



**REDWOOD VALLEY-CALPELLA FIRE DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
MINUTES
February 13, 2025**

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1. Opening Business

1.1 Call to Order

The meeting was called to order by Chair Dunken at 6:01PM.

1.2 Pledge of Allegiance and Moment of Silence

1.3 Roll Call

X Chair Dunken X Director Mayfield X Director Odell X Director Tusso X Vice-Chair Woida
Director Tusso arrived at 6:15PM

Staff present: Interim Fire Chief Grebil, Jessica Keizer

2. Public Comment (GC §54954.3)

Audience member Dolly Riley, member of the local MAC group who was a resident here during the 2017 fires expressed her belief that death could have been avoided with the use of the siren. She would like to see the siren in use. On October 3, 2024 there was a fire on HWY 20 that affected her. She believes if the siren was in use it would have been useful as a warning for the residents of that area. In looking at the Emergency Operations Plan being presented by OES she saw no mention of the siren system for use in future events. She would like to see the siren be used.

Audience member Christine Boyd, MAC member and former RVCFD Board Member requested the implementation of the siren system. She highlighted the reasons that the siren was not currently in use and some of the reasons that presented hurdles to overcome in establishing its use. She believes that it would prove effective as a back-up if the newer alert systems fail.

Audience member Gizmo Henderson spoke of his support of the previous speakers regarding the siren system. He also provided an update on the project he is working on to help educate the public on towing safety and reducing fires with better education on trailer chain safety. It looks like in the next few years there will be a QR code and pamphlets available when trailers are purchased. He also highlighted that he has seen funding available to purchase electric buses and some of those grant monies included fire in their wording, he suggested looking into it to see if any could be attained to help Fire District.

3. Agenda Amendments (GC §54954.2)

None

4. Consent Calendar

4.1 Minutes: Approve Special Board Meeting Minutes of January 6, 2025

4.2 Minutes: Approve Regular Board Meeting Minutes of January 9, 2025

4.3 Minutes: Approve Special Board Meeting Minutes of January 14, 2025



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4.4 Payroll: Approve Payroll 26, 1 and 2 in the amount of: \$62,891.34

Expenditures: Approve Expenditures for January in the Amount of:

General Fund: \$23,374.38

CalCard Payment: \$ 959.41

Director Tusso made a motion, seconded by Director Odell, to approve the consent calendar as submitted.

Ayes: Mayfield, Odell, Tusso, Woida, Dunken

Noes:

Absent:

Abstain:

Motion passes

5. Discussion Items

5.1 Board Meeting Minutes Format

A discussion was had regarding the Boards preference regarding the format for the minutes. The various styles were discussed. When taking board meeting minutes, you can choose to focus on recording either "action minutes" which detail only the decisions made and assigned actions, "discussion minutes" which capture a more comprehensive overview of the conversation, or "verbatim minutes" which transcribe nearly everything said during the meeting, depending on the level of detail needed and the specific situation; always ensuring to clearly state key decisions, votes, and assigned responsibilities.

Key elements to include in board meeting minutes regardless of the format:

- **Meeting details:** Date, time, location, attendees present, absent members.
- **Agenda items:** A list of topics discussed, following the meeting agenda.
- **Discussions:** Summarize key points raised during each topic discussion, avoiding verbatim transcription unless necessary.
- **Decisions and votes:** Clearly state the outcome of each discussion point, including who proposed a motion, who seconded it, and the vote count.
- **Action items:** Assign clear action items to specific individuals with deadlines.
- **Next steps:** Outline any follow-up actions or items to be discussed at the next meeting.

Different types of board meeting minutes:

- **Action minutes:**

Focus primarily on decisions made and assigned actions, ideal for quick reference and follow-up.

- **Discussion minutes:**

Provide a more detailed summary of conversations and key points raised during the meeting, useful for understanding the rationale behind decisions.

- **Verbatim minutes:**

Capture nearly everything said during the meeting, typically used in highly sensitive situations where precise wording is crucial.

The general consensus of the Board was that they would like to see the minutes be in a discussion format.



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5.2 Monthly Reports to the Board

Referencing the Bylaws of the RVCFD (2/10/2022), the Fire Chief shall make regular reports to the Board on a monthly basis as to the status of the RVCFD, and reporting shall include but not be limited to i) monthly summary of calls for service, ii) trainings conducted, iii) staff and volunteer roster, iv) status of firefighting and all emergency services equipment and supplies. In addition to the regular reports, the Chief shall keep the Board informed by communicating all information, including electronic communications, relevant to the functions and operations of the District and allocation of its resources to the Chair of the Board as it becomes known. Other reporting shall be made as determined/directed by the Board. A discussion of the expectation of the Board regarding monthly reports in line with the bylaws ensued. It was determined that the reporting provided by Interim Fire Chief Grebil met the standards.

5.3 Board ByLaws and Operating Procedures #1 and 2

Interim Fire Chief Grebil discovered several copies of the original Operating Policies and Procedures #1 and 2 and after reviewing them he found them to be adequate, they just need some updating. Copies were handed out for review with his recommendation to consider refreshing these for use. A brief discussion ensued and the Board was encouraged to look them over.

