

**MINUTES of the BOARD OF DIRECTORS, REGULAR MEETING
ANDERSON VALLEY COMMUNITY SERVICES DISTRICT
BOONVILLE FIREHOUSE, 14281 Highway 128 & Teleconference Call & Zoom
July 21st, 2021 at 5:30 p.m.**

APPROVED

1. **CALL TO ORDER & ROLL CALL (Using Robert's Rules of Order)** Called to order by **Hanelt** at 5:35 pm. Kathleen **McKenna**, Valerie **Hanelt**, Andres **Avila**, François **Christen**, Larry **Mailliard** and Patty **Liddy** all in person. Paul **Soderman** (on Zoom). Joy **Andrews** absent.
2. **RECOGNITION OF GUESTS AND HEARING OF PUBLIC:** LAFCo representative Matthew **Froneberger** and Mark **Scaramella** both on Zoom. Morgan **Baynham** in person. **Scaramella** pointed out to the Board that the EMT salaries are only \$18 per hour and wanted to bump up the salary for the possible EMT in Anderson Valley. There are 24 people on the waiting list to take the EMT class in Ukiah. **Hanelt** suggested **Scaramella** contact Terry Gown in regards to this. **Scaramella** complimented **Avila** for his accomplishment of water storage throughout the Valley. **Scaramella** also wanted the Board to send a courtesy notice to the owner of the old Tim Man property which is overgrown and a fire hazard. **Scaramella** and **Avila** will get together to further discuss the Tin Man property.
3. **CORRESPONDENCE RECEIVED:** Reviewed.
4. **CHANGES OR MODIFICATION TO THIS AGENDA:** None.
5. **CONSENT CALENDAR**
 - a. Approval of June 16th, 2021 CSD Board Minutes.
 - b. Approval of Expenditures as Reviewed at the July 14th, 2021 Budget Committee Meeting.

The consent calendar was accepted.
6. **ADMINISTRATIVE REPORT PRESENTATIONS AND QUESTIONS**
 - a. **GENERAL MANAGER'S REPORT:** None.
 - b. **FIRE CHIEF'S REPORT:** (Copy attached) Presented by **Avila:** **FIRE BOXES:** AVFD has installed 24 Fire Boxes throughout the district and they are ready for use with a few minor details still remaining. Accurate subdivision mapping providing emergency responders with local information is our goal with this program. During an emergency, first responders can use the laminated maps provided in the boxes (or electronic version via a QR code) for quick familiarization of communities and assist evacuation efforts. **WILDLAND ENGINE:** After several months of waiting for painting and in-service repairs, wildland engine 7474 is now in service. The apparatus was acquisitioned from the Federal Excess program (aka - FedX) for free. It is slated to be permanently housed in Yorkville once the building is constructed. It will be the substitute engine for Boonville Station ensuring adequate coverage when engine 7471 is sent out on Strike team. **UTILITY 7441:** After a several month delay caused by a microchip shortage, we received our new utility pickup truck on Monday. It will be used primarily by office staff for district duties but can be used for any other purpose such as travel, Fire Chief's Academy, incident response logistics, overhead assignments, etc. **STRIKE TEAM DEPLOYMENT:** Engine 7471 with Ben Glaus, Abraham Sanchez, and Richard Hunt (Comptche FD) were dispatched on strike team assignment on July 11th. They were originally assigned to the Beckwourth Complex and are now on the Dixie Fire off Hwy 70. This is early in the season and we anticipate a long season to come. The deployment of engines and volunteers will be made with the district's needs first. Revenues gained, experience earned, and assisting our neighbors are very important goals of this program but this will not be done by overlooking our mission to protect the local community first. **CALFIRE AUTOAID RESPONSE:** After a quiet period from this discussion earlier this Spring, CALFIRE has elected to discontinue their historical auto aid response to Anderson Valley starting

Sept. 1st, 2021. Our departments always have worked closely and cooperatively together over the years serving our community on medical aids, hazardous conditions, fires, etc. The adjusted auto-aid agreement will only automatically dispatch CALFIRE on fires and vehicle accidents with extrication. In the event AVFD needs an augmented response, CALFIRE can be requested at that time. AVFD has a great group of first responders that will fill in this gap (similar to winter months). Our biggest vulnerability will be night time responses in the Boonville area. This is primarily due to the fact that many of our volunteers live a distance from the station creating a delay in initial responses.

