

MINUTES
REGULAR MEETING of the BOARD OF DIRECTORS
ANDERSON VALLEY COMMUNITY SERVICES DISTRICT
14281 Highway 128 Boonville, CA 95415
Wednesday, May 15, 2013 at 5:30pm

1. CALL TO ORDER & ROLL CALL - Called to order at 5:30pm by Chair **Hanelt**. Members present: Neil **Darling**, Kathleen **McKenna**, Kirk **Wilder**, Fred **Martin**, Valerie **Hanelt**. Staff present: Colin **Wilson**, Joy **Andrews**, guests Gene **Herr**, Clay **Eubank**, Andres **Avila**, and Mark **Scaramella**.
2. RECOGNITION OF GUESTS & HEARING OF PUBLIC - None
3. APPROVAL OF MINUTES OF LAST BOARD MEETING - If there are no objections the minutes will be approved as presented. No objections stated.
4. CORRESPONDENCE RECEIVED FOR REVIEW – No comments
5. CHANGES OR MODIFICATIONS TO THIS AGENDA - None
6. NEW BUSINESS
 - a. 2013 Salary Survey (California Fire Assistance Agreement) - **Wilson** referred to the section in the Fire Chief's report titled "Strike Team Rates" and the document titled "2013 salary survey" (copy of each attached). What we're doing does not comply with the letter on the salary survey but it is customary practice in other fire departments. It was the opinion of all three of the Fee Schedule Ad Hoc Committee, Budget Committee, and Fire Protection Committee to leave the rates as is. Staffing for Strike Teams is thin this year so it may be that we can't respond anyways. **Hanelt** said it's a shame to make a change based on rumor. **Wilder** said comfortable with the "wait and see option". **Wilson** said he did contact the CalEMA office and they wouldn't address the subject of the \$18/hour audit question. **Darling** said he agreed with **Wilder**. **Wilson** said we don't have actual rates because we're volunteers that don't get paid. It would be a tough case for the Feds to make to make us refund money because they've had our rates on file for four years. Feels Feds will take a more official action when they want to do something about changing the process. **Martin** and **McKenna** said fine with them to wait and see.
 - 6b. Senate Constitutional Amendment (SCA) 11 And Assembly Bill (AB) 416, Support Letters Requested - **Martin** said SCA 11 would make it possible for local taxes to be changed with a 55% vote instead of 2/3. Thinks AB 416 was included in packet by mistake. **Hanelt** said our concern is the Benefit Assessment. **Wilson** said over the next 5 or so years, the inflation rate will make our Benefit Assessment dwindle. **Herr** said at the time the Benefit Assessment was enacted, the thinking was that the increase in property taxes due to development would make up for the dwindling amount, but it barely passed. Motion by **Wilder** to remove AB 416 from agenda. Seconded by **Martin**, motion carried unanimously. **Martin** will continue to monitor and **Hanelt** would like to see that CSDA will parent that argument.
 - 6c. Written Agreement with YCBA on New Apparatus - (Copy Attached) **Darling** asked what the lien wording is for since there's no debt. **Wilson** said it gives the YCBA authority so AVFD can't turn around and sell it. **Hanelt** said number 8 with the Strike Teams could be an attractive proposition to make money with it. **Wilson** said other engines with similar agreements do not allow out of county use but on Strike Teams the engine could earn \$800-\$900/day. **Wilson** said he'll redraft to say the YCBA agrees to occasional use on Strike Team and will get 50% of the apparatus income. Motion by **McKenna** to accept agreement as amended to number 8, seconded by **Wilder**. **Herr** asked on item 5 if the Fire Chief should have the ultimate say on the location. People donate big sums of money to the Fire Dept. **Wilder** said the engine can be

used anywhere in the Valley, but the fact that the YCBA is purchasing the engine in full, it should be stationed in Yorkville as stated but clarified the engine can respond anywhere in the valley. Motion amended by **McKenna** to approve the agreement but on number 8 strike “only” and “with permission of the YCBA”, on number 5 strike the words “reassigned or” and on number 4 strike “boundaries for emergency response”. Seconded by **Wilder**, motion carried unanimously. **Wilson** will modify and add signature line and it will go to YCBA board for approval.

