

ANDERSON VALLEY COMMUNITY SERVICES DISTRICT
Minutes of the Regular Board of Director's Meeting
February 20, 2013

APPROVED ON 3/20/2013 WITH MINOR CHANGE UNDER #8 (Bite instead of Bike)

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**. Board member absent: **D. Sarsgard**
Staff Members present: J. **Clark**, C. **Wilson** and J. **Andrews**
2. **Recognition of Guests and Hearing of the Public:** Mark **Scaramella**, Gene **Herr**, and Clay **Eubank**. **Wilson** introduced Clay **Eubank** to the Board – **Eubank** moved here about two years ago, was Chief at the Capay Fire Department prior to moving, currently the Captain at the Yorkville Station and has expressed interest in the Chief's position.
 - a. Hearing of the Public – Proposed Training Burn in Philo - Training burn scheduled for April 14th. **McKenna** asked where the building is located – behind Jack's Valley store – a 600 sq. ft. house – not visible from the road. **Wilson** stated he had sent notification to all adjoining property owners within ¼ mile of the site. **McKenna** asked if it had to be cleared with Air Quality Control as far as being a permissive burn day, etc. **Wilson** said this type of burn is exempt from their regulations although there are certain requirements to be met – must have a letter certifying the site is asbestos free (site has been inspected and certified asbestos free). **Wilson** advised he had prepared a PSA before getting the Board's approval due to the timeframes, but had vetted the PSA with **Hanelt** – PSA was published in the February 6, 2013 edition of the Advertiser. **Scaramella** asked about a deadline for notification to neighbors – **Wilson** responded the notices were mailed out a week and a half ago. *Motion by Wilder to approve and allow the training burn as requested, seconded by McKenna.* **Scaramella** asked if there are any conditions under which the burn would not be done – **Wilson** said yes, extraordinary weather conditions, etc. would proceed with a light rain. **McKenna** asked if **Wilson** had any training burns before – **Wilson** responded 6-10 – only one was not completed due to the protest of one of the neighbors on Ray's Road. *Motion passed with four aye votes.*
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.** Reviewed. **Martin** commented on the Incident Stats regarding the difference between number of responses between old Philo and new Philo, and also Navarro and Ranch Navarro. **Wilson** stated Stations 742 and 743 need to remain open due to ISO requirements he is working on. **Clark** explained she takes the information from the actual incident reports and uses the information provided by whoever completes the report. **Herr** - categorizing calls along Highway 128 between Philo and Navarro, seems all go to Philo. **Wilson** explained there are designated response areas assigned.
5. **Changes Or Modifications to this Agenda:** None
6. **New Business:**
 - a. Revised Budgets for Review and Approval – were approved by the Budget Committee in January. *Motion by McKenna to approve both the CSD and Fire Department revised budgets as submitted, motion seconded by Wilder and passed with four aye votes.* **Wilson** requested the budgets be reprinted with the date adopted by the Board noted on the front of each.
 - b. Recreation Department/Teen Center Relationship – **Martin**. Wants clarification – is Teen Center part of the Recreation Department?– falls under the umbrella of the Recreation Department. Age groups served by Teen Center? – Grades 7 through 12. Recreation has a committee and Teen Center has a Board of Directors. Hierarchy? – CSD – Recreation – Teen

Center. Budget wise, are both self-sustaining – mainly, do not receive any tax funds. **Martin** asked if our only connection with them is our Board rep Deborah **Sarsgard**. **Hanelt** said they are required to attend the Budget Committee and/or the Board meetings if they require approval on programs. **Scaramella** stated the Recreation Committee members are appointed with approval of the CSD Board – **Clark** does not recall ever receiving a list for Board approval. **Clark** noted under B. 1. b. of the Recreation Policies and Procedures requires “At the January AVCSD Board meeting, the Recreation Committee will submit a list of appointees to the Recreation Committee for the current year. The AVCSD Board of Directors approves the voting members of the Recreation Committee.” **Herr** reiterated her concerns about an MOU with the Teen Center – relationship with Recreation has created numerous problems over the years – the need exists for an MOU to be reviewed and updated yearly – understands the Teen Center has a Board of Directors – who are they? Don’t know. **Scaramella** suggested the matter be referred back to the Recreation Committee. **Hanelt** requested a review of the MOU’s be placed on the March agenda. The Teen Board discusses and makes decisions but it still has to go through the Recreation and the CSD – P&P needs to be amended to include the Teen Center – are there any Teen Center policies?

