**CALAVERAS CONSOLIDATED FIRE PROTECTION DISTRICT**

**6501 Jenny Lind Road, Valley Springs, CA 95252**

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**Regular Meeting Minutes**

**Monday, May 23, 2016 7:00 PM**

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE**
2. **MOMENT OF SILENCE:** To recognize and honor the efforts of the American Service Members and Public Safety Personnel.
3. **ROLL CALL:** Board Members Present: Kim Olson, Pat Garrahan, Keith Hafley, Sam Harris, Tim Runion and Chris Allen.

Board Members Absent: Marcus Omlin and Ken Glissman

Staff Present: Fire Chief Jason Robitaille, Rose Beristianos and Karlene Cleland

1. **PUBLIC COMMENT: None**
2. **CONSENT CALENDAR:**
3. Approval of Draft Minutes: April 25, 2016 Regular Meeting
4. Approval of Draft Minutes: May 3, 2016 Finance Committee Meeting
5. Approval of Transmittals dated May 23, 2016: Batch OH140115 for $12,412.48 & Card Batch OH140116 for $5,225.70

Tim Runion made the motion and Keith Hafley made the 2nd to approve the Consent Calendar with the exception of Batch OH140115 which Pat Garrahan requested pulled for questions. Vote: 6-0-2

Pat Garrahan made the motion and Chris Allen made the 2nd to approve Batch OH140115 for $12,412.48 after clarification of questions. Vote: 6-0-2

1. **FINANCE BUSINESS**
2. Supplemental Transmittals – Tim Runion made the motion and Sam Harris made the 2nd to approve Supplemental Batch OH140173 for $1,064.12. Vote: 6-0-2
3. **FIRE CHIEF’S REPORT –** Chief Jason Robitaille presented his report.
4. **COMMITTEE REPORTS**
5. Finance Committee – The Finance Committee met to discuss the 2016-2017 Fiscal Budget and to present it to the Board for approval.
6. Personnel Committee: None
7. Adhoc – Future Staffing – The committee met to finalize the Resolution for Future Staffing and to present it to the Board for approval.
8. **CORRESPONDENCE:** The Ordinance Request Letter was read from J. B. and Charlotte Anthony
9. **UNFINISHED BUSINESS:**
10. Discussion/Action – Future Board Members – It was decided to postpone this subject for review until January 2018
11. Discussion/Action – Appointment of Board Member – The 4 applicants gave a statement of experience and background after which the board members asked them questions. Each of the board members selected which applicant they thought would be best for the position. Pat Garrahan made the motion and Kim Olson made the 2nd to appoint Pat Brown for the position after which he took the Oath of Office. Vote: 6-0-2
12. **NEW BUSINESS:**
13. Discussion/Action – 2015 - 2016 Fiscal Year Audit (Engagement Letter)

Tim Runion made the motion and Keith Hafley made the 2nd to accept the Engagement Letter from Gallina LLP to perform the 2015 – 2016 Fiscal Year Audit

Vote: 7-0-2

1. Discussion/Action – Resolution (Future Staffing)

Chief Jason Robitaille made presentation outlining the plan for Future Staffing. Tim Runion made the motion and Pat Garrahan made the 2nd to accept Resolution 05232016 for Future Staffing. Vote: 7-0-2

1. Discussion/Action – 2016 - 2017 Fiscal Year Budget – The budget was presented to the Board. Sam Harris made the motion and Tim Runion made the 2nd to accept the 2016 – 2017 Fiscal Year Budget as a preliminary budget to be finalized at our next meeting. Vote: 7-0-2
2. **BOARD OF DIRECTOR AND FIRE CHIEF COMMENTS:**

The board members thanked the applicants for showing interest in applying for the open board position and encouraged them to run on November’s ballot for the open positions that will be available at that time. They also congratulated Pat Brown on his appointment to the Board.

**13. ADJOURNMENT**:

Keith Hafley made the motion and Kim Olson made the 2nd to adjourn at 9:15 PM.

Vote: 7-0-2