7. GENERAL MANAGER’S REPORT – (Copy attached) **Hanelt** said it’s good that we have reminder items on the calendar for items in the community because people get busy. **Wilson** asked **Andrews** to contact Need For Speed since Fire Dept. check hasn’t yet arrived. **Herr** asked why the YCBA would get 21% of the Need For Speed apparatus fee and said the CSD should be cautious about making special agreements with communities that could get special treatment. **Wilson** said the agreement with Yorkville is comparable to when the Rancho Navarro Association requested a non-standard metal building for their new station. The stucco building ended up costing about an extra \$10,000, but Rancho Navarro’s Association provided a contractor.

8. FIRE CHIEF’S REPORT – (Copy Attached) Darling asked why Wilson is paying for damage done in the department vehicle. Andres **Avila** arrived at 6:25 pm. Wilson said prior to the CSD buying this building, the owner dumped diesel in the well. Soon thereafter, neighbor behind station, Homer said Wilson could use his two wells. Wilson found diesel in both those wells also. Later, next door across Heahl St. Water Quality Control Board filled in tank with gravel and installed two monitoring wells. Then installed Domestic well 8 in our station and dug it deep around 2000 and the water tested clean. From 2004 to 2010 the agency either quit testing it or lost the data. Started testing again in 2010 and found very low levels of contaminants. In 2011 installed well head filtration specifically designed to remove contaminants. Then started testing water both at well site and in building and since then have never found detectable levels of contamination. WQCB proposing reducing scope project to include our building and the old gas station next door. Wilson intends to write them a letter again giving them the history, which he’s done already several times. We are seeing the diesel product is increasing. Herr said if they’re cutting back the scope, that’s a concern. Where’s the existing contamination coming from? Wilson said the diesel had spread so they couldn’t clean it up. Herr said they closed a Chevron station in town that had a big leak. Also have been leaks from county yard. Wilson will write a letter that will correct the historical record and also it is a concern that diesel next door is increasing. Herr would like to see a copy of the letter.

9. FIRE PROTECTION COMMITTEE REPORT - (Copy of minutes attached) **Wilson** said check for VFA grant came in so that will be closed out.

10. BUDGET COMMITTEE REPORT

a. Budget Chairperson Report & Recommendations

(1) Committee Recommendation to Approve Expenditures as Reviewed at May 8, 2013 Budget Committee Meeting - **McKenna** said if there’s no objections the expenditures will be approved. No objection stated.

(2) Committee Recommendation on Class Proposals - **McKenna** said open gym class needs to be approved. School wants the CSD to be involved because it’s not limited to students only. Motion by **McKenna** to add the open gym proposal to the agenda. Seconded by **Wilder**, motion carried unanimously. **McKenna** said participants will each pay a \$3 registration fee per semester and will sign medical and liability release waivers. Will be run by four people that have been approved by Recreation committee. Motion by **Wilder** to support this open gym class on the condition that they obtain a facilities use agreement that stipulates that one of the instructors be present at all times the class is in

session. Seconded by McKenna, motion carried unanimously. **Hanelt** would like the agreement brought to **Andrews** before next board meeting. **Scaramella** arrived at 7:13pm.

(3) Committee Recommendation on Out-of-District Billings - **Wilson** did follow up on invoices 2306 and 2310 and did get promises to pay from both of them. Motion by **McKenna** to write off all invoices except 2306 and 2310. Seconded by Martin. **Herr** asked if letters are sent to insurance companies. **Wilson** said we send letters to individuals twice. **Scaramella** said Joanie keeps a file with the outcome of her attempts to collect. **Herr** asked about a collection agency. **Wilson** said no reason not to, even if we only get 50% of the fee. (put on agenda for June.) **Herr** said it would be worth it to follow up on DUI charges for the district. **Scaramella** said he's looked through it extensively and the bill has to be sent to CHP who then must deliver it to the court and if person is found guilty, it's included in restitution. Ukiah Fire Dept. does that and it seems to work well. It gets to be burdensome to follow up with CHP. Will call CHP again to find out about process. **Wilson** was told we have to contact District Attorney's office. Motion withdrawn by **McKenna**.

b. Request for New Expenditures - None

11. AIRPORT COMMITTEE REPORT – (Copy of minutes attached) Two large groups on two separate weekends used airport and spent a lot of money in the valley. Still fighting with Planning Dept. on building the outhouse and Environmental Health Dept. is backing us up. Supervisors of each are meeting very soon. FAA has signed off on our selection of our consultant, Waddell Engineering. Doing survey work on runway; process is beginning to get federal grant to widen the runway. Will call Lockheed Martin when airport is closed. A member of community will also be at airport with radio as a backup. It will be midweek for one day. Airport netted \$1,400 off of the Need For Speed film.

