

ANDERSON VALLEY COMMUNITY SERVICES DISTRICT
Minutes of the Regular Board of Director's Meeting
February 18th. 2015

DRAFT

1. **Call to Order and Roll Call:** Meeting called to order by **Hanelt** at 5:31p.m. Board members present: V. **Hanelt**, K. **McKenna**, F. **Martin**, and N. **Darling**. K. **Wilder** absent. Staff Members present: A. **Avila**, P. **Liddy** and J. **Andrews**.
2. **Approval of Minutes of Last Board Meeting:** Moved to 16 a.
3. **Correspondence** – Reviewed.
4. **Recognition of Guests and Hearing of the Public:** Mark **Scaramella** and Taunia **Green**.
5. **Changes or Modifications to this Agenda:** 12.a. moved to 6.a. 6.b. is removed. 2 is moved to 16.a. 3. is moved to 16.c.
6. **New Business:**
 - a. Taunia **Green** presented a class proposal for a home gardening class. Copy of proposal form attached. Class participants will sign waivers, but she asked the board to provide proof of liability insurance. The Recreation Committee approved. *Motion by McKenna to provide liability insurance for this class. 2nd by Darling. All ayes, no nays.* **Green** left at 5:58pm
 - b. Water Report – An ad hoc committee is starting exploration of Boonville sewage and water. **Hanelt** and **McKenna** met with sanitation officer. In April or May the board will invite Dave Jensen to present water and sewage options to Anderson Valley. More information will be available next month and it will be discussed further about a meeting place and date.
 - c. Strike Team Resolution: Nothing at this time. On March Agenda.
 - d. End of Board Members' Terms: **Hanelt**, **Darling** and **Martin** finish their term in November 2015. **McKenna** and **Wilder** are not up yet. A public notice will be posted and the AVA will post that there will likely be three slots to fill.
 - e. Street Lighting Update – **McKenna**: Copy of information attached. **McKenna** explained that anyone can go to PG&E and report a problem with the street lights in Anderson Valley.
7. **General Manager's Report:** Copy attached.

Calendar of Events – up-to-date: Review Fire Chief's contract. The Personnel Committee will meet about the personnel reviews which start in February. Budgets will go before the board in April and then the public will have a chance to review. The Board will adopt the budget in June.
8. **Fire Chief's Report:** Copy attached.
9. **Fire Protection Committee Report:** FPC Report: (copy of minutes attached).
10. **Budget Committee Report:**
 - a. Budget Chairperson Report and Recommendations: **Martin** -
 1. Committee Recommendation to Approve Expenditures as Reviewed on February 11th, 2015 Budget Committee Meeting. *If there are no objections or corrections the expenditures will be approved as submitted. No objections noted.*
 2. Committee Recommendations to Use up to \$45,000 for Purchasing of New Engine 7400. Judy and Garth Long did a survey involving Ford or Dodge and found no improvement or money differences if one was switched for the other. *Motion by McKenna to approve the use of \$45,000 for purchase of new engine 7400. 2nd by Martin. All ayes, no nays. Motion by Darling to transfer \$3,000 to Communications and \$30,000 to Apparatus (carryover from 2014 which the Budget Committee approved at the last budget committee meeting). 2nd by Martin. All ayes, no nays.*
11. **Airport Committee Report:** **Andrews** says that the fence work at the airport has commenced.

12. Recreation Committee Report: Copy Attached.

13. Personnel Committee Report:

14. Policies and Procedures Committee Report:

- a. Insurance Requirements in AVCSD Contracts – for GRMSA (Golden State Risk Management Authority) purposes we need to include a safety compliance item in our contracts (for Loss Control efforts). **Hanelt** handed out the revised personnel forms with this safety item listed and has requested turning the forms in by March 13th so that the Personnel Committee may meet with staff on March 18th. There is a manila folder in **Hanelt's** mailbox and members may turn in the evaluation forms anonymously.
- b. Addendum to Fire Chief's Contract as "Designated Safety Officer" – **McKenna** explained that we need to put this new language into our contracts and **Avila** already does this safety work. **Motion McKenna to include Designated Safety Officer into the Fire Chief's next contract. 2nd by Darling. All ayes, no nays.** They will add an addendum for the time being. Also will have an Illness and Prevention Program.
- c. Third Party Claims Process – **McKenna** explained that we need to put these two paragraphs into our Policies and Procedure book for insurance purposes (paragraphs are attached). **Motion by McKenna to add Agenda Item 14a (adapted from GSMA guidelines) into our Policies and Procedures. 2nd by Darling. All ayes, no nays.**

15. Loss Control Committee Report: Discussion about Med Core – a triage outfit that is hooked up with GSMRA.

16. Old Business:

- a. Ambulance EOA Update – **Avila** – His final meeting is next week in an advisory capacity. The consultant says he will take everyone's advice. More specific details will be released soon
- b. Driver Operated SOGs – **Avila** requested from the board that we train our drivers with newly drafted standard operating guidelines. **Avila** answered prior questions about Code 3. **Motion by McKenna to use this newly drafted SOG. 2nd by Darling. All ayes, no nays.**
- c. Composition of Minutes. All motions need to be logged in. Keep recordings if there's any question about details. Save the recordings for three months. Record just the facts. No narratives. **Motion by McKenna to approve the minutes that Darling edited, but keep the motion from Martin about the meeting room. 2nd by Martin. All ayes, no nays.**
- d. Training Room Guidelines – **Motion by McKenna to make the training room available on a case to case basis for new group to be approved by the board. 2nd by Darling. All ayes, no nays.**
- e. AVHC – Allow them to use the training room for the next meeting, but they are aware to start looking for another venue.

17. Closed Session – Compensate Employee for 12 hours lost time Due to Injury: Decision to pay employee 12 hours for lost time due to on the job injury. No worker's comp claim is eligible due to state required three day waiting period.

18. Any Special Item not on the agenda but approved unanimously by the Board or legally required or Authorized for Immediate Action: None

19. Concerns of Directors: None

20. Adjournment – 8:31pm

Patty Liddy
Secretary/Clerk