

**MINUTES of the BOARD OF DIRECTORS, REGULAR MEETING  
ANDERSON VALLEY COMMUNITY SERVICES DISTRICT  
BOONVILLE FIREHOUSE, 14281 Highway 128**

**February 19<sup>th</sup>, 2020 at 5:30 p.m.**

**APPROVED**

1. Called to order by Chair **Hanelt** at 5:30 pm. Members present: Kathleen **McKenna**, Larry **Mailliard**, François **Christen**, Paul **Soderman** and Valerie **Hanelt**. Staff present: Joy **Andrews**, Andres **Avila** and Patty **Liddy**
2. RECOGNITION OF GUESTS AND HEARING OF PUBLIC: Mark **Scaramella** and Bob **Abeles**.
3. CORRESPONDENCE RECEIVED – Reviewed.
4. CHANGES OR MODIFICATION TO THIS AGENDA: None.
5. CONSENT CALENDAR:
  - a. Approval of January 15<sup>th</sup>, 2020 CSD Board Minutes.
  - b. Approval of Expenditures as Reviewed at the February 12<sup>th</sup>, 2020 Budget Committee Meeting Per the Minutes. *The consent calendar was accepted.*
6. NEW BUSINESS:
  - a. Resolution to Transfer Donations to EMS Foundation – Resolution 2020-01: Resolution to Transfer All EMS Branch Donations Received in Fiscal Year 2019-2020 to the Ambulance Foundation Except the Necessary Amount to Balance the EMS Budget. AVCSD intends to transfer all of the donations (\$5,519.03) received in fiscal year 2019-2020 to The Foundation. *Motion by McKenna to approve this resolution. 2<sup>nd</sup> by Soderman. Ayes: Hanelt, McKenna, Soderman, Christen and Mailliard. Nays: none. Abstained: none. Absent: none.*
7. GENERAL MANAGER’S REPORT: (Copy attached):
  - Airport Updates – **Andrews** received Cal Trans match and this grant is now closed out.
  - Water/Wastewater – A big thank you to **Christen** for the idea and creation of the wastewater newsletter that went out to the entire valley. There was a full house at the next Water Projects Committee meeting. With residents from all over. Joy **Wildflower** from the Division of Drinking Water, Santa Rosa Office came to respond to a recent article in the AVA concerning public serving establishments.
  - SB1343 New Harassment Training Requirements – Supervisors are still required to do two hours of harassment training every two years (**Eubank & Avila** are due this year) but in addition, all employees have to do one hour by January 1<sup>st</sup>, 2021. SB778 amended the requirement which previously was by January 1<sup>st</sup>, 2020.  
Calendar on schedule. Pull notice for DMV should be in June.
8. FIRE CHIEF’S REPORT: (Copy attached): Presented by **Avila** - AP TRITON EMS CONSULTANT: As reported in my January Chief’s report, Ukiah Fire Authority (UFA) has hired a consultant to provide a detailed study of the current EMS system providing 911 services and propose a new model that would replace the existing model. Clay and I have met with AP Triton as a part of two stake holder meetings over the last month. Both of these meetings took all day. The first was a presentation of the new concept, the projected revenues to support the model and received input, ideas and needs to create a stable system. They then took this information and projected potential costs to implement it. I will continue to keep the Board informed of this situation as it progresses.

**FIRE MARSHAL / COUNTY PERMIT PROCESS:** Last month in my Fire Chief's report I mentioned that the BOS Fire AdHoc Committee would try to get time on the upcoming regular BOS meeting to discuss; (A) a part time Fire Marshal position at the County and (B) streamlining the integration process between county fire agencies and the County Planning and Building Department (PBS). This did get on the BOS agenda.

**CODE ENFORCEMENT PROGRAM:** Now that it is February, I have started inspections in our department's annual code enforcement program. This includes the mandated inspections required under AB 85 (Occupancy types: R1, R2, E). This also includes other business facility inspections not required under the annual process that have not yet been inspected within the rolling program. These other business types include several stores, the Philo Mill, the AV Brewery, some legal cannabis facilities, etc. The AVUSD was initially inspected on November 22nd, 2019. This was intentional to provide them roughly a month to remedy any issues prior to winter break. This did not happen. Upon discussion with AVUSD staff, we agreed to extend the compliance date until after break when maintenance staff would return with the parts needed. The AVFD process has previously allowed the schools to not be billed for noncompliance, primarily to lessen any potential budgetary impacts. Since the district has routinely required multiple inspections, it has been decided to remove that privilege and bill for all costs if they failed to comply upon the January visit. Our third visit in January was again found out of compliance. AVFD will now be billing the school to recover costs spent on this process and to prompt immediate compliance. We are scheduled for our fourth inspection on February 24th.

