

**AMADOR FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS**

Meeting Was Recorded

Jackson, California  
Tuesday, April 18, 2023  
10:30 AM

The Board of Directors of the Amador Fire Protection District met in the County Administration Center, 810 Court Street, Jackson, California, on the above date pursuant to adjournment, and the following proceedings were had, to wit:

**Present:**

Jeff Brown, Chair  
Pat Crew, Director  
Frank Axe, Director  
Richard Forster, Director

**Absent:**

Brian Oneto, Vice Director

**Staff:**

Robert Withrow, Interim Fire Chief  
Nicole Cook, Clerk of the Board

**AGENDA**

**MOTION:** It was moved by Director Crew and seconded by Director Axe and carried 4-0-1, to approve the agenda, Director Oneto absent.

**PUBLIC MATTERS NOT ON THE AGENDA:** Chief Withrow reported that Kirkwood reached out to possibly contract but at this time, there is no further movement. Director Brown stated that Kirkwood Valley Fire Protection District is looking for funding to have a fulltime fire department since volunteers are down to almost nothing.

Chief Withrow reported that AFD had acquired a structure for training near Ridge Road but due to lead in the paint it is off the table now.

Cindy Grandbois, a member of the public asked the Board how the OES fire truck is working out and if they could add to the next meeting.

**ADMINISTRATIVE MATTERS**

**Appointment of Fire Chief:** Director Forster requested a closed session meeting to interview the interim Fire Chief. Discussion ensued relative to subject matter. Cindy Grandbois addressed the Board and asked if it was possible to give a six month probationary period, actions can determine if he's the right person. Director Forster stated that the Fire Chief position is an at-will employee. Don Dowell of Lockwood addressed the Board and asked if they will be voting in closed or public. Director Brown answered public.

Direction given to staff to schedule a special closed meeting for May 10<sup>th</sup> at 10:30 am.

**SAFER Grant Award:** Chief Withrow presented and informed the Board that other than removing the wildland personal protective equipment portion, the grant award was a good benefit. He also thanked Battalion Chief Watkins for his efforts on this grant. Discussion ensued relative to subject matter. No public comment.

**MOTION:** It was moved by Director Axe and seconded by Director Forster and carried 4-0-1, Director Oneto absent to approve and accept the SAFER Grant Award.

**FY 2023/2024 Current Benefit Assessment:** Chief Withrow presented. Discussion ensued relative to subject matter. Director Axe asked for the current timeline of the new benefit assessment. Director Crew asked if there will be a special election. Fire Marshal Chew addressed the Board and answered that the Engineer's Report for the new benefit assessment will be presented at next month's meeting and confirmed that there would be a special election. Cindy Granbois, asked the Board to clarify if this election is a part of increasing pay for the firefighters or if it's separate. Director Brown answered yes, it's the only one.

**MOTION:** It was moved by Director Axe and seconded by Director Forster and carried 4-0-1 to approve resolution as presented, Director Oneto absent.

#### **RESOLUTION NO. AFPD 23-02**

Resolution Approving the 2023/2024 Fiscal Year Benefit Assessment For  
Amador Fire Protection District

**Vehicle Maintenance Report:** Chief Withrow presented. Discussion ensued relative to subject matter. There are issues with the District's apparatus in general and that there may need to be costs upfront, will revisit preventative schedules, more robust daily checks and maybe a monthly deeper inspection.

Direction given to staff to correct the spelling of Lynch's Automotive throughout the report.

**Donation of Surplus Vehicle Property:** Chief Withrow presented. Discussion ensued relative to subject matter. Ladder truck has been out of service and a lot of work has been needed and its past serviceable life. Chief Withrow sought approval to donate the truck to Hi-Tec Fire Apparatus. Hi-Tec Fire Apparatus is creating a training program for operators and needs a ladder truck, ancillary equipment would be removed. Ione currently has a ladder truck along with Jackson. We would like to have an agreement between City of Jackson and AFD to use their ladder truck if needed in the future in areas within our jurisdiction that would benefit like the Jackson Rancheria or Martell Corridor.

**MOTION:** It was moved by Director Forster and seconded by Director Crew and carried 4-0-1 to go into agreement and participate with future training opportunities and to donate the surplus vehicle as presented, Director Oneto absent.

