

**MINUTES of the BOARD OF DIRECTORS, REGULAR MEETING
ANDERSON VALLEY COMMUNITY SERVICES DISTRICT
BOONVILLE FIREHOUSE, 14281 Highway 128
September 18th, 2019 at 5:30 p.m.**

APPROVED

1. Called to order by Chair **Hanelt** at 5:35 pm. Members present: Kathleen **McKenna**, Valerie **Hanelt**, Larry **Mailliard**, François **Christen** and Paul **Soderman**. Staff present: Joy **Andrews**, Andres **Avila** and Patty **Liddy**.
2. RECOGNITION OF GUESTS AND HEARING OF PUBLIC: Mark **Scaramella** and Deborah **Cahn**.
3. CORRESPONDENCE RECEIVED – Reviewed.
4. CHANGES OR MODIFICATION TO THIS AGENDA: The FY 17-18 Audit is ready to approve after the Budget Committee had all of their questions answered satisfactorily. Also, Phil **Williams** is coming to the meeting and **Hanelt** thought we should talk about the Water Project Update when he arrived. *Motion by McKenna to add 10.a. (2) to approve the FY 17-18 audit and modify agenda for water project. 2nd by Christen. All ayes, no nays.*
5. CONSENT CALENDAR:
 - a. Approval of August 21st, 2019 CSD Board Minutes.
 - b. Approval of Expenditures as Reviewed at the September 18th, 2019 Budget Committee Meeting Per the Minutes.
The consent calendar was accepted.
6. NEW BUSINESS:
 - a. Recommendation to Accept Allocation of Fire Dept. FY 18-19 Fund Balance Carryover – This is an annual “true-up” (copy included). **Avila** presented the Board his calculations: \$33,000 in allocations to reserves: \$5K for duty officer stipends, \$23K to apparatus reserves and \$5K to communications reserves. Saving up for a new engine to replace the one on Signal Ridge. *Motion by McKenna to approve the Fire Dept. FY 18-19 fund balance carryover in the amount of \$33K. 2nd by Mailliard. All ayes, no nays.*
 - b. Recommendation to Sell Water Tender 7497 for \$2K: We have two water tenders at the New Philo Station. **Avila** thinks that water tender 7497 is not a good “off the road” piece of equipment and is only good for flat surfaces. This means it is a safety issue since firefighters cannot easily drive this water tender. There are also a few maintenance issues. Both the Fire Protection Committee and the Budget Committee agreed unanimously that this water tender be sold to a private person who would not need to drive it anywhere. *Motion by Mailliard that we have the Fire Chief move water tender 7497 as soon as possible. 2nd by McKenna. All ayes, no nays.*
7. GENERAL MANAGER’S REPORT: (Copy attached):
 - Airport Updates – The FAA is still negotiating with Wadell Engineering on the Airport Layout Plan (ALP). Our project engineer just got back from vacation this week.
 - Benefit Assessment Interpretation – The Policies and Procedures (P&P) Committee is working on a procedure clarifying the interpretation of a deeded parcel versus an assessor’s parcel number. The Fire Dept. did pay for one hour of Phil **Williams**’ time for preliminary research before deciding to handle this at the P&P level.
 - Audits – The FY 17-18 audit is complete and I’ll be submitting files for the FY 18-19 audit in a few weeks after the County gets our final interest apportionment for last fiscal year. That usually happens in October.
8. FIRE CHIEF’S REPORT: (Copy attached)
 - Strike Team Assignment – Our new wildland engine deployed on a strike team assignment to northern Covelo in early September. They were out there for approximately a week on a Cal Fire incident that turned into a fire within federal jurisdiction. We will need to monitor this closely to see how the payment process works in comparison to last year’s federal audit.

- Philo Fed Ex 7468 – Federal Excess Personal Property (FEPP) Program. Congress enacted the Federal Property and Administrative Services Act. The purpose of this law was to make Federal excess trucks and equipment available to civilian organizations to protect and assist the citizenry. The old patrol engine out of Philo has been allocated to a fire department out of Oregon. They are slated to pick it up early next week. Removing this old engine from the fleet will bring our Fed Ex apparatus down to four remaining rigs.
- Firescope Macs 441-1 – A new radio mandate coming down the pike for fire service communications is a 400-channel capacity in our radios. This is to ensure interoperability with other agencies on large scale incidents. Our current radios hold 128 channels. **Avila** is working on the transition to upgrade these radios with several factors in consideration; expense, programming, firefighter proofing, channel capacity, and TX/RX reliability. The plan will be run through the Fire Protection Committee and the Officers in detail. Both entities are aware of this mandate and have had input which we included in our replacement plan. **Christen** shared that there may be some fire safety funding and he will be looking into other sources of funding. **Scaramella** feels that this is a classic (and costly) unfunded mandate that the state and our elected representatives should provide funding for, especially in rural areas where there are mostly volunteer fire departments.

