

**MINUTES of the BOARD OF DIRECTORS, REGULAR MEETING
ANDERSON VALLEY COMMUNITY SERVICES DISTRICT
BOONVILLE FIREHOUSE, 14281 Highway 128 & Teleconference Call
March 18th, 2020 at 5:30 p.m.**

APPROVED

1. Called to order by **McKenna** at 5:31 pm. Members present: Kathleen **McKenna**. Larry **Mailliard**, François **Christen**, Paul **Soderman** Valerie **Hanelt** and Joy **Andrews** all on teleconference call. Andres **Avila** and Patty **Liddy** present.
2. RECOGNITION OF GUESTS AND HEARING OF PUBLIC: Mark **Scaramella** and Dave **Roderick** teleconference call.
3. CORRESPONDENCE RECEIVED – Reviewed.
4. CHANGES OR MODIFICATION TO THIS AGENDA: Add 6.d.- Future Teleconference Calls. *Motion by Christen to add 6.d. 2nd by Andrews. All ayes, no nays.*
5. CONSENT CALENDAR:
 - a. Approval of February 19th, 2020 CSD Board Minutes.
 - b. Approval of Expenditures as Reviewed at the March 11th, 2020 Budget Committee Meeting Per the Minutes. *The consent calendar was accepted.*
6. NEW BUSINESS:
 - a. Presentation on Nexus Study – Dave **Roderick** is the Fire Chief for Hopland. **Roderick** spoke to the Board about the Hopland experience with the Nexus Study. He explained how the process works and that Special Districts will need to have this study in order to charge fees legally in the future. Hopland has already made their money back. The Study takes about twelve months and the cost of the Study varies from District to District. Anderson Valley’s will cost \$14,500 which is about \$2,000 less than Hopland’s. The focus is on commercial properties expanding or being built including hoop houses and green houses. *Motion by Hanelt to proceed with the Nexus Study for \$14,500. 2nd by Mailliard. Avila* shared that many of the inspections we do already would now have a true code to follow and we would have a better connection with County Planning and Building. **Scaramella** queried if we should be spending this right now with the state of the world. **Avila** said that there’s a potential for risk, but that we need to seed it in the future regardless. We have \$40K in Reserves. *All ayes, no nays.*
 - b. Emergency Responder Fee \$300 for AVFD on Medical Calls – Ordinance 2020-2. This would help cut the costs of the AVFD having to respond on medical calls and not able to bill for them. Back before there was a billing procedure, **Wilson** and **Avila** did not find it prudent to pursue this line of billing. But now with the billing procedure in place this is no longer a problem. This fee would go along with the EMS billing straight to insurance companies. It will not impact those that are members in the AVFD/Ambulance. *Motion by Hanelt to approve Ordinance 2020-2 to include a \$300 fee for the fire dept. that goes on EMS calls. 2nd by Soderman and Mailliard. Vote taken: Christen – aye, Hanelt – aye, McKenna – aye, Soderman – aye, Mailliard – aye.*

