

**BOULDER CREEK FIRE PROTECTION DISTRICT**

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Board of Directors

Minutes of the Board of Directors Meeting

Regular Board Meeting

January 7th, 2025

1.0 Convene Meeting/Roll Call

* The Regular Board meeting of the Board of Directors of the Boulder Creek Fire Protection District was called to order by Chairman Locatelli on January 7th, 2025 at 9:00 A.M. Present were, Director Robustelli, Director Locatelli, Director Presswood, Director Scruggs, Fire Chief Bingham and Admin Aileigh McCormack. 0 public members were present.
* Motion made by Dir. Presswood to excuse Dir. Currier from January 7th, 2025 Board Meeting due to illness, seconded by Dir. Robustelli. Vote was unanimous. Motion carries.

2.0 Additions and Deletions to Agenda

* None

3.0 Oral Communications

* None

4.0 Approval of Minutes

.01 Regular Board Meeting December 10th, 2024

* Dir. Scruggs would like to add that he was interested in attending the FDAC class being held at Felton Fire. Director Scruggs encouraged other board members to attend. Admin McCormack was directed to enroll Dir. Locatelli, Dir. Robustelli and Dir. Scruggs.
* Motion made by Dir. Robustelli to approve the minutes from the Regular Meeting December 10th, 2024, seconded by Dir. Presswood. Vote was unanimous. Motion carries.

5.0 Approval/Payment of Bills

.01 Approval/Payment of Bills and Review of Financials

* Dir. Robustelli asked for clarification on SCM Performance and the invoice. Chief Bingham explained both charges are for the two new command vehicles and it includes all parts and labor.
* A correction will be made to line 20- the line should say Ford not GMC.
* Dir. Robustelli asked for clarification on the charge from Atwood Insurance. Chief Bingham gave an explanation, Atwood insurance is for the Station General Liability, buildings and vehicle insurance.
* The board would like to review all the insurance policies for fire and liability.
* Motion made by Dir. Robustelli to approve the payment of bills and payroll in the total of $80,211.58, seconded by Dir. Scruggs. Vote was unanimous. Motion carries.

6.0 Correspondence

* None

7.0 Unfinished Business

.01 NFIRS / First Due reports

* 110 total incidents for December
* Chief Bingham is working with the First Due Inc to create easier ways to collect specific data from the software. Currently the software does not allow us to automate tracking of personnel call participation.
* Dir. Scruggs asked how accurate the paynight payroll is if the monthly numbers are wrong. Chief Bingham explained that the entire year numbers are being pulled from a different program.

.02 Repair of the fire station kitchen

* Dir. Robustelli got some quotes for different parts of the kitchen and will go back and compare them all.
* Before the February meeting, the kitchen sub-committee will meet and go over all quotes. Chief Bingham will reach out to the other members and get a date set.
* Potentially last week of January.

.03 Station generator replacement

* Delivery date is March 2025. All vendors involved have been notified.

.04 Station security cameras

* Chief Bingham was able to get a quote for a five year contract vs a three year contract.
* Verkada offered a discount because we are CSDA members.
* Motion made by Dir. Robustelli to approve the acceptance of the new contract and make the upgrade to the front station camera, seconded by Dir. Scruggs. Vote was unanimous. Motion carries.

8.0 New Business

.01 BCFPD Oath of Office, forms provided by the County Elections Dept.

* Chief Bingham provided the letter of Certification of County Clerk/ Results of the Canvas of the November 5, 2024 General Election from Tricia Webber.
* The Oath of Office was presented to Dir. Locatelli, Dir. Scruggs.
* The Oath of Office will be presented to Dir. Currier once he returns.

.02 Review and possible adoption of policy B-001 Investment of District Funds

* Chief Bingham and the committee made edits to the policy to better fit the district.
* The Board members approved B-001 Investment of District Funds to be passed onto legal council review.

.03 .03 Review and possible adoption of policy B-002 Reserve Accounts

* The Board members approved B-002 Reserve Account to be passed onto legal council review.

9.0 Chief’s Report

10.0 Adjournment at 10:50AM