GARDEN VALLEY FIRE PROTECTION DISTRICT

BOARD OF DIRECTORS MEETING MINUTES

Regular Meeting – Date: 09-22-26
Location: 4860 Marshall Rd. Garden Valley, CA 95633
Meeting called to order at approximately 9:35 a.m.; adjourned at approximately 11:30 a.m.

1. Call to Order, Roll Call and Pledge of Allegiance

The meeting was called to order at approximately 9:35 a.m. A quorum was confirmed. The Pledge of Allegiance was recited.

Directors present: Ed Hawkins, Ron Nail, Frank Edwards, and Sam Hoel. Frank Clark is absent.

2. Adoption of Agenda

A motion was made by Director Edwards and seconded by Director Nail to adopt the agenda. The motion carried by voice vote, with the Directors present voting in favor.

3. Correspondence and Communications

3.1 Georgetown Fire Protection District – Shared Services Agreement

The Board reviewed correspondence from the Georgetown Fire Protection District requesting an extension of the existing shared services agreement through December 31, 2027, and requesting that the two districts begin a formal evaluation of opportunities for further collaboration. The correspondence described the existing partnership as successful and requested that any further evaluation consider operational, financial, organizational, and community benefits.

The Board discussed the existing shared-services committee and agreed that the current committee should meet with Georgetown's existing committee to discuss continuation of the shared services agreement and the broader collaboration request. The committee will report back to the Board with recommendations regarding the appropriate next steps, including whether the existing committee should continue, be expanded/reconstituted, or whether a joint meeting of the two Boards would be appropriate.

The Board indicated that the requested extension of the shared services agreement would be placed on a future public meeting agenda for formal action. Discussion also included the need to review the financial terms of the agreement in light of actual experience and costs. No predetermined outcome was adopted.

Action: Director Edwards motions made and Director Nail seconded for the existing Garden Valley committee representatives to meet with Georgetown's committee representatives and develop recommendations for the Board. Motion carried by voice vote.

4. Consent Calendar

The consent calendar included approval of the prior meeting minutes and the monthly bills and financial report. The Board discussed the items and approved the consent calendar.

Motion: Director Edwards. Second: Director Nail. Motion carried by voice vote.

5. Introduction of Guests and Public Comments

The Chair welcomed members of the public and representatives of the Georgetown Fire Protection District. Residents from the Mosquito area were also recognized. Members of the public were invited to introduce themselves and comment.

6. Chief's Report

The Fire Chief provided an operational and administrative update. The Chief reported that August activity was relatively routine, with several smaller incidents, including a vehicle striking a power pole with an associated vegetation fire. The District continued to work with Georgetown, including academy preparation and development of operational and administrative relationships.

The Chief reported that the increase in call volume associated with Georgetown had decreased from approximately 40% to approximately 25%, with Georgetown adding staffing. The Chief also reported on Joint Powers Authority (JPA) matters, including a draft Fourth Amendment being circulated to member agencies for ratification.

The Medical Services Operations Committee (MSOC) has been monitoring call-volume and utilization data and is evaluating whether an additional medic unit may be needed on the west end of the County. The Chief also reported that implementation of Medic 48 has reduced move-up activity for Medic 61.

The Fire Chiefs Association was scheduled to discuss a revised swift-water rescue dispatch plan and minimum inventory requirements. The Chief recognized District staff, volunteers, and partner agencies for continued cooperation and improved emergency response.

7. Old Business

7.1 Fuels Management Program Update

The Board received an update on completed, ongoing, and proposed fuels-management projects. Completed work included the Amateur/Arado project and burn-preparation work in the Cool area. Approximately 193 staff hours were reported for the completed work.

Ongoing projects included the Fire Safe Council project on Johntown Creek, approximately 30 acres and approximately one-third complete, and Georgetown transmission-line and roadside work, also approximately one-third complete. Both projects were reported to be on schedule for completion around mid-November.

Proposed and upcoming work included additional pool-clearing work, a Cal Fire Workforce Development Grant application that was not awarded, a Cal Fire Forest Health Grant involving prescribed burning associated with the Kelsey fuels break, and a wildfire-prevention grant application for maintenance of the Mosquito-area fuel break.

The fuels crew reported approximately 172 training hours from May 21 through September 9 and 82 incident responses by fuels-crew members. Supporting reports and photographs were included in the Board packet.

