

ANDERSON VALLEY COMMUNITY SERVICES DISTRICT
Minutes of the Regular Board of Director's Meeting
April 17, 2013

APPROVED AS SUBMITTED MAY 15, 2013

1. **Call to Order and Roll Call:** Meeting called to order by Chair **Hanelt** at 5:30 p.m. Board members present: V. **Hanelt**, K. **McKenna**, K. **Wilder** and F. **Martin**. Staff Members present: J. **Clark**, C. **Wilson** and J. **Andrews**
2. **Recognition of Guests and Hearing of the Public:** Mark **Scaramella**, Terry **Farrelly**, Neil **Darling**, and Clay **Eubank**
 - a. Appointment and Swearing in of New Director – Motion by **McKenna** to appoint Neil **Darling** to finish out the term of Deborah Sarsgard, motion seconded by **Wilder** and passed by unanimous vote. Secretary **Clark** performed the swearing in of **Darling**.
3. **Approval of Minutes of Last Board Meeting:** **Hanelt** - *if there are no objections or corrections, the minutes will be approved as submitted. No corrections or objections, the minutes are approved as submitted.*
4. **Correspondence – For Review.** **Martin** asked if we had a copy of the Building and Planning letter on the Lula Cellars – **Clark** responded that we do have a file copy. The letter received today from Building and Planning has a response due date of tomorrow. **Scaramella** recalled a suggestion that we write a letter to Building and Planning stating we need to receive the notices in a timely manner, at least 30 days in advance as the Board only meets once a month, **Andrews** will prepare such a letter.
5. **Changes Or Modifications to this Agenda:** None
6. **New Business:**
 - a. Draft Budgets for Review – For review only by the Directors this month. **Wilson** advised he would be amending the figure for the Chief's salary – start date of October 1 will incur salary for both during that month.
 - b. Ambulance Issue – Exclusive Operating Area Study – **Martin**. Meeting held on April 15th by the County and Fitch & Associates (consultant firm hired to assess the County emergency medical services) to review the status of ambulance services throughout the County, with the thought of creating an exclusive operating area, two companies now vying for the business. **Martin** said the CSD never received any information on the situation and he feels the CSD should send a memo to Planning and Building and the County laying out how we operate now and what our service consists of (BLS – basic life support) and how we are funded. **Wilson** stated the Anderson Valley Ambulance (AVA) has been in on the discussions from the beginning, and he feels CSD providing information on the AVA would be presumptuous. One of the rumors afloat to alleviate the problem would be to upgrade to ALS (Advanced Life Support). **Wilson** said it is highly unlikely we could lose our ambulance – this action is to determine the advisability of doing this – there is a looming crisis that must be dealt with – an “Exclusive Operating Area” would be an opportunity to restructure ambulance services – could be great for us or could be worse. **Scaramella** - with a franchise operation, costs would be arranged with the county – has heard Napa County has exempted volunteer organizations from the franchise – rates would likely increase. **Hanelt** is concerned with the profit-motivated vs. voluntary – if not profitable enough could possibly leave in six months or so, would be very difficult to reorganize the volunteer group. **Wilson** said that in years past there was a lot of animosity between the ambulance and Fire Department (FD) – they thought the FD was trying to take over – has worked very hard to develop a good working relationship with them and he feels it would be inappropriate for the CSD to take any steps. **Wilder** stated he did not think we would be authorized to take any action

