

**CLOVERDALE FIRE PROTECTION DISTRICT
MINUTES FOR SEPTEMBER 12, 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 September 9, 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

AGENDA APPROVAL: Approved without change.

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

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

PUBLIC COMMENTS-GENERAL INTEREST: None

PUBLIC HEARING: 2016-2017 Final Budget

Opened public hearing at 6:01 pm

No public comment

Reconvened to open session at 6:02 pm

CONSENT CALENDAR:

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

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

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

PROCLAMATION/PRESENTATION(S):

PUBLIC HEARING: None held

DISCUSSION/ACTION ITEMS:

1. **Bookkeeper Report:**

a.) Financial Report

b.) Approval of Claims

Chief Jenkins reported numbers were revised in accounts 7910 & 7930 to reflect a loan being paid off. Money budgeted for election and county accounting services were disbursed to 5911 (Extra Help), 5910 (salaries), 6020 (clothing), 6154 (hose replacement) and 9000 (contingencies). Building maintenance was increased for a few projects (sealing the rear parking lot, carport for ambulance and repainting). The increase in 6020 was for new badges (approximately \$3,500). We will roll out the sample badges next week for approval. Gap funding from the county is not reflected in our final budget. The county has not acknowledged our request for \$80,000. Director Giovanatto expressed concern over dipping into our carryover to balance the budget. The document will be reformatted and reviewed by the budget subcommittee. Director Avansino inquired about the FESC contract. Chief Jenkins reported the contract went from \$18,000 to

\$12,000 for financial administrative services and the remainder of the budget is for plan check fees which are collectible through our new fee schedule.

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. Resolution 03-17 approving the 2016-2017 final budget

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

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

3. Resolution 04-17 Approving the 2016-2017 FESC contract

Chief Jenkins reported we have been out of contract for the last few years. The contract covers financial administrative services not to exceed \$12,000.

Director Southard moved and Director Giordano seconded the motion to approve the 2016-2017 FESC contract.

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

4. Amendment to the Administrative Assistant agreement

Chief Jenkins reported we would like to include a 9% contribution to a 457 plan through ICMA. The reduction in the FESC contract would offset this new expense; approximately \$4,300 per year.

Director Avansino moved and Director Southard seconded the motion to approve amendment to the Administrative Assistant agreement

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

5. New account for apparatus/reserve account with Summit State Bank

Chief Jenkins reported would like to open a separate Summit State Bank account for our apparatus/reserve using the same signers as the operating account with Summit State Bank.

Director Southard moved and Director Avansino seconded the motion to direct the Fire Chief to proceed with opening a new account at Summit State Bank for apparatus/reserve funds using the same signers as the operating account with Summit State Bank.

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

6. Amendment to the JPA for FDAC EBA

Chief Jenkins reported basically the changes made are regarding opening the membership up to a variety of emergency service agencies.

Director Avansino moved and Director Southard seconded the motion to approve the amendment to the JPA for FDAC EBA.

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

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REPORTS:

1. President's Report – none
2. Fire Chief's Reports (including subcommittee reports for budget, apparatus, building & liaison) – Chief Jenkins reported the Grocery Outlet project will be started soon. The Dollar General is complete and open. Plan check program is running smooth with a good turn-around time. We met with the county of Sonoma regarding projects in the county. • Zone 6 presented it's needs/response for the Zone 6 portion of the TOT funds as presented by the county fire services advisory council. 3 zones responded. Zone 6 requested 3 apprentice firefighters to increase staffing throughout the zone. The 2nd option was for \$30,000 per agency for reimbursement for stipend and drill/call pay and training. Zone 6 initially wanted to put in for a \$400,000 training Chief for the Zone. We felt that staffing was more of a priority than a training chief and responded with the option of the 3 apprentice firefighters or the reimbursement for stipend and volunteer programs. The process was very rapid and political. Chief Jenkins expressed that he could not support the plan for a training chief. All zones agreed that addressing the staffing needs was more of a priority than a training chief. The process slowed and the requests will be evaluated. The county will explore the idea of apprentice firefighters throughout the zone. The group will get together and explore the option of \$140,000 for each agency. • Some of our members participated in a recruitment meeting in the Palomino Lakes area and yielded 1 application for volunteer and a few inquiries for auxiliary position. •The liaison committee met and discussed holding a mini EOC earthquake drill. • building – we will be collecting bids for painting the building. We did a joint purchase with the Volunteer Association of a new ice machine (\$2k for District, \$2k for Assoc).• The Ambulance, police department and fire department will bring in a specialized trauma class to cover major trauma training taught by the Navy Seals. • We had 817 incidents for the year – August 86 calls; 2 back to back calls. We had a strike team at the Soberanes Fire in Monterey, Cedar Fire and Clayton Fire, and Calfire cover assignment for 6570. All other equipment is in service. • Our annual dance had a low turn-out but was a nice event. The membership will continue to evaluate options for future events.
3. Volunteer Report – discussed above.

GOOD OF THE ORDER: The board agrees to change the October meeting to October 12th at 6:00 pm at the Cloverdale Fire Station due to a scheduling issue.

ADJOURNMENT: The meeting adjourned at 7:01 p.m.

NEXT MEETING DATE: Regular Meeting October 12, 2016 at the Cloverdale Fire Station, 451 S. Cloverdale Blvd., Cloverdale, CA