12. RECREATION COMMITTEE REPORT

a. Cycled Update – **McKenna** said they've sent out quite a few RFP's for the MCOG planning grant and will make a decision first week in June. **Scaramella** said the Rec Committee is going to work up a policy about the reserves. Discussed a \$500 matching donation that people will be able to apply for. It will be brought to CSD at some point.

b. Memorandum of Understanding (MOU) Between the Recreation Dept. and the Methodist Church **Hanelt** said she and **McKenna** are working on MOU with **Herr** and Methodist Church board and there are some changes in the language and it's a little more complicated. One MOU is between Teen Center Board (not the facility) and CSD and other is between Methodist Church and CSD.

13. PERSONNEL COMMITTEE REPORT

a. Ad Hoc Committee for Hiring of New Fire Chief Progress Report - **Darling** said the team has been formed with 6 members: Chief **Bartlett** from Hopland, Chief **Orsi** from Ft. Bragg, Hans **Hickenlooper**, Neil **Darling**, Roy **Laird**, Fred **Martin**. Expect to begin solicitation no later than June 14th. Question came up of external candidates. National, multi state, statewide, Northern California counties? **Wilson** said firecareers.com is commonly used. **Darling** asked if the board is going to have a budget to reimburse mileage to interviews. Are we going to pay for moving expenses? Could cost \$10,000-\$15,000 to move a household. **Wilder** asked if we had done this in the past. **Wilson** and **Herr** said not to their knowledge. **Darling** said the committee has concern among team members that hiring outside of department would alienate enough volunteer firefighters. Believes important to involve them in the process and will be asking for their input. **Wilder** said a survey by **Darling** would be appropriate. **Darling** said risk is overwhelming response of inside hiring would force Ad Hoc committee to make a decision. The board agreed by consensus that **Darling** can send survey out on behalf of the Ad Hoc committee. **Scaramella** said previously hiring outside the

department did not seem to affect morale. **For June agenda**, question of outside hiring will be addressed after surveys are received back.

b. Approval of Hiring of Teen Center Coordinator - Motion by **Wilder** to approve hiring of Mitzi **Wagner**. Seconded by **McKenna**. **Wilder** said he's seen Wagner be a very dedicated and remarkable candidate. Motion carried unanimously.

14. POLICIES AND PROCEDURES COMMITTEE REPORT

a. Series 1000 Purpose of Board Policies - Motion by **McKenna** to approve the series 1000. Seconded by **Martin**, motion carried unanimously.

b. Series 3006 P&P Committee, 3007 Fire Protection Committee, and 3095 Removal of District Records - for review only, to be voted on next month. **Hanelt** would like Fire Protection committee to have a closer look at 3007. For 3006 **Hanelt** and **Wilder** will look at more closely. **Herr** and **Hanelt** will have a look at 3095. Note, claim form will be added into numbering system and **put on next month's agenda**. Might be numbered as 1040.

15. OLD BUSINESS

a. Fiscal Agent Form - Motion by **McKenna** to approve fiscal agent form as presented. Seconded by **Wilder**, motion carried unanimously.

15b. Review of MOU with Recreation and Teen Center - In progress still

15c. Ambulance Exclusive Operating Area (EOA) - **Martin** said nothing new has appeared on the website. They do expect to have a report out by the middle of May. **Keep on agenda for June**. **Scaramella** reminded that Supervisor **Hamburg** said that carve outs can happen and exclude existing service.

d. Draft Budgets for FY 13-14 - Motion by **Martin** to approve draft budgets to be made available for public review with an addition of the reserves status. Seconded by **Darling**, motion carried unanimously.

16. ANY SPECIAL ITEM NOT ON THE AGENDA BUT APPROVED UNANIMOUSLY – None.

17. CONCERNS OF DIRECTORS –

McKenna - None.

Martin said solar at Boonville station is operating as well as it did when installed in 2008. Also, be aware of a game being played by teens called cinnamon challenge where they dare each other to swallow a tablespoon of cinnamon in 60 seconds and they might suffocate and it's lethal.

Wilder will be gone most of June.

Darling - None.

Hanelt - None.

18. Adjourned at 9:00pm.

