

ANDERSON VALLEY COMMUNITY SERVICES DISTRICT  
Minutes of the Regular Board of Director's Meeting  
October 17, 2012

**APPROVED 11/14/2012 AS SUBMITTED**

1. **Call to Order and Roll Call:** Meeting called to order by Chair **Hanelt** at 5:32 p.m. Board members present: V. **Hanelt**, K. **McKenna**, K. **Wilder**, F. **Martin** and H. **Gundling**. Staff Members present: J. **Clark**, C. **Wilson** and J. **Andrews**.
2. **Recognition of Guests and Hearing of the Public:** **Deborah Sarsgard**, **Mark Scaramella**
3. **Approval of Minutes:** **Hanelt** – *if there are no objections or corrections, the minutes will be approved as submitted. No objections or corrections noted, the minutes stand approved as submitted.*
4. **Correspondence – For Review.** Reviewed.
5. **Changes or Modifications to Agenda:** **Andrews** advised she had received a late submittal of a Class Proposal from the Recreation Department. It was also noted that the proposal was approved at the Recreation meeting on September 27, 2012. *Motion by McKenna to add the proposal to the agenda under New Business, No. 6. d., seconded by Wilder and passed by unanimous vote.* **Wilson** said he had just received notification that we were awarded the VFA grant which requires a Board Resolution to authorize him to proceed with purchases and completing grant. *Motion by McKenna to add the VFA Grant Resolution under New Business, No. 6. e., seconded by Wilder and passed by unanimous vote.*
6. **New Business:**
  - a. **Benefit Assessment Challenge – Freda Fox.** **Wilder** said he had spoken to John **Fox** – **Fox** advised him they have three hangars they rent out for storage but does not think they should be classified as commercial. Question was asked if they were any different from the Hulbert Storage units. **Wilson** said that storage facility had been rezoned to commercial and when that happens the total square footage of units is charged for. **Wilson** said **Fox** had not been paying anything prior to this proposed change, would be an increase of \$204. **Scaramella** asked if that change had been submitted to the County – response was not with this year's changes, postponed due to challenge – **Scaramella** said as long as they haven't been billed yet they can challenge it at the time they are billed. **Wilson** said the property is now rated as residential, Type 3 parcel, which would negate the increase, would have to employ one or more non-family members in order to be classified as commercial. **Motion by Wilder for the Board to recommend Wilson double check on his computer to make sure zoning is correct, if commercial, charge as such, if other than commercial it would remain the same. Motion seconded by McKenna and passed by majority vote.**
  - b. **Fire Department Reserve Allocations – Wilson** requested this item be postponed until after the Holmes Ranch Project is completed.
  - c. **Possible Temporary Aircraft Refueling Station – Wilder.** Received a phone call from John **Mathison** who will be performing skydiving exhibitions at the Cloverdale Airport, cannot park his fuel truck at Cloverdale or Healdsburg and would like to rent space at the Boonville airport for a period of two to six months. **Wilson** wrote a letter to **Mathison** outlining the issues to be addressed per the 2010 California Fire Code (copy attached to Chief's Report.) **McKenna** asked what the down-side of him refueling here would be – **Wilson** said leaks damaging the asphalt, haz-mat spills. **McKenna** asked if **Mathison** wouldn't be liable for any clean-up – **Wilson** said that could be written into a contract with him. **Wilder** also said he had advised him we would not be responsible for any damage to his vehicle while parked here. **Wilson** said the Fire Code states you cannot store flammable liquids in mobile units – must provide secondary containment

– worst case scenario would be a leak. **Wilder** said the Ukiah airport has several refueling trucks but do not have any secondary containment, not a big deal refueling. **Scaramella** said we should check to see if this person is bonded and not a fly-by-night operation – he should be submitting a formal request – certify that he is insured and bonded. **Wilder** said he had advised Mr. Mathison the request would require the approval of the CSD. **Hanelt** suggested giving him a preliminary response and asked if there would be any views impaired by the truck parked at the airport? **Wilder** said it would be parked in the transient area so would not interfere with anyone’s views. **Andrews** – understands jet fuel is less volatile than other fuels but is there any concern being so close to the High School? **Wilson** responded no, in fact the High School has large containers of propane, etc. **McKenna** said she would like a formal application – two airports have turned him down so far. **Wilson** said he thought the reason Cloverdale turned him down is that they have refueling services there, did not want to compete **Wilson** agrees with proposal to have a formal proposal submitted, **Scaramella** asked if CalTrans or Cal Fire had any restrictions for the use of the Airport – none we are aware of. **Hanelt** asked **Wilder** if he was willing to follow through on the proposal. **Wilson** said we should provide a written response advising him of the minimum requirements. **Wilder** said he would give a verbal response outlining our requirements. **Hanelt** asked if **Wilder** was comfortable doing that – **Wilder** said he would give a verbal response and then a written one if necessary.