7.2 Fire Advisory Working Group / Mosquito Fire Protection District

Directors Hawkins and Edwards provided an update regarding discussions with the Mosquito Fire Protection District. The Board reported that no executed agreement was currently in place and that negotiations had stopped after additional proposed language was received following a tentative agreement that had been prepared for ratification. The Board stated that the door remains open to future discussions.

The Board noted that the Mosquito Board had experienced personnel changes and that a prior request from the Mosquito Board Chair to meet again had been received by email. The Garden Valley representatives had not

yet received a formal written request on District letterhead. The Board indicated that it would remain open to resuming discussions if Mosquito submits a formal request.

Public comments expressed support for continued efforts toward a shared-services agreement and appreciation for the Board's continued willingness to consider collaboration.

8. New Business

8.1 2024–2025 Audit Management Letter Responses

The Board reviewed proposed responses to deficiencies identified in the 2024–2025 audit management letter. The discussion identified issues primarily involving policies and procedures, internal tracking of sick and vacation leave, a missed Saver grant payment, and administrative/accounting procedures appropriate for a small special district.

The Board discussed the need to update administrative policies and procedures so that duties and processes are clearly documented and can be followed by staff when needed. The discussion distinguished these administrative procedures from operational SOGs/SOPs.

Motion: Director Nail. Second: Director Edwards. The Board approved the proposed responses to the audit management letter by voice vote.

8.2 Fuels Battalion Job Description

The Board reviewed a proposed Fuels Battalion job description developed from the ground up with District staff. The job description addresses the position's purpose, supervision, core fuels-related duties, community engagement and partnerships, grant reporting and compliance, emergency response and duty coverage, peripheral duties, minimum and desired qualifications, special requirements, selection process, equipment, physical demands, and work environment.

The Board approved the proposed job description by voice vote.

8.3 Marshall Medical Initiative – Measure S Resolution / Letter of Support

The Board reviewed a proposed resolution concerning the Marshall Medical Initiative, Measure S. The discussion addressed the potential distribution of funds to fire agencies and Marshall Hospital and included questions from Directors and members of the public concerning the measure's language, funding formula, and the relationship between public descriptions of the measure and the proposed legal text.

A Board member disclosed a potential conflict of interest and recused himself from discussion and voting on the item.

Public comments included information from a representative of the Taxpayers Association of El Dorado County regarding a forthcoming white paper intended to provide an analysis of the measure. Other public comments expressed differing views and concerns about the measure's language and potential benefits to fire agencies.

The Board amended the proposed action from consideration of the resolution to preparation of a letter of support. The amendment called for a letter of support to be drafted by the Vice Chair. The amendment was seconded and approved by voice vote.

8.4 Final Budget Approval – Fiscal Year 2026–2027

The Board reviewed the proposed final budget for Fiscal Year 2026–2027. Discussion focused in part on a proposed $469,111.16 expenditure to pay off the outstanding financing on the water tender and squad. The Chief explained that the payoff would eliminate approximately $35,000 in annual interest expense and approximately $45,000 in annual principal payments.

The Board discussed projected carryover, strike-team/other-governmental revenue, future apparatus replacement needs, and the potential financial implications of paying off the existing apparatus financing. The Chief noted that the District is approaching the point at which planning for replacement of a Type 3 apparatus should begin.

The Board also discussed the Georgetown shared services agreement and noted that the final agreement had not yet been incorporated into the budget because a final draft was not before the Board.

Motion: Director Nail. Second: Director Edwards. The Board approved the Fiscal Year 2026–2027 budget and authorized the budgeted expenditure for payoff of the two apparatus loans. The motion carried by voice vote.

8.5 JPA Fourth Amendment – Shared Services Agreement

The Board reviewed the proposed Fourth Amendment to the JPA Shared Services Agreement. The Chief explained that the principal changes concern insurance coverage, responsibility for claims involving employees and apparatus of different member agencies, and related accident-reporting requirements.

Because the agenda item was noticed for review and discussion and the Board packet did not contain the complete agreement necessary for final action, the Board determined not to take final action at this meeting. The item may be brought back at a future meeting or special meeting after the necessary documents are available. The Board discussed coordinating timing with the JPA and Georgetown.

9. Closed Session

The Board adjourned into closed session for a conference with labor negotiators. Following closed session, the Chair reported that there was no action to report.

10. Open Forum

No public comments were offered during open forum.

11. Adjournment

A motion was made by Director Edwards and seconded by Director Nail to adjourn. The motion carried by voice vote. The meeting was adjourned at approximately 11:30 a.m.

Respectfully submitted,

_____

Board Secretary

Date: _____

Approved by the Board of Directors: _____

Date: _____