



**REDWOOD VALLEY-CALPELLA FIRE DISTRICT
BOARD OF DIRECTORS MEETING
MINUTES
July 14, 2022**

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1 CALL TO ORDER

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

2 ROLL CALL

DIRECTORS PRESENT

Rugg, Tuso, Boyd, Strangio

DIRECTORS ABSENT

Talso

STAFF PRESENT

Chief Robinson and Jessica Keizer, Clerk

#3 APPROVAL OF AGENDA

Agenda approved

#4 PUBLIC EXPRESSION

None

#5 APPROVAL OF MINUTES

- June 15, 2022- Director Boyd wishes to have two corrections to the wording on the Tax measure explanation proposed by the Board of Supervisors and presented by Supervisor Mulheren. A motion was made to accept the minutes with corrections by Director Strangio with a second by Director Boyd.

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

Motion Passed

- June 16, 2022- Motion was made by Director Boyd with a second from Director Tuso to accept the minutes as written. Director Strangio abstained because he was absent.

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

Motion Passed

#6 MONTHLY FINANCIAL REPORT

a. Monthly Report. As of 06/30/2022, \$37,494.63 has been expended and \$2,998.76 in revenue has been billed. The sale of two vehicles brought in an additional \$85,000.00. Net total for the month of June was \$50,504.13. This number will possibly change as we get in some of the final expenses for the 2021/2022 year.



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#7 CHIEF'S REPORT

- RVCFD sent a 3 man crew up to cover Howard forest.
- Engine 6270 was sent out with a strike team and assigned to the Electra Fire.
- We had 55 calls for the month.
- We had a vegetation fire break out. By mistake a full Cal Fire dispatch was sent to help us. Everyone worked well together to extinguish the fire.
- Megan Turner-Brown has been appointed as our Logistics Coordinator, meaning she will help with making sure all personnel including assisting agencies have the need resources while on the fire such as food and water.
- An RFP was created and sent out to as many metal carport manufactures as we could find to obtain bids for the carport we are looking to build.

#8 VOLUNTEERS REPORT

a. The Volunteers are continuing their wildland training. They just went to FRO (First Responders Operations) Training class held at the station. They are planning and preparing for the upcoming BBQ fundraiser on July 16, 2022 happening in 2 days!

b. Explorers are still on hold.

#9 COMMITTEE REPORTS

a. Policy & Procedures Committee – Tuso, 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. It might be good to consider a partial buy back policy to allow employees to cash out some of their vacation hours while still having hours to use. This could be a cost savings to the District and also a good way to help with the health and well being of the employees.

b. Budget Committee –Rugg, Boyd – Met and made a few adjustments to the proposed budget numbers as seen here tonight. A motion was made by Director Boyd to accept the changes made to the proposed budget with a second from Director Strangio.

Roll Call: Ayes: Rugg, Tuso, Boyd, Strangio Absent: Talso
Motion Passed

-Additional it was proposed to adjust the proposed COLA from 1.5% to 3.0%
A motion was made by Director Tuso with a second from Director Boyd.

Roll Call: Ayes: Rugg, Tuso, Boyd, Strangio Absent: Talso
Motion Passed

c. Grant Committee- Talso, Rugg- Did not meet



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d. Siren Committee- Tuso, Strangio- No meeting. Siren is to act as a situational awareness device not as an evacuation alert. County is putting together a hiring panel for a project manager and has asked Chief Robinson to sit on it.

e. Tax Measure- Suspended

#9 DIRECTORS REPORTS

Watch Duty is an app that is live and active in our area and proves to be a very useful source of up to date information.

#10 GOOD OF THE DEPARTMENT

- a. The District would like to welcome Lenwood Alex Lomax to the District as our summer seasonal help. He comes to us as a former volunteer who is now working for us for the fire season.
- b. Sale of Engine 6271- Using Brindlee Mountain Sales we were able to find a buyer for engine 6271. It will find a new life performing fire protection at Jarvis Estates. We were able to sell it for \$80,000.00 with a commission owed of \$8,000.00.

#11 OLD BUSINESS

- a. Approval of SCI Final Tax Measure Invoice-

A motion was made by Director Strangio to approve and pay the invoice with a second from Director Boyd.
Roll Call: Ayes: Rugg, Tuso, Boyd, Strangio Absent: Talso
Motion Passed

#12 NEW BUSINESS

- a. Upcoming Board position election information.
This November election, the District will have two Board seats coming up for election. Anyone wanting to run for a seat can either pick up a candidate packet at the station or it can be found online on the County of Mendocino website. Please note the deadline to file candidate paperwork is August 12, 2022.
- b. Creation of Ad Hoc Committee to update salary schedule.
Director Strangio and Director Boyd volunteered to be on the committee and were appointed by Vice Chair Rugg.



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- c. Letter of engagement from Pehling & Pehling.

A motion was made by Director Strangio to approve and sign the letter of engagement with a second from Director Boyd.

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

Motion Passed

- d. Consideration to cancel Tax Levy contract with SCI
Due to the high cost and minimal return the staff is recommending to the board that we do the Tax Levy in house as opposed to hiring SCI.
- e. Tax Measure proposed by BOS update-
The measure will probably be labeled Measure P. The Fire Chiefs have formed a committee to meet and go over how to best spread the word and educate the public. Chief Robinson is on the committee.
- f. Presentation of Lexipol Training/Policies and Procedures
Chief Robinson presented the proposals to purchase a membership to Lexipol Policies and Procedures and their training platform Fire 1 Rescue Academy. We do not have a through set of policies for the operations of the District. Lexipol will allow us to have that and it is customizable to our needs. Instead of using our current training program we would like to instead use the Lexipol platform for training as well. This will allow for it all to be in one place. As previously approve we have submitted to the BOS a request to reallocate PG&E funds to pay for these services for the next 5 years.

A motion was made by Director Strangio to sign up with Lexipol for both the policies and training platforms. with a second from Director Tusso.

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

Motion Passed

#13 CLOSED SESSION

None

#14 ADJOURNMENT

Next Board Meeting will be August 11, 2022 at 6:00PM

There being no further business to come before the Board the meeting was adjourned at 8:13 pm.

Steven Rugg, Vice Chair

Jessica Keizer Clerk