



**REDWOOD VALLEY-CALPELLA FIRE DISTRICT
BOARD OF DIRECTORS MEETING
MINUTES
October 14, 2021**

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1 CALL TO ORDER

The meeting was called to order by Chair Talso at 6:02 p.m.

2 ROLL CALL

DIRECTORS PRESENT

Boyd, Rugg, Talso, Tusso, Strangio

DIRECTORS ABSENT

None

STAFF PRESENT

Chief Robinson,; Jessica Keizer, Clerk

#3 PUBLIC EXPRESSION

None

#4 MINUTES

The minutes of the September 9, 2021 Board meeting were approved with some minor corrections. Director Boyd had been referred to as Director Wick, correction was made. Director Boyd motioned for the approval of the minutes and Director Rugg second. Minutes were approved.

#5 BUDGET REVIEW

Introduction of the new Clerk/Administrative Assistant for the Department, Jessica Keizer. 3 New Quickbooks reports were presented and explained Profit and Loss for Sept. 2021, Profit and Loss for July-Current and a Budget vs. Actuals. Revenue for September 2021 was \$12,837.96, Expenses were \$152,664.35 and that left us with a balance of \$-139,826.39. Director Tusso asked for the Equipment fund Balance, this was not included in the monthly financial report due to non confirmed balances. With the transition to S & L they need to first get a current audit of the fund before presenting a balance. The last reported balance for the Equipment Trust Fund per Karyn's report was \$115,808.51.

#6 CHIEFS REPORT

Monthly Report.

a. Chief Robinson gave a verbal report.

We had 48 Calls for September with an average of 4 to 5 firefighters per alarm. We had the Hopkins fire on September 12, 2012 with 100% of our Firefighters on it. The Chief detailed how our Department met with Drew Rhoads of Cal Fire and Justin Buckingham of Ukiah Fire to discuss the response for Hopkins fire. This was very helpful to all agencies involved to further our working relationships with other agencies.

b. Education for public safety on fire and property protection is part of the Chiefs upcoming plan. To educate and help the community become more fire safe and fire ready.



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- c. Update on the BME engine- the department is looking to purchase a Type 3 Engine using PG& E funds. The completion date to get it would be around March of 2022 and the cost is approx \$401,495.00
- d. Update on the Type I engine-the department is looking to purchase a Type 1 engine using PG&E Funds. The Chief is looking into possibly using Sourcewell to put it out to bid so there will be more available options. More discussion is needed as a conventional cab engine is less expensive.
- e. The Department has put together a list of items it would like to have approved to be purchased using the Disaster Recovery Program funds (\$45,450.00) it will go on the agenda for the next meeting to be approved.
- f. Update on the S & L Transition. It is going very well but it will take time to get everything switched over.
- g. Audit- It looks like we will be able to schedule our audit soon with Pehling and Pehling. They are about a month out in scheduling. The auditor is very happy that we are switching over to Quickbooks; it should make our audit much easier. We are still waiting on some numbers from the county.
- h. Chief has found someone that can update our website, facebook and transition us to Google workspace.
- i. Discussion on raising the cost of the burn permits. This will need to be put on the agenda for our next meeting.

#7 VOLUNTEERS REPORT

- a. Report given by Battalion Chief Rick Phillips and Battalion Chief Justin Ebert.
The Volunteers have been training on extrication. This was especially useful due to the fact shortly after their training we had a traffic collision that required all of those skills they had just been training on. Saturday will be Pumpkinfest in Ukiah and the RVCFD will be present there with an engine to represent our Department. RVCFD will also be participating in the Truck or Treat on Halloween here in Redwood Valley at the Grange Hall.
- b. Explorers – No report - still on a “freeze” due to Covid. Hopefully they will be able to become active soon. Things are looking like we may be able to do this soon.

#8 COMMITTEE REPORTS

- a. Policy & Procedures Committee – Rugg, Strangio – No meeting, nothing to report.
- b. Strategic Planning Committee – Talso, Rugg –No meeting, nothing to report.
- c. Budget Committee –Talso, Boyd – No meeting, nothing to report.

#9 DIRECTORS REPORTS

Director Boyd advised there will be a Brown Act and Ethics training to be put on by the County November 2, 2021 at 9:00AM



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#10 GOOD OF THE DEPARTMENT

None

#11 OLD BUSINESS

a. S & L Accounting- Update on transition was covered in Chief's Report (6.f) however it was mentioned that maybe we could invite them to introduce themselves at the next meeting.

b. Update on PG & E Funds- Covered in the Chief's report (6.c)

c. Pehling & Pehling Audit update- Covered in the Chief's report (6.g) Previously signed letter of engagement needs to be resubmitted and an audit can then be scheduled. They are booking about a month out currently.

d. Update on 6283- this engine was damaged in the Hopkins fire, it is currently out of service. The policy and procedures were reviewed and all training was followed, the damage that occurred was out of our control. We have submitted a claim to the insurance company, a claims adjustor is coming to meet with the department. Update on Engine 6264- this engine is still out of service.

e. Update on Sonoma/Mendocino Funding- No update to report it is continuing to move forward.

f. Update on MCAFD funds (\$45,450)- Covered in Chief's Report (6.e) The department has compiled a list of needed items and this is to be put on the next meeting agenda for board approval to move forward.

#12 NEW BUSINESS

- a. Institution of additional Committees- Director Rugg suggested that we re-evaluate our current committees and perhaps form some new ones. His suggestion is that we should look into forming 3 new committees for 1. Emergency Siren, 2. Community Assessment (Measure H) and 3. Grant Funding. The Siren needs quite a bit more work to be done before it is able to be remotely activated. It was suggested we need to see about MCSO being involved. Both Director Talso and Megan Turner-Brown expressed interest in the Community Assessment committee. It was discussed that Director Stangio has previous grant writing experience and Jessica Keizer has some as well. Director Stangio pointed out that it would be best for the Chief and the Department to review this and decide if they would like these committees and would like the help moving forward.

#13 CLOSED SESSION

None

#14 ADJOURNMENT

Next Board Meeting will be November 11, 2021 at 6:00PM

There being no further business to come before the Board the meeting was adjourned at 7:55PM.

Linda Talso, Chair

Jessica Keizer Clerk