

APPROVED WITH MINOR CORRECTIONS NOTED IN RED – 12/19/2012

1. **Call to Order and Roll Call:** Meeting called to order by Chair **Hanelt** at 5:32 p.m. Board members present: V. **Hanelt**, K. **McKenna**, K. **Wilder**, and F. **Martin**. Staff Members present: J. **Clark**. and J. **Andrews**. (**Wilson** had advised he would be late.)
2. **Recognition of Guests and Hearing of the Public:** Deborah **Sarsgard**, Mark **Scaramella**, Andres **Avila**, John **Toohy** and Gene **Herr**.
 - a. John **Toohy** introduced himself ó is the football coach at the High School. **Scaramella** encouraged the Teen Center to be as local and as educational as possible, and more economical. **Toohy** said he hoped to introduce more educational content but would also like to enrich beyond the local environ. **McKenna** mentioned that some of the grants require overnight trips. **Martin** noted there has been a problem on requests involving monetary funding, no one available to answer questions. **Toohy** said he hopes to be able to attend meetings when there are proposals pending.
 - b. Introduction of Deborah **Sarsgard** by **Hanelt**. Reviewed short bio on **Sarsgard** (copy attached.) Swearing in and Oath of Office was completed by **Clark** and **Sarsgard** was welcomed as our newest Board member.
 - c. **Herr** ó recently attended the meeting of the Anderson Valley Volunteer Firefighters Association (AVVFFA) where the expectations of the use of the engine that was to be bought by the Yorkville Community Benefit Assoc. (YCBA) was discussed ó understands there are informal agreements between the Chief, YCBA and other entities. **Wilson** has announced his retirement date of November 2013, **Herr** suggests the Board and managers go over all agreements that limit/delegate the availability of the apparatus/equipment. **Hanelt** said there are several within the district, the Mailliard Ranch bought a water tender ó currently trying to replace the quick response vehicle that is housed at the **Avila** residence ó only stipulation is that it would be based in Yorkville but would respond to all areas as needed. **Herr** reiterated that any limiting conditions should be approved by the Board. **Clark** stated we have several written agreements spelling out who holds title, who's responsible for repairs, etc. **Herr** would like the issue clarified well before **Wilson** retires. **Wilder** suggested we direct the Chief to provide the information to the Board. Will add the item to the December agenda.
3. **Approval of Minutes:** **Hanelt** ó *if there are no objections or corrections, the minutes of October 17, 2012 will be approved as submitted. No objections or corrections noted, the minutes stand approved as submitted.*
4. **Correspondence – For Review.** Reviewed. Question by **Martin** if we were required to take the mandatory harassment training ó **Andrews** said it does not apply to us, we do not meet the required number of employees. **Herr** asked if anything had been done on the Parks & Recreation letter on the update of Recreational Trails Program Grant Program - **Andrews** has forwarded a copy to both Hendy Woods and Cycked program.
5. **Changes or Modifications to Agenda:** **Wilder** advised the gentleman requesting to keep a fuel truck parked at the Airport is supposed to be here but he hasn't seen him yet. Requesting to move up if he appears.
6. **New Business:**
 - a. Resolution for Authorized Signers on County Pool Accounts ó **Andrews**. Copy attached. *Motion by McKenna to approve Resolution 2012-2, motion seconded by Wilder and passed by unanimous vote.*



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) for FAA Grant/Wadell Contract ó **Wilder**. (Copy attached) Resolution 2012-3, seconded by **Martin** and passed by unanimous vote.

7. **General Manager’s Report:** Copy attached.

