REDWOOD VALLEY-CALPELLA FIRE DISTRICT
BOARD OF DIRECTORS MEETING
MINUTES
March 9, 2023

1 CALL TO ORDER
The meeting was called to order by Chair Strangio at 6:00PM.

2 ROLL CALL

DIRECTORS PRESENT
Strangio, Boyd, Tuso, Dunken, Howard

DIRECTORS ABSENT
None

STAFF PRESENT
Chief Robinson and Jessica Keizer, Clerk

#3 APPROVAL OF AGENDA

Agenda was unanimously approved

#4 PUBLIC EXPRESSION

Audience member Gizmo Henderson inquired about GPS coordinates for Helicopter landing zones in the preplan program FloMSP. He was looking to make sure that two spots in Greenfield Ranch were included. The Chief said he would have Captain Rojas reach out to him to get the information.

#5 MINUTES

February 9, 2023 Meeting Minutes-
Motion was made to accept the minutes as written by Director Boyd with a second from Director Tuso.
Ayes: Strangio, Boyd, Tuso, Howard, Dunken
Motion carried

#6 MONTHLY FINANCIAL REPORT

a. For the month of January our total revenue was $5,277.65 and total expenditures were $42,058.51 leaving the District with a deficit of $-36,780.86 for the month. The County did close their books for the 2021/2022 fiscal year, one notable item was the Prop 172 revenue was slightly higher than anticipated, although we do not have that number available in our books. Our bookkeeping firm has not yet had the chance to enter and reconcile the numbers that were just provided by the County.

#6 MONTHLY FINANCIAL REPORT cont.

Expenditures for the month of February as well as the December/January Cal Card charges were outlined. The majority of the expenditures on the Cal Card were related to strike team activity that is reimbursable to the District. There were a couple of accidental charges made by the Chief for personal items that he will reimburse the District for.

Board Approval of monthly expenditures for February as well as December/January Cal Card charges. Director Boyd made a motion to approve all expenditures with a second by Director Tuso.
In favor Strangio, Boyd, Dunken, Howard. Tuso
Motion Carried

#7 CHIEFS REPORT

- 61 Calls for the month of January with a year-to-date total of 124 calls.
- RVCFD held its annual Sweetheart Awards Dinner
- We have received some new equipment this month, BK5000 radios and Seek Thermal Imaging Cameras. These new items are going to help us better serve the community.
- Chief attended a recent training and it highlighted a different way to look at incident loss and gains. Pointing out that by containing a fire to the kitchen the loss was only the kitchen cost and the savings was the value for the remainder of the house.
- Lt. Juszczak is heading up conditioning training for the approaching wildland fire season.

#8 FIRE MARSHAL REPORT

- Building/Fire Permits issued YTD 22 about 10 were in Feb/March so we are seeing an increase as we develop our relationship with the County.
- Construction permits/ 105 permits almost $13,000.00
- Expenses about $100.00
- We have a couple larger permits coming in in the near future.

#9 VOLUNTEERS REPORT

Report given by Lt. Megan Turner-Brown
-Career fair coming up at the College
-July 15th is the date that has been of the Fireman's BBQ.

#9 VOLUNTEERS REPORT cont.

Battalion Ebert gave an update on training
-They are finishing up structure fire training and will be transitioning into wildland training. The District has some new rope rescue equipment that really useful that has just been put into service and there will be upcoming training on that. Lt. Juszczak has started a conditioning program to build not only skills but also good teamwork. The Volunteers have formed a strategic planning committee that met for the first time a couple of weeks ago and will again next week hoping to get some good ideas and planning strategies to align and assist the District with its goals.

a. Explorers Update- Still updating the current set up of the Explorers.

#10 COMMITTEE REPORTS

Ad Hoc Committees:

a. Review of Board Bylaws – Strangio, Dunken
No Meeting.

b. Creation of Lexipol Policies Committee- Howard
Have not met but will be soon.

Standing Committees:

a. Budget Committee –Boyd, Dunken
Feb 28 Meeting Minutes
Met and will be getting together again on March 15 at 11:00AM. The committee is not quite ready to present a draft for this meeting but it looks like it will be the April meeting. The committee is looking into the forecasts that were put together by S&L for future replacement items. The hope is to scope out an annual figure for replacement items especially the larger items like apparatus so that money can be set aside each year to prepare for those necessary replacement costs.

#11 DIRECTORS REPORTS
None

#12 GOOD OF THE DEPARTMENT
Corned Beef dinner hosted by the Volunteers will be March 20, 2023 at 6:00PM.

Special thanks to Megan for all her work on social media.

