

## MINUTES

### BRIDGEVILLE FIRE PROTECTION DISTRICT

Board of Directors Regular Meeting

**Time: Monday, 5:00 pm, JULY 13, 2020**

- 1) Call to order: The meeting was called to order at 5:05 p.m. by Vice-President Michael Howeth, on the outside patio.
- 2) Director's Roll Call: Vice President Michael Howeth, and Directors Ben Fleek and Jim Nelson. Absent: Treasurer Joyce Church. Absent on medical leave, President Alan Brainerd. Also present: Maryliz O'Connell, Board Secretary, Scott Katzdorn, Chief BVFD, Inc., and BVFD representative Lauri Barnwell.
- 3) Pledge of Allegiance: No pledge due to lack of flag.
- 4) Public Comments; items not on the agenda – None.
- 5) President's Report: No report.
- 6) Correspondence / meetings:
  - a) Current correspondence:
    - i) Humboldt County Office of Auditor-Controller, Direct Charge on Property Tax Role
    - ii) Humboldt County Office of Elections, Conflict of Interest Code
    - iii) Humboldt County Tax Collector, Tax Revenue check for \$11,225.99
    - iv) Humboldt Elections Office, Board Member Form 700
    - v) LAFCO, Voting Period Extension
    - vi) LAFCO, Election Results
    - vii) Alliant Insurance, Certificate of Insurance
    - viii) County Planning Department, Cannibas Permits (2)
- 7) Current bills/Receivables
  - i) PG&E, April, no payment due, credit of \$96.39
  - ii) MasterCard, \$643.16
  - iii) O'Reilly Automotive, \$93.52
  - iv)
- 8) Old Business
  - a) Approval of minutes for June 8, 2020. After review of the minutes, motion to approve by Director Nelson, second by Director Fleek. Motion carries 3-0. 2 Absent.
  - b) Report of BVFD Business and operations, call log, finances. (Scott/Jim/Ben//Lauri)  
Scott reported fewer calls, mostly medical. Lauri reported the stabilizer equipment has been difficult to source and they are still searching. Scott also reported that the CalFire station is currently staffed with two engines and fire personnel.
  - c) Treasurer's Report (Maryliz)

Checkbook balance: May 31, 2020:	\$59,479.93
Reserve balance: May 31, 2020:	\$35,707.46
Current checkbook balance:	\$57,842.48
  - d) Monthly financials review: Email from Amanda Cherry at County Auditor-Controller's office. The check was received today in the amount of \$11,225.99. It was noted that the April tax revenue check was received in the amount of \$11,225.99. On a motion by Nelson, second by Fleek, it was moved to transfer 10% of that revenue,

\$1,122.60 to the Reserve account. Motion carries, 3-0. Absent, 2.

- e) Ad Hoc committee for fire building location, status. (Ben) Ben reported the scheduled meeting with the owner is now set for July 26<sup>th</sup>. He will meet with her to determine the new right-of-way boundary lines. Then the surveyor will be contacted.
- f) BFPD Website (Mike) Mike reported annual bills have been coming in for the costs to maintain the website. He will pay these and submit the receipts for reimbursement.
- g) Discussion of Preliminary Budget for 2020-21. Review of preliminary budget in preparation for adoption at the regular district board meeting on September 14<sup>th</sup>. No changes.

9) New Business

a) Adoption of Resolution 2020-02, for Approving the Tax Roles for Fiscal Year 2020-2021 on Real Property located within the District. Discussion followed regarding the Resolution 2020-02. After introduction of the Resolution, on a motion by Nelson, second by Howeth, Resolution 2020-02 passed on a unanimous roll call vote, 3-0, with two absent. Roll call vote:

Brainerd	Absent
Church	Absent
Fleek	Yes
Howeth	Yes
Nelson	Yes

b) Approval of Biennial Notice for Conflict of Interest Code. Tabled to August meeting.

10) Agenda Items for Future Meetings

- a) Approval of Biennial Notice for Conflict of Interest Code.
- b) Progress on Right-of-way

11) Next regular meeting scheduled for 5 pm, Monday, August 10, 2020

12) Adjournment: 5:25 pm.

Respectfully submitted,

Maryliz O'Connell  
Secretary to the Board