

ANDERSON VALLEY COMMUNITY SERVICES DISTRICT
Minutes of the Regular Board of Director's Meeting
October 15th, 2014
DRAFT

1. **Call to Order and Roll Call:** Meeting called to order by **Hanelt** at 5:33p.m. Board members present: V. **Hanelt**, K. **McKenna**, F. **Martin**, K. **Wilder** and N. **Darling**. Staff Members present: A. **Avila**, P. **Liddy** and J. **Andrews** (by telephone).
 2. **Approval of Minutes of Last Board Meeting:** Clarification on 18. -that **Martin** wanted the new medical director to visit. *If there are no objections or corrections, the minutes will be approved as submitted. No corrections or objections, the minutes are approved as submitted.*
 3. **Correspondence** – Reviewed.
 4. **Recognition of Guests and Hearing of the Public:** Mark **Scaramella** and Gene **Herr**
 5. **Changes or Modifications to this Agenda:** None
 6. **New Business:**
 - a. LAFCo Special District Vacancy Nomination: **Andrews** nominated **Darling** and **Darling** declined.
 - b. Building Better Boards MCCF Workshop: **Hanelt** suggested a webinar that she found very informative if people didn't want to travel to Willits or Gualala for the workshop. **Andrews** will look into it.
 7. **General Manager's Report:** Copy attached.
 - AB 1522 Paid Sick Leave – the GM and the secretary will get one hour of paid sick time for every thirty hours worked beginning July 1st, 2015. California state law.
 - Grants Progress – Request for final payment for the runway widening has been submitted.
 - LAFCo MRS Update – **Herr** reminded **Andrews** that the website still hasn't been corrected.
 - District Education – A reminder that we have \$500 budgeted for staff and directors for education and training.
- Calendar of Events** – up-to-date
8. **Fire Chief's Report:** Copy attached. We are getting positive feedback for the quality of the trainings. **Scaramella** and **Darling** suggested the FD make a video archive of classes and demonstrations. The website is progressing and has been reviewed by the FPC once and will be again. **Avila** urged the Board to review the site before November when final approval will be requested. Top priority is recruitment and much is being done to bring more about. **Avila** was asked to sit on the Emergency Management System (EMS) Committee within the Mendocino County Fire Chief's Association.
 9. **Fire Protection Committee Report:** FPC Report: (copy of minutes attached). **Martin** says radios are ordered and coming in the mail. The money is from the VFA 2014 grant. More work is being done to improve the pumping and drafting capabilities of the portable pump on Holmes Ranch Rd.
 10. **Budget Committee Report:**
 - a. Budget Chairperson Report and Recommendations: **Martin** -
 1. Committee Recommendation to Approve Expenditures as Reviewed on October 8th, 2014 Budget Committee Meeting. *If there are no objections or corrections the expenditures will be approved as submitted. No objections noted.*
 2. Committee Recommendations to Establish a CSD Contingency Reserve Fund. This would be a fourth reserve fund for any unexpected expenditures. *Motion by McKenna to establish said reserve fund, 2nd by Martin. Hanelt, Darling and Wilder ayes, no nays.*
 3. Committee Recommendation of FY 13-14 Budgeted \$2,000 Transfer to Personnel Reserves: *Motion by McKenna to transfer the \$2,000 to Personnel reserves, 2nd by Wilder. Martin, Hanelt and Darling ayes, no nays.*
 4. Committee Recommendation to reallocate and close CSD Community Fundraiser Account into an operating account. \$402.80 has been in its own account for a number of years and has never been designated for anything. *Motion by Wilder to transfer the \$402.80 into the newly created CSD Contingency Reserve Fund. 2nd by Martin. Hanelt, Darling and McKenna all ayes, no nays.*

11. **Airport Committee Report:** Copy of minutes attached from October 7th meeting.
12. **Recreation Committee Report:** Copy of minutes attached from September 25th meeting.
13. **Personnel Committee Report:** None
14. **Policies and Procedures Committee Report:** Committee will meet on November 7th to update the Conflict of Interest Policy and other business.
15. **Loss Control Committee Report:**
 - a. Adding safety compliance to employee job description and evaluation forms – **McKenna**. *Motion by McKenna to add the safety compliance to job descriptions and evaluation forms and to do contract revisions when the contracts are due for renewal, 2nd by Wilder. Martin, Hanelt and Darling ayes, no nays.*
16. **Old Business:**
 - a. Ambulance EOA update – The process has begun. **Avila** will let the Board know more after he attends his first MCFCA EMS Committee meeting. **Herr** suggest that **Avila** introduce himself to the AVHC Director to discuss disaster plan resources. It had come to **Herr**'s attention that the Health Center is working on their own plan and realized that the ambulance and fire department have many disaster plan resources that they can share.
17. **Any Special Item not on the agenda but approved unanimously by the Board or legally required or Authorized for Immediate Action:** None
18. **Concerns of Directors:** **Hanelt**'s concern about a future water project. **Hanelt** and **McKenna** will meet with Peter Bradford to discuss a project he had started a long time ago. **Darling** is concerned about Ebola and whether **Avila** would recognize the symptoms. **Avila** assured the Board that he has been getting lots of information on the prevention and recognition of Ebola since first responders would be the foremost in jeopardy. **Wilder** showed the Board a draft of the letter to the sheriff.
19. **Adjournment** – 7:34pm

Patty Liddy
Secretary/Clerk