#13 OLD BUSINESS

a. Second reading of Ordinance 2023-1, by Title only, to adopt the 2022 California Fire Code as amended,

AN ORDINANCE OF THE REDWOOD VALLEY-CALPELLA FIRE DISTRICT ADOPTING THE 2022 EDITION OF THE CALIFORNIA FIRE CODE WITH AMENDMENTS, AS WELL AS NFPA 1 CHAPTER 38, REGULATING AND GOVERNING THE SAFEGUARDING OF LIFE AND PROPERTY FROM FIRE AND EXPLOSION AND FOR PROVIDING FOR THE ISSUANCE OF PERMITS.

Question was posed by Director Board regarding the appeals process referring to an ex-officio member. FM Keizer explained that the Fire Code Official was referring to him and that he would be available to the Board for expertise or interpretation of the code but would have no voting authority.

OPENED FOR PUBLIC COMMENT 6:40 PM

Audience member Gizmo Henderson ask if the Fire District gets notified from the Building Department when there is a red tagged situation or a potential threat issue. FM Keizer said it is not mandated to notify us however that is a relationship that is built between agencies that all work together.

CLOSED PUBLIC COMMENT 6:44

Director Tuso made a motion to adopt Ordinance 2023-1 with a second by Director Dunken

Ayes: Strangio, Boyd, Tuso, Dunken, Howard **Noes: None** **Abstain: None**

Motion Carried

b. Sale/Dispersal of District Assets: Utility Vehicle 6245, Support Vehicle 6242, Commercial Washing Machine.
No Update from County Counsel. Director Tuso asked if Medstar had been contacted regarding the old Ambulance and if they would like it returned. Medstar had been contacted and declined, saying they do not wish to have it back.

#13 OLD BUSINESS cont.

c. Board consideration of official job description of Fire Marshal and proposed stipend.
Chief Robinson said he is a firm believer in people be compensated for the work they do. It was brought up at the previous budget meeting to propose a $500.00/month stipend just like the Training Officer. Director Howard stated he felt that this was operational and could be deferred to the Chief, Director Boyd stated that in the past the Board has approved new job descriptions. Chief Robinson posed some questions regarding FM Keizer's qualifications in light of the job description regarding fire investigations and hazmat. FM Keizer pointed out that as a department we do not preform our own investigations, in the SRA the investigations are preformed by CAL FIRE and in the LRA they are typically done by Battalion Chief Buckingham of Ukiah Valley Fire Authority. That being said FM Keizer highlighted the qualifications and certifications he currently possesses which includes being an ICC certified Fire Marshal. This certification includes several modules one of which is fire investigation, along with many other related certifications and trainings. Over the past two years he has had a little over 400hrs of training half of which is with the State Fire Marshals office. He stated that by bringing up these qualifications he hoped it would help everyone be comfortable with his level of knowledge and training given the position he is in as Fire Marshal. Chief Robinson thanked FM Keizer for his clarification and hopes that eventually this position can eventually be a paid position.

Director Tuso made a motion approve the Fire Marshal job description and the proposed $500.00/month stipend effective March 1, 2023 with a second by Director Boyd.

Ayes: Strangio, Boyd, Tuso, Dunken, Howard **Noes: None** **Abstain: None**

Motion Carried

d. PG&E Funds Update
Type 1 Chassis has finally arrived and we are looking have our engine completed soon. No other updates.

#14 NEW BUSINESS

a. Reminder to the Board that the deadline for turning in their Conflict-of-Interest form 700 is April 3, 2023. If they are brought down to the station the clerk will file them.

#14 NEW BUSINESS cont.

a. Board review of current retirement plan for District employees with the option of looking into other options for retirement accounts, potential delegation of a subcommittee to address.
Director Boyd stated that this came up at our Budget meeting. Director Dunken brought up getting proposals from different firms to look at different options for the employees. Currently there are several local firms available which will all come in and meet with employees to educate them individually on ways to maximize their retirement funds.

Director Boyd made a motion to have this item fall under the Budget committee with a second by Director Howard.

Unanimous agreement

b. Board Consideration to seek proposals for Human Resources consulting firm to assist with District employee matters.

Director Dunken brought forward this item saying as a business owner humans resources can be a nightmare to navigate, we should not be seeking advice from a regular attorney, rather we should be looking into a firm that specializes in Human Resources. The topic will be continued with more information at the next meeting.

The conversation was paused to accommodate audience member Gizmo Henderson request for a future agenda item as listed below in item #17.

#15 CLOSED SESSION

Entered closed session at 7:13PM for the purpose of discussion of Public Employment Performance Evaluation of the Fire Chief (GC §54957)

#16 OPEN SESSION

Returned to open session at 7:53PM. Nothing to report.

#17 REQUEST FOR FUTURE AGENDA ITEMS

Audience member Gizmo Henderson requested that something could be put on the agenda something regarding control burns that are scheduled especially in the Western Hills.

#18 ADJOURNMENT

There being no further business to come before the Board the meeting was adjourned at 7:54PM.

Next regular Board Meeting will be April 13, 2023 at 6:00PM

John Strangio, Chair

Jessica Keizer, Clerk