

**SOUTHERN INYO FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS  
REGULAR BUSINESS MEETING  
Wednesday, September 16th, 2020 - 6PM**

**TELECONFERENCE PARTICIPATION VIA ZOOM - 730-858-7575 (Password: sand)**

**PUBLIC PARTICIPATION LOCATION: Tecopa Fire Station (410 Hot Springs Rd)**

***Inyo County May 8, 2020 Mandate: Masks are required to wear in public.***

*The Southern Inyo Fire Protection District ("District"), in compliance with the Americans with Disabilities Act ("ADA"), requests that individuals who require special accommodations to access, attend, and/or participate in District board meetings due to a disability, please contact the District Office, (760) 852-4130, at least one business day before the scheduled meeting, to ensure that we may assist you. Gov. Code 54953.2; 54954.2 (a).*

*The Board is generally prohibited from discussing items not on the agenda. Under limited circumstances, the Board may discuss and act on items not on the agenda if they involve an emergency affecting the safety of persons, or a work stoppage, or if the need to act came to the attention of the District too late to be included on the posted agenda.*

*The allocated time for public comment is three minutes. Audience members wishing to address the Board regarding an item on the agenda must identify themselves at the time the matter comes up for consideration by the Board. The chair will call the visitor, either before, during, or following the Board's discussion about the matter. The time allowed for each agenda item is a total of three minutes per person.*

*Notice is hereby posted in accordance with State and SIFPD guidelines that the meeting is being held at the Tecopa Fire Station (410 Hot Springs Road) as approved by the board to the date and time above. This meeting is being held in conformance with current California Covid-19 guidelines which allow participation by remote access.*

**AGENDA**

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

- Jon Zellhoefer, Chairperson
- VACANT, Vice-Chairperson
- Ed Thomas, Treasurer
- Paul Carter, Secretary
- Gary Barkley, Director

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

- Unapproved minutes of August 19, 2020 agenda

**III. Public Comment: 3 minutes per participant**

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

- A. Board Member Reports
  - a. Board Chair Report
  - b. Treasury Report
- B. Fire Chief's Report
- C. Administrative Report
- D. Fleet Mechanic's Report
  - a. State of Motor Pool
- E. Committee Reports
  - a. Property Tax
  - b. Budget
  - c. Grants - CalFire Grant (*reimbursement received*)
  - d. Fundraising

**IV. Old Business**

- A. Board Vacancy

**FILE**

- a. Order of succession (*By-Law 1.6.3*) as is relevant to Board Vacancy
  - i. Vice-Chairperson: If vacant, the Secretary/Treasurer is the successor.
- b. Board Vacancy (*as per By-Laws 1.6.4.2 & 1.6.4.3 this is open to public participation and a closed session not necessary*)
  - i. Discuss candidate qualifications
  - ii. Candidate comments & Public comment
  - iii. Motion to Appoint/Vote to fill vacancy (*By-Law 1.6.4.3.5*)
- B. Resolution(s) to Review/Approve
  - a. Res. 2020-01 & 2021-01: California Website Compliance
    - i. Due to limited resources SIFPD is unable to comply at this time.
  - b. Res. 2020-02: Fire Mitigation Fees (*in accordance with By-Law Art. 2.1.1*)
    - i. Development – Inyo County Code section 14.20 Fire Mitigation Fees. (Recently adopted by Inyo Supervisors – <http://www.qcode.us/codes/inyocounty/> )
- C. Report on Water Kiosk
  - a. Inyo County Environmental Health Dept Invoice (\$683)
  - b. Review Testing Schedule & Costs
  - c. Southern California Edison Bills
- D. Policy – Review
  - a. Policy 3080: In updating policy with operating procedures it is recommended to amend this policy by adding Section 3080.6.2 that states, “Warrants for monthly utility bills (electric, phone, sat-phone, internet services, email service) that may incur late fees or interruption of service, shall be prepared and signed in advance for the 12-month fiscal cycle, and include a “not to exceed” amount equal to 1.5x the average monthly invoice for the utility in question.

**V. New Business**

- A. Code of Ethics
  - a. Training is required for all Directors by state law (AB1234), *Gov't Code Sect. 8920*. Within 60 days upon election or appointment and reviewed every 2 years.
    - i. *Admin Note: No completion certificates can be found in the office at this time.*
- B. Public location for future board meetings (*reassess safety and social distancing measures*)
- C. Admin will be out of town, dates TBD, sometime end of Sept/Oct. Discuss work remotely.
- D. Wells Fargo Account (*update*)
  - a. Discuss account accessibility - Should online access be available? To what capacity? To what board positions?
- E. Schedule a “Meet & Greet” with Inyo County Officials (Matt Kingsley, Alisha McMurtrie, Amy Shepherd)

**VI. Evaluate Distribution of Workload**

- A. Update on workloads
- B. Reassessment of Job Roles/Descriptions/Workload (*REF: job descriptions through the years*).

**VII. Good of the Order**

**VIII. Suggested Agenda Items for Next Meeting**

**IX. Adjournment & Schedule the next Regular Board Meeting: (*Confirm*) October 21, 2020, 6pm**

Prepared by:

*Sarah Paz Hyde*

*9/11/2020*

Sarah Paz Hyde, SIFPD Administrator, as directed by Paul Carter, SIFPD Board Secretary

(date)

Agenda posted on Friday, September 11th, 2020, at the Fire District Office, Tecopa and Shoshone Post Offices, and Tecopa Community Center. To request a copy of the agenda or minutes recorded from this meeting, please contact the District office by phone at (760).852.4130 or by email [sifpd@yahoo.com](mailto:sifpd@yahoo.com).

**FILE**