- d. Recreation Class Proposal (copy attached.) After review, several questions arose: 1) Proposal states trip is for 10/27-10/28 – is this a one day trip or an overnight trip? 2) Who will be in charge, understands the TC Coordinator has resigned. 3) How many students have actually signed up? 4) Without Cesar Maldonado going on trip, can we just send students with chaperones/parents? **Hanelt** is not comfortable with trip without experienced supervision. Contact was attempted with **Pierson-Pugh** who said she would be available via phone, no answer at either number at 6:25 p.m. **Martin** asked if we could require someone to attend the meetings when they make requests – **Hanelt** explained there is no one on the Recreation Committee from the Board at the present time. **Andrews** – the class proposal was approved at the September 27<sup>th</sup> meeting and she did not receive it until Monday, October 15<sup>th</sup>. Postpone approval until contact is made with **Pierson-Pugh**.
- e. VFA Grant Resolution – **Wilson**. Reviewed standard resolution authorizing him to complete grant process and make purchases. *Motion by McKenna to authorize the Fire Chief to complete the grant process and make the necessary purchases. Motion seconded by Wilder and passed by unanimous vote.*

7. **General Manager’s Report:** Copy attached.

- LAFCO Workshop on the 18<sup>th</sup>. **Hanelt** asked if we would be required to pay mileage and lunch - **Andrews** said only if they wanted to – **Scaramella** offered to buy lunch for **Andrews**. **Hanelt** asked for a report for next month’s meeting. Approved GM attending meeting.
- Brown Act Webinar on October 25<sup>th</sup> – this does not satisfy compliance training but is recommended for newer board members.
- Recreation - Outstanding Siri Paving invoice for \$30,000 – **Andrews** said she spoke to Clive Silverman and he has sent them \$10,500 from private donations. He also agreed to a \$50 administrative fee to be paid to the CSD
- Audit has been started, initial experience with auditor very positive.

8. **Fire Chief’s Report:** Copy attached. Reviewed.

- Aircraft refueling issue already spoken to.
- Fire Safe Council grant to be renewed with work beginning in November or December. Have received a commitment for projects on the Nash Mill, Clow Ridge and Rancho Navarro subdivisions as well as tentative approval for some chipping on private parcels.

- Building for Holmes Ranch Station was delivered today, invoice to Crane will be paid after inventory of pieces. **Hanelt** asked if we write letters to those donating their time (Ramon Avila, Steve Mize, etc.). **Wilson** said we can acknowledge the dollar value of equipment used but not for voluntary labor. Will be putting up large portions of building Saturday and Sunday, 10/20-21/2012.
  - Department Vehicle Accident – no deductible at this time.
  - Engine 7464 Out-of-Service. The throw-out bearing (part of clutch assembly) is failing and repair requires the removal of the transmission, pump assembly and PTO unit. Repairs would be approximately \$1-2,000 and would not in itself cause us to scrap the unit but it is a 1994 model with a 460 gas engine that is also showing signs of impending repairs. This combination of factors drove the decision to replace it and they are working with the Yorkville Community Benefit Association (YCBA) for funding – the YCBA have raised \$32,000 so far. There is a used vehicle in Healdsburg that he will be looking at on Friday – asking price of \$50,000. The YCBA is researching their ability and willingness to finance balance of purchase price. **Hanelt** discussed current financials for the YCBA, will take the checkbook with them to Healdsburg Friday. **Wilson** said what he is hearing now is there will be no need to finance through Opperman and Sons – response was that is correct,. He will discuss further with the YCBA as to whether or not the YCBA would hold title or the Fire Department.
  - **Wilson** has set November 1, 2013 as his retirement date. Discussed the need to provide health care and retirement benefits to attract suitable candidates and will work with **Andrews** to determine PERS costs. Noted Building loan will be paid off in 2014 – two payments of \$20,000 each in 2013 and one in 2014. Requesting direction from the Board to research CalPers and health insurance. **Wilson** suggested that if we do an in-house hire, we could offer a one year contract for \$50,000 with benefits added (for approximately \$80,000). **Hanelt** asked **Wilson** if he would be willing to do the primary work on the job description – **Wilson** responded it is already part of his contract. **Wilson** also asked if we could do an in-house hire only – **Scaramella** said he would check into that. **Wilson** stated the Board should form a committee to start looking into the hiring of a new Chief, he is burned out at this point. **Scaramella** suggested that part of the job description would include living in the Valley in order to respond in a timely manner. **Andrews** suggested housing for the Chief upstairs and **Wilson** mentioned there is an RV hookup at the Philo Station.
  - Addendum to Chief’s Report – Strike Teams, approximately \$67,000 income with the majority going to the Firefighter’s and \$20,000± for the department; Recruiting Program going well, five new recruits for Ranch Navarro, two in Yorkville and several other prospects; VFA Grant already spoken to; **Scaramella** reminded **Wilson** they need to meet on reviewing the Fee Schedule; and **Gundling** asked if the Fire Department was getting any of the funds from the SRA – **Wilson** responded no, strictly going to CalFire.
9. **Fire Protection Committee Report:** Copy of minutes attached. Noted Firefighter’s Handbook has been completed, **Clark** to do formatting and check for grammatical/spelling errors but will be ready by next month for approval and inclusion in the P&P. **Clark** to send electronic copy to Board members. **Wilson** said he needed to add a section on drug-free workplace, **Hanelt** said it was in the Personnel P&P, section 2190, add to the Firefighter’s Handbook. Noted correction to figures indicate for PPE and Pagers/Radios - \$8,000 for PPE and \$3,000 for Pagers/Radios.
10. **Budget Committee Report:**
- a. Budget Chairperson Report & Recommendations
    - (1) Committee Recommendation to Approve Expenditures Reviewed at the October 10, 2012 Meeting – **McKenna** – *if there are no objections or corrections, the expenditures will be approved as submitted. No objections noted.*