- PAL Focus Free Trial ó six month free trial to website called Public Agency Leadership Focus, a community site where managers, board and council members gather to share their best ideas related to government strategic planning and provide solutions to issues facing public sector organizations.
- LAFCO Workshop ó attended the workshop on October 18, very informative, a copy of her notes are attached. Was informed that our Municipal Service Review (MSR) will be completed within 20 months. Discussion revealed there had been no MSR completed here for at least the last 15-17 years. **Herr** noted we have been paying for a MSR every year. Requires extensive paperwork according to **Scaramella**.
- Ethics Training ó **Sarsgard, Wilder** and **Hanelt** are due for this training.
- MCOG will be meeting here at the station on November 27th, 5:30 to 7:00 p.m. to discuss their county blueprint. **Herr** ó MCOG has been doing numerous studies on local areas ó a complete disconnect with what has been going on in the communities. **Andrews** said she would like to attend the meeting and will do it within her regular monthly hours.
- New County Counsel/Hiring Chief Outside district ó Tom Parker. Eager to answer questions and should be very helpful. According to him we need only do what our hiring procedures indicate.

John Mathison arrived 6:05 p.m.

John Toohey left at 6:12 p.m.

6. c. Possible Temporary Aircraft Refueling Station ó Update. John **Mathison** works with a skydiving operation out of Cloverdale, the planes use jet A fuel ó Cloverdale does not have jet fuel available and until they do he would like to park a fuel truck at the Boonville Airport. **Wilson** mentioned the Fire Code states tanker trucks cannot be used for a permanent jet fuel supply. **Mathison** said some fuel trucks are not registered or licensed, when asked by **Wilson** if the truck had been inspected by the CHP, his response was he wasn’t sure. **Wilder** said Ukiah has licensed trucks used for refueling. In response to how he would get the fuel here to the Airport he said Chevron delivers the fuel in a tanker truck. **Wilson** said he was concerned that he did not receive anything in response to his letter and wants a response in writing to the issues brought up in the letter. **Mathison** said most aviation companies only last a couple of years, they have a good thing going in Cloverdale and he would like to see this one succeed. **Herr** asked what type of payment he was offering the Airport. **Mathison** said it would be the charge for tie-down space ó **Wilder** clarified that was only a suggestion from him. **Herr** asked **Wilder** if the temporary parking of an unlicensed vehicle would affect any refueling plans for the Airport. **Wilder** said it does not affect the Airport at all, no serious plans for refueling at the Boonville Airport. **McKenna** ó if the truck is not street legal, how do you plan on getting it here? **Mathison** said they would transport it with a semi and a trailer; it has been at the Hayward Airport for the past 30 years. **Martin** asked what he had done with it in the past, **Mathison** said he had just recently acquired the truck for services. **Scaramella** recapped **Wilson**’s letter to **Mathison** listing requirements, including bonding. Discussion on jet fuel being any different class of danger to Fire Department ó less danger than propane, more on the level of kerosene . **Wilson** concerns are there was no response at all, and the truck is unlicensed, uninsured and not registered. **Mathison** said he is an aviation instructor, aircraft maintenance person/mechanic, and a pilot ó does not own any part of the company, it is out of Santa Rosa. **Scaramella** asked if he was here as an individual or representing the company ó **Mathison** said he’s a pilot only, not

reiterated he could see no reason for us to incur the risks. When asked to see the company and see if they would post a bond, he is only here as a reeler to see if it is possible, the truck belongs to him. **Hanelt** asked **Mathison** if he could get organized and prepare a proposal for the Board. When asked how long the company has been in business, **Mathison** said he's not sure, most do not stay in business very long. **Martin's** question was if the company goes bust, what happens to the truck? **Mathison** said he owns the truck, not the company. **Mathison** left the meeting. For the record **Wilder** said he has not encouraged the project and was not impressed with his presentation of unlicensed vehicle of foresees problems.

8. **Fire Chief's Report:** No report. **Wilson** did report the roof is on and the walls are up on the Holmes Ranch station.

9. **Fire Protection Committee Report:** No meeting.

