

**SOUTHERN INYO FIRE PROTECTION DISTRICT**  
*APPROVED MINUTES OF THE*  
**REGULAR MEETING OF THE BOARD OF DIRECTORS**  
**Wednesday, October 21, 2020**

The Governing Board of the Southern Inyo Fire Protection District held a regular (teleconference) business meeting on Wednesday, October 21, 2020 at 6pm via Zoom.

**I. Call to order and determination of quorum:**

Jon Zellhoefer, Chair  
Christy Horne, Vice-Chair  
*VACANT, Treasurer*  
Paul Carter, Secretary  
Gary Barkley, Director

**Present:** Chair Zellhoefer, Vice-Chair Horne, Secretary Carter, Fire Chief Macbrohn, Admin Hyde.

**Visitors:** Larry Levy, Billy Eichenbaum, Jim Furlough, Robin Flinchum, Rose Colon, Robert Barbee.

*Chair Zellhoefer called the meeting to order at 6:00p, roll call, and established a quorum.*

**II. Confirmation of Agenda/Reading of Minutes:**

- Unapproved minutes of **August 19, 2020** agenda
  - o Motion to approve: Christy. 2<sup>nd</sup> Paul. **VOTE: 3-0-0 (Jon, Christy, Paul)**
- Unapproved minutes of **Sept 16, 2020** agenda
  - o Motion to approve, Paul. 2<sup>nd</sup> by Paul. **VOTE: 3-0-0 (Jon, Christy, Paul)**

**III. Public Comment:**

- Hyde: Regarding the AC unit installation at the Water Kiosk. Hyde addresses the bigger systemic issue at hand, that the Fire Department Team (Board, Fire Chief, etc) did not have open channels of communication when the repair was done. Then Fire Chief Dennett did not discuss the issue with the Board, and limited the resources available for the repair. Additionally, after a "positive" from a water sample test, ventilation was diminished to prevent dust and debris from entering the building, resulting in blocked air flow. A hole was cut to help with air flow which has shown a decrease in the SCEdison utility bill.

**IV. Board, Officer and Committee Reports**

- A. Board Member Reports
  - a. Board Chair Report – for the record, pleased with the work that J.Furlough & S.Hyde have done. Wish them the best. Last meeting with "old board". Zoom is a helpful platform
  - b. Treasury Report
- B. Fire Chief's Report: CALLS – Got the gear from bishop District saving the department \$5-10k purchase. Email for oxygen tanks bid.
- C. Administrative Report – TLV / Acclaim check \$1120.50 & discussed training for ICEMA to get other's w/ knowledge and Danny to
- D. Fleet Mechanic's Report
  - a. State of Motor Pool – S-73 AC recharged and Brigadier
- E. Committee Reports
  - a. Property Tax
  - b. Budget
  - c. Grants – Christy: RFP Grant, Due 10/31/20, Community Power Resiliency Allocation to Special Distr. Idea to ask for a new ambulance \$200k and \$100k would stock it. Discussion: Matching funds? No requirement. Could use an auxiliary generator at the water kiosk and at the office. Christy: MADDY Grant. 10:30a meeting for both grants.
  - d. Fundraising

**V. Old Business**

- A. Board Vacancy. – 9/22/20 Ed Thomas submitted his resignation via email. Vacancy Posted 9/28/20.

- B. Resolution(s) to Review/Approve
  - a. California Website Compliance Motion by Christy. 2<sup>nd</sup> by Jon. **VOTE: 2-0-[1] (Christy, Jon w/ Paul abstained...)** **VERIFY W/ County Council the legality of "majority vote"**.
  - b. Fire Mitigation Fees (in accordance with By-Law Art. 2.1.1) Robin The Fire district should stay out of the business of this, and get thoughts from the community. Billy spoke w/ Matt Kingsley and he advised a difference between residential (smaller fee) and commercial (larger). Larry: Could create a Schedule and certainly modify the Resolutions that have been created. Christy Recommend to table for more community input.
- C. Policy – Review (See BOD Manual Section 9 for full Policies)
  - a. Policy 3080: Purchasing. Status report. Table for now.
- D. Schedule a "Meet & Greet" with Inyo Co. Officials (Matt Kingsley, Alisha McMurtrie, Amy Shepherd, etc).
- E. Board of Director's Code of Ethics Certification. Status update.
  - a. See BOD Manual – By-Laws 1.1.2 & Manual Section 8 – LOOK FOR THE STATUTE AT STATE LEVEL THAT STATES WHAT HAPPENS IF YA DON'T
  - b. NOTE: All completed but Gary. Tabled for next meeting w/ new board
- F. In person board meetings (*reassess safety and social distancing measures for next meeting*). Jon We can do, unless there are board members who wish to do so.

## VI. New Business

- A. AirGas – Status update on renting vs. purchasing tanks.
- B. Water Kiosk Report
  - a. Larry to provide Brief overview of the history of the Water Kiosk
  - b. Financial Review. Jon to further discuss
  - c. Sarah & Christy to find bills/etc
- C. Policy – Review (See BOD Manual Section 9 for full Policies)
  - a. Policy 1010: Adopting/Amendment of Policy.
  - b. Policy 2180: Grievance. Board members, please verify this page exists in your Manual. Larry found an original copy, though it was missing from his binder as well. Does anyone remember anything about this May we contact County Council to see if they know anything about this? Was it pulled for legal purposes or?
- D. Employee & Volunteer Health/Safety Physicals.
  - a. Policy 2200 (Pre-Employment Physical Exam) is the only notation.
- E. Review SIFPD Employees – Office employees & job descriptions.
- F. Volunteer/Employee Status
  - a. Jim Furlough (Mechanic/EMT) stepping down.
  - b. Sarah Paz Hyde (Admin/Secretary) transitioning to "substitute" – request extra hours to prep for eventual audit – continue organizing Agendas, Minutes, and Auditor Receipt forms, and help Christy find Bills relating to the Water Kiosk to reassess correct Budget and codes.

## VII. Evaluate Distribution of Workload

- A. Fire Chief.
- B. Admin/Secretary – relevant for hiring a replacement. See packet "job role/description/workloads"
- C. Reassessment of Job Roles/Descriptions/Workloads.

## VIII. Good of the Order

## IX. Public Comment: 3 minutes per participant

## X. Suggested Agenda Items for Next Meeting

## XI. Adjournment & Schedule the next Regular Board Meeting:

(confirm) Special "Elections & New Hire" Meeting, Nov 4, 2020, 6pm – Oath signing, discuss Admin Applicants.  
 (confirm) Nov Regular Meeting or Dec. Regular Meeting days.

VIII. **Adjournment to continue with Agenda topics at the next Regular Board Meeting, Wednesday, October 21, 2020, 6PM, tentatively outside at St. Teresa Mission or w/ proper social distancing measures.** Motion to adjourn: . 2<sup>nd</sup>: Gary. Meeting adjourned 7:32 PM.

Prepared by:

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Sarah Paz Hyde, District Administrator/Secretary

I, Jon Zellhoefer, Chair, hereby certify that the foregoing is a true and correct copy of the Meeting Minutes of the September 16, 2020 Regular Business Meeting, Board of Directors, Southern Inyo Fire Protection District.



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Jon Zellhoefer, Board Chairperson

N.A.

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Paul Carter, Board Secretary