

CLOVERDALE FIRE PROTECTION DISTRICT
MINUTES FOR JUNE 14 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 June 10, 2016

PLEDGE OF ALLEGIANCE: Led by Board Vice President Giovanatto

ROLL CALL:

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

AGENDA APPROVAL: Approved without change.

Director Giordano moved and Director Avansino seconded the motion to approve the Agenda without change.

Motion carried: Aye 3 No 0 Abstain 0 Absent 2.

PUBLIC COMMENTS-GENERAL INTEREST: None

CONSENT CALENDAR:

1. Approval of Minutes for May 9, 2016 Regular meeting

Director Giordano moved and Director Avansino seconded the motion to approve the Minutes of May 9, 2016 Regular Meeting without change.

Motion carried: Aye 3 No 0 Abstain 0 Absent 2.

PROCLAMATION/PRESENTATION(S):

PUBLIC HEARING: None held

DISCUSSION/ACTION ITEMS:

1. **Bookkeeper Report:**
 - a.) Financial Report
 - b.) Approval of Claims

Chief Jenkins reported we are nearing the end of the fiscal year. We received \$29,838.48 in unanticipated revenue from redevelopment property tax transfer (RPTTF). We are awaiting the last payment from the County of Sonoma (\$50,000). Our plan check expenses are net positive \$423.27. With our budget revision in place, personnel costs are at 89.28%. Services and Supplies are under budget but we still need to transfer \$125,035 to apparatus fund. We are thinking of requesting gap funding from the County. We will submit a letter of request in the amount of \$100,000 if it is the consensus of the board; board agrees. Congratulations to Peter Avansino who took a job with CalFire as a firefighter/paramedic. This will open a vacancy for an apprentice firefighter. We are evaluating our hiring options; possibly in house, temporary positions, then evaluate for permanent position.

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

Motion carried: Aye 3 No 0 Abstain 0 Absent 2.

2. Resolution 13-16 Appointing a District Treasurer and defining the duties and compensation in that office

Chief Jenkins reported this resolution declares the Fire Chief as the Treasurer. Regarding authorized signatures for writing checks, we spoke to other fire districts and we are suggesting we have the Fire Chief, administrative assistant and a chief officer and some require 2 signatures on the check.

Director Avansino moved and Director Giordano seconded the motion to approve Resolution 13-16 appointing the Fire Chief as the District Treasurer and defining the duties and compensation in that office

Motion carried: Aye 3 No 0 Abstain 0 Absent 2.

3. Review and approval of Financial and Investment Policies

Chief Jenkins reported these policies will serve as a guideline regarding financial oversight and management. Director Giordano suggests that the reference to Treasurer should be defined as Treasurer/Fire Chief. The policies were modified to conform to Cloverdale's current procedures with our budget subcommittee and providing monthly reports for the board. Director Giovanatto reviewed the policies and feels it correctly reflects CFPD's procedures.

Director Giordano moved and Director Avansino seconded the motion to approve the Financial and Investments policies as presented.

Motion carried: Aye 3 No 0 Abstain 0 Absent 2.

4. Resolution 15-16 regarding line of credit agreement with Summit State Bank

Chief Jenkins reported this resolution authorizes the Fire Chief to sign the line of credit with Summit State Bank for \$650,000 annually. Director Giordano inquired if there are any restrictions on how much money is used as one time. Chief Jenkins stated he is pretty sure there are no restrictions but will check with Joel Louraine and report back. Director Avansino reviewed the default section and is satisfied. We will be meeting with Joel Louraine and Melissa Tunzi from Summit State Bank tomorrow to sign all papers.

Director Giordano moved and Director Avansino seconded the motion to approve Resolution 15-16 authorizing the fire chief to sign the \$650,000 line of credit with Summit State Bank.

Motion carried: Aye 3 No 0 Abstain 0 Absent 2.

5. Line of Credit Agreement with Summit State – discussed and approved above
6. LAFCO special district rep ballot

Board agrees to vote as follows for LAFCO Special District Representative – Steven Bandettini, Forestville Water District.

REPORTS:

1. President's Report – none

Cloverdale Fire Protection District

Regular Meeting Minutes

June 14, 2016

Page 3

2. Fire Chief's Reports (including subcommittee reports for budget, apparatus, building & liaison) – Chief Jenkins reported it has been a busy month. We provided crews on short notice at the Bernie Sanders Rally on June 3rd. There were an estimated 6,000 people attending and we made over 60 patient contacts. We called for a task force which included Santa Rosa Fire, Gold Ridge Fire, Graton Fire. The event went well. Peter Avansino was assigned to medical group supervisor. We met with secret service and everything went well. Most all patient contacts were heat related issues. We incurred some costs but we will be seeking reimbursement from the campaign through the police department/city. • We are working on a parking pad for the reserve ambulance and removing a lot of rock. • There were 114 calls with no back to back calls. One significant call was an over the embankment into the river fatality incident. CFPD assisted with rope rescue and did a great job. There will be critical incident stress debriefing for the members. • The second mail out has brought in around \$11,000. • The 130th celebration went well. We presented the Bud Emel award to MGM Brakes for their support with their employees during fire season.
3. Volunteer Report – discussed above

GOOD OF THE ORDER: Chief Jenkins presented an award to Director Giordano for 18 years of service on the Cloverdale Fire Protection District Board of Directors.

ADJOURNMENT: The meeting adjourned at 6:40 p.m.

NEXT MEETING DATE: Regular Meeting July 11, 2016 at the Cloverdale Fire Station, 451 S. Cloverdale Blvd., Cloverdale, CA