

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

Minutes of Regular Meeting: October 25, 2022 at 5:30pm. Located in the Chester Public Utility District conference room: 251 Chester Airport Road.

Directors Present: Steve Graffweg, Royce Raker, Art Tharpe and Steve Voboril. Kim Green present by phone.

Directors Absent: none

Guests Present: 4

Staff Present: 6

1. **Call to Order:** Director Voboril called the meeting to order at 5:33pm.
 - a. Director Voboril led the Pledge of Allegiance.
 - b. Director Voboril acknowledged all 5 members in attendance.
 - c. Agenda Approval: Director Graffweg made a motion to accept the agenda with no changes. Director Tharp seconded. All in favor, motion carried.

2. **Public Comment Agenda Items:** None at this moment.

3. **September 27, 2022 Regular Meeting Minutes:** Director Tharpe made a motion to accept the minutes as written. Director Graffweg seconded the motion. All in favor, minutes approved.

4. **September 2022 Financials:** GM Cox explained the difference between being accrual basis or cash basis by pointing out how revenue is posted. Water and Sewer don't have a receivable issue, as we can lien properties to collect the total past due, if necessary. There was a brief discussion regarding why names were redacted from the "checks for the month" report. GM Cox ran through the financial report pointing out budget line items that may need to be adjusted in January. Explained that 1 million was moved to the CLASS investment in October for the sewer fund. Director Raker made a motion to accept the September 2022 Financials. Director Tharpe seconded the motion. All in favor, motion carried.

5. **General Manager's Report: by Adam Cox**
 - Fire Insurance renewal coming due in November, decreased by \$5.00.
 - Water and Waste Water study is complete. Discussion only for November's meeting.
 - OPEB Study is complete. Discussion only for November's meeting.

- November 8th workshop will cover board governance, strategic planning etc. Time TBD.
- Public Comment Non-agenda has been moved to the end of the meeting to allow district business to be completed before hearing concerns from the public on unrelated topics.
- Welcomed and introduced the new Fire Chief, Matthew Balzarini.

6. Fire Chief Report: by Matthew Balzarini (Exhibit A-C)

- Career history was given, included in Power Point (Exhibit C)
- EMS/Fire Call response report in a new format was in packet (Exhibit B)
- Learning the IMT Program
- Scheduling “All-Hands” meetings quarterly. Everyone gets a voice.
- Meeting with the Captain weekly.
- Doing a lot of analysis, creating process, and streamlining.
- Tasks/jobs have been given to the full-time staff. *Chart in Power Point.*
- Full reset of department, with focus of becoming a training fire department. This will include a stipend and will be cost effective.
- Reaching out to get more Per Diems and Volunteers. Including starting up a Youth Explorer Program.
- You will start to see an increase in community outreach.
- Meeting with OES Officials to dial in the CFAA, to help us obtain every dollar possible.
- Identity reset by becoming a Fire Department with an Ambulance Service mentality, not the other way around, (current mentality).
- Enjoying his time so far, thanked the board.

7. Local Union Representatives:

- a. Local 5317/Chester Professional Firefighter’s Association (CFD Safety)** no comments
- b. Local 39/ Stationary Engineers (CPUD Misc.)** no comments.

8. Move Regular November and December Meetings: GM Cox stated that due to how the Holiday weeks fall these next 2 months, he would like to recommend moving the meetings. After a brief discussion regarding the board workshop happening on the 8th of November, it was suggested to have one Regular Meeting on December 13th at 5:30pm. Director Green made a motion to have one Regular Meeting on December 13th. Director Tharpe seconded the motion. All in favor, motion carried.

9. Safety Job Descriptions: Chief Balzarini explained that these 2 new job descriptions are in regards to the new volunteer program he is implementing. He is hoping for 2 volunteers to be on per day. This will mean having 4 personnel on, for a minimal cost to the district. The idea would be a \$100.00 travel stipend per day per person only. They gain experience to get qualified to apply at another department full time in the future and we gain able bodied volunteers to respond

locally in the meantime. After a brief discussion regarding cost concerns, Director Tharpe made a motion to approve the 2 new job descriptions as presented. Director Raker seconded the motion. All in favor, motion carried.

10. Public Comment Non-Agenda Items: Darrah Hopper, a member of the Fire Wise committee, stated that they had received enough hours reported for Chester to receive Fire Wise certification. She was thanked for her all work within that committee.

11. Closed Session: A, B, and C: read verbatim by Director Voboril at 6:40pm.

12. Reconvene: 07:30pm. *Director Green did not rejoin the meeting by phone.*

13. Report on Closed Session: by Director Voboril

a. Labor Negotiations: direction given to management.

b. Public Employee Discipline etc.: direction given to management

c. Real Property Negotiations: direction given to management

14. Correspondences: GM Cox stated he received a very nice letter to the District from Ed Anderson for the Resolution recognition we sent him for his years of service at the District's Engineer.

15. Comments:

a. Directors: Welcomed Chief Balzarini.

b. Staff: Clerk to the Board Cheryl reminded the board to utilize the free trainings available to them through CSDA.

16. Adjournment: 7:35pm, Director Graffweg made a motion to adjourn the meeting. Director Tharpe seconded the motion. All ayes, meeting adjourned.

Cheryl E Johnson, Clerk to the Board

Approval of Minutes *[Signature]*