



Weaverville Fire District

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MINUTES WEAVERVILLE FIRE PROTECTION DISTRICT

Regular Meeting – April 4, 2019

- I. **CALL TO ORDER:** The Regular Meeting of the Weaverville Fire Protection District was called to order by Chairman, Rich Wetzel at 1000 hours. Commissioners present: Bill Britton, Larry Helsley, and George Owen. Commissioners Absent: Bill Fischer. Others present: Assistant Chief Henry Boorman, Fire Chief Todd Corbett and Administrative Officer Serena Brown.
- II. **CONSENT AGENDA:** All matters listed under Consent Agenda are considered routine by the board and will be enacted by one vote. If discussion is desired, that item will be removed from the consent Agenda and will be considered separately.
 - a. Approve Regular Meeting Minutes March
 - b. Approve Warrant List/Check List and Journal Entries – Coast Central Credit Union
MSC Britton/Owen to approve the Consent Agenda as presented
- III. **Action Items**
 - a. Discussion/Approve – Policy 5.1 Job Description: Fire Chief/Marshal – The Policy Committee presented the Job Description to the Board. There was a short discussion.
MSC Britton/Helsley to approved Policy 5.1 Job Description; Fire Chief/Marshal, as presented
 - b. Discuss/Approve – Resolution 19-1, Identifying the terms and conditions for Fire Department response away from their official duty station and assigned to an emergency incident. – Chief Corbett informed the Board that this is the Resolution that we sign each year to send to OES with our Salary Survey
MSC Britton/Helsley to approve the resolution
Ayes:4 Noes:0 Absent:1 Abstain:0
- IV. **CLOSED SESSION: (Section 54957.b)**
 - a. Personnel – Fire Chief Contract Addendum
 - b. Personnel – Administrative Officer Contract Addendum
Entered closed session at 1017 hours
Exited closed session at 1108 hours

Report: The Board approved both contract addendums. They also approved a merit raise for the Fire Chief in the amount of 2.56% retroactive to anniversary date.
- V. **DEPARTMENT AND BUSINESS REPORTS**
 - a. Hazardous Reduction Progress Report: Chief Corbett reported that we were awarded the Title III contract. Firefighter Mahlon Cleveland will be supervising the crews this year and coordinating the jobs. We will be giving presentations to the Board of Supervisors and the Realtor's Association soon.
 - b. Fire Chief's Report: Chief Corbett reported that:
 - We are transitioning to Spring time training
 - There is a training burn planned in May at the Swiss Village cabins. We will be burning 6 structures

- The County wide wilderness preparedness drill is set for June
 - He has been working with CalFire and Forest service on a local agreement
 - He been dealing with personnel issues
 - Larry Brown has been working with Dick Berrien to update the museum and his work is commended.
- c. Fire Department Report: Assistant Chief Boorman reported that
- We, to date, have run 132 calls
 - We are at 24 members
 - We had a good training regarding fire behavior involving burn boxes
 - There is a leadership workshop coming up that Scott is helping coordinate
 - There is an Officer's meeting on Tuesday, and they will be doing some training
 - There was a station maintenance deep cleaning done. Britton commended all the workers.
 - The Recruitment/retention committee completed a new commercial to be shown at the Trinity Theater. The video was shown to the Board.
- d. Sleeper Program Report: Chief Corbet reported that Richard Miller is going to be moving into Station 2. His work with the department this winter is appreciated.
- e. Committee Reports
- i. Collections Committee: (Owen, S. Brown) No report
 - ii. Contract Committee: (Britton, Wetzel, S. Brown) Nothing further
 - iii. Budget/Financial Committee: (Helsley, Fischer, Corbett, Kormeier, S. Brown) Budget Committee will start planning for the next fiscal year in May
 - iv. Policy Committee: (Britton, S. Brown) No report
- f. Director Reports: Helsley echoed chiefs report of appreciation to Larry Brown for the work done in the museum.

VI. PUBLIC COMMENT: None

VII. CORRESPONDENCE: None

VIII. ADJOURNMENT: There being no further business, the meeting was adjourned at 1133 hours.

William Britton

~~Rick Wetzel, Chairman~~, ACTING
WILLIAM BRITTON

Setena Brown

Setena Brown, Administrative Officer