

**ANDERSON VALLEY COMMUNITY SERVICES DISTRICT**  
**Minutes of the Regular Board of Director's Meeting**  
**February 19, 2014**

**DRAFT**

1. **Call to Order and Roll Call:** Meeting called to order by Chair **Hanelt** at 5:30 p.m. Board members present: **K. McKenna, N. Darling, V. Hanelt, F. Martin** and **K. Wilder**. Staff Members present: **A. Avila, P. Liddy** and **J. Andrews**.
  2. **Recognition of Guests and Hearing of the Public:** **Mark Scaramella**.
  3. **Approval of Minutes of Last Board Meeting** – approved as corrected. Hanelt pointed out that Liddy needs to include the topic of the agenda into the minutes.
  4. **Correspondence – Reviewed.**
  5. **Changes or Modifications to this Agenda:** There was a discussion to include the drought under the Fire Chief's Report. It will be item 8 a.
  6. **New Business:** None
  7. **General Manager's Report:** Copy attached
    - LAFCo MSR Update – Andrews attended the LAFCo meeting on Feb. 3<sup>rd</sup>. The proposed changes were accepted and the final MSR will come out soon.
    - LiveScan update – **Andrews** has had confirmation that the LiveScan application was received, but must fill out a form to be the Custodian of Records and get her fingerprints redone. This is required by the Dept. of Justice. Final response in 10-12 weeks.
    - EDD Claim Update - We have received a bill for our pending unemployment claim. The maximum we will pay on this claim is \$3,210. Board talked about how to avoid this in the future. There was a general consensus that perhaps the State should pay since the State paid the strike team. **Avila** and **Andrews** will look into this. There will be a letter written to the Board of supervisors about the policy of volunteer firefighters. There's a \$1,950 reserve in Workman's comp.
    - Airport Grant Progress – The check for \$63,180 has been deposited. This is 90% of the award and the rest will come in after the engineering is complete.
    - Audit update – Rick Bowers will contact Andrews soon. The state deadline is in mid-June so we are ahead of schedule.
- Calendar of Events** – reviewed. **Darling** needs to take mandatory ethics course (2 hours on-line). There may be other board members who need to take this course. Andrews will let the board members know at the next meeting. The Fire Department will look into applying for The Community Foundation Grant. We received \$2,000 more from the Bradford Foundation for a total of \$5,000.
8. **Fire Chief's report** (copy attached).
    - a. Drought. Avila will continue to inform the public through a series of letters to the local paper and radio stations about safety and conservation.
    - b. Water tender has been purchased for \$18,900. Our mechanic says it should be ready to be "in Service" in about two weeks. Discussion of the different requirements for the training officer are still going on at the Fire Protection Committee meetings.
    - c. Medical Evaluations – the Fire Dept. handbook requires the entry level firefighters to have a physical exam. One recruit did not pass his physical. This brought up a discussion about older firefighters who may have some physical limitations. Andres explained the FD policy of restricting duties based on older volunteers' physical abilities and that maybe they should be flagged for restricted work.
    - d. Avila attended a Special Fire District workshop and ICS 200 and 400 courses at the MCSO training center. Will be hosting a presentation from Coastal Valley's EMS on the new SMR

protocols.

- e. A new fire hose that was allocated to be purchased using the FBC is in.

- 9. Fire Protection Committee Report:** FPC Report: (copy of minutes attached). **Colin Wilson** finished station response area mapping and received 2010 census specific to these areas. May be a good tool for analysis. Looking for a young fire fighter to take on the GIFs.
- 10. Budget Committee Report:**
  - a. Budget Chairperson Report and Recommendations
    - (1) Committee Recommendation to Approve Expenditures as Reviewed on February 12, 2014 Budget Committee Meeting - Hanelt said the expenditures were approved by the Budget Committee. Martin said that the draft budgets for next year need to be ready for the next Budget Committee meeting.
    - (2) Committee Recommendation on Class Proposals (if any): None
  - b. Request for New Expenditures (if any): None
- 11. Airport Committee Report:** Copy of minutes attached. The airport is in good condition. The area of concern is the height of several trees in the “object free zone: around the airport. Caltrans wants the airport to cut down the trees at the Health Center and Park. The FAA may be able to tell Caltrans that those trees are not a problem. Porta-potty close to completion. Waiting for bill from contractor. Two signs are still required; one sign is required by Federal law and one is required by State law.
- 12. Recreation Committee Report:** Very quiet. Mitzi Wagner is technically still employed, but is leaving soon. Diane Paget offered to oversee teen center. Mission statement is now on their web-site. The Rec Committee had a discussion about having a skate park after the vandalism caused by skate boards that occurred at the High School tennis courts.
- 13. Personnel Committee Report:** Personnel evaluation forms were handed out to Board members. Due on March 14, 2014.
- 14. Policies and Procedures Report:** None.
- 15. Old Business:**
  - a. EDD bill for pending unemployment claim. Discussed earlier in the meeting.
- 16. Any special item not on the agenda but approved unanimously:** None.
- 17. Concerns of Directors:** None, but a few items to put on the next agenda: Wilder: Board resolution to comply with Caltrans requirements for our grant application so that Caltrans can get the process going. Darling wants AV, Inc. on the agenda.
- 18. Adjournment at 6:38pm.**

Patricia Liddy  
Secretary