

**HOPLAND FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS MEETING
MINUTES**

February 2, 2023

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#1 CALL TO ORDER

The meeting was called to order by Chairman Smith at 5:30pm

Directors present: Brutocao (by telecon), Leonard, Mastin, Smith, Roderick

Directors absent: None

Staff present: Chief Franklin, and Karyn Abshire, Clerk.

#2 PLEDGE OF ALLEGIANCE

Pledge was led by Chairman Smith

#3. PUBLIC EXPRESSION

None

#4 APPROVAL OF MINUTES

The minutes of the January 5, 2023 meeting were approved as written

#5 APPROVAL OF FINANCIAL REPORT

The financial report for January, 2023 was presented. The report was accepted as presented.

#6 CORRESPONENCE

None

#7 CHIEFS REPORT

Chief Franklin submitted his verbal report. He expanded on content and answered questions from the Board. After questions were asked and answered the report was accepted as presented

#8 OLD BUSINESS

a Update on Annual Audit – Discussion/ Action

Clerk notified the Board that Zach Pehling our previous auditor had contacted the District and would be performing the Audit for 2021/2022.

#9 NEW BUSINESS

b. Additional Employees – Discussion/Action

Chief Franklin informed the Board of his desire to add 2 additional employees to provide 2-on staffing on each day of the week. With the passage of Measure P (the County sales tax earmarked for fire services) and the current unfilled funded position there will be sufficient funds to cover the cost of the 2 additional employees. He is requesting that a committee be appointed to prepare the job descriptions, employment application and advertisement announcement for the positions. Chairman Smith appointed himself and Director Leonard as the committee. An update and/or application packet will be presented at the March meeting.

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c. Equipment Replacement Plan – Discussion. Action

Consensus of the Board that the title should be Recommended Equipment Replacement Plan – not “Proposal” as document states. Updates were requested. Chairman Smith will meet with Chief Franklin to make the updates, and return at the March meeting.

a. Standard Operating Guidelines – Discussion/Action

Discussion and suggestions for changes were made. Chairman Smith to meet with Chief Franklin to make the updates/changes and bring back to the Board. The Guidelines were approved in concept to return at the March meeting for final approval.

#10 DIRECTORS REPORTS

None

#11 ADJOURNMENT

There being no further business to come before the Board the meeting was adjourned at 6:21pm.

Gregg Smith, Chairman

Karyn Abshire, Clerk