



RUSSIAN RIVER FIRE PROTECTION DISTRICT

P.O. Box 367 — Guerneville, CA 95446 — (707) 869-9089 — FAX: (707) 869-2811

BOARD OF DIRECTORS REGULAR MEETING

Wednesday, May 9, 2018 6:00 p.m.

At the Fire Station – 14100 Armstrong Woods Rd., Guerneville

MINUTES

CALL TO ORDER/PLEDGE OF ALLEGIANCE/ROLL CALL:

President Jones called the meeting to order at 6:00 p.m.; President Jones led the pledge of allegiance. Directors present: Wood, Jackson, Jones, & Weaver.

APPROVAL OF AGENDA:

On a motion by Director Jackson, seconded by Director Weaver, the Board moved to approve the Agenda as presented. VOTE: 4/0/1 (Emmett absent)

PUBLIC COMMENT:

No public comment was offered.

BOARD MEMBER COMMENT:

Director Jackson stated that he had attended the agency dinner at Gold Ridge and relayed summary of the group's discussion of considerations of changes in worker's compensation costs, the Bronze/Silver/Gold deliberations, and the discussion of a potential ordinance regarding vegetation management.

RE-ORGANIZATION OF THE BOARD:

Director Jones announced that Director Emmett had submitted a letter of resignation, effective May 6. Director Jones asked the group whether re-organization of the Board at this time would be appropriate given the resignation; group discussion determined that it would still be appropriate.

On a motion by Director Weaver, seconded by Director Jackson, the Board moved to approve Director Jones as Board President for the coming term. VOTE: 4/0/1 (Emmett absent/vacant seat)

On a motion by Director Jones, seconded by Director Jackson, the Board moved to approve Director Weaver as Board Vice President for the coming term. VOTE: 4/0/1 (Emmett absent/vacant seat)

Prior to the second vote, Linda Payne stated that she could not understand the Board's decision to elect Jones and Weaver over a much more experienced Board member.

Director Wood stated that the Board had acted appropriately in voting to re-organize at this time.

STAFF REPORT:

Captain Lantz reported on: auto extraction class hosted for Region 5 that went very well; April meeting with LAFCO wherein Mr. Bramfitt suggested MSR could begin as soon as August, with Forestville, Graton and Occidental declining (at time of meeting) to participate; Captain Wood and Engineer Mercieca completed inspection of new type 3 wildland engine in Louisiana which should be delivered in the next few weeks; hiring process for open Firefighter/Paramedic position continues, with the field narrowed now to 5 candidates which should be reduced to 2 before offers are extended.

Director Wood inquired as to which employee departed, to which Captain Lantz responded, "Casey." Director Jackson asked whether protocol exists to determine number of employees in any given position. Director Jones described brief history of the reason for having paramedics on engines; group members offer further background explanation.

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Director Jackson asked, regarding the Incident Count, whether cancellations are included in the line 321 total, to which Captain Lantz replied that they have a separate line item.

Director Jones added to the discussion of MSR participation that Forestville had agreed, after the meeting described by Captain Lantz, to participate in the MSR with the caveat that their participation did not signal willingness to consolidate; further, she said, Graton is not participating, but forces beyond their control may include them in any case.

CORRESPONDENCE:

None.

APPROVAL OF MINUTES:

On a motion by Director Jackson, seconded by Director Weaver, the Board moved to approve the minutes of the April 11, 2018 meeting as presented. VOTE: 4/0/1 (Emmett absent/vacant seat)

APPROVAL OF FINANCIAL INFORMATION:

Director Jackson asked the following questions:

- Overall how do we look? Director Jackson stated that the financial information suggested to him that the District is doing well; Director Jones stated that she believes the District is doing well.
- How do we deal with changes to the annual property tax sum collected? Director Wood stated that the District budgets conservatively in an effort to avoid negative surprise.
- Regarding the Bank of the West account, why does the District choose to carry a large balance in that account rather than investing in short-term vehicles that might generate a better rate of return? Director Wood cited a need for liquidity, and Directors Wood and Jones noted that the District did not have a long history of significant reserves. After discussion, Director Jones stated that this question should be added to the next Finance Committee agenda.
- Regarding the October 2017 Tubbs and related fires, which agencies reimburse the District for its services? Director Jones stated that multiple sources, including FEMA, will reimburse Districts in such situations, and that different re-charges will take different timeframes prior to actual reimbursement.
- When prior year property taxes from a District resident are delinquent, the County will also collect penalties and fees when those taxes are ultimately paid—is there any reason the District could not or should not explore direct collection of those penalties/fees to keep revenue within the District? Director Jones stated that this question would be presented to Heidi Flowers prior to next meeting.

