

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

**Minutes of Regular Meeting:** December 21, 2021 at 3:00pm. Located in the Chester Public Utility District conference room: 251 Chester Airport Road.

**Directors Present:** Steve Voboril, Steve Graffweg, Elizabeth Steffen and Blake Mathews.

**Directors Absent:** Royce Raker

**Conference Call:** Unknown the amount of public call in.

**Guests Present:** 1

**Staff Present:** 4 CPUD/CFD employees and volunteers.

1. **Call to Order:** Director Voboril called the meeting to order at 3:00pm.
  - a. Director Voboril led the Pledge of Allegiance.
  - b. Agenda Approval: Director Voboril requested switching agenda items #14 and #15. He then made a motion to accept the agenda with the above requested amendment. Director Graffweg seconded the motion. All in favor, motion carried.
2. **Public Comment, Non-Agenda Items :** None
3. **Meeting Minutes for Approval:**
  - a. November 16, 2021 Regular Meeting Minutes.
  - b. November 23, 2021 Special Meeting Minutes
  - c. November 30, 2021 Special Meeting Minutes
  - d. December 07, 2021 Special Meeting MinutesDirector Steffen abstained from approving all of the November minutes, as she was not present. Director Mathews made a motion to accept the 3 sets of November meeting minutes. Director Graffweg seconded the motion. Ayes: Mathews, Voboril and Graffweg. Absent: Raker. Abstain: Steffen. 3 sets of November minutes, motion passes, minutes approved. Director Steffen made a motion to accept the December 07, 2021 Special Minutes. Director Mathews seconded the motion. All in favor, motion carried.
4. **November 2021 Financials:** Director Voboril stated that now the Ambulance Fund 600 is now a part of the Fire Fund 400. He also stated that 50K more was spent than what we took in for November across the board. Director Graffweg made a motion to accept the November 2021 Financials. Director Steffen seconded the motion. All in favor, motion carried.
5. **Elect for Board Positions and Standing Committees:**
  - a. **Board Chair:** Director Graffweg nominated Steve Voboril. With no other nominations, Director Voboril accepted the nomination. All ayes.
  - b. **Vice Chair:** Director Mathews nominated Elizabeth Steffen. With no other nominations, Director Steffen accepted the nomination. All ayes.
  - c. **Secretary / Treasurer:** Director Voboril nominated Blake Mathews. With no other nominations, Director Mathews accepted the nomination. All ayes.
  - d. **Finance Committee:** After brief discussions regarding scheduling conflicts, Director Steffen made a motion to appoint Steve Voboril and Blake Mathews as the Finance Committee. Director Graffweg seconded the motion. All in favor, motion carried.
  - e. **Personnel Committee:** Director Voboril made a motion to appoint Elizabeth Steffen and Steve Graffweg as the Personnel Committee. Director Mathews seconded the motion. All in favor, motion carried.
6. **Public Comment: Agenda Items:** None

7. **General Manager Report: by GM Homme (absent)** Director Voboril asked who they hired for the maintenance position. Board Clerk, Cheryl Johnson stated that Coty Pettit was hired as the full-time maintenance position, and no one for the seasonal position has been hired. Director Voboril stated then that should be it as there are now 3 field employees with Allan Homme stepping down. No action, discussion only.
8. **Emergency Services Report: by Chief Layne (absent, report read by Fire Fighter/Paramedic Ryan Johnson)**
- Flew the Fire fighter EMT position, and we have received 5 or 6 applications
  - Working with legal counsel with ongoing litigation
  - First out duty crews are responding from Station 1 which has decreased response times in town.
  - Working with Wittman on out of district billing.
  - State wide indoor mandate from December 15 to January 15 regardless of vaccination status.
  - Little interest in the Per Diem Paramedic recruitment. No applicants.
  - 11 Mandatory hold overs in November.
- Director Graffweg stated he saw that we were a sponsor of the fireworks new year's event and asked how much money we, (CPUD) contributed. Medic Johnson stated that CPUD/CFD did not contribute money, rather staff volunteered time to man fire engines during the New Year' Firework event.
9. **Local Union Reps:**
- a. **Local 5317: none**
  - b. **Local 39: none**
10. **Finance Committee Report:** Director Voboril stated nothing to report
11. **Personnel Committee Report:** Director Graffweg stated that the 2 signatures, for manual checks, by the General Manager and a Board Member was added to Spending Policy #3030 as directed by the board at a previous meeting. Director Steffen stated that 3K seemed low, board shouldn't be involved in operations and inhibits staff from doing their job efficiently. Director Voboril stated that it was meant for board transparency and checks and balances. After more discussion, Director Steffen made a motion to table for further discussion. Director Mathews seconded the motion. All in favor, so tabled.
12. **Update Plumas Bank Signatories:** Director Mathews made a motion to remove Allan Homme, as he is no longer the General Manager and Steve Trotter, as he is no longer a board member and to add newly appointed board members; Elizabeth Steffen and himself (Blake Mathews) and all others to remain the same to the Plumas Bank signature card. Director Graffweg seconded the motion. All in favor, motion carried.
13. **Policy #2050: Mandatory Hold Over:** Director Voboril stated that the changes that were made was 2050.10 Fire Chief's "responsibility" was added. Same paragraph the 96 hours was changed to 144 hours. He stated that the reason for this policy was due to lapses in coverage and to help staff in making scheduling decisions. Director Steffen asked some of the EMS staff in the gallery if this policy is aggregable with them. FF/Medic Johnson replied with yes, it is agreeable. Director Steffen made a motion to accept Policy #2050 as presented. Director Mathews seconded the motion. All in favor, motion carried.
14. **Closed Session:** 3:37pm *read verbatim by Director Voboril:* Labor Negotiations: Professional Fire Fighters Local #5317 (54957.6) and Personnel: General Manager Position (54957).  
*FF/Medic Johnson entered closed session: 3:40pm, then exited at 3:48pm*
15. **Reconvene:** 4:40pm

**16. Report on Closed Session:**

a. Director Voboril stated discussion only regarding Negotiations.

b. Director Voboril stated it was decided not to post the General Manager position and have the Personnel Committee go over the application guidelines and job description.

**17. Payroll Issues:** Director Voboril stated that other payroll options need to be researched. Director Steffen stated specifically towards fire payroll management. Director Voboril asked if the Personnel Committee would look into this and bring back to the board some payroll option proposals. Director Steffen agreed.

**18. Correspondence:** Cheryl said she printed out an interesting read regarding replacing the General Manager from the CSDA pamphlet. She also said that the 2022 CSDA training schedule is starting to be compiled. She said these live webinars or on demand webinars are free and we need to get these mandatory trainings completed.

**19. Comments:**

a. Directors: none

b. Staff: None.

**20. Adjournment:** Director Mathews made motion to adjourn the meeting at 4:47pm. Director Steffen seconded. All in favor, meeting adjourned.

Clerk to the Board, Cheryl Johnson

Approval of Minutes

