

**MINUTES of the BOARD OF DIRECTORS, REGULAR MEETING
ANDERSON VALLEY COMMUNITY SERVICES DISTRICT
BOONVILLE FIREHOUSE, 14281 Highway 128
May 16th, 2018 at 5:30 p.m.**

Approved

1. CALL TO ORDER AND ROLL CALL: Chair **Hanelt** at 5:32pm. Members present: Kathleen **McKenna**, Valerie **Hanelt**, Paul **Soderman**, and François **Christen**. Staff present: Joy **Andrews**, Patty **Liddy** and Andres **Avila**. Larry **Mailliard** absent.
2. RECOGNITION OF GUESTS AND HEARING OF PUBLIC: Mark **Scaramella**
3. CORRESPONDENCE RECEIVED – Reviewed.
4. CHANGES OR MODIFICATION TO THIS AGENDA- none
5. CONSENT CALENDAR
 - a. Approval of April 18th 2018 CSD Board Minutes.
 - b. Approval of Expenditures as reviewed at the May 9th, 2018 Budget Committee Meeting per the Minutes-
No objections noted; the consent calendar was accepted
- .6. NEW BUSINESS –
 - a. Long-Range Plan. *Motion by McKenna to approved the Long-Range Plan. 2nd by Soderman. All ayes, no nays.* **Scaramella** will look at the budget implications for the future in regards to the Long-Range Plan. **Avila** thanked the Board. The Board presented a thank you letter to the Chief for the tour of the stations.
7. GENERAL MANAGER’S REPORT- REVIEWED. (Copy Attached):
 - Ambulance Membership – This is our first year as administrators for the ambulance membership. People should start receiving the paper version in their mailbox as of yesterday so we anticipate a large wave of applications over the next several weeks; both paper and online.
 - New Phone System – **Andrews** met with two specialized contractors. The new installation date is August so all of us in the office can not be busy with other end of year tasks before going through this overhaul.
 - CSDA Meeting – **Andrews** and **Liddy** met with the area rep for the CSDA last month. They discovered some more information and education resources and in the coming months will further utilize this membership.
 - Water/Sewer Updates – **Hanelt** will discuss in detail later in the meeting.
 - Reminded **Avila** that the GSRMA Grant is due in July.
8. FIRE CHIEF’S REPORT – REVIEWED (Copy Attached):

(1) We had two recent fatality incidents in our district within a weeks’ time period. Both incident involved fire, long on-scene times, and intimate emergency response interactions with the victims. All responders are encouraged to attend the Critical Incident Stress Debriefings (CISD) that AVFD provides. We have seen a great turnout to the CISDs and has been beneficial to the crew. We promote keeping safe and physically fit, this program focuses on assisting the troops keep mentally healthy as well. The crews now are considering CISDs routine and participate regularly. The debriefers are local volunteers and are mostly former responders. (2) I am in the process of developing a new patch for the department. With the recent merger and the creation of the new Mission Statement and Core Commitments, it is also time that our patch be developed to represent the current organization. The Mission Statement and Core Commitments were mailed out last week to every individual on the roster. (3) Benefit Assessment Review: Angela and I have spent several Thursdays working on updating the benefit assessment. We are approximately at 1/5 of the way through the list of parcels. We have located several new structures and have identified several deeded parcels that will get a reduction of their assessment rate. We are planning to push hard for another month and provide Joy with our report on July 3rd. We will pick up the process again next year until finished. (4) FSC Fuels Reduction Grant: The Fire Safe Council (FSC) has submitted a grant yesterday for fire fuels reduction of the egress road/fire break on the ridge above Little Mill Creek headwaters along with some other target areas. This is a strategic fire break for that community and also a critical fire egress and access road. The FSC has been very proactive in Anderson Valley and I will support their efforts as best as possible. Many of the identified potential projects in the county are within Anderson Valley area.
9. FIRE PROTECTION COMMITTEE REPORT/EMS COMMITTEE REPORT - REVIEWED (Copy Attached): The AFG Grant was denied for reasons unclear. The department will push ahead with in-house funding. Engine specs have been updated for the Wildland Engine. The estimated cost should be around \$310K. The committee had a lengthy discussion regarding the Benefit Assessment Review and the analysis of parcels for commercial, miscellaneous and utility type properties which will allow **Avila** to proceed knowing he has the committee’s support. This was **Jim Minton’s** last meeting as he will be moving to Washington as soon as his house sells. Jim was

