



**REDWOOD VALLEY-CALPELLA FIRE DISTRICT
BOARD OF DIRECTORS MEETING
MINUTES
January 20, 2022**

Page 1 of 5

1 CALL TO ORDER

The meeting was called to order by Chair Talso at 6:06 p.m.

2 ROLL CALL

DIRECTORS PRESENT

Talso, Tuso, Rugg, Boyd, Strangio

DIRECTORS ABSENT

None

STAFF PRESENT

Chief Robinson and Jessica Keizer, Clerk

#3 PUBLIC EXPRESSION

Audience member Gizmo expressed concern for the safety with the CalTrans work being done on the HWY 20/101 interchange. He has the name and number for the project manager and the safety officer for the project. He will provide that information to the office so that if any safety concerns arise for the Fire District we will have the contact info.

#4 MINUTES

12/09/2021 Board meeting minutes, motion made by Director Strangio and second by Rugg. Director Boyd was unable to download the minutes to review and Director Tuso was not present at the 12/09/2021 meeting. Roll Call: Ayes: Talso, Rugg, Strangio, Nays: None Abstain: Boyd, Tuso
Motion Passed

12/21/2021 Special Board Meeting Minutes, motion made by Director Rugg and second was made by Director Strangio. Director Boyd was unable to download the minutes to review. Roll Call: Ayes: Talso, Tuso, Rugg, Strangio, Nays: None Abstain: Boyd
Motion Passed

#5 BUDGET REVIEW

a. Budget Report. As of 12/30/21, \$121,847.10 has been expended and \$26,740.42 in revenue has been billed. Net total for the month of December was -\$95,106.68. We have received some of our income from our strike teams to date.

#6 CHIEFS REPORT

Captain Rojas has provided us with a new report format for the incident reports pulled from the NFRS program that we input all of our calls into. It is a very clear report that shows the types of calls and who responded. Our year end report captures all of our incident information without showing any personal information so that it can be put onto our website. This is an opportunity to use the tools we have access to.



REDWOOD VALLEY-CALPELLA FIRE DISTRICT
BOARD OF DIRECTORS MEETING
MINUTES
January 20, 2022

Page 2 of 5

We had a structure fire training on East Rd. We were able to practice many rescue scenarios and observe fire behavior. It was a wonderful training for us giving us the opportunities to practice many skills. We all worked well together and advanced our skills in rescue and fire behavior.

Money from the June Drive Thru BBQ was used to purchase battery operated extrication tools. We were able to have the rep from Genesis Tools come out to host a class on how to use the tools. It was a very informative class and we hope to have him come back for more training.

Meeting with SCI and we are planning to put together a 10 budget plan for the District.

#7 VOLUNTEERS REPORT

- a. Plans are beginning for the BBQ. More information will come soon. The Christmas tree sales went well, we did not raise prices and so the bottom line was lower due to increased shipping costs. But overall it was a great success.
- b. Explorers are still on hold.

#8 COMMITTEE REPORTS

- a. Policy & Procedures Committee – Rugg, Strangio – Updates to the Bylaws have been the focus. It will be discussed in a later agenda item.
- b. Strategic Planning Committee – Talso, Rugg – Included the Strategic plan in the packet. We met with most of the staff and reviewed the first 5 major goals outlined in the plan. We will have another meeting soon and continue the discussion so that the Chief can continue to fold these goals in with his own as he develops the direction of the Department. If you have not reviewed the Strategic Plan for the District recently it is recommended that you do. With this in mind the Chief is developing a long term budget plan for the department to replenish supplies and equipment.
- c. Budget Committee – Talso, Boyd – This committee has really been working hard with the Chief, S & L, and SCI since they are requesting at least a 5 year projection. There will be another meeting scheduled soon.
- d. Grant Committee- Talso, Rugg- We did not meet this last month. The spread sheet 11C will be discussed later about goals for the use of the PG&E funds. Paloma from the West Development Co has been sending over information regarding grants. Chief has met with Mike Maynard to see if we wanted to join with him to seek grants for fire reduction. So that is an option we are looking into.
- e. Siren Committee- Tuso, Strangio- We met with Charles and his partner, they came out to set up the phone line so that the siren can be set off by calling in and entering a passcode to activate. It is up and running 100% at this time. Due to unfortunate circumstances we have been unable to meet recently. The county is trying to hire a project manager to oversee the placement of additional sirens. This is a grant related fund that was applied for by former Chief Dale. It is for \$170,000.00 and we are trying to maximize the money to make it as productive as possible.



**REDWOOD VALLEY-CALPELLA FIRE DISTRICT
BOARD OF DIRECTORS MEETING
MINUTES
January 20, 2022**

Page 3 of 5

f. Tax Measure- Talso, Boyd- Met with SCI via Zoom they are getting close to preparing the survey to send out to the residents of Redwood Valley.

#9 DIRECTORS REPORTS

None

#10 GOOD OF THE DEPARTMENT

Strategic Plan- Already covered in the committee report.

