



**REDWOOD VALLEY-CALPELLA FIRE DISTRICT
BOARD OF DIRECTORS MEETING
MINUTES
February 10, 2022**

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1 CALL TO ORDER

The meeting was called to order by Chair Talso at 6:12 p.m.

2 ROLL CALL

DIRECTORS PRESENT

Talso, Tuso, Rugg, Boyd, Strangio

DIRECTORS ABSENT

None

STAFF PRESENT

Chief Robinson and Jessica Keizer, Clerk

#3 PUBLIC EXPRESSION

Audience member Gizmo had a request to make a clear distinction when it is acceptable for the public to make public comments during the meeting. He also wanted to thank whoever was responsible for the pallets of pellets that were moved back from the HWY 20 interchange.

#4 MINUTES

01/20/2022 Board meeting minutes, motion made to accept by Director Boyd and second by Director Rugg.

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

Motion Passed

#5 BUDGET REVIEW

a. Budget Report. As of 01/31/2022, \$91,169.20 has been expended and \$98,732.04 in revenue has been billed. Net total for the month of January was \$7,562.84. We have received some of our income from our strike teams to date.

Discussion of the 10 year budget forecast. The Board really liked the forecast, including the inclusion of replacement monies for items as they time out of the fire service. This paints a much more detailed picture of why the tax increase is necessary. To date it has been the strike teams that have kept funding the District to help with the gap in revenue, but that is not a guaranteed source of revenue. Director Boyd would like this budget plan to be a part of our outreach to inform the public of our situation so they can see the need for the increase. Motion was made by Director Rugg to accept and approve this budget forecast, second was made by Director Boyd.

Roll Call: Ayes: Talso, Tuso, Rugg, Boyd, Strangio; Nays: None; Abstain: None

Motion Passed



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#6 CHIEFS REPORT

- For the month of January we had 36 calls with a total of 14 different types of incidents with the majority being medical calls.
- We had several calls regarding Covid signs or symptoms. The station itself experienced several cases of Covid.
- We did hydrant training last month and sent everyone out to locate and test the pressure and gpm. It was found that the new hydrants in Fisher Lake only had 50 PSI and one of the hydrants was turned off. The Water District was contacted and informed. Additionally, fire hose training was performed to ensure our firefighters had lots of opportunities to practice proper laying and folding of hoses which is very important so that the water flows freely.
- Lt. Juszczak and Chief Robinson attended a swift water training class, it was very informative and Lt. Juszczak did an excellent job.
- The Department has been working on using the PG&E money to order necessary equipment and supplies. We are currently working on an order to get EMS supplies.
- We are preparing for the upcoming Sweethearts Dinner/Awards. This is where we are able to thank the spouses of the Volunteers for their support and give out awards and recognition for all the hard work the volunteers and staff do.
- February 23rd, the Chief will be attending a special Chief's only meeting to discuss the proposal of a Fire Warden.
- Lt. Gonzalez was able to take some equipment that had timed out for our Department and was no longer in service down to a Fire Department in Mexico. They were very grateful and sent us some very nice shirts and a beautiful plaque as a way of saying thank you.
- Update on engine 6264. We have sent engine 6264 to Sam's Diesel for repairs, it looks like it will need a new transmission so they are looking to find us a used transmission to install so we can put it into service. We have been updating the lighting on our rigs and have added LED lighting which is very helpful.
- Battalion Chief Phillips has reached out to all the schools to speak with the kids about Fire Prevention. We have a scheduled visit to one of our local schools coming up on March 16th.

#7 VOLUNTEERS REPORT

- a. We are finishing up structure fire training and now transitioning into wildland fire training. We have a lot of interest in our volunteer program and we are currently close to our maximum number of volunteers. The Sweethearts /Awards dinner is this coming weekend and everyone is looking forward to it.
- b. Explorers are still on hold.



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#8 COMMITTEE REPORTS

- a. Policy & Procedures Committee – Rugg, Strangio – Updates to the Bylaws have been the focus. It will be discussed in a later agenda item.
- b. Strategic Planning Committee – Talso, Rugg – We met with most of the staff previously and reviewed the first 5 major goals outlined in the plan. If you have not reviewed the Strategic Plan for the District recently it is recommended that you do.
- c. Budget Committee – Talso, Boyd – Worked with S & L and the District to develop a 10 year budget forecast. S & L was able to use information provided by the Chief to build the budget that was reviewed earlier. This information will assist SCI as we move forward on the proposed tax increase.
- d. Grant Committee- Talso, Rugg- No Meeting
- e. Siren Committee- Tusso, Strangio- No Meeting. Awaiting information from the County. They are currently looking to hire a Project Manager for the Siren installation. We have a soft confirmation that PG&E will assist/donate poles and install them for us.
- f. Tax Measure- Talso, Boyd- Met with SCI via Zoom they are getting close gathering all the information and have developed a survey to send out to the residents of Redwood Valley that was discussed at the Special Board Meeting held earlier today.