**MEASURES D AND E:** Signs are out. Letters to the editors are in. We are hoping for a positive vote in March. Roy **Laird** is retiring after 36 years. Possible Fuel Station: There was a "meet and greet" with a property owner to see if there's any interest in providing a fuel station for the AVFD. This is just an initial contact with the property owner. The Fire Protection Committee will begin working on the feasibility of this.

9. **FIRE PROTECTION COMMITTEE REPORT/EMS COMMITTEE:** (Copy attached): Presented by **Soderman**: We may be adding a power lifter to the ambulances to help load gurneys. Estimated cost is \$30K. This would help minimize worker comp claims. Ukiah model for ambulance system under investigation. **Christen** will be attending county meetings when he is available. Large Event Impact on Fire Department - No Sierra Music Festival again this year. Road Naming - **Wilson** and others presented latest plan to Board of Supervisors. Board agreed unanimously to move forward with Anderson Valley as a pilot program for county. Boonville Station Stand-by Generator Project - Unit still malfunctioning on startup. Contractor replaced a weak servo valve spring that was not operating correctly. Problem may be fixed now. 7466 Replacement - The new engine is now on the assembly line. Delivery has been delayed to mid-March. - Question posed by **Soderman** in response to query from AV Village people. Various options for providing services to the community during a PSPS (Public Safety Power Shutoff) were discussed. Consensus is that the station is not a good environment for public access because of the need for emergency response. It would be better if the Senior Center (or Grange or Fairgrounds) were set up to provide services such as phone charging, information, food support, etc. Chief is willing to meet with stakeholders to see how those services could be arranged.

10. BUDGET COMMITTEE REPORT: (Copy attached):

a. Budget Chairperson Report – Presented by **Christen**: Audits – The draft FY 18-19 audit is in the packet. **Andrews** will get her management’s discussion and analysis done in the next couple of weeks which will highlight the major changes since the FY 17/18 audit. Water/Wastewater – We sent out the district-wide newsletter on wastewater. The total cost to the admin line item of the wastewater grant is less than \$1,000 and the State approved this expenditure. FY 20/21 Budget Draft Due April 1<sup>st</sup>. – Next month each department should present their draft budgets at the committee level and the first draft will come to the Budget Committee in April. A reminder that the draft is due to **Andrews**’ office by end of day, Wednesday April 1<sup>st</sup> so she can send out for review a week prior to the meeting. Mid-Year Fire Dept. and EMS Budget Revisions to Correct Errors from January Presentation. **Avila** presented the Budget Committee with some corrections from the revised budget for Fire Dept. and EMS Dept. After reviewing and discussion, the Budget Committee approved to accept the FY 18/19 audit. Addition of \$30,000 Gurney Lifter to Previously Approved Ambulance Purchase. There was a discussion about the benefits of having a gurney lifter. It will reduce back stress which means less risk of workers comp claims. Also, first responders who cannot lift large amounts of weight can help patients with a gurney lifter. This would reduce the chance of dropping a patient. The Board can make it contingent to approval after the EMS sub-committee meet and approve it. Because of liability and responder safety **Avila** would like to add this to the new ambulance. **Scaramella** noted that the cost should be offset by the increase in the USDA grant over what was originally budgeted.

- (1) Review and Recommend New Grant Opportunities: none.
- (2) Recommend to the Board to Accept FY 18/19 Audit. *Motion by McKenna to approve the 18/19 audit. 2nd by Christen. All ayes, no nays.*
- (3) Recommend to the Board to Approve the Addition of a Gurney Lifter for the New Ambulance not to Exceed \$30K. *Motion by Soderman that we buy the gurney lifter. 2nd by McKenna. All ayes, no nays.*
- (4) Recommend to the Board to Accept the Fire and EMS Budget Revisions. *Motion by McKenna to to accept the budget revisions for the Fire and EMS with the three changes plus the gurney lifter. 2nd by Christen. All ayes, no nays.*

11. AIRPORT COMMITTEE REPORT: (Copy attached): From **Wilder** – The five copies of the ALP Update and Narrative Report have been delivered to and received by the FAA. **Wilder** has received notice that final approval and grant closeout is expected today. The annual airport inspection by Cal Trans Dept. of Aeronautics was performed on Wednesday, January 29, 2020. All went well and there are no major discrepancies or concerns. Operations and activities at the airport continue to be normal for this time of year.