7. ADVISORY COMMITTEE REPORTS

- a. **EMERGENCY SERVICES COMMITTEE:** (Copy attached) Presented by **Soderman:** **Avila** shared the process of the Annual Volunteer Participation Review. EMSO's Report: Billable runs down last month. There is no longer a need for AVFD support for the drive-through vaccination events; AVHC is very appreciative. A7420 was in for warrantee repair for a week with a bad power module; A7421 maintained local ambulance response in its absence. EMSO provided a clarifying analysis of how the raw ambulance staff numbers actually translate to the ongoing ambulance staffing challenges. EMS Billing Revenue: Made budget on billing revenue and on membership revenue, but not enough for contingency or reserve funding. Yorkville Station: The project is being held up by a delay in the Engineering Plan. E7474: Is very close to being put in service. U7471: Is waiting for a chip; due to arrive 7/21. ISO Review: The study is completed and it's under review; waiting to hear. NEXUS Study: This got kicked off the BOS Agenda; attempts are being made to get back on. Lag time in receiving ALS Enhancement Grant Funds: The idea of a revolving fund is being developed. E7400 status: Needs a transmission overhaul, under warrantee. Fire Boxes: The last ones should be completed soon. There will be 24 total, spread throughout the Valley. AVVFFA / AVAS Merger: The merger was completed 7/1/21. The merged group wasted no time in providing an all-department BBQ at Hendy Woods in late June. Fuel Reduction Grant: The grant was initiated by Elk CSD, who approached Chief **Avila** with the possibility of it including the entire length of Philo-Greenwood Road, as well as Signal Ridge Road. The grant is being reviewed. Mendocino County Association of Fire Districts (MCAFD): Chief Avila is on the steering committee of MCAFD. Some of their discussions focus on how Fire Districts and Emergency Services Agencies might achieve a more prominent conduit of communication with the MCBOS. They are currently looking at the possibility of re-establishing a County Fire Warden position.
- b. **BUDGET COMMITTEE REPORT:** (Copy attached): Presented by **McKenna:** GM Report: **Nexus Study Update:** This item has been delayed due to the County Executive Office not properly posting the public notice; it might not get approved until the fall. **Elections Reserves Bill:** The county is still waiting on reimbursements from the state for some elections costs. We'll receive our bill once that's finalized but the elections office thought our \$5,000 estimate was probably accurate which is in this year's budget. **Andrews** has written into next year's budget a \$1,000 transfer back into the Elections Reserve to start building that back up again. **Two Year's Budget Reports:** This month we typically have two sets of 'budget vs. actual' reports; one ending June 30th and new ones starting July 1st. The detail since the last budget meeting spans both months as this is just supplemental info. **FY19-20 Audit update:** Rick Bowers requested some additional back-up documentation which **Andrews** is bringing to him tomorrow. He can then wrap up that audit before we start the FY 20-21 in the fall. **Benefit Assessment/Building Permits:** **Andrews** was able to log into the county's new online system and get our BA file. **Andrews** has asked the Fire Department to take over the annual building

permit review. Because of the county's lag in rolling out this new system, they've offered two extensions from the usual August due date until September. **Andrews** will be requesting this extension. **Scaramella** wondered when the audit would be finished. **Andrews** thinks it will probably be done by next month. There was a discussion about collecting on the amount of bad debt that is written-off every year and how this year is particularly substantial. One area discussed was bad debt for patients that are insured, but the insurance is not adequate to cover the costs, allied "underinsurance". **Ehnow** shared that this is going on all over the country since COVID-19 and commended **Avila** and **Eubank** for their diligence in getting funding for the department. Establish Revolving Account for Lag in EMS County Grant Stipends – **Avila** explained what the Emergency Services Committee is working on. This is a way to get stipends to the first responders on ambulance crew in a timely manner. It will not affect the budget at all. This will be re-visited after the Emergency Services Committee creates a plan. Boonville Airport Application for Additional \$22,000 COVID Relief Funds from Federal Aviation Administration. The funding may only be used for repairs to the airport. The Budget Committee approved this. Strike Team to Pay CSD Administration Fees – **Avila** answered what the Strike Team administration fees are.