- c. Review Airport ACIP – **Wilder**. Requesting a federal grant to improve and widen runway so an update of the ACIP is required. Noted their consultant’s contract also needs to be renewed and a copy of letter soliciting services of a consultant is attached. **Wilder** is requesting the Board’s approval to sign and send the letters out. Reviewed list of proposed projects. **Herr** asked about the solar lighting – **Wilder** responded that would be in the transient parking area so the planes don’t sit in the dark overnight. Lighting noted in 2018 would be for night operations – **Herr** referred to prior objections to any plans for night operations at the Airport – **Wilder** responded he is aware of the objections and reiterated this is just a wish list. **Herr** asked if once the money was in the bank, could they use it for other things – **Wilder** responded that the ACIP changes every year. **Scaramella** noted that any actual grant applications would require the approval of the Board. *Motion by McKenna to approve sending out the letter and the ACIP, seconded by Martin and passed with four aye votes. Wilder also requested approval to be the contact person as the Airport Manager for the letter. Motion by McKenna to approve Wilder being contact person, seconded by Martin and passed with four aye votes.*
- d. Committee Appointments – **Hanelt**. **Wilder** nominated **Hanelt** as Chair of the Board, **McKenna** seconded nomination and **Hanelt** accepted the position as Chair. **Martin** will continue on the Fire Protection Committee, Budget Committee and Loss Control. **McKenna** will continue as Chair of the Budget Committee. **Wilder** will continue on the Airport and Personnel Committees. **Sarsgard** will continue as the rep to the Recreation Department and **Hanelt** will continue as Chair of the Board and serve on the Personnel Committee. Committee members as follows: Budget – **McKenna, Martin, Andrews, Wilson, Andres Avila, Jerry Bowers and Scaramella**; Fire Protection – **Martin, Hans Hickenlooper, Wilson, Rob Giuliani, Andres Avila and Clay Eubank**; Airport – **Jerry Bowers, Wilder, Janet Lombard, Pete Benville, and Bill Gawthrop**; Policies and Procedures – **Hanelt, Wilder, Andrews and Scaramella**; Recreation - **Linnea Totten, Donna Pierson-Pugh, Sarsgard, Scaramella, and Shauna Espinosa**; Loss Control – **Martin, Wilson, Andrews, Scaramella and Judy Long**; Personnel – **Wilder and Hanelt**. *Motion by Wilder to accept the Committee Assignments, seconded by McKenna and passed with four aye votes.*

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

- LAFCO MSR Update – nothing new – awaiting information about our street lights
- Completed her required Harassment training.
- Need for Speed Film – firm proposing to film in April on unpopulated stretches of 128 near

Navarro and Elk. **Herr** felt it was a peculiar way to approach filming, cited agencies requiring permitting and the County Code Section 606.010 – expenses incurred by any agencies should be paid for by the filming company – feels they are putting the cart before the horse – no community input – are all permits, etc. being applied for/obtained? **Scaramella** said he understood there would be ten days filming throughout the county – all permits are in order. **Wilder** felt the filming company is going through the correct process and **Wilson** said they had contacted him right away. **Wilder** said he has had previous experience with this type of operation, they are choreographed, controlled and permitted, it's a big business and they do it all the time – additional income for the local area. **Hanelt** asked what does the CSD have to do with the filming – **Wilson** responded the Fire Department concerns for emergency use of shutdown roads, etc.

- New Fire Chief Update – Will have information on a salary plan next month. **Wilson** mentioned that an opinion from County Counsel was obtained on in-house hiring and that it is permitted. **Hanelt** recommended an Ad Hoc committee to work on the salary/hiring issue. **Hanelt** would like an item placed on the March Agenda for this issue. **Scaramella** feels there should be a requirement that the new hire reside within the district.

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

- The California State Firefighters Association applied for and was awarded a grant that will supplement Workers' Comp payments to volunteer firefighters who meet certain conditions (must attend at least 50% of Training and respond to at least 24% of calls in their assigned area). Has enrolled in the program and several firefighters will qualify.
- **Wilson** said he has just learned of an event scheduled for June 29th – "**Bite**" Hard Boonville Road Race – has been requested to assist with medical coverage during race and will be discussing that with fire personnel in the next couple of months. Approximately 300 professional riders in main race and about 100 amateurs in secondary race.

9. Fire Protection Committee Report: Minutes have been temporarily lost. Principal item discussed was the list of apparatus, is preparing a letter and will e-mail to Board members for review. Further discussion under Old Business.

10. Budget Committee Report:

a. Budget Chairperson Report & Recommendations

(1) Committee Recommendation to Approve Expenditures Reviewed at the January 9, 2013 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 – none

Wilder noted incorrect information in the Budget Committee minutes concerning the Airplane Display Day.

b. Request for New Expenditures (if any) – None.

11. Airport Committee Report: Copy of minutes attached. **Wilder** reported it has been quiet – no questions on the minutes.

12. Recreation Committee Report: Copy of minutes attached. **Scaramella** reported that John Toohey is planning some more trips and activities for the summer.

a. Cycled Program – Update – **McKenna** said they are still waiting for the grant funds to come in.

13. Personnel Committee Report: No meeting. **Hanelt** – Personnel Evaluations have been completed and presented to personnel. **Hanelt** and **Wilder** will schedule a meeting date agreeable to both of them.

14. Policies and Procedures Committee Report: None to review at this time.

15 Old Business:

a. Facilities & Apparatus Owned by Others and Commitments – **Wilson**. **Wilson** said he has

prepared a sample letter to be used, copy attached to minutes. Problem with verbal agreements is “I say”...”you hear”..... Has prepared an updated list with names and dates on verbal agreements and better defined written agreements – where filed – if recorded when with the County. Will include YCBA, Mailliard Ranch, Fish Rock, Signal Ridge, hydrants and apparatus. **Scaramella** suggested two groups – written and non-written, major and minor. Include on March Agenda.

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 – None

Wilder - None

Martin – None

18. Closed Session

19. Adjournment: Regular meeting adjourned 7:20 p.m.

Joanie **Clark**
Secretary/Clerk