

**CLOVERDALE FIRE PROTECTION DISTRICT**  
**MINUTES FOR APRIL 11, 2016**  
**REGULAR MEETING**

**Regular meeting was called to order at 6:00 p.m. by Board Vice President Giovanatto at Cloverdale Fire Station –451 S. Cloverdale Blvd., Cloverdale, CA**

**Date Posted: Pursuant to Government Code 54954.2, the agenda for this meeting was properly posted on April 8, 2016**

**PLEDGE OF ALLEGIANCE:** Led by Board Vice President Giovanatto

**ROLL CALL:**

Directors Present: Directors Avansino, Southard, Giordano and Vice President Giovanatto  
Directors Absent: President Johnson  
Others Present: Fire Chief, Jason Jenkins, Clerk of the Board, Michelle Black

**AGENDA APPROVAL:** Approved with addition of Item #7 – a letter from President Johnson requesting a leave of absence.

Director Giordano moved and Director Southard seconded the motion to approve the Agenda with the addition of Item #7 – Letter from President Johnson requesting a leave of absence.

Motion carried: Aye 4 No 0 Abstain 0 Absent 1.

**PUBLIC COMMENTS-GENERAL INTEREST:** None

**CONSENT CALENDAR:**

1. Approval of Minutes for March 10, 2016 Regular meeting

Director Giordano moved and Director Southard seconded the motion to approve the Minutes of March 10, 2016 Regular Meeting without change.

Motion carried: Aye 3 No 0 Abstain 1 (Avansino) Absent 1.

**PROCLAMATION/PRESENTATION(S):**

**PUBLIC HEARING:** None held

**DISCUSSION/ACTION ITEMS:**

1. **Bookkeeper Report:**

- a.) Financial Report
- b.) Approval of Claims

Fiscal Agent, Brian Elliott reported we received some of the outstanding revenue from the County (district formation funds) and for the fleet maintenance agreement. We anticipate approximately \$200,000 in carryover at fiscal year-end. The overtime line item is blown out due to strike team expenses; regular staff overtime is within budget. We will be presenting a budget revision in May to true up the revenue/expenditures. The printing line item is over budget due to the printing of the fee schedule ordinance, radio manuals and envelopes. Clothing line item includes purchase of 2 class A coats. Services and Supplies will flatten out after the transfer to apparatus fund.

Director Giordano moved and Director Southard seconded the motion to approve the claims as presented.

Motion carried: Aye 4 No 0 Abstain 0 Absent 1.

2. Transitioning away from County EFS

Chief Jenkins reported we are continuing to evaluate pulling out of the county EFS system. Melissa Tunzi and Joel Louraine from Summit Savings are here tonight to give a presentation about using Summit Savings as our financial institution and to answer any questions the board may have. Topics of discussion included the ICS/CDARS program to insure funds over \$250,000 and the line of credit for our dry period funding needs. Fiscal Agent Brian Elliott pointed out the District starts its fiscal year off with a small carryover and will need to use the line of credit by August. A long term line of credit will be considered. Chief Jenkins presented the steps and documents necessary for the process. Director Giordano inquired if our FAIRA liability insurance would be sufficient to cover bonding for our District-appointed Treasurer and staff. The current FAIRA liability policy is sufficient to cover bonding of Treasurer and staff. The topic of creating a financial committee was discussed which would consist of 2 board members and the Treasurer (Fire Chief). The financial policy will be modified to mirror CFPD processes; the documents presented are samples. Director Giovanatto suggested modifying the policy to fit Cloverdale and have the documents reviewed by our auditor. Chief Jenkins recommends proceeding with withdrawing from the county and appointing our own Treasurer. We have received all positive feedback from all other districts. The Board suggests working with the finance committee with an auditor review and present the documents at the May meeting for approval. Once approved, a notice of intention will be sent to the County of Sonoma. The Board agrees that we must be provided a written guarantee from Summit Savings that we will be approved for the line of credit, then we will proceed with the process to withdraw.

3. SCBA Committee Report

Chief Jenkins reported that staff from Cloverdale and Geyserville formed a committee regarding the purchase of SCBAs to replace outdated equipment and standardize equipment throughout the zone. The committee researched purchasing refurbished equipment versus new equipment and found that with the refurbished equipment there would be a savings of approximately \$100,000. \$39,000 from the Wine Country fund raiser to the Rescue will go towards the purchase and the cost to CFPD would be \$74,000. We would like to proceed with this purchase next month using the one-time unanticipated revenue from strike teams for this purchase. Chief Jenkins will provide a recommendation method for purchase at the next board meeting.

4. Resolution 08-16 16-17 Callfire dispatch agreement

Chief Jenkins reported the agreement is for \$33,781 (we almost always come in under the agreement amount). CalFire agreed to provide a one-year agreement option. Chief Jenkins recommends continuing with Calfire while he considers REDCOM as an option.

Director Avansino moved and Director Giordano seconded the motion to approve the 2016-2017 CalFire Dispatch Agreement

Motion carried: Aye 4 No 0 Abstain 0 Absent 1.

5. Resolution 09-16 declaring hazardous weeds a nuisance and fire hazard

Chief Jenkins reported this is our annual declaration. The new program has been working well the last 2 years.

Director Giordano moved and Director Southard seconded the motion to declare hazardous weeds a nuisance and fire hazard.

Motion carried: Aye 4 No 0 Abstain 0 Absent 1.

6. FASIS Election

Director Giovanatto recommends all 3 incumbents (Bodega Bay, Vacaville and Valley of the Moon). Board agrees to vote for all 3 incumbents listed above.

7. Letter from President Johnson requesting a leave of absence.

Vice President Giovanatto stated President Johnson would like up to 4 months of leave. Since we do not have a policy in place we will call for a motion.

Director Southard moved and Director Avansino seconded the motion to approve President Johnson's request for up to 4 months of leave from the Board of Directors.

Motion carried: Aye 4 No 0 Abstain 0 Absent 1.

**REPORTS:**

1. President's Report – none
2. Fire Chief's Reports (including subcommittee reports for budget, apparatus, building & liaison) – Chief Jenkins reported waiting to hear on the advisory committee. We will be meeting next week. • Station projects – we are working on a cement pad and repaired a section of fence • 6560 air condition was repaired; 6180 broke down; we are servicing our type III to prepare for fire season. • plans for the 130<sup>th</sup> anniversary on May 21<sup>st</sup> are progressing. There will be vendors, blvd will be closed off; giving away challenge coins to past members. • the audit report will be in the May board packet.
3. Volunteer Report – BC Blackmon reported the Cloverdale Volunteer Association received the \$39,000 from Geyserville and it has been deposited and ear-marked for the purchase of SCBAs. • 130<sup>th</sup> anniversary event plans are progressing. Our members will be attending a BBQ on Wednesday out Highland Ranch Road and board members are invited to attend

**ADJOURNMENT:** The meeting adjourned at 7:05 p.m.

**NEXT MEETING DATE:** Regular Meeting May 9, 2016 at the Cloverdale Fire Station, 451 S. Cloverdale Blvd., Cloverdale, CA