**INDEPENDENCE FIRE PROTECTION DISTRICT**

**BOARD OF COMMISSIONERS**

**MEETING MINUTES**

**Monday, June 10, 2024**

**5:30 PM**

1. Meeting was brought to order at 5:30 p.m. *Present: Commissioners J. Connaughton, A. Broch, J. Sharer (via phone); Chief J. Cappello, Asst. Chief M. Cappello*

 Flag Salute was led by J. Connaughton

1. Public Comment.

At this time, any member of the public may make comments

during this scheduled period, but no action will be taken.

1. Discussion Items
	1. Fire Chief – update, general

Crystel Geyser is donating $30,000 for the Districts assistance with the Cartago fire. We received $11,570.64 from the State for that fire, the Secretary will submit payment to the volunteers.

Office of State Fire Marshall will inspect the schools and Jails on June 27th, will come back later for the motels, etc. The State Fire Marshall will bill the entities for the inspection.

Fireworks have been ordered. Around $17,000

The Districts’ insurance is not being renewed, our agent is working on a new vendor.

Olancha Fire is **very** short on staffing, response time is lengthy. Lone pine is covering Keeler, Darwin & Olancha. It will trickle down to Independence Fire to help cover Lone Pine. Chief Cappello & Chief Bursell were talking about the Districts calls are normally about an hour, they will now be 2 hours. Olancha has about 12 calls so far this year, half of them are highway related.

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* 1. Asst. Chief- Asst. Chief Cappello is part of the Inyo Mono Arson Task Force and is taking classes. He would like if the District would pay for a cell phone for him, as if there would be an arson incident, and if anything ever had to go to court, all calls on his phone would be discoverable. He would like not to use his personal cell phone. He will get some prices together and present it at another meeting for consideration.

The type 3 is still over in Modesto (the Forest Service truck). Hopefully ready this weekend. The bill for that repair (from Burtons) is not part of the $10,000 annual expense budgeted.

* 1. Other discussion – None
	2. Budget Report – J. Odum

 Fund Balance as of May 31, 2024

 Fire District Fund 8320: $291,994

 Ambulance Fund 8323: $ 119,874

 ACO Fund 8321: $102,663

 Wildland Fund 8324: $ 65,263

Maddy Grant monies will come in soon.

1. Consent Agenda

Approve minutes from April 22, 2024

Approve expenditures (rounded)for April, 2024 in the amount of $16,139 (Operating), $1,458 (Ambulance) and $2,515 (Wildland)

Significant expenditures for April, 2024 Operating budget: $5,000 L.N. Curtis helmet shields & Brush pants ($901 using VFA grant),

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Thermal imager ($3,695 using maddy grant), $2,208 Multigas detector (maddy grant $$); $831 DWP; $725 fuel; $2,884 Life Assist for onsite AED

Significant expenditures for April, 2024 Ambulance budget: $1,332 TLV Services for ambulance billing.

Significant expenditures for April, 2024 Wildland budget: $2,273 MES for nozzles

Revenue received in Independence Fire Operating:

April, 2024 $4

 Revenue received in Independence Fire Ambulance:

April, 2024 $1,823 Ambulance billings

Revenue received in Independence Wildland:

April, 2024 $0

Approve expenditures (rounded)for May, 2023 in the amount of $63,466 (Operating), $2,312 (Ambulance), $177(wildland)

Significant expenditures for May, 2023 Operating budget: $1,632 Miller’s towing; $6,416 MFI Medical (Maddy grant); $597 LADWP; $1,167 fuel; $50,000 op transfer to ACO

Significant expenditures for May, 2023 Ambulance budget: $713 Amazon, narcat tourniquet; $1,472 Life Assist amb. supplies

Significant expenditures for May, 2023 Wildland budget:

 No significant expenditures

Revenue received in Independence Fire Operating:

May, 2023 $108,322 taxes

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Revenue received in Independence Fire Ambulance:

May, 2023 $1,988 Ambulance billings

 Revenue received in Independence Wildland:

May, 2023 $0

Motioned by: J. Connaughton Seconded: A. Broch

 Ayes: -3- Noes: -0- Motion passed: Yes

1. Ratify purchase of CYL&VLV ASSY, CARB,45MIN (Scott bottles) and authorize payment of scott bottles in the amount of $15,006.20 to MES (Municipal Emergency Services) per quote QT1818592 dated 5/9/24; Independence Fire Operating budget 832001, object code 5232.

These were included in the 2023-2024 approved budget. There is sufficient budget remaining to cover this expense.

 Motioned by: A. Broch Seconded. Connaughton

 Ayes: -3- Noes: -0- Motion passed: Yes

1. Ratify payment made to Cross Connections for Invoice #2023-5-1-IFD dated 5/1/2023 in the amount of $131.47 and also the remaining tax of $0.56 to the State of California (company had paid 7.25%) from Independence Fire budget 832001, object code 5311, payment posted to our budget on 5/16/24.

This was a prior year invoice that that was for the radio in the Chief’s truck and had not been paid prior.