- (2) Committee Recommendation on Teen Center Class Proposal – See 6. d.
- (3) Committee Recommendation to Send GM to LAFCO Meeting October 18, 2012 – Spoken to under GM’s Report.
- (4) Committee Recommendation to Approve New PPE and Radios for Fire Department Recruits up to \$8,000 – see b. -Request for New Expenditures.
- (5) Committee Recommendation to Transfer \$52,000 from Structure Reserves to Fire Department Operating Account – Postponed until after Holmes Ranch Station completed.
- (6) Committee Recommendation to Collect \$50 Administrative Fee from Tennis Courts Project - *Motion by Wilder to collect a \$50 administrative fee from the Tennis Courts Project, motion seconded by McKenna and passed by unanimous vote.*

b. Request for New Expenditures (if any)

(1) PPE for New Recruits, up to \$8,000 – **Wilson**

(2) Pagers/Radios for New Recruits, up to \$8,000 – **Wilson**. **Wilson** noted the figure for the pagers/radios needs to be changed to \$5,300 to cover the amount of the VFA Grant. **McKenna** reported the Budget Committee recommended approval of the two requests. *Motion by Wilder to approve the request as amended by Wilson, seconded by McKenna and passed by unanimous vote.*

**11. Airport Committee Report:** Copy of minutes attached.

- Tie-down fees brought in \$64 during September.
- Follow-up letter from Cal Trans noted that the airport is in good shape overall, with the only concern being the need to trim brush and trees on the west side on private property. The trimming had been paid for out of CAAP funds in prior years. Need to respond to Cal Trans by October 29 of our intent or completion of the trimming.
- Slurry Seal – Contact has been made with Bob Waddell regarding the seal – he reviewed of ACIP and noted our future projects included widening the runway to 60 feet to meet FAA requirements and safety standards. Waddell has suggested that it is better to go ahead, widen runway and do a three inch asphalt overlay. **Wilder** said the FAA says we can pursue that – need to provide an updated ALP and ACIP to the FAA. **Wilder** is requesting that the Board approve having Waddell pursue the project. **McKenna** asked about a taxiway – **Wilder** said there is no room for a taxiway, too narrow. *Motion by Martin authorizing Bob Waddell to proceed with research, contact FAA and complete updating the ALP and ACIP. Motion was seconded by McKenna and passed by unanimous vote.*

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

- **McKenna** announced that Cesar Maldonado has resigned from the Teen Center with an effective date in two weeks. Deborah **Sarsgard** (a member of the Recreation Committee) said Cesar had not resigned at the time of the meeting on September 27<sup>th</sup>.
- Bike Stop – kids had sold drinks, etc., were very disappointed they didn’t get anything – the sponsors of the race switched rules mid-stream – they are still waiting to hear if they will get anything.
- Trip Proposal – No response from **Pierson-Pugh** as yet, **Scaramella** suggested conditional approval depending on a reliable sponsor going and not an overnight – if overnight, no approval. *Motion by McKenna for conditional approval for a one day trip, to include a responsible, experienced instructor to replace Maldonado and two adults per vehicle. Motion seconded by Wilder, and passed with three aye votes and two nay votes.* **Andrews** advised that the grant they are using requires them to do multiple day trips.
- Cycled Program – Update – waiting for the money to come in.

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

**14. Policies and Procedures Committee Report:**

- a. Review/Approval of Series 2000 – Personnel. **Hanelt** – Reviewed changes, noted several minor corrections/changes. *Motion by Wilder to accept the Personnel Policies and Procedures as corrected, motion seconded by McKenna and passed by unanimous vote.*

**15 Old Business:**

- a. Draft Letter, Benefit Assessment – **McKenna**. Conferred with **Wilson**, he submitted letter to AVA (copy attached to minutes). No further action by **McKenna**.

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

- 17. Possible change of November Meeting Date – Hanelt** advised that **Wilson** is willing to cancel the FPC Meeting so the Budget Committee could meet on Wed., 11/7/12 and the CSD could meet on Wed., 11/14. The regularly scheduled date would be the day before Thanksgiving. *Motion by McKenna to change meetings dates in November as noted, seconded by Martin and passed by unanimous vote.*

**18. Concerns of the Directors:**

**McKenna** – None

**Wilder** – None

**Gundling** – Referred to article on Page 6 of the AVA this week concerning the High School, wishes we could do something.

**Hanelt** – None

**Martin** - None

- 19. Adjournment:** Meeting adjourned 7:50 p.m.

Joanie Clark  
Secretary/Clerk