- c. COVID-19/Department Protocols - **Avila** shared that we are at level 2 but expect to go up to level 4 soon. Troops are distancing themselves. EMT is not exposing the troops.
 - d. Teleconference Calls – We have a conference call number that is posted on all agendas for now. Public is encouraged to post questions or concerns to **Andrews**. **McKenna** shared that the Rec. Committee used the application Zoom for their meeting and had no issues with it. **Andrews** will look into this in more detail and will make it happen.
7. GENERAL MANAGER’S REPORT: (Copy attached):
- Water/Wastewater – The State feels we should not proceed with any more significant work on the wastewater project until we secure a site. One of the sites for Drinking Water that we thought previously secured is off the table. There are other options for the well clusters we are exploring. This project has a very strong possibility of being put to the voters this year.
 - COVID-19 Procedures – The AVCSD/AVFD offices are closed to walk-in visitors until further notice and staff are practicing “social distancing; and are frequently disinfecting regular used surfaces. Burn permits can be obtained online via the county’s air quality site. **Andrews** reminds every one of the selfless services our volunteer EMS personnel are providing and what a strong community we do have.
Calendar on schedule.
8. FIRE CHIEF’S REPORT: (Copy attached): Presented by **Avila** –
- AP TRITON CONSULTANT/ NEW EMS/FIRE MODEL: Fire Chief Doug **Hutchinson**, of Ukiah Fire Authority, presented the new concept for providing a 911 system that would yield better revenues for transporting fire districts and create a more stable county system to the Mendocino County Fire Chief’s in closed session last Wednesday. The presentation seemed like it went over well with the Chiefs, we haven’t heard any opposition so far. Our committee met again on the following Friday to crunch more numbers. AP Triton took the most recent numbers and is developing an administrative draft and presentation to start working with other stakeholders involved. We are hoping this presentation and stakeholder discussions will start to roll out in approximately a month. We are still very early in the process but are developing a plan based on actual numbers and empirical data which ultimately should create a realistic model.
- MEASURES D AND E: Both of these Measures D and E have passed. Measure D (TOT Tax) passed by 57.83% and Measure E (To be allocated to Fire Departments) with 69.0%. The consensus seems to agree that the public is very cautious adding more new taxes under the County’s control which ultimately lead to a 58% vote. On the other hand, voters seem to clearly support our local fire districts and easily passed measure D to allocate to fire services. The large support on Measure E, in my opinion, says a lot about the public’s opinion of our volunteer fire agencies! RUBBLE CLEANUP: I recently reported that the rubble cleanup for downtown Boonville was going to start last Monday. This report was based on my discussions with Farmers Insurance representatives and the owner of the Pick-N-Pay property. This did not happen. I can speculate that the recent impact of COVID 19 has to do with the delay but will be re-contacting the responsible parties again to get more information on the process.

COVID 19 UPDATE: From EMS Officer - Clay **Eubank**:

I have some concerns about the impact of the Corona Virus pandemic and our ability to maintain staffing for Ambulance 7420. As you know those over the age of 65 and those who have compromised immune systems are more susceptible to the virus and its effects. I currently have seven members of the crew who are age 60 and older. Of the remaining staff there are a few who have family members who are also in the high-risk categories. As the situation begins to escalate, I imagine there will be several crew members who will be uncomfortable responding or taking shifts. Now is the time when our services will likely be needed more than ever. The county Health Department is attempting to screen patients and ask them not to call 911, however that could easily become less reliable as community transmissions begin to grow.

We are currently providing extensive training to the crew on how they can protect themselves and updating our pandemic response protocols to reflect the current situation. We will begin immediately by limiting the number of first responders who have contact with the patients and by aggressively enforcing the wearing of personal protective equipment.

We cancelled our main district training this month to limit exposures. The risk of accidently taking our crew out of service or unintentionally exposing our patients warranted this cancellation. The early trainings this month (that Clay spoke about) was able to provide our troops the new pandemic response protocols and the appropriate PPE (Personal Protective Equipment). COMMUNITY FOUNDATION GRANT: Thanks to François' hard work, AVFD received \$20,000 from the Mendocino Community Foundation to purchase new fire department radios. To fully fund our request, we received funding from two different sources: \$8,000 from the Community Enrichment Fund and \$12,000 from the Community Resilience and Preparation Fund. AVFD will be matching this with \$5,000 out of our Communications Reserve and ordering new radios very soon. This is the first step toward replacing our entire fire department radio inventory to keep up with the State's mandate for increased radio capabilities. Our estimated overall replacement costs will likely cost roughly \$120,000 once completed.

9. FIRE PROTECTION COMMITTEE REPORT/EMS COMMITTEE: (Copy attached): Presented by **Soderman**: Clay has been meeting with AP Triton in Ukiah to help plan a county EMS program. The sessions are closed but AVFD has been invited to participate. Ambulance draw-down level 0 has become common in the county. EMSO Report/Calendar of Events - Training on corona virus has begun. The new ambulance is due to arrive in late April or early May. Yorkville Station Update - (**Avila**) Easement negotiations with landowner have begun and will need to be concluded before construction can start. Funding is in hand. Road Naming - Other county fire departments have been invited to submit new road names to the county. The easy roads will be addressed first. Boonville Station Stand-by Generator Project - Unit is functioning properly now. The final gas line permit must be finalized (pressure and depth inspection). 7466 Replacement - The new engine is due to arrive at end of month and will go to the Philo station for final build of emergency lights, skid mount installation, etc.

