measure Updates
 - i. County Parcel Tax Report: Maddocks and Farmer to participate on assigning parcel tax; received a phone call asking to consolidate 4 parcels into 1- caller was asked to put the request in writing for May Board meeting
 - ii. Approval of Administrative Assistant Contract: Motion by Farmer to hire Tonita Dedrick as part-time bookkeeper/administrative assistant/Board Clerk, 2nd by Cesaretti. Passed 5/0/0.
 - iii. Job Description for Engineer and Firefighter Positions: Motion by Cesaretti to post job positions and receive applications, 2nd by Gray. Passed 5/0/0.
 - b. Annual Form 700: All done
7. New Business
 - a. COVID-19 Response & Protection
 - i. Written instructions throughout the station on this
 - ii. Masks/gloves on us, masks on all patients
 - iii. Masks within 6' of anyone
 - iv. Limited firefighter @ station
 - v. Cleaning station, 2x/day
 - vi. Cleaning engines after every drive
 - vii. Boot mats to disinfect shoes entering station
 - viii. Hand sanitizer and temp check entering station
 - ix. Hand sanitizer on engines
 - x. Quarantine anyone with a suspected case at home
 - xi. Do not come to the station with fever, not feeling well
 - xii. Priority testing for firefighters
8. Committee Reports
 - a. Apparatus: Driver training is happening on new engines

9. Approval of prior Board Meeting Minutes
 - a. Motion by Cesaretti to accept the March 10th, 2020 Board Minutes as corrected, 2nd by Gray. Passed 5/0/0.
 - b. Motion by Farmer to accept the March 17th, 2020 Board Minutes as written, 2nd by Nunes. Passed 4/0/1.
10. Purchase Requests
 - a. None
11. Bills & Warrants
 - a. Motion by Cesaretti to accept Check Detail dated April 14, 2020 in the amount of \$63,130.55, 2nd by Gray. Passed 5/0/0.
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: County Special District Roster Update for 2020
14. Fire Chief's Report
 - a. Report: Pancake Breakfast is postponed, Blood drive, 5/17
 - b. Refinance opportunity: 2.75% versus 3.75%, savings of \$200K, work with Mario on proposal
 - c. Roster, Alarms and Drills
 - i. Roster: Sanchez-dropping due to not enough time
 - ii. Alarms: 46 Alarms for March 2020
 - iii. Drills: 13 Drills for March 2020
15. Closed Session: Govt. Code section 54957(b)(1): Fire Chief Job Review.
 - a. None
16. Adjournment: 8:01pm