



White Mountain Fire Protection District



Board of Commissioner Meeting
25470 Hwy 6, Benton, CA 93512
Wednesday January 11, 2023 at 6:30 PM

Minutes

The meeting was called to order at 06:43 PM

Board members present: Jarret Phillips, Matt Yount, and Geraldine Cady.

Chief Doonan: Present

District Sec/Treasurer: Jo Ann Morgan-present

Public comment: None.

Minutes: Matt Yount made a motion to approve the minutes as presented from the June 29, 2022, Geri Caddy 2nd **Motion passed 3-0**

Fund Balances: Secretary/Treasurer Jo Ann Morgan presented the **Fund Balances**, ESCB \$ 955.32, Fire Fund 335 \$ 121,646.54, Reserve Fund 336 \$ 5,007.32 and EMS fund 338 **-\$ 77,572.00** a total of \$ 50,037.18. The balances include warrants submitted through Jan 6, 2023. Jo Ann Morgan explained the EMS fund goes into the negative until it is funded in February. Interest is charged to the department by Mono County during the time the account maintains a negative balance. **EMS Billing:** Jo Ann sent another email to Penny Galvin, Bryan Bullock and Janet Dutcher requesting an update on EMS billing for ambulance runs by the Mono County EMS. Jo Ann reported that White Mountain Fire Protection District has not received revenue from EMS insurance billing since 2nd quarter 2020. Chief Doonan will meet with Bryan Bullock the new EMS Chief to find a solution to this problem. **Vacancy on the Board:** Jo Ann Morgan will post the vacancy according to the Mono County guidelines and will set up a PSA.

Budget performance/adjustments: Fire budget items were addressed, mostly engine repairs. EMS budget is on track. We had discussion about the finance office, it's personnel turnover, the timeliness of paying warrants and not receiving quarterly reports for EMS insurance billing.

19-20, 20-21 Audits are almost done. Jo Ann has participated in these audits for years 17-18; 18-19; 19-20 and 20-21. These audits will now be done annually beginning in Dec of each year. The audits take time on top of the normal day to day operations of the department finances. A motion was made by Bud Moody to give Jo Ann Morgan a \$ 1000.00 bonus for the time it took to deal with the audits. Geri Caddy 2nd **Motion passed 3-0**

Election results and vacancy: Geri and Bruce were elected as commissioners in the November 8, 2022 election. Geri signed her Oath of Office on 01/11/2023. The remaining vacancy will be flown via flyer and PSA via radio.

USDA Rural Facilities Grant: Tabled. Chief Doonan did explain how the Local Agency Formation Committee (LAFCO) performs a Municipal Service Review every 10 years. This review is what the USDA uses in the grant process. We are in the middle of that review currently to cover the next 10 years.

501c (3) - Tabled

Special District General Council: Tabled

Update signatures on ESCB: The necessary paperwork was given to update signatures. A motion was made by Matt Yount, 2nd by Gerladine Cady to remove Jennifer Parkinson (Finney) and add Jarret Phillips, Matthew Yount, Bruce Vidal and Geraldine Cady as signers on this account. Chief Doonan is already a signer on the account. **Motion passed 3-0**

Jo Ann Morgan will deliver the motion to Eastern Sierra Community Bank for the record. All individuals being added will bring their information via CIP to the bank and sign the signature card.

The Open house with rummage sale: Tabled

Website update: Jo Ann Morgan announced that the website is up and running with the ability to post meeting Agendas and Minutes.

Budget: Chief Doonan presented a preliminary budget for 21-22 and 22-23. He reviewed each line within the budget pointing out certain items that have changed. The liability insurance doubled in the last 2 years, necessary vehicle maintenance, EMS insurance billing payments and reports from Mono County EMS is behind by 12 quarters so this affects our EMS revenue budget item. We are getting close to paying off the Chief's vehicle and the Ambulance, where to allocate the money elsewhere in the budget. A new station and housing facility etc. Grants are available to fund 50% of a New Engine. We have enough in the fire budget to do this. New PPE equipment will be in the near future, this can be funded by VFA grants. If the upcoming fire season increases, then our budget increases depending on personnel to man the engine. EMS membership is down which affects the number of runs that can be taken. Symon Ambulance Service will not be coming out to Benton so we will need to be up for that challenge. The discussion was to revisit how our payroll is paid in order to maintain the program funds. Recruiting EMT's is essential to cover shifts.

Janitorial Services for station grounds: Discussion on hiring someone to maintain the grounds of the station to uplift, maintain and organize maintenance appointments. A possible monthly rate of \$ 1200.00. A motion was made by Matt Yount to create job for a janitorial department grounds keeper, 2nd by Geri Caddy. **Motion passed 3-0.**

Staff reports:

Chief Doonan: Strategic Operating Plan review. As a department we need to review our SOP and Bylaws. Future projects around the fire station include new buildings, fencing, restrict the ability to drive through the emergency facility higher security and a 30,000 gallon water tank with a solar pump and booster pump for hydrants at the facility. This would give us a bonified water source.

Future Agenda Items: COLA for Sec/Treasury
Explorer Program
Strategic Plan Review (5 year plan)

Next meeting: Feb 8, 2023 at 6:30 PM

A motion was made by Matt Yount to adjourn the meetin, 2nd by Geri Cady. **Motion passed 3-0**

Meeting adjourned at 8:19 PM