



**REDWOOD VALLEY-CALPELLA FIRE DISTRICT
BOARD OF DIRECTORS MEETING**

**MINUTES
February 9, 2023**

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1 CALL TO ORDER

The meeting was called to order by Chair Strangio at 6:02PM.

2 ROLL CALL

DIRECTORS PRESENT

Strangio (via Zoom), Boyd, Tusso, Dunken, Howard

DIRECTORS ABSENT

None

STAFF PRESENT

Chief Robinson and Jessica Keizer, Clerk

#3 APPROVAL OF AGENDA

Motion was made by Director Boyd to approve the agenda with no additions or corrections with a second from Director Tusso. Unanimous to proceed.

Audience member Gizmo Henderson expressed how happy he was with the forward progress on the Siren Project for Redwood Valley, and that we are working to educate the public.

#5 MINUTES

November 10, 2022 Board Meeting Minutes- Motion was made to approve the minutes as written by Director Boyd with a second from Director Tusso.

Ayes: Strangio, Boyd, Tusso Abstain: Howard, Dunken

Motion carried

November 17, 2022 Special Meeting Minutes- Motion was made to approve the minutes with a correction. In reference to the Chief's contract, there is a need to delete the word "duplicate" and instead having it read "issue an amendment to the contract" by Director Boyd with a second from Director Tusso.

Ayes: Strangio, Boyd, Tusso Abstain: Howard, Dunken

Motion carried



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#5 MINUTES (Cont.)

January 12, 2023 Board Meeting Minutes- Motion was made to approve the minutes as written by Director Boyd with a second from Director Dunken.

Ayes: Strangio, Boyd, Howard, Dunken Abstain: Tuso

Motion carried

January 17, 2023 Special Meeting Minutes- Motion was made to accept the minutes as written by Director Boyd with a second from Director Howard.

Ayes: Strangio, Boyd, Tuso, Dunken, Howard

Motion carried

January 21, 2023 Special Meeting Minutes-Motion was made to accept the minutes as written by Director Dunken 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 \$20,313.07 and total expenditures were \$72,389.55. Payroll numbers (\$65,148.77) were higher than usual due to strike team payroll. Currently the County of Mendocino still has not closed out their books for the 2021/2022 fiscal year so we are still waiting for totals and reports from them. No definite word yet as to when we will see the final numbers but Director Boyd said she was informed by Supervisor McGourty that it would be soon. The General Fund balance is currently showing as \$119,596.92 and our Equipment trust is at \$120,167.60.

Board Approval of monthly expenditures for November/December Cal Card charges. Director Dunken made a motion to approve expenditures with a second by Director Boyd.

In favor Strangio, Boyd, Dunken, Howard.

Abstain: Tuso (Out of the room)

Motion Carried

#7 CHIEFS REPORT

- 63 Calls for the month of January. This included a kitchen fire, the preliminary cause was determined to be an air fryer.
- RVCFD had free sand bags available help residents weather the rain storms. Overall, Redwood Valley held up well. We had several incidents of down trees and down powerlines.
- Our new pre-plan program FloMSP is being implemented and Captain Rojas has been gathering and inputting vital information into the program.
- RVCFD Awards dinner will be February 18, 2023 starting at 6:00PM, dinner will be served at 7:00PM.



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#8 FIRE MARSHAL REPORT

- Building/Fire Permits issued YTD 15
- Construction permits \$4,046.40
- Type 105-Operational/burn permits totaling \$ 5,415.00 -Total overall revenue \$9,461.40
- FM Keizer proposed that the Board consider budgeting for a fee study in the next budget cycle, this will allow the District to charge impact fees. The Board was interested in further information as to the cost as well as what the funds could be used for.

#9 VOLUNTEERS REPORT

- The Volunteers have been busy working and training on our new Type III Engine 6261.
-Trainings have been focusing on structure fire.
-Currently two volunteers are attending the Chief's Academy to further their education.
-The Volunteers have been looking into joint training with other local agencies like Potter Valley Fire.
-A strategic committee has been formed to plan for the future and how to best utilize funds raised by the Volunteers.
-July 15th is the date that has been of the Fireman's BBQ.
- Explorers Update- The paperwork that needs to be filed with the Boy Scouts is being worked on and we should be finalizing everything soon.

#10 COMMITTEE REPORTS

Ad Hoc Committees:

- Review of Board Bylaws – Strangio, Dunken
No Meeting.
- Creation of Lexipol Policies Committee- Boyd, Howard
Committee has met twice and is working on learning the program. Many of the policies are pretty boiler plate and should not require a lot of adjusting. The plan is to establish a small group of policies and then have Lexipol review them to make sure we are doing it correctly. Director Boyd requested that she be recused from the Creation of Lexipol Policies Committee. The Chief and Director Howard will continue to complete the project without replacing Director Boyd's position on the Committee.



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#10 COMMITTEE REPORTS (Cont.)

