

**MINUTES of the BOARD OF DIRECTORS, REGULAR MEETING
ANDERSON VALLEY COMMUNITY SERVICES DISTRICT
BOONVILLE FIREHOUSE, 14281 Highway 128 & Teleconference Call & Zoom
April 15th, 2020 at 5:30 p.m.**

APPROVED

1. Called to order by **Hanelt** at 5:32 pm. Members present: Kathleen **McKenna**. Larry **Mailliard**, François **Christen**, Paul **Soderman** Valerie **Hanelt**, Joy **Andrews** and Patty **Liddy** all on Zoom and teleconference call. Andres **Avila** present.
2. RECOGNITION OF GUESTS AND HEARING OF PUBLIC: Mark **Scaramella** teleconference call.
3. CORRESPONDENCE RECEIVED – Reviewed.
4. CHANGES OR MODIFICATION TO THIS AGENDA: None.
5. CONSENT CALENDAR:
 - a. Approval of March 18th, 2020 CSD Board Minutes.
 - b. Approval of Expenditures as Reviewed at the April 8th, 2020 Budget Committee Meeting Per the Minutes. *The consent calendar was accepted.*
6. NEW BUSINESS:
 - c. COVID-19/Department Protocols - **Andrews** and **Avila** both responded to this topic in the General Manager’s Report and the Fire Chief’s Report.
7. GENERAL MANAGER’S REPORT: (Copy attached):
 - **Water/Wastewater Update:** We are currently revisiting all the previous sites for the Wastewater treatment plant and exploring a couple new ones. The committee and I are really working hard on securing land for the plant. The letter we discussed last month is going out within the next few days. We received a draft Technical Assistance work plan yesterday which I will review soon. This Technical Assistance from RCAC, a non-profit in Sacramento, is approved and covered by state monies separate from the grant.
 - **COVID-19 Office Procedures:** The AVCSO/AVFD offices are closed to walk-in visitors until further notice. We encourage board members to utilize e-mail and phone calls instead of coming to the office in person. Staff is doing a mix of working in the office and from home when possible. Patty will be using my office this Friday and next week while I’m gone; her internet at home isn’t always reliable. We are prepared to move both our work to home if the pandemic escalates in our community but for now, I am still working on-site. We are offering a small monthly stipend towards internet service at home for those teleworking however this will not affect our budget.
 - **Security of FY20-21 Revenues and Reserves:** I spoke to Chamise Cubbison at the auditor’s office and our property tax revenues are secure for next year. Also, our reserves are not at risk of being taken since that money isn’t necessarily from tax revenues but could also be from donations, sale of equipment, etc. The one unclear piece is sales tax and Proposition 172 revenues as the state may delay payment to counties.
 - **Elections:** By July 1st I need to file the Notice of Elective Offices to Be Filled with the county Registrar of Voters. Directors Hanelt, Mailliard, and Soderman have terms expiring this year. If you choose to continue, more information will follow as to what needs to be done in August. I thank all five of you for your hard work as volunteer board members and your commitment to our community and district.

Calendar on schedule.

8. FIRE CHIEF’S REPORT: (Copy attached): Presented by **Avila** – **AP TRITON CONSULTANT/ NEW EMS/FIRE MODEL** - We have not met or had any developments since the COVID 19 activity started impacting us last month. **RUBBLE CLEANUP** - The Lodge Building/Complex was completely cleaned up last month. Other than the displaced residents and any possible new construction, this historic

downtown fire has finally been wrapped up. **COVID 19 UPDATE** - We have been running the department at high idle for the last month. Even though AVFD staff is essential services, we are trying to work abroad. Our jobs do require us to come into the office regularly for certain work, but we are attempting to maintain proper distancing. Clay is working from the Ambulance quarters while on shift, Angela uses the Training Room, and I use my office in the back area. Using the intercom, teleconferencing, disinfecting while in the firehouse, and trying to come in at different times has been working well. So far, all AVFD staff have not lost any hours nor does it look like they will in the immediate future. We had our first web-based training last night using Zoom video conferencing. It worked well for the cognitive topic, but it will only be useful for some trainings. Most of troops have access to and are supportive of continuing this style of training for the month of April. Once May arrives, we plan to move outdoors in small groups and provide wildland training. These psychomotor trainings are a must for proficiency and safety as we move into another very dry summer season. During the last two weeks we have returned to normal call volume. We have had No confirmed COVID 19 calls or transports. Out of precaution, several incidents required full Personal Protective Equipment (PPE). **COMMUNITY FOUNDATION GRANT** - I have placed the order for five new portable radios (handheld), six new mobile radios (engine mounted), and some spare batteries with this grant money. The radios should be delivered by the end of next week. **ENGINE 7466** - The engine has arrived. **Angus Loop** is started the installation project on Thursday. He will be installing the radios, emergency lights, controls, additional cabinets, slip mount pump, winch and accessory electrical wiring. We are aiming for the first part of May to be ready. **CARES ACT FUNDING** - We have been advised by our EMS billing company that the CARES Act will be providing additional funding to ground ambulance services due to the COVID 19 Pandemic. The amount is unknown at this point, but we have heard that it could start immediately in an amount based on a Medicare formula and possibly a bulk distribution of \$48,000. I intend to wait and see what comes down the pike prior to any budgetary adjustments. **ELK MUTUAL AID RESPONSE**- After speaking with the Elk Fire Chief and Olie Erickson of Signal Ridge, we have agreed to support Elk in mutual aid on the Greenwood Ridge Rd. Elk has been having a difficult time serving that area and we can make a big difference to that area if available. This would be very similar to the assistance that we receive from Cloverdale FD on the extreme east end of our district. I see nothing but good service and cooperation that will come out of this assistance. There is no obligation for Olie to respond but rather he will get their emergency dispatches and independently decide if it is beneficial and appropriate to respond on a case by case basis.