#11 OLD BUSINESS

- a. Review proposed By-Laws for adoption. Due to computer complications proper time was not available to review the Bylaws. These bylaws were drafted using bylaws from other departments and tailored to fit the needs of our District. These were first presented at the December meeting and good conversation and feedback was given to make further adjustments. Changes were made as follows: Rewrote the section on District powers and only included ones that are clearly within the Boards purview. Checked the code citations, and removed ones that were not supported, or unnecessary. Expanded and clarified the section on the removal of a Board Member. Removed the position of General manager since that is not a position that we use. Removed the bond requirements. With the input of Battalion Chief Ebert reworked the section regarding the Volunteers. We will postpone any action until the next meeting when all members have had an adequate opportunity to review the Bylaw changes.
- b. Update on Human Resources- We have looked into CSDA (California Special District Association) They offer lots of great resources but not a specific Human Resources option. If the department is seeking human resources guidance it would be best to hire a HR consulting firm or seek out legal advice from an attorney. There are several firms in the area that we will try to get more information on.
- c. Reallocation of PG&E grant funds- please see spreadsheet in packet. The grant committee is recommending that we be more flexible without use of the PG&E money. The original list was put together in haste due to the lack of notification and time that our District had. The committee is recommending there be more flexibility in allowing the staff to repurpose the funds. Several line items do not address the needs of the District. The storm clean up, the modular trailer etc are some items that seem to be unnecessary. Some of the monies could be repurposed and go towards other projects that will allow us to better utilize the funds. One of these line items is the siren project. It needs more funding than originally thought. The Board would like to give our Chief the approval to rewrite proposals to reallocate the funds when we see it necessary. The Board will approve each change as the Chief proposes them.

Motion made by Director Tusso, Second by Director Strangio

Roll Call: Ayes: Talso, Tusso, Rugg, Strangio, Boyd Nays: None Abstain: None

Motion Passed



**REDWOOD VALLEY-CALPELLA FIRE DISTRICT
BOARD OF DIRECTORS MEETING
MINUTES
January 20, 2022**

Page 4 of 5

#12 NEW BUSINESS

a. Acquisition of Type 6 Brush Truck-Chief Robinson

Fire Trucks Unlimited is writing up a proposal to bid and going to send it out. We should see a contract in a few weeks. We were not able to run it through Sourcewell. In following our procedures of procurement it will go out to bid. Sourcewell is a large company we have used in the past, that has many members and creates RFP's that are very involved and awards contracts to provide the equipment. In doing this government agencies have accepted that this is as adequate procurement process.

b. County Grant Contract for PG&E Funds (\$45,454.55)

Contract was in the packet the MCAFD (Mendocino County Association of Fire Districts) had allocated this money to be used to support Districts like us. It's money that we are looking to use for PPE, Engine Equipment, etc. and we are able to use these funds in place of budget money to purchase necessary items. Proposal to sign and accept the contract.

Motion made by Director Rugg, Second by Director Boyd

Roll Call: Ayes: Talso, Tuso, Rugg, Boyd, Strangio Nays: None Abstain: None

Motion Passed

c. Approval of safety equipment purchase using donation funds.

The District received a private donation from some retired CHP officers in the amount of \$21,000.00. It was the desire of the donor for the money to go directly to purchase new items to be used by the Volunteers and staff. This money is set to be used to purchase new leather structure boots, new 1044 Cairns Helmets with face shields and leather fronts, and flashlights. So far the amount to be spent is close to \$19,000.00. Please see the attached quotes/invoices located in the packet. Motion to approve the use of these donated funds in the way that the donor has requested them and purchase these items for the staff and volunteers.

Motion made by Director Strangio, Second by Director Rugg

Roll Call: Ayes: Talso, Tuso, Rugg, Boyd, Strangio Nays: None Abstain: None

Motion Passed

d. Form 700-

The form 700 is required to be filled out by all Board members and the deadline for filing is April 1. This has to do with financial interest only within the county. This form can be dropped off at the station and the Clerk will file it with the County.

e. CSDA resources available to the Board-

The District is currently a member of CSDA (California Special Districts Association) They offer many training courses for its members free of charge to members. A list was included in the packet of the many classes offered. Many of these trainings are very useful to Board members as informational tools as well as to fulfill the mandated training requirements such as Brown Act training. These are webinar training sessions that can be done at your own pace and time.



**REDWOOD VALLEY-CALPELLA FIRE DISTRICT
BOARD OF DIRECTORS MEETING
MINUTES
January 20, 2022**

Page 5 of 5

- f. Transfer of Funds from District Checking to County Funds the District -
Funds that the District receives from the Federal Government as payment for our strike team services are directly deposited into our Saving Bank checking account. This money needs to be transferred into the General Fund held at the County who is the Trustee of the funds. The amount of this transfer is \$114,087.34,
Motion made by Director Tusso, Second by Director Strangio
Roll Call: Ayes: Talso, Tusso, Rugg, Boyd, Strangio Nays: None Abstain: None
Motion Passed
- g. Invoice approval using funds donated by the Volunteers to purchase extraction tools-
Approval needed to pay the invoice for the new extrication tools using the donated funds received from the volunteers for this express purpose. Invoice is in the amount of \$45,828.56 to Municipal Emergency Services.
Motion made by Director Boyd, Second by Director Tusso
Roll Call: Ayes: Talso, Tusso, Rugg, Boyd, Strangio Nays: None Abstain: None
Motion Passed

#13 CLOSED SESSION 7:46

a. Legal Counsel

The Board is reviewing options for Legal Counsel. The Legal counsel used by the county is available to the District but may cause conflicts on certain items.

b. Personnel Evaluation- Review and adopting of a new Chief evaluation form will be done at the next Board Meeting

c. Personnel matter

#14 ADJOURNMENT

Next Board Meeting will be February 10, 2022 at 6:00PM

There being no further business to come before the Board the meeting was adjourned at 8:02 pm.

Linda Talso, Chair

Jessica Keizer Clerk