Motioned by: J. Connaughton Seconded: A. Broch

 Ayes:-3- Noes:-0- Motion passed: Yes

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1. Approve the 2024-2025 Fire District Operating Budget 832001 as follows:

Estimated Revenue: $274,800

Estimated Expenses: $358,777

(Will use $83,977 from fund balance. Anticipate a Fund balance on July 1st of $224,166)

Approve the 2024-2025 Ambulance Operating Budget 832301 as follows:

Estimated Revenue: $35,500

Estimated Expenses: $74,465

(Will use $38,965 from fund balance. Anticipate a Fund balance on July 1st of $111,130)

Approve the 2024-2025 Independence Fire-Wildland Budget 832002 as follows:

Estimated Revenue: $150,000

Estimated Expenses: $134,085

Anticipate a Fund balance on July 1st of $3,616)

COPIES OF PROPOSED BUDGETS ATTACHED.

Motioned by: A. Broch Seconded. J. Connaughton

 Ayes: -3- Noes: -0- Motion passed: Yes

1. Authorize the fire chief to purchase up to $4,000 from any one vendor on a single purchase and authorize the secretary to create appropriation changes and journal entries as needed, up to $3,500 per submission for Fiscal Year 2024-2025.

Motioned by: J. Connaughton Seconded: A. Broch

Ayes: -3- Noes: -0- Motion passed: Yes

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1. Authorize on July 1, 2024, the transfer of $50,000 from Independence Fire Operating Fund Balance (Fund 8320) to the Independence Fire ACO Fund (Fund 8321) (included in Object Code 5801, Operating Transfers out in the requested 2024-2025 Independence Fire Operating Budget 832001.

Motioned by: J. Connaughton Seconded: A. Broch

Ayes: -3- Noes: -0- Motion passed: Yes

1. Authorize the Secretary to send to the County Auditor, the 2024-2025 Special District Wage Schedule, showing the wages for the Fire Chief (750/month), Asst. Chief($450/month), Secretary($550/month); Turn out/calls for Volunteers at $15/turn out/call, Chief, Asst. Chief & Captains at $17/turn out/call & EMT’s at $20/turn out/call. These are based on the Commissioners Approval at the Oct. 26, 2015 meeting; *AND ALSO effective July 1, 2023,* in addition to the $20/call for an EMT who responds to a call, EMT’s will receive $40/call for going to Northern Inyo Hospital (Maximum2 EMT’s) and pay the authorized ambulance driver $50/call; On transports outside of SIH/NIH(such as Ridgecrest, Reno, Las Vegas, etc.) including trips to Kern, Los Angeles, Riverside and San Bernardino Counties, pay EMT’s $200/call (Maximum 2 EMT) and pay the authorized ambulance driver $100/call. In both cases, EMT’s

must provide patient care and transport patient to the hospital (approved by Commissioners on February 21, 2023); ***AND ALSO***

authorize the Secretary to send to the County Auditor the Signature Authorization form authorizing the Chief, Asst. Chief and Secretary to sign for AP batches, Journal Entries, payroll, pick up claims, agenda request forms and warrants(checks) issued.

 Motioned by: A. Broch Seconded. J. Connaughton

 Ayes: -3- Noes: -0- Motion passed: Yes

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1. Declare Burtons as a single source and authorize annual service and payment on trucks provided by Burtons in the amount not to exceed $20,000, with $10,000 coming from the 2024-2025 Independence Fire Operating budget 832001, object code 5265 & $10,000 coming from Independence Wildland budget 832002, object code 5265. This is mainly for annual pump testing.

Motioned by: J. Connaughton Seconded: A. Broch

Ayes: -3- Noes: -0- Motion passed: Yes

1. Declare MES Fire as single source and authorize the purchase and payment of 15-SCBA (Scott Packs/bottles) in the amount of $17,000 coming from the 2024-2025 Independence Fire Operating budget 832001, object code 5232 Office & Other Equip.

Motioned by: J. Connaughton Seconded: A. Broch

Ayes: -3- Noes: -0- Motion passed: Yes

1. Approve Resolution 2024-001Authorizing application for the Federal Excess Personal Property (FEPP) Program Cooperative Agreement #993211, Authorizing the Chief to sign any forms pertaining to the agreement.

Motioned by: J. Connaughton Seconded: A. Broch

Ayes: -3- Noes: -0- Motion passed: Yes

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1. Accept the conditional bid of $5,500 from James White of Long Beach, CA for the 2000 Ford Super Duty E-450 ambulance, VIN#1FDXE45F1YHB28602. On May 4, 2024, sealed bids were due for this vehicle, and we received no responses.

Mr. Whites bid is conditioned upon obtaining insurance. Once we receive the money, it will be deposited into the ambulance budget 832301, object 4911, sale of fixed assets.

 Motioned by: A. Broch Seconded: J. Connaughton

 Ayes: -3- Noes: -0- Motion passed: Yes

1. Set day & time for next meeting. August 19, 2024 @ 5:30 p.m.

Motioned by: J. Connaughton Seconded: A. Broch

Ayes: -3- Noes: -0- Motion passed: Yes

1. Adjourn meeting at 6:05 p.m.

Motioned by: J. Connaughton Seconded: A. Broch

Ayes: -3- Noes: -0- Motion passed: Yes