since the Ambulance Service is a private company. **Scaramella** – feels the CSD and FD should be in the loop on notice of meetings. **Eubank** said information on the subject is posted on the County web site, it is his understanding that within the next two months the group will make a proposal to the County – progress can be tracked on the County web site. **Martin** feels it's too bad we don't have any direct authority – responsible for keeping services in the Valley. **Hanelt** asked if he felt we should ask the AVA Board to give us a report, but not implying they have to go through any channels with us. **Martin** said he would like that. **Wilder** – it appears the general feeling here tonight is that it is/will be bad for the AVA, but we have no information whatsoever, and we should seek more information and see what happens. **Wilson** – meetings to determine if Mendocino County comes up with enough money to support an “exclusive operating area”, proposals will come after that. **McKenna** asked if there were enough calls in the Valley to make it feasible. **Darling** – whether or not Anderson Valley is profitable, thinks if they want the coastal area, they will have to take it all. **Martin** felt coming out of the meeting that they didn't have a clue how we (AVA) operate. **Darling** – AVA Board doesn't represent residents of the Valley as well as this Board does. **Scaramella** asked if the Valley was annexed to Ukiah would that effect response time. **Wilson** responded no, there will still be an ambulance located within the Valley. **Wilder** felt we were beating a “dead horse”, need to get more information and have the public come to us. **McKenna** said she would support a letter supporting the AVA. **Wilder** again stated it would be inappropriate for us to take any action without further information. **Hanelt** asked if anyone would like to make a motion concerning the issue, none was forthcoming – **Andrews** suggested we keep the item on future agendas and it was agreed to do so. **Wilson** suggested appointing a Board member to keep up with postings on the County web site – **Martin** was appointed by **Hanelt**.

7. General Manager's Report: Copy attached

- Fee Schedule – draft revised fee schedule and ordinance completed by **Wilson, Scaramella** and **Andrews**.
- New Fire Chief Update – on tonight's agenda to form an ad hoc committee and also the question of whether or not to do an open hiring as opposed to an in-house hiring.
- Teen Center – an ad for new coordinator is running in the Advertiser for the next two weeks.
- Education – Webinar on the affordable care act – most of the information only applies to organizations with more than 50 employees.
- Training Burn - attended burn last Sunday – very useful to see coordination between different ranks and gave her a new appreciation for all the work our firefighters do.
- Calendar of Events – reviewed.
- Ad Hoc committee – discussion ensued on the committee – **Wilson** thought the consensus of the Board was to do an open hiring. **Darling** said there are pros and cons of open hiring – if from outside the area there is always the danger of not liking living in Anderson Valley after a few months. **Wilson** explained to **Scaramella** the difference between open and in-house hiring – it has been determined it is legal to do an in-house hiring. Discussion on whether or not we could require valley residency as a requirement. Board to give advice to ad hoc committee – address moving expenses – need to be serious about hiring outside person if we are going to advertise for open hire.

8. Fire Chief's Report: Copy of report attached.

- Reviewed the Training burn – no substitute for live-fire training.
- Minor accident in Ukiah, very minimal damage to bumper of other vehicle – gave information to vehicle owner – he said it was not significant enough to repair but called back a few days later to say he does want to have the repair made. **Wilson** advised him to submit two estimates and he

(**Wilson**) would send a check. To date nothing has been received.

- Need For Speed (NFS) – check for \$5,385 is due from NFS, five personnel will receive approximately \$4,815 less payroll taxes and the CSD will receive a \$45 admin fee. Engine 7484 was used during the filming – when first purchased the YCBA contributed \$50,000 towards the purchase price – they are now working to raise funds to buy a replacement engine for 7464 which has been taken out of service due to mechanical issues. Since the YCBA provided approximately 21% of the purchase price of 7484, **Wilson** would like to make that percentage of funds earned by the engine from the NFS assignment available for the purchase of the replacement apparatus (about \$1,150), funds could be utilized to pay a portion of the sales tax on the new apparatus. Motion by **McKenna** to approve request to contribute the \$1,150 towards the replacement of Engine 7464. Motion seconded by **Wilder** and passed by unanimous vote.
- VFA Grant – **Wilson** received information on the 2013 grant and is requesting approval to submit/apply for grant. Motion by **McKenna** to approve submitting grant request, seconded by **Wilder** and passed by unanimous vote. **Wilson** said he will be ordering new Structure Turn-Out gear and requests approval to spend up to \$10,000 – **Wilson** had noted at the Training Burn that some of the gear being worn was in dire need of replacement. **Darling** asked what the gear consisted of – **Wilson** said the complete outfit includes pants, shirts, gloves, shrouds, helmets and boots and cost approximately \$2,000 per firefighter. Motion by **Wilder** to approve request to expend up to \$10,000 for the purchase of structure turn-out gear, motion seconded by **Darling** and passed by unanimous vote.

