

+ANDERSON VALLEY COMMUNITY SERVICES DISTRICT  
Minutes of the Regular Board of Director's Meeting  
October 16, 2013

**DRAFT**

1. **Call to Order and Roll Call:** Meeting called to order by Chair **Hanelt** at 5:30 p.m. Board members present: **K. McKenna, N. Darling, V. Hanelt, and K. Wilder**. Board member absent: **F. Martin**. Staff Members present: **A. Avila, J. Clark and J. Andrews**
2. **Recognition of Guests and Hearing of the Public:** **Colin Wilson, Gene Herr, Hans Hickenlooper, and Mark Scaramella**. **Wilson** thanked everyone involved in his retirement party, said he was totally overwhelmed.
3. **Approval of Minutes of Last Board Meeting** - Correction by **Wilder** on No. 11, first paragraph – Delete “*so it will be under 7 feet*” from the second sentence. Also, the last sentence should read “The airport will only be closed for *approximately* one week”. If there are no further corrections the minutes will be approved as corrected. No further corrections noted.
4. **Correspondence – Reviewed.** LAFCo correspondence – question if Committee was going to respond to **Gene Herr**'s letter directly – advised the committee has been instructed to include her concerns in amended report.
4. **Changes Or Modifications to this Agenda:** **Avila** asked that an item be added under new business, 7481 and High School Homecoming procession. Add as 6. C.
5. **New Business:**
  - a. Fund Balance Carryover – **Avila** - Requesting the allocation of \$40K from the Operating Account, and the balance of the Liability Pay Down Reserve Account (approximately \$20,345) be transferred to the Apparatus Reserve Account. Requires a 4/5<sup>th</sup> vote of the Directors. **Motion by McKenna to transfer \$40K from the Operating Account to the Apparatus Reserve, seconded by Wilder and passed with four aye votes. Second motion by McKenna to transfer the balance of the Liability Pay Down Account to the Apparatus Reserve, seconded by Wilder and passed with four aye votes.** Total for Apparatus Account will be the previous \$142,000 plus the above amounts.
  - b. Amended Donation Agreement with YCBA for Ford Pickup Truck – **Hanelt**. Reviewed changes proposed – question on how many apparatus within the Department have restricted use – three others that are privately owned – the only restriction on 7464 is that it be stationed in Yorkville – agreement is solely to protect those who donated the funds to buy the vehicle. Need to add /clarify item for payment to YCBA for any in-district strike teams it is assigned to. If at any time in the future, the Department proposed buying the apparatus, consideration should be given to any funds given to the YCBA as a part of the cost – would have to be negotiated. **Darling** felt the solution is simple, as a Board it is our job to accept the agreement or not accept it. **Motion to accept the agreement as amended by McKenna, seconded by Darling and passed with four aye votes.** Copy of amended agreement attached to original minutes.
  - c. Engine 7481 – High School Homecoming Procession – **Avila** advised that the High School has asked if one of our engines (7481) could lead the Homecoming Procession from the High School to the Fairgrounds stadium and if permissible, would have cheerleaders ride on top of the engine. Discussion on safety issues. Motion by **Wilder** to allow the request, seconded by **McKenna**. Further discussion on release of liability forms, Department personnel monitoring, etc. **Wilder amended his motion to allow the Fire Department engine to lead the procession under the guidance of the Fire Chief. Motion seconded by Darling and passed with four aye vote.**
7. **General Manager's Report:** Copy attached
  - Audit Progress – will be taking reports to Rick Bowers needed to complete the State Controller's Report next week.
  - LAFCo/MSR Update – attended regular LAFCo Commission meeting to review draft MSR – many changes from our district and LAFCo members, they have scheduled another meeting to

allow time to create a revised draft.

- New District Secretary – Requesting that she and **Avila** be on the hiring committee. Discussion on who should be on the committee – asked **Clark** if she would be available to stay on beyond December 31 if for any reason the hiring process could not be completed by then – answer was yes, plans on volunteering on a limited basis anyway.
- Fingerprinting Issue – Question on correct charges for fingerprinting of Youth Football cheerleading coach - \$88 as opposed to \$15 which according to Donna Pierson-Pugh is the correct amount for volunteers. **Andrews** has discovered we need to have a billing account with the Department of Justice and has submitted an application which normally would take a couple of weeks but with the government shutdown, return time is uncertain. Cannot fingerprint volunteers until process is completed. Concerns to be conveyed to Amanda Hiatt, coordinator of Youth Football. Solution may be to ask volunteers for a copy of their clearance if they have already been fingerprinted by the school.