**New Station Update:** Chief Withrow reported. Discussion ensued relative to subject matter

**Purchasing and Procurement Policy:** Chief Withrow sought approval to up the threshold for contractual services from ten thousand to twenty five thousand to keep in line with the costs of station 114 pre-work. Director Brown stated that this came at the recommendation of Jon Hopkins and County Counsel, Gregory Gillott during a committee meeting. Discussion ensued relative to subject matter. County Counsel addressed the Board stating that the statute of limitations is at twenty five thousand so the recommendation is to raise it to that amount. This would be used for CEQA consulting work, survey work, etc.

**MOTION:** It was moved by Director Axe and seconded by Director Crew and carried 4-0-1, Director Oneto absent, to amend and approve the Purchasing and Procurement Policy.

### **RESOLUTION NO. AFD 23-03**

Resolution Amending and Approving the Purchasing and Procurement Policy.

**Request for Qualifications:** Chief Withrow presented and sought approval to issue Request for Qualifications (RFQ) to hire a Construction Manager (CM) firm and request General Services Director of Amador County be allowed to award a contract to the top CM candidate pending the Fire Chief, Fire Station Committee and County Counsel review and approval. Discussion ensued relative to subject matter. Jon Hopkins, GSA Director approached the Board stating that the District needs to hire a CM and since he has the knowledge and experience he recommends that they approve. Cindy Grandbois, addressed the Board and stated that she recommends they approve the request of using GSA Director Services.

**MOTION:** It was moved by Director Forster and seconded by Director Crew and carried 4-0-1, Director Oneto absent, to authorize staff with the assistance of Amador County General Services Director to issue Request for Qualifications to hire a Construction Management Services including the Criteria Architect and authorize staff to conduct evaluations of RFQ's submitted and delegate authority to the GSA Director to award a contract to the top ranked candidate pending review and approval of the District Chief, Fire Station Committee and County Counsel in accordance with the California Code Sections 4525 through 4529.5.

**Mario's Lease Agreement:** Chief Withrow sought approval to terminate current lease agreement between Mario's and AFD and give them a thirty day notice. Cindy Grandbois, addressed the Board stating that she thought Mario's needed to be out of there to avoid hang ups.

**MOTION:** It was moved by Director Forster and seconded by Director Axe and carried 4-0-1, Director Oneto absent, to approve by May 31<sup>st</sup>, 2023, terminating the agreement.

**Training Report:** Chief Withrow gave report. Discussion ensued relative to subject matter. No action was taken.

**Volunteer Report:** Chief Withrow gave report. District has twenty three volunteers, two inactive. A direct mailer was sent out in the Fiddletown area and there was a good response, now there is a solid group of volunteers in Fiddletown area. Discussion ensued relative to subject matter. No action was taken.

**Call Report:** Chief Withrow presented the report. Discussion ensued relative to subject matter. No action was taken.

**Prevention Report:** Patrick Chew, Fire Marshal presented and reported that mandated inspections (commercial, church and hotels and motels) will be concentrated in the fall. He reported on recent fires. Some of the fires were caused by combustibles, like a heater or propane or light source.

Kayla Dale, PIO and Community Risk Reduction Specialist gave an update on reaching seniors and or citizens outside of social media. ACES will put in their quarterly newsletter and website for free, KVGC interviews on the first Friday of every month, Next Door Neighborhood App and waiting to hear back from Amador Water Agency. Current Fire Education Events requested by the public are Pioneer Elementary Career Day, Sunset Heights, Pine Grove Mobile Home Park, Burke Ranch Drill (KCRA will be present and AFD is partnering with Amador Sheriff's Office) and Fiddletown Town Hall. Currently working with Amador Fire Safe Council to present quarterly presentations which would be offered to the public specifically for Fire Wise. Discussion ensued relative to subject matter. Cindy Granbois, suggested senior well-checks, maybe use Meals on Wheels.

**MISCELLANEOUS MATTERS:**

**Regular Minutes for Meeting from March 21, 2023:** Discussion ensued relative to subject matter.

**MOTION:** It was moved by Director Forster and seconded by Director Crew and carried 4-0-1, Director Oneto absent, to approve the March 21st meeting minutes with minor corrections.

**ADJOURNMENT:** At 11:53 am. Chair Brown adjourned the meeting until Tuesday, May 16, 2023.

  
\_\_\_\_\_  
Chair, Amador Fire Protection District