9. **Fire Protection Committee Report:** Copy of minutes attached. Mostly informational. The FPC agreed by consensus with proposal by the YCBA proposal for quick attack engine. YCBA will pay for the engine but it will be registered to and insured by the CSD. **Wilson** said there would be no restrictions on the use of the apparatus within our district but it would not be assigned to any station other than Yorkville and will not go out of the district on strike team assignments. **Wilson** would like an item on the May Agenda to cover a written agreement with the YCBA on the new apparatus.

10. **Budget Committee Report:**

- a. Budget Chairperson Report & Recommendations
 - (1) Committee Recommendation to Approve Expenditures Reviewed at the April 10, 2013 Meeting – **McKenna** – *if there are no objections or corrections, the expenditures will be approved as submitted. No objections noted.*
 - (2) Committee Recommendation on Class Proposals:
 - (a) Youth Football –Budget Committee recommended approval. Motion by **McKenna** to approve Youth Football for insurance coverage, motion seconded by **Wilder** and passed by unanimous vote.
 - (b) Open Gym - Vote by Budget Committee was 4-1 for approval but failed to pass since five aye votes were required (Committee lost its quorum when **Scaramella** left early). Committee did recommend the concept. **Wilder** stated they are going to have to find a replacement Teen Center Coordinator and then determine if they want to do the Open Gym. No further action taken.
- b. Request for New Expenditures (if any) – Purchase of CSDA Salary Survey – No action taken for lack of a quorum.

11. **Airport Committee Report:** Copy of minutes attached. **Wilder** advised the Airport would be receiving approximately \$1,400 from the NFS group. The big item they are dealing with now is trying to get a permit from the County Planning and Building for the construction of the Porta-potty tower, which will be a waterless facility with a pump out tank, similar to the type State Parks uses. To date there has been no attempt by Planning and Building to be helpful although there is no issue

with Environmental Health. In limbo at the present since the individual they are working with at the County is on vacation for two weeks and nothing can be done until he returns. **Scaramella** offered to give **Wilder** the contact number for the new Planning and Building Department head. FAA has approved their consultant's contract.