Director Wood reiterated policy that Board members, when communicating about District concerns via email, should use RRFPD email addresses. Director Jones requested that an appropriate address be assigned to Director Jackson, and Captain Lantz said that he make sure that was done.

On a motion by Director Wood, seconded by Director Weaver, the Board moved to approve the financial information as presented. VOTE: 4/0/1 (Emmett absent/vacant seat)

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FY 2016/17 FINANCIAL AUDIT DRAFT REVIEW:

Director Jones states that the audit as presented is more robust and thorough than other comparable audits in the District's history, in her opinion. Director Jackson stated that the audit looked very clean. On a motion by Director Wood, seconded by Director Jackson, the Board moved that the Financial Audit Draft be approved as presented. VOTE: 4/0/1 (Emmett absent/vacant seat)

STATION DESIGN CONFERENCE UPDATE:

Director Jones stated that originally Director Emmett and Captain Wood were to attend this conference, but that Director Emmett had changed his mind about attending, whereupon he suggested that Stephano Mercieca to attend in his stead. Director Jones stated that she had no problem with this, but felt that better practice would have been for Director Emmett to consult Board about his replacement. Captain Lantz stated that Captain Wood and Stephano Mercieca would return from the conference on Friday, May 11.

INTERIM PART-TIME CHIEF HIRING:

Director Jones described a meeting with the 3 Captains/Acting Co-Chiefs that she had in April to discuss the state of department leadership, especially in the context of the pending MSR and potential consolidation developments in the future; she stated that all in attendance agreed that the District should hire a part-time, Interim Chief, seeking to fill a position for 1 or 2 years given the unknown outcomes of the MSR among other factors. As a result, stated Director Wood, a hiring ad has been designed and the Finance Committee has approved this action, though salary and benefits remain negotiable; administrative Assistant Flowers will place the ad imminently. Director Jackson asked for a clarification on the Chief's position in the staff hierarchy; Director Jones stated that the Chief position is non-union, and primarily an administrative supervisor. On a motion by Director Jackson, seconded by Director Weaver, the Board moved to move ahead with the hiring of a part-time, Interim Chief for the District. VOTE: 4/0/1 (Emmett absent/vacant seat)

FSAC GOLD/SILVER/BRONZE PLAN REVIEW:

Director Jones stated that a small county-wide group is looking at staffing plans that strike a balance between robustness and affordability, and finding that the Silver plan presented is, at this time, most likely to be adopted. Director Jones stated that she had, at the last meeting of this group, proposed an additional Firefighter/EMT be added on top of the District's current Silver allotment; she further stated that the county's next meeting about the use of significant funds for this purpose will take place May 17, and Mike Nichols from Cazadero will be attending. Director Jackson stated that Jim Colangelo had suggested encouraging County Supervisors to take action on this issue; Director Jones stated that Supervisor Hopkins understood the need to disburse the funds usefully and wisely. Director Jackson stated that he'd like to know what happens with the lump-sum of currently available funds is depleted; Director Jones stated that the group has emphasized the need to keep relevant personnel moves short-term. Firefighter Merceica asked whether the District could amend its request to ask for an additional Firefighter/Paramedic rather than a Firefighter/EMT; Director Jones stated that the request could be amended. Discussion ensued. On a motion by Director Wood, seconded by Director Weaver, the Board moved to approve adoption of the Silver Plan as presented with the request to add an additional Firefighter/EMT added for the District. VOTE: 4/0/1 (Emmett absent/vacant seat)

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USDA APPLICATION:

Director Jones stated that the Strategic Planning Committee had prepared the application and it is nearing readiness to move ahead; once application is completed, Director Jones will visit Supervisor Hopkins to reiterate need for County support on this project. Firefighter Merceica asked whether a certain portion of the new space was eligible, under terms of loan, to be rented. Director Jones stated that Supervisor Hopkins has expressed interest in having Sheriff's Office rent such space, but Sheriff's Office has not committed yet to this. Director Wood asked what action, if any, the Strategic Planning Committee recommends the Board take on this matter at this time; Director Jones stated that her comments were informational only and not seeking Board action at this time. On a motion by Director Wood, seconded by Director Jackson, the Board moved to approve that Director Jones move forward to meet with Supervisor Hopkins on the District's behalf to further secure County assistance in this matter. VOTE: 4/0/1 (Emmett absent/vacant seat)

