**Westport Fire Protection District**

**Board of Director Meeting Minutes**

**June 13, 2023**

1. **Meeting Called to Order** at 6:01 PM.

Those in Attendance: Ed Amador, Stacy Cardoso, John Varni, Ross Lee, Fire Chief Shanon Evans and Battalion Chief Gary Thompson Absent: Norm Hyer

**2. Reading and Approval of the Minutes**

1. May 2023 Minutes read by Stacy Cardoso. Motion to approve made by John Varni and seconded by Ross Lee. All in favor, motion carried.

**3. Those wishing to address the Board**

None

**4. Fireman’s Association’s Report**

1. Konner Dillon – Changing Tuesday night meetings to 6pm.
2. They want to change the t-shirts to just say Westport Fire and not Westport Fire District. Working on a Vendor to print shirts. Chief Evans found one to do it for about half the prior cost.
3. The Association has been providing Fire Prevention awareness to Westport Elementary and the community.
4. Fundraising – Tickets for Lockeford Sausage on June 30th.

**5. Reconcile Monthly Statement**

**May 31, 2023**

General $327,067.62

Capital Reserve $102,189.53

Development Fund $ 24,730.08

TOTAL FUNDS $453,987.23

**6. Developmental Impact Fee Statement**

None

**7. Old Business**

1. FASIS Resolution and JPA passed, Ross Lee made the motion to sign the JPA and Resolution. Stacy Cardoso seconded the motion. All in favor, motion carried.
2. Investment of $200,000.00 with Oak Valley Investments – They are currently offering 5% on a 6-Month CD with a minimum of $100000 and 5.2% on $150000 and up. Ed Amador made a motion to transfer $100,000 from Capital Reserve Fund to the General Fund. In addition to the transfer, $100,000 from the General Fund shall be invested with Oak Valley Investments, for a total of $200,000.00 in a CD. Stacy Cardoso seconded the motion. All in favor, motion carried.
3. Proposed 2023-2024 Budget – John Varni made the motion to approve the Proposed 2023-2024 Budget. Stacy Cardoso seconded the motion. All in favor, motion carried.

**8. New Business**

1. Credit Cards – Department and Association need a credit card and Costco membership. In the past, we have been using personal credit cards and getting reimbursed by the department. This isn’t always the best way to do business and has been flagged in audits. Stacy Cardoso made a motion to obtain a Costco membership and credit card. John Varni seconded the motion. All in favor, motion carried.
2. Chief Evans requested a laptop for business when he is not at the station. John Varni made the motion to purchase a new laptop for Chief Evans not to exceed $1000. Stacy Cardoso seconded the motion. All in favor, motion carried.
3. Danielle D. Contract – John Varni made the motion to approve the contract to prepare Special Assessments for 2023-2024. Stacy Cardoso seconded the motion. All in favor, motion carried.
4. Measure J Cola – Board would like to give it another year and look at it again then.
5. Storage Unit has pests and can ruin the PPE. Chief Evans would like to get another unit for storage. He’ll work on getting one donated.

**9. Chief’s Report**

1. PPE – We are in serious need of new PPE’s to replace old supply and have enough for all firefighters. Working on several Grants but not guaranteed to be awarded them.
2. Report writing is behind. County Chiefs came out and Chief Evans asked for the report writing software, apparatus computer(s), and the Target Safety Program. The Chiefs wanted to take the Air Trailer back because it hasn’t been getting utilized. Chief Evans told them that we can transport the Air Trailer but Westport FPD would need a suitable vehicle to tow it with. The Chiefs will try and get Westport FPD a new vehicle.
3. Chief Evans has been impressed with many of the firefighters that are here. They have really stepped up and helped get the department in order.
4. Training Day has been changed.
5. Staffing Changes: Thompson has been reassigned as Chief III. Myers to Assistant Chief II and several others to Captain. Several new recruits have started and one Engineer has returned.
6. Firefighters have been asked to volunteer at the school and make themselves known to the community.
7. Stipends have been changed up a bit to stay within our annual budget. Only 3 spots are paid each day. The rates are: $140/day for Captain, $120/day for Engineer, $100 a day for Firefighter and $80/day for Probationary Firefighter.
8. The Chief is also instituting EBucks in lieu of stipends. We support them at the Academy and will let them rent our equipment for $1000. So instead of being paid their stipend, they can use e-bucks instead of stipends. This will help off-set our Stipends Budget.
9. Chief Evans is now having Probationary Firefighters going on calls. They learn by watching and this way, no one goes on calls alone anymore.
10. West Stanislaus Fire donated a lot of items such as gloves and helmets to us. We need to send a thank you to them.
11. Went over Fundraising and how the Association needs to be more organized. Composing a donation letter for businesses like Costco who donate money every month.
12. FDAC Membership – We are joining. Cost $187.50/year.

**10. Correspondence**

1. Check from AMR for $130.00 - May 2023

**11. Approval and Payment of the monthly bills**

1. Monthly Bills are $16,706.92

A motion was made by John Varni to pay monthly bills. The motion was seconded by Stacy Cardoso. All in favor, motion carried.

**12. Executive Session**

None

**13. Meeting Adjourned**

7:56 PM.

Prepared by Angela Nunes

Board Approved July 12, 2023