

Chester Public Utility District
PO Box 503
251 Chester Airport Rd.
Chester, Ca. 96020
530-258-2171

Minutes of Regular Meeting: September 13, 2016 at 5:30pm. Located in the Chester Public Utility District conference room: 251 Chester Airport Road.

Directors Present: Greg McIntire, Steve Trotter, Wes Scott, John Knopp and Ben Thompson. (Ben arrived at 5:35)

Directors Absent: none

Guests Present: 1 community member, Stacy Fischer, the Chester Progressive Rep.

Staff Present: 5 CPUD/CFD employees and volunteers.

1. **Call to Order:** Director Scott called the meeting to order at 5:30pm.
 - a. Director Scott led the Pledge of Allegiance.
 - b. Agenda approval: Director Trotter made a motion to accept the agenda. Director McIntire seconded the motion. All in favor, agenda approved.
2. **Closed Session:** None
3. **Reconvene from Closed Session:** n/a
4. **Report on Closed Session:** n/a
5. **Public Comment Non-Agenda Items:** None
6. **Approval of August 9, 2016 Meeting Minutes:** GM Motzkus asked that the minutes be amended to reflect that the Clerk to the Board, Cheryl Johnson was absent and that Karen Lichti recorded the minutes. Director McIntire made a motion to accept the amended minutes. Director Trotter seconded the motion. All in favor, motion carried.
7. **Approval of July 2016 Financials:** GM Motzkus stated that the financial packet they received in the packet was incorrect. The reporting format was wrong. Mary Cheek has fixed it to read correctly. Corrected financials were given to the directors. He will be working with Mary to create a better format. Director Scott asked where the closing numbers were for fiscal 2015-2016. GM Motzkus stated he was still working on them. Director Trotter asked how many retired people we are paying medical to. After a brief discussion, the answer is 3. 5 current employees qualify for at least half medical if they retired. After more discussion, Director Trotter made a motion to accept the financials. Director McIntire seconded the motion. All in favor, motion carried.
8. **General Manager's Report: - (Exhibit A)** GM Motzkus wants to meet with the boards Personnel Committee to discuss Health Premiums etc. It was recognized that this committee has not been formed officially. This will be done in the near future. GM Motzkus will get with Chief Waterman to retrieve the IDP forms used in previous Employee Evaluations.
9. **Fire Report: - (Exhibit B)** Chief Waterman absent: read by GM Motzkus: After the report was read, Director Trotter asked what status 7251 was currently in. Medic Balbiani stated that there is a leak and an overheating issue that is keeping it from going on any more Wild land Fires this year. It is fine to use locally. There will be an evaluation made to determine spending more on fixing it, or if the district is better off purchasing a replacement. Balbiani mentioned that the USFS may have a replacement available for purchase. Director Trotter also asked about what fiscal impact that all the PERS Audit fixes were going to have on the District Financials. GM Motzkus stated that we can ask PERS for reports. Cheryl mentioned that the reports are probably

not going to happen until everything is processed. Director Scott asked if we had anyone on the Willard Fire. Matt Turner and Matt Maumoynier are there as a Line Medic and a Line EMT.

10. **Public Comment: Agenda Items:** none.
11. **Introduction of new District Policy. Policy #1030 Public Complaints:** GM Motzkus mentioned that the last paragraph was changed since the last meeting when this Policy was tabled. He asked the board to read it over and we will have it on the next agenda for approval. Director Trotter asked if there were complaint forms, and at what point the complaint would reach the board. GM Motzkus stated that most complaints are dealt with at the office staff level. Director Trotter was advised to contact GM Motzkus if he is approached in public regarding a complaint.
12. **Reorganization of District Positions and Create One New Position:** GM Motzkus explained the 3 Organization Charts. He explained the reasoning for each new position: Field Supervisor, PIO, and Emergency Services Director/Chief. He also explained that we wouldn't be hiring anyone new, that these positions would be filled with existing staff. (names listed). After a brief discussion, Director Scott asked for a motion to accept Org. Chart Exhibit 3, and for GM Motzkus to put together the job descriptions for the next meeting. Director Trotter made the motion. Director Thompson seconded the motion. All in favor, motion carried.
13. **Open House, October 15:** Karen Lichti explained that it will consist of all the departments within our District, not only fire. There will be booths for Smoke Detectors, Hotdogs, tours of facility, signups for new volunteers, Ready-Set-Go, along with other useful handouts. She invited all board members to come and help as well as all staff and volunteers. This is being put on with grant funds and budgeted funds from the prevention GL line. Director Trotter stated that next time we invite CHP etc. No action taken, informational only.
14. **Radio Meter Financing Committee Update:** GM Motzkus said he wants to put this project on hold for a while. He wants to do some financing research through IRWM. He requested that this topic be removed from the agenda until more information is obtained. All agreed.
15. **Agreement with Seneca Hospital District for new employee physicals, EKG, HEP C series, DMV physicals, drug test blood draw, Chest and Back X-Ray:** Director Trotter asked if we could find these services cheaper elsewhere. He asked where Chief Waterman looked for comparisons. He also asked if this would be used for per diems? GM Motzkus asked if we could table this until next meeting when Chief Waterman can explain this better. Director Knopp stated that he thought the fees listed were out of line.
16. **Correspondence:** PERS health premiums flier regarding 2017 increases. GM Motzkus wants to see if there are better options before November's open enrollment.
17. **Comments:**
 - A) Directors: Director Trotter asked if we paid into Workers Comp for the Lassen Crew. Cheryl stated that we do and it is also an item we bill for through their fire invoices for reimbursement.
 - B) Staff: none.

Director Scott adjourned the meeting at 6:45pm.
Cheryl Johnson, Clerk to the Board.
Approval of Minutes _____