- 1) Review and Recommend New Grant Opportunities
 - 2) Boonville Airport Application for Additional \$22,000 COVID Relief Funds from Federal Administration Aviation. *Motion by McKenna to approved the application for COVID relief funds from the FAA. 2nd by Christen. All ayes, no nays.*
- c. **AIRPORT COMMITTEE REPORT:** (Copy attached): **Wilder** reported on the operations at the airport during 2020. Due to COVID restrictions there was a decrease in traffic to the airport and a decrease in revenue from transient parking. However, in 2021, with the lifting of COVID restrictions, there has been an increase in aircraft activity and revenue from transient parking. Hay mowing and baling did not happen this year as the hay crop was poor due to drought and the equipment to bale was not available this year. Maintenance mowing did occur. During 2020 there was not an Airport Open House and one is not planned for 2021. **Wilder** reported on revenue available from the Federal Assistance Plan related to COVID. Boonville Airport received notice of three allotments totaling \$51,000. There are specific criteria for spending the money, related to maintenance, repairs and operations of the airport, however the funds cannot be used for capital improvements or new projects. The funds are available and we have four years to apply for and use the funds. We have used a small amount of the funds toward maintenance, to purchase weed whacking equipment to replace worn out equipment, and to pay for labor and equipment rental for mowing. Additionally, a small amount will be used for ongoing cleaning and maintenance of the Porta-Potty. On-going maintenance of the airport has continued through 2020 and 2021. The tie down ropes were replaced with good quality chains.
- d. **RECREATION COMMITTEE REPORT:** (Copy attached). Presented by **McKenna**: The Recreation Committee did not meet, but this event was approved by **Andrews** and the Rec Committee: Musical Event at the Community Park. **McKenna** showed the Board a preliminary drawing of the Community Park Plan. The Park Planning Committee has been meeting every week.
- e. **WATER PROJECTS: (Copy attached):** Presented by **Hanelt**: **Hanelt** reported on her tour of MBR plants and waste treatment sites in No. CA. She toured and spoke with operators at the casinos for the Cher-Ae tribe (Trinidad), Tolowa tribe (Smith River), and Blue Lakes Casino. She also met with the General Manager/Operator of Willow Creek and discussed their new waste system. She learned a tremendous amount about the systems and operator duties.
- 1) Clean Water (Waste): On Tues 7/27 there will be a meeting on the potential waste site in Boonville between Dave Coleman (engineer) and Roy O'Connor from District One

Waterboard (permitting agent). They will develop a soil testing plan. State Financing is awaiting the results of Tuesday's meeting to release the funding for the studies.

- 2) Drinking Water: Jack Locey (Engineer) is working on well lease arrangements. The new Superintendent, Louise Simson, has started as of July 1. We are setting up a meeting with her late August to give her background on the projects and how they affect the schools. We are slated to be on the September 14th School Board meeting to do an updated presentation to familiarize the AV School Board directors with the current status of the projects

f. POLICIES & PROCEDURES COMMITTEE REPORT: Did not meet.

g. PERSONNEL COMMITTEE REPORT: Did not meet.

8. OLD BUSINESS:

- a. MCAFD Update – **Avila** shared that the Steering Committee of the Mendocino County Association of Fire Districts (MCAFD) met with two Board of Supervisors (Maureen Mulheren and Ted Williams). Mulheren and Williams want to meet with the MCAFD once a month. There was a discussion about reinstating a Fire Warden who can be a spokesperson at the Board of Supervisors Meetings and act as a “voice” for the MCAFD.
- b. EMS Update – **Avila**: Nothing to report.
- c. PSPS at Veterans' Building Update – **Hanelt**: Nothing to report.
- d. Responses to CSD's Letter Regarding Traffic Safety in Anderson Valley: **Hanelt** shared all the responses to the letter; Sheriff Kendall, CHP and Cal Trans. CHP has promised more patrols and Cal Trans will review signage throughout the Valley.

9. NEW BUSINESS: None.

10. ANY SPECIAL ITEM NOT ON THE AGENDA BUT APPROVED UNANIMOUSLY BY THE BOARD OR LEGALLY REQUIRED OR AUTHORIZED FOR IMMEDIATE ACTION: None.

11. ANNOUNCEMENTS/CONCERNS OF DIRECTORS: None.

12. ADJOURNMENT: 7:15pm Recording Secretary – Patty **Liddy**