



**REDWOOD VALLEY-CALPELLA FIRE DISTRICT
BOARD OF DIRECTORS MEETING
MINUTES
August 25, 2022**

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1 CALL TO ORDER

The meeting was called to order by Chair Talso at 6:04 p.m.

2 ROLL CALL

DIRECTORS PRESENT

Talso, Rugg, Tuso, Boyd, Strangio

DIRECTORS ABSENT

None

STAFF PRESENT

Chief Robinson and Jessica Keizer, Clerk

#3 APPROVAL OF AGENDA

Agenda approved

#4 PUBLIC EXPRESSION

None

#5 APPROVAL OF MINUTES

July 14, 2022- Director Boyd made a motion to approve the minutes for the July 14, 2022 Board Meeting as written with a second from Director Rugg.

Roll Call: Ayes: Rugg, Tuso, Boyd, Strangio Abstain: Talso

Motion Passed

#6 MONTHLY FINANCIAL REPORT

a. Monthly Report. As of 07/30/2022, \$51,329.27 has been expended and \$28,232.14 in revenue has been billed. Net total for the month of July was -\$23,097.13. Until a new Budget is approved and entered the Budget vs. Actual report is unavailable.

#7 CHIEF'S REPORT

- RVCFD had 58 calls for the month of July-26 Medical/8 Canceled enroute/3 False Alarms/5 Traffic Collisions/ along with various others along with a few fires. 8.3 Acres were burned between West Rd and East Rd as well as a 100' X100' grass fire. An Engine was sent out to assist Ukiah with a structure fire.
- The Volunteers BBQ was a huge success! A special thank you to Megan Brown for doing an amazing job as Chairperson of the BBQ. Thank you to all who helped make this event such a success. This was the first year we had a raffle and it turned out really well.
- Strike Team XME 2150C- Out Engine 6270 Joined in fighting the Six Rivers Complex Fire for 13 Days.



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#8 VOLUNTEERS REPORT

- a. The Volunteers are continuing their wildland training and getting ready to transition to Structure Fire Training.
- b. Explorers are still on hold.

#9 COMMITTEE REPORTS

- a. Policy & Procedures Committee – Tusso, Strangio – Met to review the current vacation policy held by the District. They are looking into other local departments' policies (Ukiah, Santa Rosa). Currently we have a policy that is similar to a use it or lose it where once an employee reaches the vacation maximum allowed amount they are no longer eligible to accrue vacation. The committee is looking to possibly institute a buy back program, allowing employees to cash out some of their vacation time to lower the amount in their vacation banks. An initial draft suggestion was proposed. It was discussed that maybe we should look into some department policies at Districts that are closer to our size and see what policies they have. It was decided that a more in depth look is needed before deciding how to adjust this policy as it ties in with the holiday 24 hrs of vacation earned policy. This is a great start and more consideration and review is needed. A meet and confer needs to be held with the employees since a policy change like this will affect them.
- b. Budget Committee –Rugg, Boyd – Met and made a few adjustments to the proposed budget numbers as seen here tonight. The Budget will be discussed later during the Public Hearing portion of this meeting.
- c. Siren Committee- Tusso, Strangio- No meeting. Siren is to act as a situational awareness device not as an evacuation alert. County has chosen a Project Manager but there has been no further action taken at this time.
- d. Tax Measure- Suspended
- e. Salary Schedule Update Committee- The committee met and is planning to propose an adjusted salary schedule involving some restructuring of the pay steps. A meet and confer needs to be held with the employees since a change like this will affect them.

#10 PUBLIC HEARING OF THE BUDGET- 7:00 TIMED ITEM

7:00 Public hearing of the proposed budget. At last month's meeting a few changes were made to the proposed budget. Those items were again highlighted. Director Tusso would like the column with the previous numbers to be removed so as to avoid confusions when viewing the budget. Due to no additional public input the hearing was closed at 7:12PM to vote to adopt the proposed budget.

Director Tusso made a motion to adopt the Proposed Budget with a second from Director Boyd. **Roll Call:**
Ayes: Talso, Rugg, Tusso, Boyd, Strangio
Motion Passed



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#11 DIRECTORS REPORTS

Due to a conflict of scheduling for next month's Board Meeting on September 8, 2022 it was decided that a meeting would not be held on the 8th. There will be a meeting held Friday September 16, 2022 at 5:00.

#12 GOOD OF THE DEPARTMENT

None

#13 OLD BUSINESS

a. Update on election status-

The time frame has closed for candidates to file their forms to run for the 2 seats on our Board in the upcoming election. We have 3 candidates that will appear on the Ballot. Shannon Johnson, Stephanie Dunken, and Tony Howard.