6. Action Items – Discussion/Action

6.1 Approve a Resolution Amending the Signature List for Authorizing the Disbursement of Funds from the Savings Bank of Mendocino County

An amended resolution # 2025-01 was presented to the Board for their consideration to add Interim Fire Chief Grebil as a signer to the account allowing checks to be signed by either the Fire Chief and a Board Member or 2 Board Members in order to expedite the check signing process.

Director Tusso made a motion, seconded by Vice Chair Woida, to approve the amended Resolution 2025-01, amending the signature list for authorizing the disbursement of funds from the Savings Bank of Mendocino County

Ayes: Mayfield, Odell, Tusso, Woida, Dunken

Noes:

Absent:

Abstain:



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6.2 Approve a Resolution Amending the Signature List for Authorizing the Disbursement of Claims by the County of Mendocino

An amended resolution # 2025-02 was presented to the Board for their consideration to add Interim Fire Chief Grebil as a signer allowing authorizations to be signed by either the Fire Chief and a Board Member or 2 Board Members in order to expedite the disbursement of funds from the County.

Director Tusso made a motion, seconded by Director Mayfield, to approve the amended Resolution 2025-02, amending the signature list for authorizing the disbursement of funds by the County of Mendocino.

Ayes: Mayfield, Odell, Tusso, Woida, Dunken

Noes:

Absent:

Abstain:

6.3 Appoint Labor Negotiators to Update the Employee Wage and Benefits Procedures

Interim Fire Chief Grebil proposed the appointment of himself and 2 Board members to act as Labor Negotiators to update the Employee Wage and Benefits Procedures.. It was suggested that the Board members of the current HR committee would be a good fit.

Director Mayfield made a motion, seconded by Director Woida, to appoint Fire Chief Grebil along with Chair Dunken and Vice Chair Woida as labor negotiators to update the employee wages and benefits procedures.

Ayes: Mayfield, Odell, Tusso, Woida, Dunken

Noes:

Absent:

Abstain:

6.4 Approve the Surplus and Donation of Engine 6288 (1997 Quality -Spartan) to the Mendocino Community College and Authorize the Interim Fire Chief to Execute the Property Transfer Documents

The Board of Directors had previously declared Engine 6288 as surplus and the former Fire Chief had been actively engaged in selling it. In recent discussions with area Fire Chiefs and the Public Safety Coordinator for the College, Interim Fire Chief Grebil was briefed that the College is in need of a fire engine for their fire science program. It was recommend to donate Engine 6288 to the Mendocino Community College for the furthering of future generations of firefighters. Chair Dunken expressed concern due to the lack of proper



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certifications in the fire program at the college last year. Interim Fire Chief Grebil said he had been informed that they had partnered with Siskiyou College to correct last year and ensure that this year would not have those issues. Director Tusso requested that the sickle crediting the Coyote Valley Tribe for funds used from their MOU, would remain on the engine.

A motion was made to approve the recommended action which was to approve the surplus and donation of Engine 6288 (1997 Quality -Spartan) to the Mendocino Community College and authorize the Interim Fire Chief to execute the property transfer documents.

Ayes: Mayfield, Odell, Tusso, Woida, Dunken

Noes:

Absent:

Abstain:

7. Board of Directors and Administrative Reports – Information/Discussion

None

7.1 Board of Directors Report

Human Resources Committee (Ad Hoc – Dunken and Woida) -Established as Labor Negotiators.
Budget Committee (Standing – Dunken and Odell) No meeting, will be scheduling one soon.

7.2 Fire Chief Report

There were 51 Incidents for January 2025

January training topics included:

6th – Volunteer Association Business Meeting

13th – Fire Hose Evolutions

20th – Meet and Greet with Chief Grebil

27th – Door Breaching with new Door Prop

Personnel:

Career - vacant Duty Officer/Captain and permanent Fire Chief

Volunteer – Roster = 22 - 2 on approved leave of absence

Volunteer Firefighter Program Policy will be presented to the Board at your March 13th meeting.

Equipment: Engine 6265 (Reserve Type III) out of service



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The Apparatus/Fleet Replacement Plan will be presented to the Board at your March 13th meeting.

7.3 Volunteers Reports (Fire Marshal, Training Officer and Safety Officer)

The Volunteers are finishing up structure fire training and will soon be moving into wildland training.

7.4 Volunteer Association Report

Past and upcoming events for the Volunteer Association include the Annual Awards Dinner that took place on February 15, 2025 and in March there is the pancake breakfast on the 16th and the corned beef and cabbage dinner on the 17th.

8. Correspondence – Information

None

9. Request for Future Agenda Items

None

10. Closed Session: Government Code §54957

Closed Session entered into at 6:56PM

10.1 Conference with Labor Negotiators: Government Code §54957.6

Agency Designated Representatives: appointed earlier in this meeting

Employees: All

10.2 Interim Fire Chief Performance Review: Government Code §54957

11. Open Session reconvened at 7:38PM


11.1 Report on Closed Session: Government Code §54957.1

No action was taken in closed session on items 10.1 and 10.2.

12. Adjournment at 7:39PM

There being no further business to come before the Board the meeting was adjourned at 7:39PM.

Next Regular Board Meeting will be March 13, 2025 at 6:00PM


Stephanie Dunken, Chair


Jessica Keizer, Clerk