12. **Recreation Committee Report:** Copy of minutes attached.
 - a. Cycled Program – Update – Valley Trail Feasibility Study. **McKenna** reported that MCOG has received the grant money. Copy of meeting summary notes from meeting held on April 9 on the feasibility study attached to minutes. They would like the Board to appoint a member of the CSD Board to the group. Motion by **Wilder** to appoint **McKenna**, and seconded by **Darling**. **Hanelt** said she was a little concerned with the relationship – we have no formal relationship with Cycled, feels **McKenna** should attend meetings as a private citizen, not a Board member. **Wilder** suggested there was no problem. **Hanelt** suggested **McKenna** be invited to be on sub-committee and report back to us, representing our interest. **McKenna** said all the funds will remain with MOG, Motion passed by unanimous vote.
13. **Personnel Committee Report:** No meeting.
 - a. Establish Ad Hoc committee for Hiring of New Fire chief - **Wilson** stated the FPC has expressed interest in being on this committee. Hans Hickenlooper and Rob Giuliani are possibilities from the FPC. **Hanelt** asked if it would be a conflict of interest if she and Hickenlooper were both on the committee. **Darling** said he didn't think it would be a conflict as long as disclosure was made. **Scaramella** said he did not think any non-Board member should be on the committee for the actual hiring. **Hanelt** asked how many should be on the Ad Hoc committee – would be developing job description, reviewing applications and resumes. **Darling** volunteered to be on the committee. Hickenlooper arrived at 8 p.m. and was asked if he would serve on the committee – response was yes. **Darling** – Ad Hoc committee does screening and the Board would do the final or could combine if they wanted to. **Martin** asked if there would be anyone from other than our community? **Wilson** suggested Steve Orsi from Fort Bragg or John Bartlett from the Ukiah/Hopland area, or possibly someone from Cal fire. **Scaramella** said South Coast just recently did hiring and they used a consultant. **Hanelt** asked **Wilson** if he would contact Orsi and Bartlett. Time lines to be advertising sent out July 1 (need to establish filing deadline); interviews in August; and starting date October 1. Ad Hoc committee will start meeting in May with **Darling** as Coordinator. **Wilson** to give Orsi and/or Bartlett contact information to **Darling**. Ad Hoc Committee to consist of **Darling**, Martin, Hickenlooper, possibly **Giuliani** and two more from either Cal Fire or other departments.
14. **Policies and Procedures Committee Report:**
 - a. Series 1000 –Purpose of Board Policies – for approval – table until May. Property damage claims to be incorporated.
15. **Old Business:**
 - a. Facilities & Apparatus Owned by Others and Commitments – **Wilson**. Document approved.
 - b. Fiscal Agent Form – For review and approval – Postpone until May meeting.
 - c. Review of MOU with Recreation and Teen Center – Postpone until May meeting.
 - d. Fee Schedule - for review and approval. Changes reviewed by **Wilson** – both Fire Protection Committee and Budget Committee have recommended approval of changes – main change is increase in rates and have added a new section on Standby Service Rates. Also noted that Strike Team will be handled under a separate contract. Motion by **McKenna** to approve the revised Fee Schedule, seconded by **Wilder** and passed by unanimous vote. **Clark** had a question for **Scaramella** on Section 8 which states the ordinance will be published twice in local area newspaper. Discussion followed and Section 8 was revised to read “This ordinance shall take effect and be in force thirty (30) days after its adoption and prior to the expiration of fifteen (15)

days from the passage thereof, *and notice of said ordinance will be* published twice in the local area newspaper of general circulation in the county of Mendocino County, State of California.”
“~~with the name of the members of the Board of directors voting for and against the same~~” was deleted from the section. Motion to approve as amended by **Wilder**, seconded by **Martin** and passed with five aye votes.

16. Any Special Item Not on the Agenda but Approved Unanimously by the Board or Legally Required or Authorized for Immediate Action - None.

17. Concerns of the Directors:

Hanelt – None

McKenna – Having trouble with Budget Committee – last meeting lost a quorum half way through the meeting – phantom member (Recreation representative) makes it difficult - would like permission to rewrite the Policies and Procedures changing the total members to seven (7) – no one from Recreation ever attends). **Wilder** concurs that the number of members need to be reduced. Motion by **Wilder** to add to tonight’s agenda, motion seconded by **Martin**, and motion passed with five aye votes. Motion by **McKenna** to formally reduce the number to seven members on the Budget Committee and eliminate the Recreation Representative. Motion seconded by **Martin**. **Wilder** said it is best to have an odd number of members, no deadlocks created with odd numbers. Hickenlooper asked about a quorum – if number on committee is seven and five show up, is it those who show up or entire committee – response was entire committee according to the Government Code and County. Vote unanimous to reduce number of Budget Committee to seven.

Wilder – No concerns but did want to announce there is a B-17 coming to the Ukiah Airport on May 13, 14 and 15th – can buy a ride for a mere \$450.

Martin – None

Darling - Not CSD business but mentioned wind machines used in vineyards – noise is unbearable – County does not have any noise ordinance. **Scaramella** noted that farming takes precedence over everything else.

18. Adjournment: Regular meeting adjourned 8:10 p.m.

Joanie Clark
Secretary/Clerk