10. **Budget Committee Report:**

a. Budget Chairperson Report & Recommendations

(1) Committee Recommendation to Approve Expenditures Reviewed at the November 7, 2012 Meeting of **McKenna** – *if there are no objections or corrections, the expenditures will be approved as submitted. No objections noted.*

(2) Committee Recommendation on Teen Center Class Proposal of None

(3) Committee Recommendation for Increase of GM Benefits by \$42/Month. **Motion by Martin to approve request and seconded by McKenna.** Discussion of about \$500 additional annually, suggestion to take from auditors fee and will adjust at mid-year budget review. **McKenna** noted the increase is actually \$54 but only asking for \$42. **Wilson** said it is not that much monetarily but are we committing to paying healthcare costs now as opposed to saying here's the funds, do what you will with it. **Andrews** said it is due to spiraling healthcare costs and her reaching an age level that requires an increase. **Wilder** of the Board has never said we will provide healthcare of not crossing a bridge of no return. Confirmed annual increase of about \$500. **Motion passed with five aye votes.**

b. Request for New Expenditures (if any) of None.

(1) None

11. **Airport Committee Report:** Copy of minutes attached.

- Income of \$44 for the month with no expenditures.
- Contract with Robert Wadell has been prepared and sent to the CSD, Wadell will also assist in updating the ACIP. **Wilder** will prepare a response to Cal Trans regarding trimming of trees in the object free zone. Committee discussed options of adding wi-fi and solar panels for power. **Wilson** - medivac aircraft, have a hard time getting them to land in marginal weather of final decision is with crew, if they do not feel it's safe, they do not land. **Wilder** said they have a GPS approach at Little River but they had to cut down hundreds of trees in order to install, doubts if we would ever get it here. **Wilder** said there have been discussions about a lighted heli-pad but it was not recommended by Cal Star, far too many restrictions apply for general use. **Herr** asked about the consulting services with Robert Wadell, is there a procedure in place for the approval of contractors? **Wilder** clarified it is not for building, consulting services only with the grant process. **Andrews** said the contract was sent to the CSD and Valerie **Hanelt** signed it on 11/5/12.
- **Wilson** of forgot to mention as part of his report, the Annual Awards dinner is scheduled for December 8 at River Bend. Usually have Board members help with set-up and cleanup. No host bar 6 p.m., dinner at 7 p.m. and ceremony around 8-9 p.m. **Hanelt** said she needs assistance positioning tables and chairs.

minutes submitted.

offerings to pay the Teen Center Coordinator for attending meetings. **Andrews** said it was a misunderstanding and it has been resolved. **Sarsgard** says she feels very optimistic about the outlook for the Recreation Department. Cycled Program Update. **McKenna** has been very quiet. **Herr** asked about the involvement in the valley and **McKenna** said the whole schedule has been laid out.

- **Herr** is concerned about the hiring process. **John Toohey** is here tonight as the new Teen Center Coordinator but proper hiring procedures have not been followed. Makes her extremely nervous, no chain of command. **Wilder** clarified that **Toohey** has been recommended for hiring as the Coordinator. **Hanelt** noted it is only a technicality. The Board will act on the recommendation in closed session (to be scheduled next week.)
- **Scaramella** asked for a clarification on the College trip, is this the same that has been postponed to January or are there two trips? Response was it is the same, only one trip planned.

13. Personnel Committee Report: No meeting.

14. Policies and Procedures Committee Report:

- a. Review/Approval of Firefighters Handbook. Noted only changes were grammatical and **Wilson** has reviewed and agreed with changes. *Motion by Martin to approve the Firefighters Handbook as submitted, motion seconded by McKenna and passed by unanimous vote.*

15 Old Business:

- a. Possible Temporary Aircraft Refueling Station Update. Already spoken to.
- b. Fire Department Reserve Allocation. **Wilson** reported he has not had time to work on this.

16. Any Special Item Not on the Agenda but Approved Unanimously by the Board or Legally Required or Authorized for Immediate Action - None.

17. Concerns of the Directors:

McKenna - None
Wilder - None
Sarsgard - None
Hanelt - None
Martin - None

18. Adjournment: Meeting adjourned 7:10 p.m.

Joanie Clark
Secretary/Clerk