



**REDWOOD VALLEY-CALPELLA FIRE DISTRICT
BOARD OF DIRECTORS MEETING
MINUTES
September 09, 2021**

Page 1 of 4

1 CALL TO ORDER

The meeting was called to order by Chair Talso at 6:30 p.m.

2 ROLL CALL

DIRECTORS PRESENT

Boyd, Rugg, Talso, Tuso

DIRECTORS ABSENT

Strangio

STAFF PRESENT

Interim Chief Robinson; Ginevra Chandler, District Counsel, and Karyn Abshire, Clerk

#3 PUBLIC EXPRESSION

None

#4 MINUTES

The minutes of the August 12 Board meeting were approved with some corrections. The spelling of the name of the County Executive Office representative was corrected to Darci. Also, is the addition of the acceptance of Karyn Abshire's Letter of Intent to Retire on September 24, 2021. Chris Boyd motioned to approve the minutes with the inclusion of the above noted additions.

#5 BUDGET REVIEW

a. Budget Report. As of 08/31/21, \$ 188,357.30 has been expended and \$ 7,522.25 in revenue has been received. General Fund balance as of 08/31/21 is \$ 230,628.06. The Equipment Trust Fund Balance as of 08/31/21 is \$ 115,808.51.

#6 CHIEFS REPORT

Monthly Report.

a. Interim Chief Robinson gave a verbal report. There were 50 reported calls for the month with an average of 57 per month. The volunteers had an average response of 7 volunteers for each call.

b. Randy Hoover, and the Forks Market.

An article and picture will be submitted to the Ukiah Daily Journal thanking Randy and his family from the Forks Market for their continued support of the Volunteers BBQ. Unfortunately Randy Hoover passed away and it is the Fire Department's intent to have an article written to highlight the history of his support of RVCFD. Jendi Coursey worked with the Department to write the article and take photographs for an article in the UDJ. Megan Turner—Brown will frame the article and photos to present to the family.

c. PG&E Money Update- Zoom meeting with the county to go over spending procedure to procure funds set aside for RVCFD. Xuyen is our contact at the county for PG&E monies. Interim Chief Robinson proceeded with the bidding process for a Type III Model 34 BME. An RFP for a Type III Model 34 has been sent to 5 agencies. In following Department Purchasing Procedures bid requests were sent out on August 29, 2021 and



**REDWOOD VALLEY-CALPELLA FIRE DISTRICT
BOARD OF DIRECTORS MEETING
MINUTES
September 09, 2021**

Page 2 of 4

will be open for 21 days. So far we have 4 bids back. There is a Type III BME demo unit available for purchase in March of 2022. Wait time for a Type III BME engine is 14 months. According to Department procedure a decision will be made once bidding is closed.

d. Siren- Consideration of getting a dedicated phone line to remotely activate the siren. Discussion was made about Coyote Valley developing an evacuation plan. It was suggested to discuss with them putting a siren on their property.

e. Chevron is seeking permit for gas station at the Old Cookie Factory location off Hwy 101 pending environmental approval.

f. There will be a 9/11 remembrance ceremony held at 05:46 at the firehouse on Saturday 9/11/21. All are invited to attend. Volunteer Breakfast to follow.

g. Willits Fire Station opening ceremony for the new Station 54 at 0900 on 9/11/21.

#7 VOLUNTEERS REPORT

a. Report given by Volunteer Battalion Chief Ebert.

Wildland Fire trainings have been beneficial. The Volunteers worked well with Cal Fire to quickly get the fire on Scenic Drive under control and extinguished. Finishing up wildland training and next will be rescue, The Volunteers are looking to purchase battery operated JAWS equipment from the funds raised at the BBQ with an estimated cost of \$48,000.00.

b. Explorers – No report - still on a “freeze” due to Covid. Hopefully they will be able to become active soon.

c. FDA says Covid 19 Vaccines will be available soon for the 5-11 year old children hopefully by 11/1/2021. Meanwhile it is recommended to get your flu shots.

d. Monday, September 13, 2021 at 6:30 photos of Volunteers and Staff will be taken.

