



**REDWOOD VALLEY-CALPELLA FIRE DISTRICT
BOARD OF DIRECTORS MEETING
SPECIAL MEETING MINUTES
Thursday November 11, 2021**

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1 CALL TO ORDER

The meeting was called to order by Chair Talso at 6:00 p.m.

2 ROLL CALL

DIRECTORS PRESENT

Talso, Tuso, Rugg, Boyd, Strangio,

DIRECTORS ABSENT

None

STAFF PRESENT

Chief Robinson, Jessica Keizer, Clerk;

#3 PUBLIC EXPRESSION

Moment of silence for Veterans Day to honor Veterans. Gizmo Henderson shared some community projects he has been working on in the community. Using RVMAC he was able to get ahold of the Amber Alert signs for chain safety awareness as well as signage. He has been using retired fire hose to cut and make covers to hand out to the community to cover towing chains. He has also secured some donations for local fire departments including the Redwood Valley-Calpella Fire District.

#4 APPROVAL OF MINUTES

October 14, 2021 Board meeting minutes, motion to approve made by Director Boyd and seconded by Director Strangio. Unanimously passed

October 28, 2021 Special Board meeting minutes, motion to approve made by Director Strangio and seconded by Director Rugg. Unanimously passed

#5 MONTHLY FINANCIAL REPORT

For October 2021 we had a revenue of \$16,410.33 with expenses totaling -\$93,368.89 showing a deficit for the month of -\$76,958.56. This is only the reflection of one month, December we will see an uptick in revenue. Board would like to see a Budget vs Actuals report in the future. The Equipment Trust fund shows a previously recorded balance of \$ \$116,008.51.

#6 CHIEF'S REPORT-

Given by Chief Robinson-

Moment to remember Veterans.

51 Calls total. Most notable was a tragic high speed vehicle collision/vehicle fire. Chief was in training out of the area but was informed of the incident and personally checked in with each person who was on scene. Chief Robinson reported he attended two trainings on scene size up, attack plans and fire investigation. Put on by Elite Command Training. He found it to be a very useful training and would like to see officers in the department attending more trainings like this in the future. Engine 6283 is back in service, we received an insurance payout that more than covered the cost of the damage and repairs. We had a structure fire 11/07/21 in which the house was saved from the burning detached garage just 4 feet away. Chief Robinson is very proud of the response from our Department. Chief Robinson is planning to implement additional training for Officers to receive incident command training to continue to strengthen our responses. A zoom meeting was had with SCI to move forward with a survey for the proposed assessment. It was previously put on hold by the prior Chief. Chief



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Robinson would like to pursue this going forward.. Arcelia Herrera is out SCI consultant. A zoom meeting is going to be set up with the Board to discuss the process with SCI. Chief met with the Coyote Band of the Pomo Tribe to discuss evacuation plans and the possible installation of a siren. Chief Robinson has offered to help them develop this plan. Review of the Chiefs upcoming yearly goals and first year plan he has for himself and the station. We had \$1,500.00 donation to the District.

The Department is reviewing the ISO rating that is based on a 5 mile radius from the station. We are limited to improve our current status., but we are looking into additional training to help with our ISO rating.

#7 REPORT FROM THE VOUNTEERS

The Volunteers are looking into burning a structure for training as they transition into structure fire trainings. A Milwaukee rep. came to demonstrate new tools available at one of the trainings. Next Monday the training will be at Mendocino Forest Products to go through their fire system. They have invited H and S to join them to do a fire pump test and developing their pre plan. Trunk or Treat was a great success and fun for everyone involved. Christmas trees will be here on the 23rd of November.

Explorers are hopefully going to be up and running again soon.

#8 COMMITTEE REPORTS

- a. Policies and Procedures Committee- No meeting, trying to contact our Attorney regarding Bylaws
- b. Strategic Planning Committee- No meeting
- c. Budget Committee- No meeting - Director Boyd met with S & L along with Chief Robinson and Jessica Keizer to see the changes being made to our bookkeeping strategies. Had a good discussion about moving forward with Quickbooks. Making reports accessible and relatable for everyone. Both Director Talso and Director Boyd relayed how happy they are with the professionalism and efficiency of S & L Accounting.

#9 DIRECTOR REPORTS

2021 Brown Act Training was attended by Director Rugg, Director Boyd as well as Chief Robinson and Jessica Keizer. It was a training on the Brown Act and Ethics put on by the County that were very informative. Retention schedule for records was highlighted in importance. We have that available already in our Policies and Procedures. It was suggested to have board e-mail accounts and not to use personal e-mails due to the Freedom of Information Act. Discussion of the prohibition from using public agency funds for promoting an election. Clarification is needed on what this entails. The importance of noticing meetings was covered. A caution was advised not to get caught in serial meetings and to be aware of how information is relayed within the Board to make sure we are following the Brown Act directives. The importance of adhering to items on the agenda however an item could added to the agenda with a 2/3 vote to address the said item. That would need to be 4 of the Board members voting to add the item.

