

**MINUTES of the BOARD OF DIRECTORS, REGULAR MEETING  
ANDERSON VALLEY COMMUNITY SERVICES DISTRICT  
BOONVILLE FIREHOUSE, 14281 Highway 128  
June 21<sup>st</sup>, 2017 at 5:30 p.m.**

**APPROVED**

1. Called to order by Chair **Wilder** at 5:30pm. Members present: Kirk **Wilder**, Kathleen **McKenna** and Paul **Soderman**. Absent Joanie **Clark** and Valerie **Hanelt**. Staff present: Erin **Malfavon**, Andres **Avila** and Joy **Andrews**.
2. RECOGNITION OF GUESTS AND HEARING OF PUBLIC- Mark **Scaramella**, Clay **Eubank**. Lynda **McClure**, Aaron **Martin** and Bev **Dutra**.
3. CORRESPONDENCE RECEIVED – Reviewed.
4. CHANGES OR MODIFICATION TO THIS AGENDA- To move item 12 (a) up on the agenda to 4 (a).
  - a. Not So Simple Living Fair Class/Event Proposal Form- **McClure** wishes for the CSD supply the Not So Simple Living Fair with liability insurance for her event. *Motion made by Soderman to grant insurance coverage for event. 2<sup>nd</sup> by McKenna. All ayes, no nays.*  
**McClure** left at 5:50pm.
5. CONSENT CALENDAR
  - a. Approval of May 17<sup>th</sup>, 2017 CSD Board Minutes- Accepted
  - b. Approval of Expenditures as Reviewed at the June 14<sup>th</sup>, 2017 Budget Committee Meeting Per the Minutes- Accepted
6. NEW BUSINESS:
  - a. Adopt Anderson Valley Ambulance Consolidation Agreement- *Motion made by McKenna to adopt agreement. 2<sup>nd</sup> by Soderman. All ayes, no nays.*  
**Avila, Eubank** and **Martin** left at 5:53pm on a call.  
Skip ahead to item 6 (e) until **Avila** returns.  
**Avila** returned 5:59pm.
  - b. Adoption of Ambulance Component of the Fire Fighters’ Handbook- *Motion made by Soderman to adopt Handbook. 2<sup>nd</sup> by McKenna. All ayes, no nays.*
  - c. Proceed with Solicitation for Part-Time Fire Department Administrative Position- *Motion made by Soderman to adopt Part-Time Administrative Position and to proceed with solicitation. 2<sup>nd</sup> made by McKenna. All ayes, no nays.*
  - d. Approve Training/EMS Officer Compensation and Benefits- *Motion made by McKenna to accept pay and benefit packet for the Training/EMS officer. 2<sup>nd</sup> made by Soderman. All ayes, no nays.*
  - e. Review and Accept Drinking Water Grant Phase I Submission: Project Evaluation & Pre-Design Report- *Motion by McKenna to accept with corrections as listed by board and to continue dialog. 2<sup>nd</sup> by Soderman. All ayes, no nays.*
7. GENERAL MANAGER’S REPORT- REVIEWED **ANDREWS**
8. FIRE CHIEF’S REPORT – Reviewed **Avila**
9. FIRE PROTECTION COMMITTEE REPORT- Reviewed **Soderman**
10. BUDGET COMMITTEE REPORT- **McKenna**
  - a. Budget Chairperson Report & Recommendations:
    - (1) Review and Recommend New Grant Opportunities: None
    - (2) Adopt Fiscal Year 17-18 Budgets, Including Fire Department Revision- *Motion made by McKenna to adopt 17-18 Budget with one revision. 2<sup>nd</sup> made by Soderman. All ayes, no nays.*
    - (3) Adopt Ambulance Transportation Fee Schedule Ordinance # 2017-01-*Motion made by McKenna to approve with the amendment of the phrase “A 10% surcharge will apply to all out of district billings.” To be added to Section I. 2<sup>nd</sup> made by Soderman. All ayes, no nays.*
    - (4) Transfer of Fiscal Year 16-17 Reserve Allocations- *Motion made by McKenna to transfer amounts to reserves. 2<sup>nd</sup> made by Soderman. All ayes, no nays.*
    - (5) Allocate Budgeted Funds to Part-Time Fire Department Administrative Position- Reviewed
11. AIRPORT COMMITTEE REPORT- Reviewed
12. RECREATION COMMITTEE REPORT- Moved to 4 (a)
  - a. Not So Simple Living Fair Class/Event Proposal Form
13. PERSONNEL COMMITTEE REPORT –

- a. Recommendation to Increase Temporary Secretary Wage to \$19/Hour- *Motion made by Soderman to increase Temporary Secretary wage to \$19/Hour. 2<sup>nd</sup> made by McKenna. All ayes, no nays.*
- 14. POLICIES & PROCEDURES COMMITTEE REPORT – No Meeting
  - a. Employee’s Raises and McKenna’s Proposal – Move to July agenda.
- 15. OLD BUSINESS
  - a. Ambulance EOA Update – Avila- No news.
  - b. Water Project Update – McKenna- No news.  
**Avila** left on a call 7:20pm.
  - c. MCAFD Update - Reviewed by **Scaramella** and **Dutra**. Move to July Agenda
  - d. Draft Letter to Cal Trans- Move to July Agenda
- 16. ANY SPECIAL ITEM NOT ON THE AGENDA BUT APPROVED UNANIMOUSLY  
BY THE BOARD OR LEGALLY REQUIRED OR AUTHORIZED FOR IMMEDIATE ACTION
- 17. CONCERNS OF DIRECTORS- **McKenna** moves to find another director for **Clark** position.
- 18. ADJOURNMENT- 7:34pm  
**Malfavon**- Secretary