

**MINUTES of the BOARD OF DIRECTORS, REGULAR MEETING
ANDERSON VALLEY COMMUNITY SERVICES DISTRICT
BOONVILLE FIREHOUSE, 14281 Highway 128
February 15th, 2017 at 5:30 p.m.**

APPROVED

1. Called to order by Chair **Wilder** at 5:35pm. Members present: Kathleen **McKenna**, Kirk **Wilder**, Joanie **Clark** and Paul **Soderman**. Staff present: Patty **Liddy**, Andres **Avila** and Joy **Andrews**. Valerie **Hanelt** absent.
 2. RECOGNITION OF GUESTS AND HEARING OF PUBLIC – Mark **Scaramella**. There was discussion about the Cal Trans survey that will affect the speed limit in Philo.
 3. CORRESPONDENCE RECEIVED – Reviewed.
 4. CHANGES OR MODIFICATION TO THIS AGENDA- none.
 5. CONSENT CALENDAR
 - a. Approval of January 18th, 2016 CSD Board Minutes
 - b. Approval of Expenditures as Reviewed at the February 8th, 2017 Budget Committee Meeting Per the Minutes
No objections noted; the consent calendar was accepted.
 6. NEW BUSINESS:
 - a. CSD Budgeted Transfer to Reserves FY 15-16: \$500 to Personnel Reserves and \$12,000 to Contingency: *Motion by McKenna to approve the CSD budgeted transfer to reserves FY 15-16: \$500 to personnel reserves and \$12,000 to contingency, 2nd by Clark. All ayes, no nays. One absent.*
 - b. Nominated Fire District Representative for GSRMA (Golden State Risk Management Authority): Mike Shaffer from Comptche is running. *Motion by McKenna to vote for the Comptche Representative for Fire District Member. 2nd by Soderman. All ayes, no nays. One absent.*
 7. GENERAL MANAGER’S REPORT (copy attached)
 - Ambulance (AVAS) Merger & LAFCo Update
 - Water & Sewer Project Updates
 - Two Required Board Member Trainings & Form 700
 8. FIRE CHIEF’S REPORT – (copy attached)
 - a. Appropriation of Funds from Fire Engine to Water Tender. **Avila** says in the Fire Chief’s Report – “Our apparatus committee has since morphed from an engine committee into a water tender committee in efforts of pursuing options for a water tender replacement at the Boonville Station. With the savings now available in the apparatus reserve account of approximately \$200,000, I am now aiming to replace the second apparatus on the replacement list. A replacement tender will put an efficient water tender in the center of the district and will allow an existing water tender to become available in Yorkville. The east end of the district will likely be needing a water tender in that area to keep ISO in the near future and will assist serving that end of the Valley.” *Motion by McKenna to re-direct the \$200,000 of the appropriated funds originally intended for the fire engine and use them to purchase a new water tender. 2nd by Clark. All ayes, no nays. One absent.*
 9. FIRE PROTECTION COMMITTEE REPORT – (copy attached)
 10. BUDGET COMMITTEE REPORT
 - a. Budget Chairperson Report & Recommendations –
 - (1) Review and Recommend New Grant Opportunities:
 11. AIRPORT COMMITTEE REPORT- no meeting.
 12. RECREATION COMMITTEE REPORT – (copy attached)
- The February meeting will be next week. There is no more Little League in Anderson Valley; Shauna Espinosa has stepped down and nobody is stepping up. There were no sign-ups for the Wildland Firefighting Class.

13. POLICIES & PROCEDURES REPORT:

- a. Near Miss Reporting – **McKenna** presented new paragraphs to be included in the Policies and Procedure Handbook for the Board to look at and revise or accept. Copies attached for Near Miss Reporting and the Return to Work Interactive Process.
- b. Return to Work Interactive Process
- c. EMS Committee Description – This would be needed if the Fire Dept. merges with the AV Ambulance. The Board decided to include it in the Policies and Procedures Handbook and if it is relevant (if we merge) we will keep it, or discard it if we don't merge. EMS Committee Description attached. ***Motion by McKenna to amend the Policies and Procedures Handbook with these three updates. 2nd by Clark. All ayes, no nays. One absent.***

14. OLD BUSINESS

- a. Ambulance EOA Update – **Avila** – The ordinance is planned for release this spring and the request for proposal (RFP) will be out in the fall.
- b. Water Project Update –
- c. Ambulance Merger – **Avila** –
- d. MCAFD & Prop 172 Update – **McKenna** – **McKenna** showed the Board the contract that must be signed by the Board members by April. It will be on the March Agenda for the Board to sign the contract – The County of Mendocino Funding Allocation Agreement and then the Fire Dept. will get \$19,411 for 2017. The contract is annual.

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

16. CONCERNS OF DIRECTORS – None

17. ADJOURNED: 7:04

Liddy, Secretary