#10 GOOD OF THE DEPARTMENT

- a. We have some equipment (SCBA's and 20 Radios) that have been replaced/updated and the units were phased out of department use. Rather than dispose of them, a town in Mexico has expressed that they would like them. The Station is donating the older equipment to them. and one of the Volunteers will be doing training with them when he visits the town in Mexico.
- b. The Station is submitting and entry into the Ukiah Light Parade. An engine will be decorated and entered the parade.



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#11 OLD BUSINESS

a. New ad hoc committees are to be established with 2 board members per committee, others may help and advise. New ad hoc committee appointments as follows:

Grant Committee- Talso, Rugg

Siren Committee- Tusso, Strangio

Community Assessment Committee- Boyd, Talso

Motion made by to create 3 new Ad Hoc Committees by Director Rugg, seconded by Director Strangio

Roll Call: Ayes: Director Talso, Director Tusso, Director Rugg, Director Boyd, Director Stangio Nays: None

Motion Carried

Audience member Gizmo offered his assistance to help with the siren committee.

b. Re-Appropriation of Payroll funds deficit Chief Robinson proposed to take the monies from the F/A Equipment budget line item #4370 \$63,500.00 and transfer it to payroll. With money that will be received from the Mendocino County Association of Fire Districts (\$45,450.00) it will cover the cost of the majority of the items in this category. The remainder not covered to be used on handheld radios will have to be put on hold. We will not purchase all the radios at once. We have sufficient resources in radios currently and with the ones to be purchased using the MCAFD funds that we will still have the necessary radio coverage.

Motion to shift \$63,500.00 funds from the F/A Equipment to the Payroll account made by Director Rugg and 2nd by Director Tusso.

Unanimous vote to approve, Motion Carried.

c. Re-appropriation of funds for Office Staff.- Discussion of funds that will be used within the payroll line item to cover cost due to current salary surplus. Question on current budget totals for the Clerk position called into attention and it needs further review.

d. See 11.b is passed 11.c is still under review

e. Google update- Cost is \$6-12.00 per user. Discussion of valuable points for Google Workspace and the Chief would like to put the transition on hold for the moment until we learn more and get the new computers.

#12 NEW BUSINESS

a. Acquisition of Type I Engine, Type 6 Brush Truck, Patrol Vehicle using PG&E funds. Chief Robinson proposes that rather than purchase one truck, for the same amount of funds we could purchase three vehicles and it would better serve the community. If approved it would need to go to the Board of Supervisors approval on December 14, 2021. Motion made by Director Rugg to resubmit our request to the County to ask for 3 vehicles seconded by Director Boyd.

Roll Call: Ayes: Director Talso, Director Tusso, Director Rugg, Director Boyd, Director Stangio Nays: None
Motion Carried



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b. County Grant for Type 1 Engine for PG& E Funds for Type I Engine (1,000,000.00)
Board rejects the contract as written and is resubmitting for 3 vehicles instead. See 12.a

c. County Grant for EMS Equipment (20,000.00) This is for money that is non-transport medical equipment. The Department is looking at medical bags and other items and hoping to move forward with this contract. The Department will compile a list of items to request. Motion made to sign the agreement for the \$20,000.00 in EMS Equipment by Director Strangio and seconded by Director Tuso
Roll Call: Ayes: Director Talso, Director Tuso, Director Rugg, Director Boyd, Director Stangio Nays: None
Motion Carried

d. Approval to re-appropriate PG&E funds and create committee to renegotiate with the Mendocino County. This item is assigned by Chair Talso to be handled by the Grant Ad-Hoc Committee.

e. S & L proposal to recreate past 3 years of financial data – Chief Robinson would like to incur the cost to rebuild past financial data so we good financial decisions for the future. Board discussion on the value of having this information available to make decisions. Item was reviewed by Board. Board approval is not required to proceed. Chief Robinson will move forward.

#13 CLOSED SESSION

Review of employee evaluation process. Ad Hoc Committee was created for Employee Evaluation Review. Director Rugg and Director Boyd will be on it to finalize Chief evaluation form. This is to be brought back in closed session at another meeting to be reviewed by the Board.

#14 ADJOURNMENT

Next Board Meeting will be December 9, 2021 at 6:00PM

There being no further business to come before the Board the meeting was adjourned at 8:04 pm.

Linda Talso, Chair

Jessica Keizer, Clerk