

**MINUTES of the BOARD OF DIRECTORS, REGULAR MEETING
ANDERSON VALLEY COMMUNITY SERVICES DISTRICT
BOONVILLE FIREHOUSE, 14281 Highway 128
February 15th, 2023 at 3pm**

Approved

1. **CALL TO ORDER & ROLL CALL: ROBERT'S RULES OF ORDER:** Called to order by **Hanelt** at 3:03 pm. Kathleen **McKenna**, François **Christen**, Steve **Snyder**, Andres **Avila**, Bill **Nayes** and Valerie **Hanelt** in person. Staff - Cora **Richard** and Patty **Liddy**.
2. **RECOGNITION OF GUESTS AND HEARING OF PUBLIC:** Morgan Baynham.
3. **CORRESPONDENCE RECEIVED:** Reviewed.
4. **CHANGES OR MODIFICATION TO THIS AGENDA:**
5. **CONSENT CALENDAR:**
 - a. Approval of January 18th, 2022 CSD Board Minutes, January 25th and January 27th Special Meeting Minutes.
 - b. Approval of Expenditures as Reviewed at the February 8th, 2023 Budget Committee Meeting.

The consent calendar was accepted.
6. **ADMINISTRATIVE REPORT PRESENTATIONS AND QUESTIONS:**
 - a. **GENERAL MANAGER'S REPORT:** (Copy attached) Presented by **Richard: RMAP- Loss Control Due March 6th**: Our submissions for GSRMA's (our insurance company) Risk Management Accreditation Program (RMAP) are due the first Monday in March so over the next 2 weeks I will be working on submitting everything that goes along with that. Our return from participating in this program should be about \$6,500 this year. In the past the Fire Department was taking all of that income because most of the insurance bill is from Fire Department items and payroll, but Andres has kindly decided to let the income go to the CSD from this point forward as the CSD is doing all the legwork to get the money. **Annual Fire Extinguisher Service & Inspection:** Ukiah Oxygen will be coming to Boonville Station on March 10, 2023 from 10am to 1pm to service fire extinguishers. Fees begin at \$15.50. **AVCSD EMS Memberships:** We are currently at 545 EMS Memberships! Our total for last fiscal year was 521, so before this fiscal year is over, we have already surpassed last year's total.
 - b. **FIRE CHIEF'S REPORT:** Presented by **Avila: EMS Overbudget:** The EMS Branch over spent the FY budget due to back-staffing our vacant ambulance shifts. The county funded ALS grant of \$66,000 was first established in 2014 to increase advanced life support (ALS) opportunities and/or to sustain existing services in Anderson Valley. AVFD currently relies on this funding to provide regular training, pay our ambulance manager, stipend our dedicated volunteers 30 per 12-hour shift, and the remaining amount goes to pay MedStar ambulance to staff open shifts when needed. As our staffing crisis continues to grow, more shifts have been requested from MedStar Ambulance than the budget allows. The current excess in expenditures will be covered by donations, assistance from our Mendocino County DA, reducing on other expenditures, and a slight (possibly temporary) increase in revenues for this year. **Internet Upgrade Opportunity:** Director **Christen** and I are in discussions with a local internet provider about increasing service to several of our remote fire stations. In trade for using our building for a repeater site he will provide internet access at each site, cameras for the fuel station and Boonville station, and increase the speed and capacity to our main Boonville fire house. We will work on an MOU and run it through the appropriate CSD committees before bringing it to the CSD Board next month. **Center Fire Mutual Aid:** AVFD was able to assist our neighboring South Coast Fire Department early Monday morning when they had a structure fire consume their local community center. We were able to send a 3/0 staffed structure engine and one chief officer for overhead support. This type of mutual aid is not reimbursable but absolutely necessary and appropriate in order for fire services to combat large incidents challenging normal response capacities. We have many times requested neighboring agencies assistance for various incidents and appreciated the help. This was our time to give back. **California Fire Chiefs Association Area Director:** In January I was approach by the CFCA Northern Division Director about filling the vacant position for Area 5 (Humboldt, Trinity, Del

Norte, and Mendocino). After some consideration and discussions, I applied for the position and I received notice today that I was approved as the new Area 5 Director. Some of the major considerations in this decision were; if it would interfere with my existing duties, the opportunity to assist rural volunteer and combination departments gain much needed representation and keep informed on new developments, and aligning our small agencies with an organization that can influence our future services. Like any commitment I see a work load associated with it but on the other hand I also see many benefits that are much needed by our department and other departments just like ours along the northern coast.