Standing Committees:

a. Budget Committee –Boyd, Dunken

The Budget Committee met on February 3, 2023 to review the mid year budget for the current year we are in as well as start planning for the upcoming 23/24 budget. The minutes from the meeting were reviewed and approved by Director Boyd and Director Dunken with only a minor correction on a mis-type spelling on Director Dunkens name.

The schedule for the budget planning is as follows:

1st Draft Budget-March

2nd Draft -April

Recommended- May

Final- June

Next Budget Meeting will be February 14, 2023 at 10:00AM

#11 DIRECTORS REPORTS

None

#12 GOOD OF THE DEPARTMENT

None

#13 OLD BUSINESS

a. PG&E Funds Update-

Chief Robinson gave an update on the status of pending purchases used with funds that came the county as part of the PG&E settlement earmarked for RVCFD. There have been some adjustments to the equipment need to be purchased for the District as well as the approval of a purchase for a siren package in the amount of \$6,255.98 and the purchase of CGI's (Combustible Gas Indicators) in the amount of \$4,624.98.

A motion to approve adjustments to contract purchases, and invoices was made by Director Dunken with a second by Director Howard.

Ayes: Strangio, Boyd, Tusso, Dunken, Howard

Motion Carried

b. Sale/Dispersal of District Assets: Utility Vehicle 6245, Support Vehicle 6242, Commercial Washing Machine.

Met with County Counsel today 2/9/2023. County Counsel is continuing to review the rules and policies for the dispersal of assets. They said it would be 2-3 weeks until we received and answer from them.



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#14 NEW BUSINESS

- a. Budget transfer request in the amount of \$7,651.21 from Contingency (acct #86-0100) to cover 2022 Election Expenses (acct # 86-2231)
Staff is requesting a Budget transfer in the amount of \$7,651.21 to move from the Contingency fund to the Election Expense so that the District can pay the bill associated with the 2022 election.
Director Tusso made a motion to transfer \$7,621.21 form contingency to the election expense account with a seconded from Director Howard.
Ayes: Strangio, Boyd, Tusso, Dunken, Howard
Motion Carried

- b. Budget transfer request in the amount of \$2,500.00 from Contingency (acct #86-0100) to Special Department Expenses (acct # 86-2239) cover RVCFD Awards Dinner.
Staff s requesting an increase in the amount needed for the upcoming Awards dinner in the amount of \$2,500.00 to be moved from the contingency account. Director Dunken expressed concern that we need to be more careful when creating a budget number and also with our spending. We need to improve in this area. A motion was made by Director Boyd to preform a budget transfer from the contingency account to the special department expenses category in the amount of \$2,500.00 with a second from Director Tusso.
Ayes: Strangio, Boyd, Tusso, Dunken, Howard
Motion Carried

- c. Introduction of amended Purchasing Policy by Budget Committee.
With budget meetings taking place, the Budget Committee has been reviewing the current purchasing policy and had some concerns. It brought up questions that could use some more answers and clarifications. The addition of the PG&E funds has come with its own set of rules and stipulations and then we also have purchasing policies on top of that. The concern is are both policies being followed and how to streamline that process and make it more clear. Questions have come up on the delegated roles such as the Fiscal Officer and Chief Financial Officer. The Committee is looking for answers on questions as to what are the liabilities involved for these named individuals as well as what qualifications they should have. Currently those questions need to be answered by legal before moving forward.

- d. Official Appointment of Fiscal Officer and clarification of role and authority.
As discussed in the prior agenda item this has brought up many questions as to the responsibilities, qualifications and risk that the Chief Financial Officer, Chief and the Fiscal Officer we need more information is needed from legal counsel.



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#14 NEW BUSINESS (Cont.)

- e. Review of proposed contract from Kristina Mize of Positive Life Journey to provide alternative therapy. Last month Kristina Mize was hired by the District to speak with the Employees and Volunteers about self-care. The Chief requested that the District develop a plan or retainer to provide her services to those needing alternative care. Director Howard made the proposal that since we currently offer EAP (Employee Assistance Program) coverage that we should see about giving Kristina Mize the information so that she can get set up as a provider through MHN. This would enable those who would like her services to be able to receive them through the EAP program. The District will get the information to her about how to become a provider through the coverage we already offer.

#15 CLOSED SESSION

Entered closed session at 7:34PM for the purpose of discussion of Public Employment Performance Evaluation of the Fire Chief (GC §54957)

#16 OPEN SESSION

Returned to open session at 8:57PM. The Chiefs annual evaluation has been completed and presented.

#17 REQUEST FOR FUTURE AGENDA ITEMS

None

#18 ADJOURNMENT

Motion was made by Director Howard to adjourn with a second by Director Boyd. All in favor of adjourning. There being no further business to come before the Board the meeting was adjourned at 8:58PM.

Next regular Board Meeting will be March 9, 2023 at 6:00PM

John Strangio, Chair

Jessica Keizer, Clerk