Amanda Hiatt called at 6:45 – advised all coaches have been fingerprinted/background checked – required by Pop Warner League – still felt that the CSD needs to have some written verification – suggestion that we obtain a roster of approved coaches from the Pop Warner League. It was noted that we need to find out what level of approval the League requires.

- Calendar of Events – reviewed – on track with everything.

**8. Fire Chief's Report - Copy** of report attached. **Avila** – mostly information. As a matter of disclosure, **Wilson** advised he is now driving his personal vehicle, contract requires a vehicle be provided, would like permission to fuel his personal vehicle through the department until 11/1/2013. Consensus to approve.

**9. Fire Protection Committee Report - Copy** of minutes attached.

- Advised old 7441 has been sold for the asking price of \$2,500 to Sarah Bennett – old 7464 will be returned to FED X after tires exchanged with old 7441.
- Changed their meeting day and time back to the first Wednesday of each month, at 4:00 p.m.
- Specification Committee set up for planning/purchase of new 7481, Boonville Structure engine.

**10. Budget Committee Report: Copy of minutes attached.**

a. Budget Chairperson Report & Recommendations

(1) Committee Recommendation to Approve Expenditures Reviewed at the October 9, 2013 meeting. *If there are no objections or corrections, the expenditures will be approved as submitted. No objections noted.*

(2) Committee Recommendation on Class Proposals:

(a) Teen Center Class Proposal – None

b. Request for New Expenditures (if any) –

(1) Base Station for **Avila** Residence, up to \$3,500 – **Wilson** – to be charged to Communications. *Motion by McKenna to approve request, and seconded by Wilder.* **Wilson** – disclosure, requested a quote from the vendor, he misunderstood and shipped items. Reliable vendor they've done business with for years. *Motion passed by four aye votes.*

**11. Airport Committee Report:** No meeting. **Wilder** advised the tower is coming along well – someone stole the lock from the gate today.

**12. Recreation Committee Report - Copy** of minutes attached.

a. Valley Trails Coalition. **McKenna** reported they are meeting with consultants, going forward and have several public meetings scheduled.

**13. Personnel Committee Report:** No meeting.

a. Hiring of New Secretary – **Wilson**. Need to establish a schedule and a hiring committee, would like to put out a public notice locally with a time limit for applying, could expand to other areas if non one local is eligible for hire – part-time job so would be better to keep local – approximately 16 hours per week. Hiring Committee to include Fire Chief, General Manager,

current Secretary, Val **Hanelt** and Kirk **Wilder**. First meeting to be Friday, 10/18 at 10 a.m.

**14. Policies and Procedures Committee Report** – None at this time.

**15 Old Business:**

- a. Review of Memorandum of Understanding (MOU) with Recreation and Teen Center. Reviewed changes **Hanelt** felt the Board could go ahead and approve as this time. Will be reviewed by the Recreation Department and if further changes are required, they can be made then. ***Motion by Wilder to approve the MOU as submitted, and seconded by McKenna.*** Discussion on background checks – for future reference, clarify what is needed. ***Motion passed with four aye votes.***
- b. Ambulance Issue – Exclusive Operating Area Study – Update – **Martin** was not in attendance but did submit an e-mail on this matter. No recommendations have been made to immediately adopt the report's recommendations but to form a committee of all stake holders to go over the details on how to implement the report's findings. Meeting with Board of Supervisors on October 29<sup>th</sup> will revisit some issues proposed by various fire departments.
- c. Holmes Ranch Water Tender – openly pursuing purchase.
- d. Cal Pers Application Process Update – **Andrews**. **Andrews** is working with Cal Pers, application paperwork is being sent to her – have to include all firefighters on paperwork.
- e. Airport Tower/Toilet – Construction and Material Costs/Payments – Update. Already discussed. **Andrews** asked **Wilder** if she should keep paying incoming bills since funds are getting low. Discussion implemented by **Wilder** on closing the County Cash in Treasury account and transferring that amount to the Airport checking account – was advised it would require a 4/5ths vote by the Board. ***Motion by Wilder to close the Airport County Cash in Treasury account of \$10,175.40 and transfer to the Airport Checking Account.*** Unknown how long Federal shutdown will continue, funds from grants not forthcoming during shutdown. ***Motion seconded by McKenna and passed with four 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:**

**McKenna** – None

**Wilder** – His chickens are still out.

**Darling** – Has discussed the problem of speeding along Highway 128 previously and has talked to Sheriff **Allman** about the issue. MCSO has a program where they provide surplus patrol cars to be driven by volunteers (after getting all the proper training), would require four volunteers and someone to organize the program from the MCSO. Sheriff **Allman** is open to the idea – could also do vacation checks too.

**Hanelt** – None.

**18. Adjournment:** Regular meeting adjourned 7:38 p.m.

Joanie Clark  
Secretary