

**GREENHORN CREEK COMMUNITY SERVICES DISTRICT  
A FIRE WISE COMMUNITY**

**Minutes**

**Thursday, February 19, 2015  
6:00 p.m. – Greenhorn Fire Station**

**1. Roll Call**

Board – President, Janice Bishop, Cecilia Williams, Zeke Awbrey, Gayle Higgins and Candy Miller

Staff - Susan Scarlett, Tyson Rael, Dan Hoffman

Public – Darwin Barnes, Chuck Jarvi, Barbara Lockman, Bob Evans

**2. Public Announcement on actions taken in closed session January 22, 2015**

**3. Public Comment Opportunity**

Any member of the public may address the Board on matters that are within the jurisdiction of the Board not exceeding 3 minutes. Pursuant to the Brown Act, no action or discussion shall be undertaken by the Board on any item not appearing on the posted agenda, except that the Board Members or their staff may briefly respond to statements made or questions posed by the public or they may ask questions for clarification related to such statements made or questions posed by the public. If you are addressing the Board regarding a matter listed on the agenda, you are requested to hold your comments until the Board takes up that matter.

**4. Water Department**

a. Update on Water systems

b. Limited amount credit card – Cecilia Williams moved that the board authorizes a credit card for the use of Dan Hoffman and Tyson Rael with a spending limit of \$1000, but individual purchases not to exceed \$500, and that a credit card policy is written for it. Motion approved unanimously.

c. Purchase of pump house generators – Dan provided examples of generators from the internet to purchase for Unit 1 in case of a power outage. Dan Hoffman and Tyson Rael will research generator prices to check the cost of purchasing one for Unit 1 well.

**5. Fire Department**

a. Update on Fire Department Activity -

Training – four training sessions, four people attending each session

Call outs – 3 call outs – Tyson Rael will check the run report on the SPI fire, and if our assistance was longer than 2 hours, we will bill SPI for the mutual assistance.

b. Fire Safe & Fire Wise Community update – no action

c. Vehicles 8351 and 8325 – replacement – no action

d. Reflectorized kit – Gayle Higgins will create a flyer with information about ordering a reflectorized address plaque. It will be included in the next water bills. If enough people order them, we will purchase the materials to make the address plaques.

e. Pacific Pride Card – Candy Miller moved that we get a Pacific Pride card for the fire trucks. Cecilia Williams amended the motion to state that we get two cards, one for each engine. Motion approved unanimously.

f. Storage container project estimate – Tyson submitted an estimate for a storage container. Candy Miller moved that we do a budget amendment and proceed with the project with a budget amount not to exceed \$7000, to be split between the enterprise fund and the general fund. Motion approved unanimously.

g. Candy Miller made a motion that we add an urgency item to discuss a hazard tree. Motion approved unanimously. Tyson Rael and Zeke Awbrey will contact a tree faller to remove the tree.

**6. Board Comments and Reports**

Ownership of Lot 169 – Cecilia Williams moved that we instruct our attorney to make an offer

to Mr. Baxter of a clear title for Lot 169 for \$15,000. Cecilia Williams withdrew her motion. Janice Bishop will contact the attorney for an opinion. Subject was tabled pending opinion from attorney.

**7. Approval of Minutes**

a. Minutes of January 15, 2015. Candy Miller moved that the minutes be approved. Motion passed unanimously.

b. Minutes of January 22, 2015. Candy Miller moved that the minutes be approved. Motion passed unanimously.

**8. Finance Report**

a. Review monthly financial reports – In the future we will be using a transaction report instead of a general ledger. The report was accepted.

b. Budget process for the 2015-2016 Fiscal Year – no action

c. Review information currently included on the website – Susan Scarlet will contact Brian Morris to find out why the website is listed as sponsored by the fire auxilliary. Tyson Rael will assist Susan Scarlet in updating emergency contact information on the website.

**9. Personnel**

a. Performance Evaluation – no action

b. Employee Relations System – Gayle Higgins made a motion that wording be changed under duties in the General Manager/Water Operator description from “Employee Relations system” to “consistent with Board of Director's policies.”

**10. Date of Next Meeting: March 19, 2015**

**Adjournment 7:54 P.M.**

*Cecilia Williams  
Secretary,  
Greenhorn Creek Community Services District*