#9 DIRECTORS REPORTS

None

#10 GOOD OF THE DEPARTMENT

The new computers and accessories have arrived and are scheduled to be installed this Tuesday the 15th.

#11 OLD BUSINESS

- a. Review proposed By-Laws for adoption. Minor corrections were noted to be made to the current bylaws that have been presented to the Board corrections are as follows:
 - 2.2 change the position of President to Chair
 - remove and replace a ;
 - 6.4 add a comma
 - Update date to the current date of adoptionDiscussion that the treasurer position in the bylaws is to be held by the Vice-Chair. In this case that is Director Rugg. Minor adjustments will be made to committee assignments to allow Director Rugg to be on the Budget committee. Director Talso will move to the Policies and Procedures committee and Director Rugg will take her place on the Budget committee.
-These Bylaws are to be adopted by way of resolution.
Motion was made by Director Strangio to adopt these bylaws by way of resolution with the noted corrections, second was made by Director Boyd.
Roll Call: Ayes: Talso, Tusso, Rugg, Boyd, Strangio Nays: None Abstain: None
Motion Passed



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- b. Update on Human Resources- Checked around at local firms. Got one response from Combs Consulting Group, they require a 3hrs @ \$175.00 (\$525) retainer. Chief stated that we don't have any large issues right now and that we could probably just consult an attorney as needed.
- c. Form 700 reminder- If you have not turned in your form to Jessica please do so and she will take care of the filing. Our deadline to file is April 1, 2022.

#12 NEW BUSINESS

- a. Acquisition of Type 6 Brush Truck-Chief Robinson
Fire Trucks Unlimited is writing up a proposal to bid and going to send it out. We should see a contract in a few weeks. **No action taken**
- b. Proposal to change Burn Permit verbiage regarding diameter of burn pile requirements-
Chief Robinson is proposing changing from a 4' X 4' pile to a 8' X 8' pile with 20' clearance. Discussion of the pros and cons of changing the burn pile size. Audience members commented concerns that the increase in size could cause people to exceed the new larger limit as well. It was noted that Air Quality and Cal Fire both have the 4' X 4' size restriction. It was decided that no change to burn pile sizing would be made at this time. **No action taken**
- c. Approval of change order for the approved Type 3 Engine contract. Request for approval of change order for items needed for the Type 3 in the amount of \$51,433.38. Reviewed list of items and it was found to be acceptable.
Motion was made by Director Rugg to approve and sign the change order totaling \$51,433.38, second was made by Director Strangio.
Roll Call: Ayes: Talso, Tusso, Rugg, Boyd, Strangio Nays: None Abstain: None
Motion Passed
- d. MCAFD- Proposal of a Mendocino County Fire Warden, letter of support request-
Discussion on what the benefits and cost of a Fire Warden would be. It is still very unclear who will be billed for the cost and how it will directly benefit our District. It was decided that the letter would not be signed at this time and that more information is needed. The Board members will send in their questions and concerns to the Chief to take to the upcoming special Chief's meeting on February 23rd to get clarification.
No Action Taken
- e. Transfer of funds to General Fund- Request to transfer strike team funds in the amount of \$26,050.99 that were deposited directly to the SBMC checking account as payment for services rendered 8/18-8/20/21 on the Caldor fire. These funds need to be transferred into the general fund for RVCFD held at the county.
Motion made by Director Tusso, Second by Director Boyd
Roll Call: Ayes: Talso, Tusso, Rugg, Boyd, Strangio Nays: None Abstain: None
Motion Passed



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Move to Closed Session 8:05

#13 CLOSED SESSION

a. Personnel Evaluation Form- Board discussed and selected a new Chief Evaluation form with minor adjustments to be made and used from here forward.

a. Legal Counsel

The Board is reviewing options for Legal Counsel. Director Boyd continues to reach out to firms that are available to assist the Department no decision has been made yet.

#14 ADJOURNMENT

Next Board Meeting will be March 10, 2022 at 6:00PM

There being no further business to come before the Board the meeting was adjourned at 8:28 pm.

Linda Talso, Chair

Jessica Keizer Clerk