a force majeure in the department and will be sorely missed. EMS REPORT – REVIEWED (Copy Attached): Replacement Ambulance Committee had a previous plan to seek funding until January, 2019. **Eubank** stated that increased maintenance needs of current ambulance showed the need to develop a purchase plan sooner. The first goal is to establish specs for the new ambulance. RFP (Request for Proposal) could be released soon, pending the settlement of 201 rights between Ukiah and the County. Once RFP is out, there will be a stakeholder’s meeting. **Avila** and **Eubank** plan to attend that process.

10. BUDGET COMMITTEE REPORT

a. Budget Chairperson Report & Recommendations – **McKenna** –

b. (1) Review and Recommend New Grant Opportunities: None

c. (2) Recommendation to the Board:

- The Fire Chief to Move Forward with Purchase of Wildland Engine with a Budget not to Exceed \$320,000. *Motion by McKenna to approve the recommendation by the Budget Committee that the Fire Chief move forward with purchase of Wildland Engine with a Budget not to exceed \$320,000. 2nd by Soderman. All ayes, no nays.*

Avila left at 6:40 on an incident call.

- FY 18-19 Draft Budgets be Released for Public Review. *Motion by McKenna to put out the proposed budgets for public review. 2nd by Soderman. All ayes, no nays.*
- Upgrade/Replace Internal Office Phone System. *Motion by McKenna to authorize the purchase of a Panasonic phone system for \$2,400 to cover half the costs. 2nd by Christen. All ayes, no nays.*
- Transfer \$2,400 from CSD Technology Reserves for a New Phone System. *Motion by McKenna to approve the transfer of \$2,400 from the CSD Technology Reserves to pay for half the new phone system. 2nd by Soderman. All ayes, no nays.*
- 2% COLA (Cost of Living Adjustment) Raise for Employees. *Motion by McKenna to approve a 2% COLA raise for hourly employees. 2nd by Soderman. All ayes, no nays.* There was a discussion about the salaried employees also needing merit raises and COLA raises and it will be on the Budget Committee and Board agenda for June.

11. AIRPORT COMMITTEE REPORT- No Meeting.

12. RECREATION COMMITTEE REPORT- REVIEWED (Copy Attached):

McKenna presented the draft budget for the Rec Committee. There was a teen center report. There is now a porta-potty at the park that the Lions paid for and that the Rec. Committee will upkeep. There is a mothers’ group that wants to improve the park and are willing to do fund raising and recruiting community members to help in any way they can. They want to buy chips for the park. There will be a Photovoice presentation at the next meeting.

13. POLICIES & PROCEDURES COMMITTEE REPORT: Did not meet.

14. PERSONEL COMMITTEE REPORT: Did not meet.

15. OLD BUSINESS:

a. **Hanelt** reported that the Boonville Planners are meeting with the Brelje and Race engineers and their teams June 7th at the Firehouse from 6:30-9 pm. The State Funding project manager, Francine Fua will be attending and will be able to field questions about funding. **Hanelt** went over the service areas and the major components for both systems. An email to inform the Boonville Planners and the CSD directors about the meeting is going out tomorrow or Friday. This meeting is not open to the public and is a working meeting. The email will have an extensive update on the progress on the systems to date. The website is being updated and the results of the 6/7 meeting will also be on the website.

b. MCAFD Update: Did not meet.

c. EOA Update –**Avila** – was out on incident call.

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 DIRECTORS: **Hanelt** shared that the Directors should make it clear if they endorse a political person that it is understood that it is the individual endorsing and not the AVCSD Board. **Soderman** agreed and **Christen** thought it was a good lesson for the rest of them and not to worry too much about it.

18. ADJOURNMENT- 7:25pm

Recording Secretary – Patty **Liddy**