12. RECREATION COMMITTEE REPORT: (Copy attached): **McKenna** presented the budget for the recreation committee – the costs for the rec committee for the park porta-potty and park maintenance are coming out of the reserves and aren't sustainable. We'd like to have promotion for new activities and advertisement of what's being offered, storage space for equipment and a committee center. The budget will be approved at our next meeting and **McKenna** will share with the Budget Committee. **Wellness Coalition** – We have the goals to educate and provide opportunities to the community in exercise, nutrition and mental health. Different activities are being explored and some of these might apply for rec committee insurance coverage.
13. WATER PROJECTS: (Copy Attached): **Hanelt** reported that parcel negotiations for well agreements are ongoing for Drinking Water. Wastewater is still stalled trying to find a site for the Treatment Plant. **Hanelt** shared the modifications to the Wastewater project due to possible electrical (including PSPS) outages: Individual parcel grinder pump station wet wells that could store at least a day's worth of sewage in the event of a power outage. In addition, each grinder pump control panel would have a special receptacle for a portable generator connection. These two features would add approximately \$1200 per parcel to the project cost. In the current draft of the report, we have 140 units. So, the total cost for preparing for PSPS in the collection system would be approximately \$168,000. In addition, the treatment facility would have an emergency generator as well - which would run around \$75,000 in additional costs. Total costs for emergency power considerations would be roughly \$245,000. Please note that these project elements would be recommended to mitigate for power outages even if PSPS wasn't a thing now.
14. PERSONNEL COMMITTEE REPORT: **Mailliard & Hanelt** – The Personnel Committee shared the results of the staff evaluations and noted that all the evaluations were in the outstanding range. It was recommended that the salary increase for 20/21 fiscal year should be COLA plus 3% resulting in a 4.8% raise. This proposal will now go to the Budget Committee for review. The Budget review will then be discussed and the final staff salary raise will be voted on in a future regular meeting. The Chief's salary was included in the proposal but it was noted that the Chief's contract is up for renewal so the salary agreement in the new contract will take precedence.
15. LOSS CONTROL COMMITTEE REPORT: (Copy attached): Presented by **Soderman** - Announcements/Recognition of Guests-Steve **Wood** of GSRMA, by phone. **Wood** said our 5-year worker's comp claim total was just under \$14,000. That's very low compared to other fire districts. The main source of all worker's comp claims in the state is lifting injuries. It's good to document non-claims as an incident only in case it becomes a claim later on. **Wood** left at 4:00pm. **Scaramella** asked if scene security is part of an incident. **Avila** said absolutely but it was poor at the Lodge Fire. CHP ended up assisting and several times had to move bystanders back. Check on SB1343 Deadline at the employee level. **Scaramella** will contact Rick at GSRMA to clarify workers' comp payroll factors. Research gurney lifter for new ambulance and present in Feb. to Budget Committee. Update motor vehicle standard operating procedure (SOP) to include cell phone usage and training after accidents. Draft a policy on documenting near misses under insurance discount document section "Accidents".
16. POLICIES & PROCEDURES COMMITTEE REPORT: Did not meet
17. OTHER BUSINESS: None

18. OLD BUSINESS:

- a. MCAFD Update - **Mailliard** – There was a meeting at the Boonville Fire Station on Feb. 19<sup>th</sup>. The Transient Occupancy Tax (TOT) was discussed. Yard signs are out, full endorsements from the Fire Safe Council. There was an AdHoc Committee meeting with Ted **Williams**, John **McGowen** and EMCC. Ukiah Valley is working on their own fire base model. Fire Chiefs opinions are being collected to use for groundwork for true needs. Prop 172 sales tax revenue – there is a goal for a 25% share for Fire Districts. The BOS have approved unanimously to approve waiving the cost of changes to 20 roads throughout Mendocino County so that all Districts are represented. There is a new Executive Director, Scott **Cratty**, who is putting many small neighborhood projects together to help with funding, manpower, etc. His main new goal is to communicate between Fire Districts and Fire Safe Council. Mitch **Franklin**, Hopland Fire Chief, talked to the Committee about the Nexus Study. **Mailliard** thinks that we should get started on that right away. Construction in Hopland has already paid back the initial cost of the whole study fee. Dave **Roderick** got the ball rolling for Hopland. **Roderick** will be coming to speak at the March Board Committee Meeting.
- b. EMS Update – **Avila** – There is still a problem with ambulances being tied up. Med-Star is doing what they can but it is not what it should be. LEMSA wants to do a Joint-Power Authority which would keep AVFD's authority. Ukiah is looking at the same thing for their Fire Districts. See Fire Chief's Report for more information.

19. ANY SPECIAL ITEM NOT ON THE AGENDA BUT APPROVED UNANIMOUSLY BY THE BOARD OR LEGALLY REQUIRED OR AUTHORIZED FOR IMMEDIATE ACTION-None.

20. CONCERNS OF DIRECTORS- None.

21. Adjourned at 7:25 pm

Recording Secretary – Patty **Liddy**