Phil **Williams** arrived at 6pm

- County 911 EMS Tax Proposal - The County has sponsored a county tax targeted for the 2020 ballot specifically for 911 EMS response. There will be more details during the EOA agenda item since the EOA is now terminated.
16. a. Water Project Update - **Hanelt** reviewed the Wastewater project and the progress in pursuing the Fairgrounds site. Sites that we have pursued in the past and possible new sites were discussed. The siting of the treatment project needs to be within the Boonville area from around the 253/128 intersection and should not try to go under the Anderson Creek Bridge as the distance beyond the District would be too great and the obstacle of crossing under the Anderson Creek Bridge too expensive. The Board is instructing the engineers to proceed with whatever perc tests are necessary at the Fairgrounds site in order to determine its feasibility. A tour is being set up to visit the MBR's (Membrane Bioreactor) at Silver Oak winery facility in Healdsburg and Francis Ford Coppola in Geyserville. The Silver Oak facility is using the same MBR we will have (ours will be smaller, however) but they use it for winery wastes. Theirs is also in a building. The Coppola one is a much older model and not housed in a building, but it processes human waste. **Hanelt** then reviewed the Drinking Water project. We are in the negotiations phase with the various parcel owners for siting existing wells, new wells, and storage tanks. Phil **Williams**, our attorney, explained the general drawing up of negotiation agreements as he is helping craft those documents. We are not at the stage to discuss actual terms yet. Ted **Williams**, our 5th district Supervisor, suggested that we meet with a consultant to discuss the process of deciding on a treatment site. **McKenna**, **Hanelt** and **Andrews** will be meeting with Norman **deVall** as he has land use experience.
9. FIRE PROTECTION COMMITTEE REPORT/EMS COMMITTEE: (Copies attached):
- EOA Update - One bid has been received so far. AVFD has agreed to share lawyers with Ukiah under the condition that in case of a future conflict we get his services. EOA turmoil continues - several alternative scenarios are being discussed by various parties.
 - CVEMS Update - Ambulance insurance membership is around 500.
 - Large Event Impact on Fire Department - Large charter buses are becoming common in the valley. Consequently, **Avila** is planning an MCI (mass casualty incident) training next month.
 - Yorkville Station Update - Yorkville social was well attended, but proceeds not yet known, though they did sell \$1200 worth of books. The social financial goal was \$15K.
 - Road Naming - The system is delayed because of the requirement that two county supervisors must approve the road names. **Avila** shared that Colin **Wilson** spoke to the Board of Supervisors and that it looks like they may change the process and charge a smaller amount of

money for the road naming.

- EMS Plan for public safety if a power shut off occurs. AVFD is beginning to get the public the information needed on social media such as if you're oxygen dependent to have two tanks of oxygen available in your home. Also, the USDA has approved \$50K for ambulance with the possibility/chance of receiving more.
 - Boonville Station Stand-by Generator Project - **Soderman** reported that the generator should arrive in Fort Bragg by Sept. 6. He will ask contractor if we can pick it up to expedite installation.
 - Boonville Station Fire Code Compliance Project - In compliance, no longer an issue.
 - New Recruit Update - Two new EMT's are reporting for ambulance duty. Another possible EMT has been identified. Three fire recruits have joined. An ambulance driver from Yorkville has joined.
 - Insurance Models Changes Effecting LRP - Calfire is defining High Fire Severity Zones in the valley that will have a bigger effect on insurance rates than will ISO.
 - Apparatus Replacement Schedule - Much discussion on present and future apparatus led to a motion by **Pardini** to recommend that AVFD initiate Phase.
10. BUDGET COMMITTEE REPORT: (Copy attached).
- a. Budget Chairperson Report & Recommendations:
 - (1) Review and Recommend New Grant Opportunities:
 - (2) Recommendation to Accept FY17-18 Audit – *Motion by McKenna to approve the FY 17-18 Audit. 2nd by Christen. All ayes, no nays.*
11. AIRPORT COMMITTEE REPORT: (Copy attached) Did not meet, but **Wilder** sent an update of progress.
12. RECREATION COMMITTEE REPORT:
13. PERSONNEL COMMITTEE REPORT: Did not meet.
14. POLICIES & PROCEDURES COMMITTEE REPORT: **McKenna** presented the Board with a chart for the retention of records. (copy attached). **Williams** suggested that we not have so many “permanent” items. The P&P Committee members will take another crack at it this month and get more input. They will also look at the benefit assessment again.
15. OTHER BUSINESS: None
16. OLD BUSINESS:
- b. MCAFD - **Maillard** – Did not meet.
 - c. EOA Update – **Avila** suggested we call this agenda item something else since the EOA has been officially terminated after seven years. On Sept 11 the County terminated the EOA process because they received only one bid and it was unresponsive (did not conform to the requirements of the Request for Proposal RFP). New models and theories are out there. Two of the highest thought of ideas is that Ukiah now has a new consultant that is advocating an “umbrella” model that would take the funds and spread them into the other Counties surrounding the city. AP Triton Consulting is working with Ukiah. Parallel to this is Ted **Williams** and John **McCowen** pushing for a County 911 EMS Tax Proposal. Adventist Health in Ukiah is likely to purchase the Ft. Bragg Hospital and take over the Coastal Valley area which may undermine interfacility transfers. **Christen, Avila** and **Eubank** will talk to AP Triton and later attend a meeting on EMS 911 Tax Proposal. It was decided that the “EOA Update” will now be called “County EMS Update” on the Board agendas.
17. ANY SPECIAL ITEM NOT ON THE AGENDA BUT APPROVED UNANIMOUSLY BY THE BOARD OR LEGALLY REQUIRED OR AUTHORIZED FOR IMMEDIATE ACTION
18. CONCERNS OF DIRECTORS- None
19. Adjourned at 7:27 pm

Recording Secretary – Patty **Liddy**