

**CACHAGUA FIRE PROTECTION DISTRICT  
MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
Wednesday, March 9, 2022  
CACHAGUA FIRE STATION  
NASON RD., CARMEL VALLEY**

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The meeting was called to order at 7:01 p.m. by Rod Lambert.

1. ROLL CALL: Don Bonsper, Rod Lambert.
2. APPROVAL OF MINUTES: The minutes of the regular meeting of February 9, 2022 were considered. Motion to approve Bonsper; Lambert second; motion carried.
3. PUBLIC COMMENT: None.

SCHEDULED ITEMS:

4. CONSENT CALENDAR:

- .01 **Treasurer's Report:** The Treasurer reported the account balances as of March 6, 2022 are Checking: \$214,133.77; Savings: \$1,000.63; and Brokerage: \$300,065.11, for a total of \$515,199.51.

**Old Business:** The worker's comp claim is still active with a total cost to-date of \$45,368 - new expenditures for legal and medical.

**Current Update:**

**Audit update:** Treasurer has an engagement letter to be signed tonight. The plan is to complete the first year of the audit (ending June 2021) during August 2022 and the second year (ending June 2022) during September 2022. The cost will be not to exceed \$14,250. Motion to approve engagement letter Lambert; Bonsper second; motion carried. Letter was signed and will be mailed tomorrow.

Dispatch service and new radio purchase are still pending.

Treasurer hopes to soon have a photo with the safety gear we bought with the funds from CFCV.

The decision on the latest grant application from the Community Foundation of Monterey County Fire Relief Fund should be available within the next few days.

TREASURER'S REPORT, continued

CalFire is offering a new grant opportunity for 2022/2023. It will be a 50/50 grant. Applications must be received by May 2022. They have provided a list of eligible items for the grant. Heather has started a list of what we might ask for. The limit is \$20K. We will wait on the decision from CFMC before submitting a grant request.

Treasurer will send a draft budget file for 22/23 to the Chief and Assistant Chief before the next meeting. The desire is to start filling in the amounts for the various accounts as soon as we can. At the April board meeting we can discuss the progress. We will plan on a draft budget at the May board meeting. He would like to see approval of the budget at the June meeting.

**New Initiatives:** Have continued to work on the financial manual for the Board and Treasurer. He will share it with the auditor.

.02 DISTRICT CORRESPONDENCE: Engagement letter from new audit firm.

.03 DISTRICT REQUESTS: None

The Consent Calendar was approved with a motion by Lambert; Bonsper second; motion carried.

5. STAFF REPORTS:

.01 Cachagua Volunteers: The report for February was presented by Felicia Fisher:

**Old Business:** COVID-19 rates are dropping and as such the statewide mask mandate has been lifted with a few exceptions, e.g. in medical settings.

February had a total of three call responses. Two calls were medical, one was cancelled, one was a lift assist, no EPCRs were filed. The other call was a hazard. Nothing further on NFIRS.

Saturday training was a structure drill and was held on the 19<sup>th</sup> of February.

STAFF REPORTS, Volunteer's Report, continued

The MPC petitions were sent to the Fire Academy for enrollment. Six individuals are unable to be enrolled. Four have academic or fiscal holds and two simply need to renew their application. Current roster shows fourteen enrollees.

All rope equipment is currently on back order.

**New Business:** There will be no Saturday drill in March.

Everyone was reminded of the need for appropriate wildland boots. They will be required for wildland drills in April, so get them now and begin breaking them in. Please note that there is often a lag time for boots, Danners being one exception, as many are custom made to order. The District will assist with purchase up to \$250. Receipts must be submitted for reimbursement.

On March 18<sup>th</sup>, the Cachagua pre-school will be holding a fire safety event. Engine 7731 with a crew, Reimer, Drew, and Honda, will attend.

The Cachagua Country Faire returns on July 9<sup>th</sup>. The Association has been asked, and agreed to, BBQ for the event.

Carmel Middle School participates in a community service project in which they interview and eventually award to a local non-profit, a grant. They give two non-profits a donation of \$2,000 funded by the Rotary Club. This year Cachagua Fire was selected to receive one such grant.

The membership voted to donate to Diana Freitas, a long time supporter of the Cachagua community, \$2,500 to defray medical costs not covered by insurance as she battles lung cancer.

We had a medical drill with MCRFA on Tuesday to familiarize everyone with the ambulance, location of items, how to operate various pieces of equipment, and basic assistance as a rider.

The membership was reminded to properly log fuel pumped at the Tularcitos Station, close gates, and to check with either CPT Friday or FF Sherman if there are any doubts as to any type of engine maintenance.

STAFF REPORTS, Volunteer's Report, continued

Felicia reported that we need to replace the color printer and would like to use the MPC training funds to replace it. The Board consented to using the MPC funds and the Chief would like to get a few price choices before we purchase.

Personnel: There are currently 26 volunteers in the Association.

- .02 Chief's Report: The Chief reported that the Website has been updated with the current burn season guidelines. We are working on creating a new reporting system for residents to notify us on the day they plan to burn.

No progress with Steve Paxton at Firecom, No progress on new radio purchase. The Chief noted he may go directly to the director at Firecom as he is having trouble getting any action from Steve.

Cal Fire Unit Chief Ditullio has sent over a 3-year estimated dispatch contract. \$12,900 for the first year, and an additional 5%/yr. after that. We still do not have an official cost from Firecom and will need to make sure radios can interface.

The Chief asked for the Board to consent to the hire of Julia Stenvick. She has obtained a work permit from her school. The Chief has met with Julia and her parents to discuss her involvement in the department. All parties are fully on board. Chief has researched the CA State laws pertaining to employing minors, and the following restrictions will be in place:

No driving of department vehicles, riding along will be allowed.

No lifting of anything over 50 pounds.

No chain saw or extrication equipment use.

No active firefighting (vehicle, structure, wildland).

Limited rope rescue participation.

No ladder use.

During a school week, 4-hours per day of participation, including training and calls.

No response to calls after 10:00 p.m. and before 5:00 a.m.

On a weekend or school break, 8 hours of participation per day.

No response to calls after 12:30 p.m. and before 5:00 a.m.

STAFF REPORTS, Chief's Report, continued

The Board gave consent to hire Julia Stenvick.

The Chief is looking to update the rope rescue gear that is meeting its shelf life. The Association is offering to match the district for \$5,000 each. Commissioner Bonsper suggested adding it as part of the Cal Fire grant.

Motion to approve Staff Reports Lambert; Bonsper second; motion carried.

6. ACTION CALENDAR:

- .01 The Board welcomed Eli Riddle who will be taking Bob Eaton's position on the Board. The Monterey County Board of Supervisors have been informed of Eli's willingness to serve. They have to assign him to the position, but also have to advertise the position for 10-days to make sure all interested persons can apply.

Eli gave a presentation on his background, his knowledge of the district, his willingness to serve, and had some ideas on fund raising for a new fire station, improving the website, etc.

- 7. ADJOURNMENT: The meeting adjourned at 8:06 p.m. The next regular meeting will be held on Wednesday, April 13, 2022, 7:00 p.m. at the firehouse in Princes Camp.