

**CLOVERDALE FIRE PROTECTION DISTRICT**  
**MINUTES FOR MAY 9, 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 May 6, 2016**

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

**ROLL CALL:**

Directors Present: Directors Avansino, Southard, Giordano, Giovanatto  
Directors Absent: President Johnson  
Others Present: Fire Chief, Jason Jenkins, Clerk of the Board, Michelle Black; Brian Elliott, FESC

**AGENDA APPROVAL:** Approved with following change: Move items #4 and #5 after item #1 – Bookkeeper Report.

Director Giordano moved and Director Avansino seconded the motion to approve the Agenda as indicated above.

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

**PUBLIC COMMENTS-GENERAL INTEREST:** None

**CONSENT CALENDAR:**

1. Approval of Minutes for April 11, 2016 Regular meeting

Director Giordano moved and Director Southard seconded the motion to approve the Minutes of April 11, 2016 Regular Meeting without change.

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

**PROCLAMATION/PRESENTATION(S):** None

**PUBLIC HEARING:** None held

**DISCUSSION/ACTION ITEMS:**

1. **Bookkeeper Report:**

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

Brian Elliott, FESC reported we are seeing an up tick in property tax and anticipate being at 110% at year end. The budget revision presented tonight is going to move money from strike team revenue and move to cover personnel costs and the purchase of SCBAs. Service and Supplies will flatten out after the budget revision and the transfer of money to the apparatus fund. Strike team revenue kept us from using the line of credit as much as in past years. FESC reviewed the audit report. Unfunded liabilities include over \$108,000 for compensated absences and \$470,354 unfunded liability for PERS which is now paid down each year.

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

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

2. Items for approval regarding withdrawing from the County of Sonoma Treasury – Chief Jenkins reported we are presenting the items for approval regarding withdrawing from County of Sonoma Treasury. Melissa Tunzi and Allan Hemphill, the Chairman of our board of Summit State Bank are present tonight. Brian Elliott reported we spoke with most districts and all are happy with Summit and there is low to no cost for services. Modifications will be made to the outstanding documents and presented at the June meeting. We will be standardizing procedures with all other districts by using Quickbooks. Director Avansino reported the chief credit officer would not have issued the letter of intent received by Summit State Bank if they had any concerns of issuing the line of credit for dry period funding and that the letter of intent can be considered a guarantee for approval. Brian Elliott reported the amount requested is in excess of any money that we have ever had to use. We would probably need to start using the line of credit August through November. Director Giordano wanted to be assured that the letter of intent from Summit was sufficient to proceed. Board agrees to proceed with the process.

Director Southard moved and Director Giordano seconded the motion to issue the letter of intent to the County of Sonoma requesting to withdraw from the County of Sonoma Treasury

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

3. Resolution 12-16 establishing an alternative depository and authorizing the transfer of district funds

Director Avansino moved and Director Southard seconded the motion to approve Resolution 12-16 establishing an alternative depository and authorizing the transfer of district funds

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

4. Resolution 10-16 approving the 2015/2016 budgetary revision  
Chief Jenkins reported this budget revision would move \$140,000 from strike team money (account 42358) to Overtime (account 50703 for strike team personnel expenses) and Safety (account 52043 for the purchase of SCBAs).

Director Southard moved and Director Avansino seconded the motion to approve Resolution 10-16 approving the 2015-2016 Budgetary Revision.

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

5. Resolution 11-16 approving the 2016-2017 Preliminary budget  
Chief Jenkins reported the 2016-2017 preliminary budget reflects no county funding and includes the fleet maintenance program. Overtime was increased to \$30,000. The prelim is pretty consistent with the current budget. PERS budget number was brought down to reflect a PEPR employee versus classic employee. Director Giordano inquired about the amount for election costs. An estimate for an election was provided by the Registrar of Voters at \$25,000. Director Avansino inquired about the building maintenance; building maintenance number includes cost for a parking area for the reserve ambulance and exterior painting of the building.

Director Avansino moved and Director Southard seconded the motion to approve the 2016-2017 preliminary budget

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

6. Resolution 13-16 appointing a district treasurer and defining the duties and compensation in that office – TABLED TO JUNE 13, 2016 REGULAR MEETING

7. Resolution 14-16 ordering an election to be held and requesting consolidation with the November 8, 2016 general district election

Chief Jenkins reported Directors Giovanatto, Southard and Johnson are up for re-election.

Director Southard moved and Director Avansino seconded the motion to approve Resolution 14-16 ordering an election to be held and requesting consolidation with the November 8, 2016 general district election.

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

8. Notice of District Boundaries/Statement in Lieu of Map – for information only
9. Notice of offices to be filled – for information only
10. 2014-2015 audit report – discussed above in financial report.

**REPORTS:**

1. President's Report – none
2. Fire Chief's Reports (including subcommittee reports for budget, apparatus, building & liaison) – Chief Jenkins reported construction projects are under way throughout the district: the 3-story Cloverdale Family Apartments, Dollar General requiring plan review and inspections. Dollar General is progressing and they are requesting to be serviced with propane which is somewhat unusual. The Bear Republic is expanding. • The Fire Chief and Director Giovanatto attended the Sonoma County Fire Districts Association meeting in Larkfield. The guest speaker was Jim Colangelo who is working with the county as a consultant tasked with getting the Fire Advisory Council established. Steve Gold from Knights Valley will serve as our Zone Six representative and the zone chiefs will be meeting regularly with Mr. Gold as the project develops. • Geoff Peters is helping with the volunteer association 2<sup>nd</sup> solicitation letter that will be sent out next week and will include information on our 130<sup>th</sup> Anniversary Event. The 130<sup>th</sup> anniversary event will kick off with the old siren. Kevin Moore, Rick Gurries and Roger Fletcher refurbished the siren. The siren will be out in front of the station with a flyer announcing the event. Mr. Peters has shown some interest and has formed the Alexander Valley Citizen's Group. He purchased an engine and expressed interest in a crew to staff the engine on the east side of the river. He will be working with the Chief. • Station projects include relocating rocks to fill in around the station. A trellis is being made for the grapes on the side of the station. • Two employees attended the fire mechanics academy in Sacramento. • Incidents for April – 104; 3 back to back calls; • burn ban has gone into effect. • James Gore is hosting a town meeting on May 11<sup>th</sup> at 5:30 pm at the Cloverdale Vet's Hall.
3. Volunteer Report – discussed above

**GOOD OF THE ORDER:** The financial policy regarding the withdrawal from the County Treasury will be modified and sent to Directors Giovanatto and Giordano for review and presented at the June 13<sup>th</sup> meeting. • In recognition for all the hard work and sacrifice during last year's fire season, the District decided to present the members with a jacket. Board wants to proceed with the purchase of the jackets.

**ADJOURNMENT:** The meeting adjourned at 6:55 p.m.

**NEXT MEETING DATE:** Regular Meeting June 13, 2016 at the Cloverdale Fire Station, 451 S. Cloverdale Blvd., Cloverdale, CA