

WILLIAMS FIRE PROTECTION AUTHORITY
810 E Street, Williams, California
Regular Meeting of the Board of Directors
Tuesday, January 16, 2018

MINUTES

A regular meeting of the Williams Fire Protection Authority Board of Directors was called to order at 1730 hours by Chairperson, Doug Turner.

New City Council Representative to serve on the Authority Board, Charles Bergson, was introduced. Chief Gilbert administered the “Oath of Office” to Mr. Bergson. Mr. Bergson replaces Santos Jauregui on the board.

Directors Present: Charles Bergson, Mike Charter, John Troughton, Doug Turner

Alternates Present: Sam Reynolds

Staff Present: Chief Gilbert, Kara Alvernaz, John Alvernaz

Other Present: Rex Mayes (Rural District board member)

John Troughton moved to nominate Mike Charter to serve as Chairperson. Mike Charter declined. Mike Charter moved to retain Doug Turner as Chairperson and Allen Gobel as Vice-Chairperson for 2018. Motion was 2nd by Sam Reynolds. **Motion passed. Ayes 5 Noes 0 Absent 1 by the following vote: Bergson – aye, Charter – aye, Gobel – absent, Reynolds – aye, Troughton – aye, Turner – aye.**

John Troughton moved to approve the minutes of the December 18, 2017 regular meeting. Motion was 2nd by Mike Charter. Motion passed. **Motion passed. Ayes 3 Noes 0 Abstain 2 Absent 1 by the following vote: Bergson – abstain, Charter – aye, Gobel – absent, Reynolds – abstain, Troughton – aye, Turner – aye.**

The Financial Reports as of 1/12/18 and the 12/16/17 – 1/12/18 Check Register were presented and discussed. Mike Charter moved to approve the Financial Reports and Check Register listing Check # 13153 – 13221 out of Umpqua Bank Checking xxx1215 totaling \$122,574.21. Motion was 2nd by John Troughton. **Motion passed. Ayes 5 Noes 0 Absent 1 by the following vote: Bergson – aye, Charter – aye, Gobel – absent, Reynolds – aye, Troughton – aye, Turner – aye.**

Chief’s Report:

- The December 2017 Stats and final 2017 YTD Stats were presented.
- Reported that one shift personnel resigned and one volunteer firefighter retired.
- Reported that the new engine was behind schedule on being completed so the trip to conduct the final on it was moved from 1/9 to 1/29/18. 3 firefighters will be driving the engine back from Louisiana.
- Reported that Arbuckle Fire, Colusa Fire and Williams would be applying for a regional FEMA Grant to purchase SCBA’s. Arbuckle Fire will be submitting the grant on behalf of all three departments. Chief reported that he is applying to replace 20 SCBA’s as the Authority SCBA’s will be 15 years old.

The proposed Auditor Selection and Rotation Policy, Financial Checks and Balances Policy, and Check Signature Authorization Policy were presented and discussed. Kara explained legal counsels recommended changes that were made. John Troughton moved to adopt the Auditor Selection and Rotation Policy, the Financial Checks and Balances Policy, and the Check Signature Authorization Policy. Motion was 2nd by Sam Reynolds. **Motion passed. Ayes 5 Noes 0 Absent 1 by the following vote: Bergson – aye, Charter – aye, Gobel – absent, Reynolds – aye, Troughton – aye, Turner – aye.**

Mike Charter moved to accept the Audit Report for the fiscal year ended 6/30/17, as presented by Smith and Newell, Certified Public Accountants. Motion was 2nd by John Troughton. **Motion passed. Ayes 5 Noes 0 Absent 1 by the following vote: Bergson – aye, Charter – aye, Gobel – absent, Reynolds – aye, Troughton – aye, Turner – aye.**

Chief Gilbert distributed the Williams Volunteer Firefighters Association 2018 Calendar of Events. Chief Gilbert explained that the board needs to approve the dates annually. Sam Reynolds moved to approve the Volunteers 2018 Calendar. Motion was 2nd by Mike Charter. . **Motion passed. Ayes 5 Noes 0 Absent 1 by the following vote: Bergson – aye, Charter – aye, Gobel – absent, Reynolds – aye, Troughton – aye, Turner – aye**

During Board/Staff discussion, Chief Gilbert announced that he has announced to the volunteer firefighters that the Authority will be replacing shift personnel position that was recently vacated. Applications are due to him by 2/2/18. He will have a 3 person panel conduct the interview portion. The panel will consist of 2 Fire Chiefs from neighboring departments and 1 of the Volunteer Firefighters Association representatives that serves on the Authority board. Chief hopes to have a replacement hired by mid March.

Doug Turner briefed board members on his attendance at recent Golden State Risk Management Authority (GSRMA) board meeting. He asked staff to please utilize GSRMA's contracted legal counsel when possible as it is a free service to GSRMA members.

The meeting was adjourned at 1808 hours.

Doug Turner, Chairperson

Jeff Gilbert, Secretary