9. FIRE PROTECTION COMMITTEE REPORT/EMS COMMITTEE: (Copy attached): COVID 19 – revising pandemic protocols based on county recommendations and PPE conservation. Limiting the number of responders making contact with patients to EMT only. Generator still requires some maintenance and Soderman will be contacting the installation contractor.
10. BUDGET COMMITTEE REPORT: (Copy attached):
 - (1) Budget Chairperson Report – Presented by **Christen**: Review and Recommend New Grant Opportunities:
 - USDA Matching Grant for Radios of \$20K from AVFD Communications Reserves: **Avila** shared that soon standards for radio equipment will be expensive and mandatory. The USDA has money to help with the any radio purchases. It would be a 55% match. We can continue down the road that **Christen** started. It is estimated that the Fire Department will have to spend around \$120K by the year 2024 in order to change the radios to the new mandatory standards. We have the funding in the Communications Reserves, but **Avila** wants to keep some money in reserves in case a repeater needs repair. **McKenna** says stretch those dollars, but also concerned about buying a lot of equipment right now. **Scaramella** wondered

if we could wait on this. **Avila** thinks this allocation is only for now. **Andrews** shared that the money could disappear because of Covid-19. **Andrews** thinks we should jump on this. Everyone on the committee is feeling cautious about spending any money, but this is an opportunity that is available right now and the equipment will be essential. This would come out of this year's budget.

Scaramella wanted to know if they could have a "place-holder" and probably do it unless something bad happens. There was a lengthy discussion about keeping track of the monies going out for matching grants. A spread sheet will be created. **Motion by McKenna to approve the application for the USDA Matching Grant for Radios spending up to \$15K to be taken from AVFD Communications Reserves. 2nd by Soderman. All ayes, no nays.**

(2) 4.6% Merit Raises for All Employees: This has been discussed thoroughly at Budget Committee meetings. **Motion by McKenna to approve a 4.6% raise for hourly as well as salaried employees: 3% merit and 1.6% COLA. 2nd by Soderman. All ayes, no nays.**

11. AIRPORT COMMITTEE REPORT: Did not meet.

12. RECREATION COMMITTEE REPORT: Did not meet. There was a discussion about the weight room at the high school. With COVID-19 this has been put on hold.

McKenna will collect more information about the specifics of the weight room.

13. WATER PROJECTS: (Copy Attached): **Hanelt** reports that letters are going out to parcel owners who have possible well and waste sites. There have been some contacts with interested parcel owners. The Water Projects meeting on 4/2/20 was attended by three local community members who were in the service zones. One of them contacted us the next day to offer their parcel for consideration for a well site. We have received the first draft of the "Work Plan" from RCAC (Rural Communities Assistance Corporation), a non-profit technical assistance entity hired by CA Waterboard State Financing to assist us. They will be facilitating the process for both projects; attending meetings, advising us on meeting procedures, helping with community outreach and with a survey for the drinking water project.

14. PERSONNEL COMMITTEE REPORT:

a. Fire Chief's FY20-21 Compensation Package – **Mailliard** requested a special meeting for the Board to get together and go over everything together. It was decided to have a special meeting on Tuesday, April 21st at 10am.

b. Advance Time Payments to Hourly Staff During COVID-19. The Board reassured the staff that the hours they incur during this period whether at home or at the office is fine; keep on going as normal using protocol.

15. POLICIES & PROCEDURES COMMITTEE REPORT: Did not meet yet – will meet April 30th.

a. Reserve Policy Update

b. Procedure for Incurring Attorney Costs

16. OTHER BUSINESS: None.

17. OLD BUSINESS:

a. MCAFD Update – Did not meet.

b. EMS Update – Nothing to report.

18. CLOSED SESSION:

a. Result of Personnel Reviews.

b. Long Range Staffing and Succession Planning.

19. 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-

20. Adjourned at 7:10 pm

Recording Secretary – **Patty Liddy**