#8 COMMITTEE REPORTS

a. Policy & Procedures Committee – Rugg, Strangio – No meeting. Need to meet and update the Employee Benefits, Policies & Job Descriptions.

b. Strategic Planning Committee – Talso, Rugg – No meeting.

c. Budget Committee –Talso, Boyd – Met – proposed budget on agenda #12a

#9 DIRECTORS REPORTS

Director Talso – The County has designated \$1,000,000 from the PG&E settlement to the 22 fire departments in the County. = \$45,450 for each. A list has been requested from each fire department as to how they would use the funds.



REDWOOD VALLEY-CALPELLA FIRE DISTRICT
BOARD OF DIRECTORS MEETING
MINUTES
September 09, 2021

Page 3 of 4

#10 GOOD OF THE DEPARTMENT

Director Boyd submitted a list of projects proposed by the Redwood Valley MAC for a portion of the CEDS Projects for the valley. Several of the proposed projects involve the fire department for which Ruben Rojas developed some excellent data.

#11 OLD BUSINESS

a. SCI – Moving Forward Strategies – Discussion/Action

Discussion about holding public meetings promoting a ballot measure to increase the Special Assessment and not doing a mail survey (Survey cost 40,000.00) . Alternative options were discussed, holding public meetings at the Grange and MAC meetings to educate the public about fire safety. This is an ongoing discussion.

#12 NEW BUSINESS

a. Public Hearing – FY 21/22 Final Budget – Discussion/Action

Public hearing opened at 7:47pm – no one from the audience spoke to the budget.

Public hearing closed at 7:48pm

Motion made by Director Boyd to adopt the Final Budget for FY 21/22. Salaries and Benefits - \$583,597; Services and Supplies - \$323,675; Payments to Other Gov'ts - \$12090; Fixed Assets – Equipment - \$63,500 total Budget \$ 982,862. Total Revenue - \$ 681,858.. \$301,004 of June 30, 2021 fund balance is used to balance the budget. Seconded by Director Tuso. Vote on Roll Call: Ayes: Boyd, Rugg, Talso, Tuso. Nays: None; Absent: Strangio; Abstain: None. Budget adopted

b. Contract with S&L Controller Services for Bookkeeping , Payroll and Accounts Payable – Discussion/Action

Motion made by Director Rugg to approve the engagement letter from S&L Controller Services and revisit the need of clerical help monthly to determine if there is a need for in-house staff. Seconded by Director Boyd.

Vote on Roll Call: Ayes: Boyd, Rugg, Talso. Nays: Tuso; Absent: Strangio; Abstain: None. Motion carried.

c. Report on PG&E Funds Spending Procedure – Discussion/Action

The item was covered in the Chief's Report #6c

d. Approve Contract with Pehling & Pehling CPA's to Conduct FY 20/21 Audit – Discussion/Action

Motion made by Director Boyd to approve the contract. Seconded by Director Rugg. Vote on Roll Call: Ayes: Boyd, Rugg, Talso, Tuso. Nays: None; Absent: Strangio; Abstain: None. Motion carried.

#13 CLOSED SESSION

a. Personnel

Adjourned to closed session at 8:21pm

The Board reconvened to an open session at 9:30pm.

The Chair reported that an agreement for retirement vacation payout had been reached with Don Dale. During closed session Karyn changed her final date of employment to 09/15/2021.

#14 ADJOURNMENT

Next Board Meeting will be October 14, 2021 at 6:00PM



**REDWOOD VALLEY-CALPELLA FIRE DISTRICT
BOARD OF DIRECTORS MEETING
MINUTES
September 09, 2021**

Page 4 of 4

Board Member Chris Boyd has requested a time change for the Board Meeting to start at 5:30. This topic shall be discussed further at the next meeting. In consideration of Board Member Boyd's request the next meeting time has been moved to 6:00PM.

There being no further business to come before the Board the meeting was adjourned at 9:45pm.

Linda Talso, Chair

Karyn Abshire/Jessica Keizer Clerks