Freedom of Information Act Request (FAIR)/Use of AVCSD Lawyer - Because of a legal request for FIAR related to the recent fire in Boonville, the CSD lawyer has taken over the issue. The lawyer has also advised that all CSD Committees be considered as advisory bodies only and not policy directors since non-elected members are on all committees. Nexus Study - Moving forward - Hopland Chief scheduled to brief CSD board. Study should provide justification for fee schedules. Study should improve our connection to county Building and Planning. Emergency Responder Fee for FD Response to Medical Incidents - Committee discussed rationale for Fire Department fee for EMS calls.

Hickenlooper motion: Recommend a minimum \$300 fee be charged for Fire Department response to EMS calls. Second by **Eubank**. All ayes. Career Pathway for Cadets - AV High School students are now earning class credit while working and studying emergency response with the AVFD. Chief **Avila** proposed that parents be required to sign an approval form that involves three levels of allowed participation in emergency responses. The student participation would vary from low (observer) to high (wild land firefighting). **Soderman** expressed concern about risk to department and students and suggested a lawyer should review the approval form. **Scaramella** opined that it is really an insurance issue. **Avila** will discuss matter with the CSD attorney. Lodge Fire Cleanup - Insurance company has approved the cleanup and work should start next week. The process is complicated by the need for asbestos removal. Corona Virus - The county has issued protocol for emergency response to possible corona virus victims. Special personnel protection equipment has been acquired. Six levels of hazard have been defined. EMS will respond to all six, fire department will respond to first three only.

10. BUDGET COMMITTEE REPORT: (Copy attached):

- 1 Budget Chairperson Report – Presented by **Christen**: Review and Recommend New Grant Opportunities:
- 2 Community Foundation Grant of \$20K for Radio Upgrade – Transfer \$5,000 From AVFD Communications Reserves for Radio Grant Match. *Motion by McKenna to transfer \$5K from AVFD Communications Reserves for radio grant match. 2nd by Christen. All ayes, no nays.*
- 3 Match the SCBA Grant with up to \$20K out of AVFD Reserves. *Motion by McKenna to take \$20K out of AVFD unfunded reserves for SCBA grants for \$400K. 2nd by Christen. Mailliard pointed out that without good SCBA equipment our Fire Dept. is lost. All ayes, no nays.*
- 4 Increase of \$1K to EMS Malpractice Insurance – Current Insurance is \$3K. Informational.

11. AIRPORT COMMITTEE REPORT: Did not meet.

12. RECREATION COMMITTEE REPORT: (Copy attached): Presented by **McKenna**: The FY 20/21 budget for the Rec. Committee was approved. There are request for activities such as Day of the Child Wellness Fair, Basketball Camp, Nutrition Class and Weight Room Program.

13. WATER PROJECTS: (Copy Attached): **Hanelt** reported on the Water Projects. The Water projects part of our website (avcsd.org) has been updated and everyone is encouraged to read the FAQ's. The wastewater project is still looking for a site. Letters are being sent to parcels that are large enough in town or close by to see if the owners would consider selling a large enough portion for our project. If there are no possible solutions from this outreach, then we will have to reconsider earlier sites. We discussed the feasibility of various wastewater sites we have already looked at. Drinking water is still negotiating with parcel owners that will be hosting well sites. Most are proceeding well, but one parcel is falling out of negotiations due to the owner asking an exorbitant amount of money for the water rights. The engineer is working on replacing this site with another. The drinking water projects has more options than possible wastewater sites. We are being assigned technical assistance from RCAC (Rural Communities Assistance Corporation). This is a non-profit organization hired by the State to help us with our projects. The "kick off" call will be next Tuesday at noon (3/24/20) and Board members will receive the conference number information in case they would like to participate. The three agencies who will participate in the call are AVCS D, RCAC, and SWRCB (State Water Resources Control Board). We will have a better idea of the type of assistance they can give after the conference.
14. PERSONNEL COMMITTEE REPORT: Did not meet. Will meet next month for potential contract for Fire Chief.
15. POLICIES & PROCEDURES COMMITTEE REPORT: Did not meet
16. OTHER BUSINESS: None.
17. OLD BUSINESS:
 - a. MCAFD Update – Did not meet.
 - b. EMS Update – Nothing to report.
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- **Christen** is concerned that the Corona virus may last for 12 months.
20. Adjourned at 7:15 pm

Recording Secretary – Patty **Liddy**