



# Weaverville Fire District

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## MINUTES

### WEAVERVILLE FIRE PROTECTION DISTRICT

Regular Meeting – May 3, 2022


- I. CALL TO ORDER: The Regular Meeting of the Weaverville Fire Protection District was called to order by Chairman Larry Helsley at 1002 hours. Commissioners present: George Owen, Rick Wetzel, Bill Fischer, and Todd Watkins. Commissioners absent: None. Others present: Assist Chief Henry Boorman, Fire Chief Todd Corbett, and Admin 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 April
  - b. Approve Financial statements including Warrant List/Check List and Journal Entries/EFTs  
**MSC Wetzel/Watkins to approve the consent agenda as presented**
  
- III. Action Items
  - a. Discuss/Approve – Law Enforcement policies and MOUs
    - i. Policy 8.1 – Designation of Fire Chief as a Peace Officer
    - ii. Policy 8.2 – Use of Firearm/Force
    - iii. Policy 8.3 – Reporting Use of Force
    - iv. MOU with Probation
    - v. MOU with TCSO**Tabled**
  - b. Discuss/Approve – Administrative Officer Contract Addendum and Salary Adjustment – Chief Corbett reported on behalf of the Budget Committee that they met and recommend increasing the Admin Officer's pay to \$25 an hour and to amend the Employment Contract to allow for the salary adjustment. Supporting documents were provided indicating that there is room in the District budget to do so.  
**MSC Fischer/Owen to approve to increase the Administrative Officer's pay to \$25 an hour and to amend the current Employment Contract to allow for the salary adjustment.**
  - c. Discuss/Approve – Donald Reynolds, CPA to perform the annual audit of fiscal year of 2021/2022 – The Admin Officer reported that after a significant amount of research she was unable to find a CPA accepting new clients. Discussions were held with CPA Reynolds who confided that family health issues have placed unusual pressures on his practice and he would like the opportunity to regain the Board's trust. The Board directed Admin Officer Brown to obtain a written proposal and to begin the audit if the cost doesn't not exceed \$7,000.
  - d. Discussion/Action – Line-Item Adjustments – Equipment – SCBA & PPE – Chief Corbett reported that due to unforeseen outdated PPE, that needs to be replaced before the next budget cycle, he would like to move \$10,000 budgeted for Equipment to Clothing.  
**MSC Wetzel/Owen to approve the line-item adjustment**
  
- IV. DEPARTMENT AND BUSINESS REPORTS
  - a. Hazardous Reduction Progress Report: Chief Corbett reported that

- i. We have signed the Title III contract with the County
  - ii. The crew has been doing pre-season work including burning on those limited days that we can.
- b. Fire Chief's Report: Chief Corbett reported that
  - i. He inspected a new construction home
  - ii. Redid the occupancy rating for the Trinity Brewery after they made changes
  - iii. The new ice machine has been installed,
  - iv. He is in contact with the Water District regarding hydrants and all deficiencies has been corrected except one
  - v. He attended a LAFCO meeting which was canceled due to lack of quorum. A Board member will need to attend the next one.
  - vi. Both the 2019 Ram and 2017 Chevy pick-ups got new tires
  - vii. He did several life safety inspections at multiple county facilities
  - viii. The county-wide wildfire preparedness drill was very successful. 45 people and 12 pieces of equipment attended
  - ix. He attended the County Fire Chiefs' meeting and there has been 'some movement' on Forest Service agreement but nothing officially on paper
  - x. We received a grant from Coast Central Credit Union in the amount of \$7000 for our carcinogen reduction project
  - xi. The 2021 RFC grant has been completed and paperwork submitted for reimbursement. We have reapplied for a 2022 grant.
- c. Fire Department Report: Chief Corbett reported that
  - i. We hosted the north county Wildfire preparedness drill and 10 of our members attended
  - ii. Our Mother's Day rose sale is coming up this weekend
  - iii. Appreciation dinner invitations were handed out
  - iv. Cal Fire winter training has concluded, and all firefighters have received their red card certification
  - v. Cameron Cox is attending Shasta College's Fire Academy and several members, including himself, were able to go to the family day he was able to watch live fire
- d. Sleeper Program: Chief Corbett reported that we still have no one to move into East Weaver but the Hazard Crew will be doing some clean up around the building.
- e. Committee Reports
  - i. Collections Committee: (Owen, S. Brown) Nothing new
  - ii. Contract Committee: (Wetzel, Corbet, S. Brown) No report
  - iii. Budget/Financial Committee: (Helsley, Fischer, Corbett, Kormeier, S. Brown) Helsley reported that the 2021/22 budget is good. It is likely that the Water Tender will be paid off by the end of the year. We'll be looking at a new Type III engine soon after.
  - iv. Policy Committee: (Wetzel, S. Brown) Nothing additional
- f. Director Reports: Helsley asked about the warning beacon which has not progressed/

V. PUBLIC COMMENT: Gus Kormeier attended the meeting for a brief moment and took the opportunity to express his gratitude for the good job Chief Corbett did during the Wildfire Preparedness drill and appreciates the new ice machine.

VI. CORRESPONDENCE: None

VII. ADJOURNMENT: There being no further business, the meeting was adjourned at 1044 hours.

  
Larry Helsley, Chairman

  
Serena Brown, Administrative Officer