7. **ADVISORY COMMITTEE REPORTS:**

- a. **EMERGENCY SERVICES COMMITTEE:** Presented by **Nayes**: **Nayes** said that **Avila** covered most of the meeting in his Chief's report. He shared that **Snyder** is working on the carport for 7400.
- b. **BUDGET COMMITTEE REPORT:** (Copy Attached) Presented by **Christen**: There was a discussion about the DA Grant process and that it is an annual grant. **Avila** is working on an MCI (Mass Casualty Incident). The MCI will be a Fentanyl party where multiple people may need emergency care. There was discussion regarding grants. The GEMT grant is having an audit and this program is going away to be replaced with the PPIGT. The Water Projects will now share their quarterly reports with Co-chair **Christen** and he will keep the Budget Committee informed.
 - 1) Review and Recommend New Grant Opportunities
- c. **PARKS & REC. COMMITTEE REPORT:**
 - 1) Review of Previously Approved Recreation Class Proposals or Trip Report Forms:
 - 2) Caltrans Local Grant: **McKenna** reported that there has been a lot of progress on the Clean California Grant. The handler for the state says that Anderson Valley is a good candidate for this grant. The Per Capital Grant is a different grant altogether. There is \$30K to spend. In 2026, Cal Trans will be re-paving Hwy 128 and have expressed eagerness to help with trees and such after the Water Project is finished. There was a bit of turnover and there are two new rec members. Meil Newstead, Anna Farquhar and Cassandra Klein Star White has stepped down.
 - 3) Skatepark Project Report Funding and Plan: The MOU was presented with a few modifications. *Motion by McKenna to approve the MOU between the AVCSD and the AVUSD as written after the typo is fixed with added amendments that they will not spend any money not in possession with the AVCSD and any money that they collect will be deposited with the AVCSD. 2nd by Snyder. All ayes, no nays.*
 - 4) CSD & AVUSD Community Park Property Transfer: This is considered "Surplus Property" and there will be a letter sent out to three other recreation entities. The notices will be going out next week. **McKenna** is authorized by the Board to respond to this. If the other recreation entities say no, it will go to the CSD after we respond. *Motion by McKenna that when we get the opportunity for that surplus property from AVUSD, that we accept. 2nd by Nayes. All ayes, no nays.*
- d. **AIRPORT COMMITTEE REPORT:** Did not meet.
- e. **WATER PROJECTS:** (Copy attached) presented by **Hanelt**: 1) **Clean Water:** Testing at Valley Views is being set up with a hydrogeologic company numbers. 2) **Drinking Water & Public Outreach:** A letter with information about hooking up to the system is being sent out this week with a survey asking if the parcel owner intends to hook up. March 7th at 7 PM will the public information meeting for Parcel Owners in the Drinking Water Attendance area. RCAC is in charge of sending the letters and collecting the surveys. They will follow up with owners who have not responded. Once we have an idea of the number of hook ups, we will be able to finalize the rate study.
- f. **PERSONNEL COMMITTEE REPORT:** Did not meet.

8. **OLD BUSINESS:**
 - a. MCAFD Update: **Christen** and **Avila** were at the meeting today. There was a discussion regarding the need to focus more on the EMS side of things. The Fire Districts without EMS seem to be doing fine but not the Fire Districts with an EMS component.
 - b. JPA Update: **Christen** and **Avila** had a talk with Fire Chief Hutchinson from Ukiah. **Avila** will ask **Eubank** to begin working with Hutchinson. This may move forward without any BOS involvement.
9. **NEW BUSINESS:**
 - a. GM Presents Payroll Costs Analysis – **Richard**. **Richard** presented her in-depth analysis and walked the Directors through the process and the costs. After many questions, it was decided to go with the new plan and free up the GM’s time to focus on other matters. ***Motion by McKenna to sign up with Paylocity for the payroll services and open a new revolving account with the GM as the signee. 2nd by Nayes. All ayes, no nays.***
 - b. Sub-Committee Description Discussion – **Hanelt**. There was a long discussion regarding the Policies and Procedures descriptions of the sub-committees. All committees will receive their descriptions and duties. They will go over the P&P during their committee meetings.
 - c. Creation Of An Ad Hoc Committee to Develop a Long-Range Plan for the AVCSD - It was decided that **Nayes** and **Christen** will speak with Phil Williams regarding Ad Hoc Committees and come back to the Board with the information. **Hanelt** and **Snyder** felt that the entire Board should have the Long-Range Plan as a Board agenda item and that all the Directors should be involved.
 - d. Allocate \$3K to AVFD Retiring Mechanic Angus Loop as a Consultant for Training and Preparation of Mechanical Services for The Calendar Year 2023. ***Motion by McKenna to allocate \$3K to AVFD retiring mechanic Angus Loop as a consultant for training and preparation of mechanical services for the calendar year 2023. 2nd by Snyder. All ayes, no nays.*** The Budget Committee had also agreed to this.
 - e. Request for Additional \$2K for RespecTech Consulting to Fix Backup Problems and Other Issues – **Christen** outlined the on-going challenges he has been faced with regarding the security of computer equipment at the fire station. ***Motion by Christen to allocate \$2K to RespecTech to ensure that computer back-up activities are properly performed with costs borne 2/5’s by CSD and 3/5’s by AVFD. 2nd by McKenna. This should be a one-time item. All ayes, no nays.***
 - f. Personnel Evaluations Progress - **Nayes** presented the Board with the bullet points of what the Personnel Committee does. Personnel Committee will meet with staff on March 28th.
10. **ANY SPECIAL ITEM NOT ON THE AGENDA BUT APPROVED UNANIMOUS BY THE BOARD OR LEGALLY REQUIRED OR AUTHORIZED FOR IMMEDIATE ACTION:** None.
11. **ANNOUNCEMENTS/CONCERNS OF DIRECTORS:** **Nayes** announced that he’d be attending the AV Land Trust meeting on February 21st and hoped to meet Jared Hoffman. No other concerns of Directors.
12. **ADJOURNMENT:** 6:30 pm