

**WILLIAMS FIRE PROTECTION AUTHORITY**  
**810 E Street, Williams, California**  
**Regular Meeting of the Board of Directors**  
**Monday, June 17, 2019**

**MINUTES**

A regular meeting of the Williams Fire Protection Authority Board of Directors was called to order at 1740 hours by Chairperson, Doug Turner.

Directors Present: Mike Charter, Allen Gobel, Robert Mendoza, John Troughton, Doug Turner

Alternate Present: None

Staff Present: Chief Gilbert, Kara Alvernaz

Other Present: Susan Barnes (SCI Consulting Group)

At 1742 hours the meeting was opened to a Public Hearing being held for the continuation of the benefit assessment in fiscal year 2019-20 that funds the Williams Fire Protection Authority Fire Suppression and Protection Assessment District. No comments from the public. The Public Hearing was closed at 1743 hours.

Allen Gobel moved to approve the minutes of the May 20, 2019 regular meeting. Motion was 2<sup>nd</sup> by Mike Charter. **Motion passed. Ayes 5 Noes 0 Absent 0 by the following vote: Charter – aye, Gobel – aye, Mendoza – aye, Troughton – aye, Turner – aye.**

The Financial Reports dated 6/14/19 and the 5/17/19 – 6/14/19 Check Register were presented and discussed. Allen Gobel moved to approve the Financial Reports dated 6/14/19 and Checks # 14359 – 14411 totaling \$345,446.46 out of Umpqua Bank Checking xxx1215. Motion was 2<sup>nd</sup> by John Troughton. **Motion passed. Ayes 5 Noes 0 Absent 0 by the following vote: Charter – aye, Gobel – aye, Mendoza – aye, Troughton – aye, Turner – aye.**

Chief's Report:

- a.) The May 2018 Stats were presented. Briefed on Sand Fire. Reported on decline in volunteer responses.
- b.) Presented ambulance stats. Discussion followed. Chairman Turner directed staff to address letter to Colusa County Fire Chiefs Association, requested that a meeting be scheduled between with all fire district boards to discuss ambulance issues.
- c.) Reported that he is on light duty.
- d.) Reported that Engine 3011 is still in Louisiana at Ferrara Fire Apparatus plant.
- e.) Reminded board members to review the Long-Term Planning documents that they received in April.
- f.) Stated that Fred Gobel is willing to donate time and equipment to set lot to grade.

John Troughton moved to adopt Resolution No. 19-03 – “A Resolution Approving Engineer's Report, Confirming Diagram and Assessment, and Ordering the Continuation of Assessments for Fiscal Year 2019-20 for the Williams Fire Protection Authority Fire Suppression and Protection Services Assessment. Motion was 2<sup>nd</sup> by Allen Gobel. **Motion passed. Ayes 5 Noes 0 Absent 0 by the following vote: Charter, - aye, Gobel – aye, Mendoza – aye, Troughton – aye, Turner – aye.**

The 19/20 Operating Budget and 19/20 Capital Budget was presented and discussed. Mike Charter moved to adopt the 19/20 Operating Budget of \$750,296 and 19/20 Capital Budget of \$100,200. Motion was 2<sup>nd</sup> John Troughton. **Motion passed. Ayes 5 Noes 0 Absent 0 by the following vote: Charter – aye, Gobel – aye, Mendoza – aye, Troughton – aye, Turner – aye.**

Kara reported that she sent out 6 Request for Proposals for Auditing Services for three fiscal years beginning with the fiscal year ending June 30, 2019, with an option to extend the contract in one-year periods, not to exceed a total of two additional fiscal years. 2 Proposals were receive (and included in board packets). Board members reviewed and considered recommendation from Authority Staff. Allen Gobel moved to accept the Proposal for Auditing Services from Perry, Bunch and Johnston, Inc. Motion was 2<sup>nd</sup> by Mike Charter. **Motion passed. Ayes 5 Noes 0 Absent 0 by the following vote: Charter – aye, Gobel – aye, Mendoza – aye, Troughton – aye, Turner – aye.**

Chief Gilbert reported that the City of Williams Department of Public Works requested 3 bids for painting the exterior city hall building and rural district portion of the fire department. Only 2 bids were received. The Authority share of the cost for the fire portion of the project would be \$14,800. Discussion followed. John Troughton moved to accept the painting proposal from All Superior Custom Paining in the amount of \$14,800. Motion was 2<sup>nd</sup> by Allen Gobel. **Motion passed. Ayes 5 Noes 0 Absent 0 by the following vote: Charter – aye, Gobel – aye, Mendoza – aye, Troughton – aye, Turner – aye.**

John Troughton is unable to serve on the board of directors of Golden State Risk Management Authority due to a conflict with meeting dates. Doug Turner stated that he would be willing to do it again. Allen Gobel moved to nominate Doug Turner to serve as WFPA representative on the GSRMA Board of Directors. Motion was 2<sup>nd</sup> by Robert Mendoza. **Motion passed. Ayes 5 Noes 0 Absent 0 by the following vote: Charter – aye, Gobel – aye, Mendoza – aye, Troughton – aye, Turner – aye**

The meeting was adjourned to Closed Session at 1820 hours.

The meeting was called back to Open Session at 1840 hours. It was announced that an annual Performance Evaluation was presented to Chief Gilbert.

Mike Charter moved to approve the following:

- a.) Memorandum of Understanding with Williams Professional Firefighters Association dated 7/1/2019.
- b.) Employment Agreement with Fire Chief dated 7/1/2019.
- c.) Employment Agreement with Administrative Assistant/Financial Officer dated 7/1/19.

Motion was 2<sup>nd</sup> by John Troughton. **Motion passed. Ayes 5 Noes 0 Absent 0 by the following vote: Charter – aye, Gobel – aye, Mendoza – aye, Troughton – aye, Turner – aye**

During Board/Staff general discussion:

- Kara presented letter from Golden State Risk Management Authority informing that WFPA was awarded \$4,326 for participation in the Risk Management Accreditation Program.

- Chief Gilbert announced that exempt firefighter and former rural board member Troy Thompson passed away.
- Chief Gilbert thanked Assistant Chief Esteban Torres for time spent on fire prevention.

The meeting was adjourned at 1845 hours.

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Doug Turner, Chairperson

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Jeffery Gilbert, Fire Chief