#14 NEW BUSINESS

a. Review and revise Ad Hoc committees,

There exists two different types of committees that serve two different purposes, a standing committee and an ad hoc committee. A standing committee is ongoing whereas an ad hoc committee is short term with a specific purpose and disbanded when the task is accomplished. When a standing committee meets it is governed under the Brown Act and has to be noticed whereas an ad hoc does not. It is important when reviewing our committees that if they are ad hoc that they are short term with a specific purpose and they disband when they are done. In looking at the current ad hoc committees some adjustments could be made. The Budget committee is really a standing committee since it always exists. It is proposed to make the following changes:

Policy and Procedures Committee-disband and replace with ad hoc for Vacation Policy Update

Budget Committee- make a standing committee

Siren Committee- disband and just get updates at our meeting as we receive them

Tax Measure- disband

Motion was made by Director Strangio to make the Budget Committee a standing committee, disband the Policies and Procedures Committee, Siren Committee, and Tax Measure Committee, leaving a Vacation Policy Update Committee and Salary Schedule Update Committee as Ad Hoc Committees. A second was made by Director Boyd.

Roll Call: Ayes: Talso, Rugg, Tusso, Boyd, Strangio

Motion Passed

Chief Robinson gave an update on the progress with our new Lexipol program that will allow us to customize our Policies and Procedures. At his request an Ad Hoc Committee was formed to help oversee and assist with the creation of these policies. The District will need to utilize everyone's areas of expertise as this is a very large project. An Ad Hoc was created consisting of Director Boyd and Director Rugg. The first meeting will be September 6, 2022 at 1:30 with Lexipol. The Chief requested Director Boyd be the project manager for this project.



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b. Presentation of proposed Fire Prevention Bureau

A comprehensive presentation at the meeting was given by Matt Keizer who is a RVCFD Volunteer and is collaborating with the Chief to create the proposed Fire Prevention Bureau. His presentation was accompanied with additional resources and information included in the packet. He highlighted what a Fire Prevention Bureau does, things such as issuing permits, conducting inspections, performing State mandated inspections. This is a way to insure our community is a safer place, helps to educate the public and many of the items he mentioned are required by law. The staff is requesting the appointment of Matt Keizer as the Fire Marshal with the support of the Fire Chief to create this Fire Prevention Bureau. The goal is to train current staff in this area with the long term goal of being able to completely perform it in house. Due to the large volume of information provided, the Board would like to create an Ad Hoc Committee to further this item. Director Strangio and Director Boyd volunteered to be on this committee.

Director Strangio motioned the we establish a Fire Marshal position and have it be filled by Matt Keizer and pursue the creation of the Fire Protection Bureau and look into legal for a stipend down the road. This does not include the job description only the establishment of the position. Director Tusso second.

**Roll Call: Ayes: Talso, Rugg, Tusso, Boyd, Strangio
Motion Passed**

c. Tax measure proposed by Board of Supervisors Measure P

We were given yard signs that were made by the Chiefs Association that are available to promote Measure P. More information is going to be made available. The Volunteers are working to get the word out. No District funds or assets can be used to promote Measure P but the Volunteers are allowed to show their support. The District is only allowed to educate in an unbiased way. There will be a total of 3 measures on the Ballot, Measure P, Measure N (Hopland Fire), Measure O (Library).

d. Review contracts from the County for PG&E funds as allocated-

Item Removed from agenda. Recently the County Board of Supervisors approved the reallocation of some of the PG & E funds for RVCFD, however the new funds contracts were not completed in time for this meeting.

e. Proposed Carport

The Board of Supervisors approved the reallocation of funds to purchase a metal building structure with the maximum amount of \$100,000.00. A RFB was sent out with a return date of August 4, 2022. We received 5 bids and the low bid coming in at \$63,386.10 was proposed by Pro Metal Buildings. Staff recommendation is for the Board to approve the Pro Metal Buildings Bid.

Motion was made by Director Rugg to purchase the metal building in the amount of \$63,386.10 from Pro Metal Buildings. A second was made by Director Tusso.

**Roll Call: Ayes: Talso, Rugg, Tusso, Boyd, Strangio
Motion Passed**



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#15 CLOSED SESSION

Personel- No action was taken

#16 ADJOURNMENT

Next Board Meeting will be September 16, 2022 at 5:00PM

There being no further business to come before the Board the meeting was adjourned at 8:45 pm.

Linds Talso, Chair

Jessica Keizer Clerk