

**CLOVERDALE FIRE PROTECTION DISTRICT  
MINUTES FOR FEBRUARY 15, 2017  
REGULAR MEETING**

**Regular meeting was called to order at 6:00 p.m. by Board 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 February 10, 2017**

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

**ROLL CALL:**

Directors Present: Directors Avansino, Giordano, and President Giovanatto

Directors Absent: Directors Southard and 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 December 12, 2016 Regular meeting

Director Avansino moved and Director Giordano seconded the motion to approve the Minutes of December 12, 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. Oath of office for Director Carol Giovanatto – Oath administered by Chief Jenkins
2. **Bookkeeper Report:**
  - a.) Financial Report
  - b.) Approval of Claims

Chief Jenkins reported our 2016/2017 audit report reflects total net assets remain strong. Cash assets have improved significantly and the continued recovery in property tax revenue is evident. We have been paying down our debt. Careful management of employee contracts, internal controls and property development growth are also adding to the recovery. • At mid-year tax revenue was 58.61%; revenue is at 67.52% due to recent development and collecting more fees for service (plan check and inspection) than budgeted. • Separating from County of Sonoma Treasury has been a very positive experience. The District did have to engage in the line of credit with Summit before the December tax distribution but used only \$80,000. The year to date cost to use the line of credit funds \$479.02. We will pay the LOC down to zero to limit the daily interest expense. We expect to have to draw on the LOC prior to the April tax distribution. • Employee costs are up due to strike team expenses. Outstanding strike team revenue is \$223,925.46 with a net of \$139,000. We are holding some expenses until the end of the year. We

participated in a shared cost purchase with the Volunteer Association for some equipment. President Giovanatto expressed appreciation to Chief and staff for their efforts in dealing with our financial challenges over the past few years. Some of the steps to improve our financial situation included switching to a private auditor and separating from the County of Sonoma Treasury.

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.

3. Approval of 2017 Board Meeting Schedule

Chief Jenkins reported we have a few discrepancies with scheduling for the 2017 board meeting dates and we are presenting a proposed schedule for 2017. Board agrees with schedule for 2017.

Director Giordano moved and Director Avansino seconded the motion to approve the 2017 Board Meeting Schedule for the Cloverdale Fire Protection District Board of Directors.

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

4. 2015-2016 Final Audit Report – Chief Jenkins reported we are presenting our 2015-2016 final audit report. Page 3 contains financial highlights. A few debts have been paid off improving our position. Board agrees to accept the 2015-2016 Final Audit Report as presented.

Director Avansino moved and Director Giordano seconded the motion to accept the 2015-2016 auditor report as presented.

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

5. Resolution 05-17 approving the 2017 agreement with Sonoma Computer Products for computer network consulting.

Chief Jenkins reported hours for service increased to 5 hours per month but the hourly rate remains the same (\$95/hour). We will re-evaluate the hour usage at mid-year and increase or decrease the number of hours as necessary.

Director Giordano moved and Director Avansino seconded the motion to approve the 2017 agreement with Sonoma Computer Products for computer network consulting.

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

**REPORTS:**

1. President's Report – none
2. Fire Chief's Reports (including subcommittee reports for budget, apparatus, building & liaison) – Chief Jenkins reported the Ad Hoc committee met with Mark Bramffit of LAFCO regarding the sphere of influence for all of Zone 6. It was said that the sphere of influence for Zone 6 is a minimal risk to the district regarding regionalization. We spoke to Supervisor Gore regarding the additional funding to CFPD. The vision document plus the sphere of influence would help to state our case of regionalization. The Advisory Council is continuing to meet. They hired a consultant for a 1 day meeting on April 5<sup>th</sup> to talk to the representatives of the council. • Our engine company inspections are continuing but challenging with limited staffing. We are also inspecting outside city limits (approximately 20 businesses) which is manageable. Cloverdale Natural Foods is scheduled to open next week. It is a nice project. Other projects include the 33-lot subdivision on Vista View, 7 parcel development off of Cherry Creek, Vine Ridge Assisted

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Living project, and a newly proposed high-end trailer park at the end north of town. • We are upgrading our wifi. • phone jacks in the EOC have been repaired. • We have a water leak in the irrigation and will investigate. • All members are up to date on our new SCBAs. • We are coordinating with the Cloverdale Ambulance and Police Department to put on an active shooter class. We will be meeting with the police chief to work on a program that will work with Cloverdale Fire; state laws are changing our involvement. • All equipment is in service. 6530 light tower has been serviced. We replaced all the scene lights to LED lighting. We are participating in a few shared costs purchases with the Volunteer Association for equipment. • The Volunteer Association installation dinner went well. Chris Elias was voted Volunteer Firefighter of the Year. The Association is now working on a pancake breakfast to be held in May. We will be participating in the Citrus Fair Parade.

3. Volunteer Report – discussed above

**GOOD OF THE ORDER:**

**ADJOURNMENT:** The meeting adjourned at 6:34 p.m.

**NEXT MEETING DATE:** Regular Meeting March 13, 2017 at the Cloverdale Fire Station, 451 S. Cloverdale Blvd., Cloverdale, CA