



**Minutes of the French Camp McKinley  
Rural Fire Protection District  
Board of Directors**



**Regular Board Meeting on June 15, 2021, at 6:00 pm  
310 E. French Camp Road, French Camp, CA 95231**

**Directors Present:** *Mary Nicholson, Phillip George, Gloria Murphy, Rosemire Zanini.*

**Directors Absent:** *Larry Lee*

**Staff Present:** *Kyle Shipherd, Interim Fire Chief; Jim Miller, Assistant Fire Chief; Monica Hofstad, Clerk*

**I. TELECONFERENCE**

- A.** Closed to General Public Audience due to Covid-19, Social Distancing practices are enforced.
- B.** Board meetings are not typically by video; however, a teleconference (Zoom meeting) is available upon request. To request a link for a video conference, please e-mail: [jmiller@frcfire.com](mailto:jmiller@frcfire.com) no later than four (4) hours prior to the scheduled meeting.
- C.** COVID-19 protocols are practiced.

**II. CALL TO ORDER/ROLL CALL**

Meeting was called to order at 6:00 PM by Nicholson.

- A.** Pledge of Allegiance
- B.** Approval of Agenda: Agenda items should be addressed in the published order unless a member of the Board of Directors or a member of the public request a specific item be taken out of order and members of the Board of Directors agrees to do so.
  - Approval of the Meeting Agenda for the June 15, 2021, Regular Board Meeting.
    - Motion by George to approve amended Meeting Agenda.  
Seconded by Zanini. Motion carried.
- C.** Approval of Minutes
  - Approval of the Meeting Minutes for May 5, 2021, Special Board Meeting.
    - Motion by George to approve Meeting Minutes as presented.  
Seconded by Lee by proxy. Motioned carried.
  - Approval of the Meeting Minutes for May 18, 2021, Regular Board Meeting.
    - Motion by George to approve Meeting Minutes as presented.  
Seconded by Zanini. Motion carried.

**D. Introduce New Clerk**

- Monica Hofstad welcomed as the new clerk and administrative assistant.

**III. Public Comment**

**A. None**

**IV. Monthly Reports**

**A. Fire Incidents Reports**

- Shipherd reviewed the Monthly Fire and EMS Major Incident Report including notable incidents for May 2021.

**B. Response Time Report**

- Shipherd reviewed response times as noted on the Average Response Time Per Station Report for May 2021.

**C. Training Report**

- Shipherd reviewed the status of training as noted in the Training Codes Completed by Personnel Report

**D. Equipment Status**

- Engine 16.2 Hi-Tech still in repairs. Estimated to be back in service June 16, 2021.

**V. BUDGET AND FINANCE**

**A. Budget Committee Revenue/Expense Report**

- Review tabled to a future meeting.

**B. Report on Employment Tax**

- Miller reported that the district is in arrears and has incurred a \$2,000 penalty; however, payments are current through Quarter 2. An office manager from outside the district is going to be coming into the office to help with this next week.

**C. Report on County Fees for Payroll Processing**

- The county charges \$4.34 for every check it produces, amounting to approximately \$4,000 per year owed to the county. Discussion ensued regarding how implementing QuickBooks could ensure more timely payments.

**VI. OLD BUSINESS**

**A. None**

**VII. NEW BUSINESS / CONSENT / ACTION ITEMS**

**A. Authorize May 2021 Expenditures**

- Board Members reviewed the Accounts Payable packet.
  - Motion by Murphy to approve packet as presented.  
Seconded by Zanini. Motion carried.

**B. Accounts Payable Approval Process**

- Discussion on the creation of a simplified approval process for payables that occur on a regular basis. Options discussed were date-stamping expenses as they arrive in office, a pre-approval policy for regular expenses, and utilizing QuickBooks.
  - George asked Shipherd to provide a proposal for a new process.

**C. Resolution 20-21:16 adopt Prop 4 Appropriation Limit**

- Also known as a “Gann Limit,” Prop 4 establishes a maximum appropriation limitation of \$3,494,075 for the French Camp McKinley Fire District. Board Members must adopt a resolution to adopt this limit imposed by Prop 4.
  - Motion by George to approve limit for fiscal year 2021-2022.  
Seconded by Zanini. Motion carried.

**VIII. FIRE CHIEF COMMENTS / UPDATES**

**A. Personnel Update**

- New Firefighter hiring process.
  - Two firefighters are leaving the district in September and October.
  - In process of interviewing three new firefighters, but more are needed.
  - Considering changing hiring practice to include untrained firefighters. The benefit is that they would be required to stay with the district for two years while receiving training.
- Probationary Firefighter update.
  - Awaiting the return of one probationary firefighter.

**B. Fire Department Operations Overview Presentation**

- Letter of resignation received from Chief Miller, effective July 4, 2021. He is willing to stay beyond this date as a part-time employee.

**IX. CLOSED SESSION**

- A.** Fire Chief recruitment and evaluation.
- B.** No action taken.

**X. BOARD COMMENTS**

- A.** Zanini requested training for the Brown Act. Nicholson noted that the district’s

attorney can provide a training for the Board; she will send a link to Zanini. Shipherd also noted that there is online training available through our Special District.

**XI. NEXT MEETING:** July 20<sup>th</sup>, 2021 (tentative)

**XII. ADJOURNMENT:** Meeting adjourned at 8:07 PM