RIO NIDO STATION LEASE:

Director Wood stated that the District needs to hire rental or real-estate professional to assist the District in determining appropriate rental rates for the property. Director Jones state that she agreed and that the District would need to initiate an RFP process with local professionals to get pricing and potential property-management assistance. Linda Payne asked who was the rightful owner of the property ("Who's name is on the deed?"); discussion ensued, wherein Director Jones stated that she and Administrative Assistant Flowers had seen paperwork that gave them full confidence that the District rightfully owns the property. On a motion by Director Weaver, seconded by Director Jackson, the Board moved to send RFPs to local realty and property-management agencies to seek 1) assistance determining viable rental rates and terms for the Rio Nido property; and 2) advice regarding rates and terms for management of the property going forward. VOTE: 4/0/1 (Emmett absent/vacant seat)

CERT PROGRAM UPDATE

Captain Lantz had been called away. On a motion by Director Wood, seconded by Director Jackson, the Board moved to defer this agenda item until such time as Captain Lantz returned. VOTE: 4/0/1 (Emmett absent/vacant seat)

REPORT FROM 2018 COMMITTEES

- a. Finance – Director Wood stated that the committee recommends that the Board approve a preliminary budget for 2018-19 using the final 2017-18 budget as a template, expecting to revise the budget in June. Director Jackson asked whether the new hire(s) will affect budget; Director Wood stated there would be no significant change as a result.
- b. Strategic Planning – Director Jones asked whether, considering Director Emmett's departure, any Board members would like to consider take his place on this committee. Director Jones stated that she had spoken to the District's contracted grant writer regarding the USDA loan application and intends to do so again. Director Jackson inquired regarding the purpose of the Strategic Planning committee; Director Jones stated that the majority of its original purpose was planning for the development of a new firehouse, but that consolidation issues necessarily overlap.

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REPORT FROM 2018 COMMITTEES CONTINUED

- c. Russian River/Monte Rio – Director Jones stated that she had spoken to Director Emmett, who suggested that the goal of the committee should be to promote the MSR. Director Jones stated that the Administrative Assistant Flowers brought to the attention of the Finance Committee an invoice to Monte Rio Fire from consultant Denny Rosatti with concerns regarding the original RR/MR Collaboration grant funds. Director Jones replied with an email to Monte Rio Board President Dan Fein to clarify. Director Jones stated that LAFCO would be sending out letters to officially advise Monte Rio Fire regarding the MSR; she further stated that the need for the Monte Rio ad hoc committee may need to be re-evaluated after June and after LAFCO's recommendation. Captain Lantz stated that the committee may be redundant. Director Wood asked whether Captain Lantz would recommend one more meeting; Captain Lantz replied that he would, and would continue meeting until further discussion. Director Wood moved to disband the committee; Director Jones asked whether the motion could be amended to disband only after conferring with a Monte Rio Fire Board member; Captain Lantz stated he would be content to continue to meet with the committee; Director Wood withdrew her motion to disband the committee at this time. Director Jackson asked what the reference in the meeting summary to "healthy skepticism" re: consolidation among districts meant; Captain Lantz stated that some individuals have expressed concern about districts being forced, after consolidation, to take on the debts of other districts, about the adjustments to tax rates that might result, and about disproportionate use of tax revenue. Captain Lantz stated that, in his opinion, no district's debt would increase as a result of consolidation.
- d. Fundraising – Director Weaver stated that the committee hadn't met in at least 3 months, and asked whether the Board could redefine its purpose in the context of the USDA application; Director Jones stated that, if the loan were to be approved, the District would need new sources of revenue to offset the annual payments associated with the loan. Director Weaver stated that he was open to further direction from the Board.
- e. Evacuation Planning – Director Weaver stated that the committee's next meeting was scheduled for May 21st and that the committee would decide, at that point, whether it needs to continue going forward; Director Weaver stated that mailings announcing the availability of evacuation maps online would begin delivery on Monday, May 14.

CERT PROGRAM UPDATE (cont'd)

Captain Lantz stated that the CERT Program had added 2 new members and would be offering another training in the fall; monthly meetings will continue.

PUBLIC COMMENT:

Captain Lantz stated that the Firefighter's Association Barbecue would take place on Saturday, May 12 from 12:00 p.m. to 6:00 p.m. in the Lark's parking lot in downtown Guerneville.

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BOARD COMMENT:

Director Wood stated that she was sorry to hear that Director Emmett had resigned; she stated that he had been a very productive Board member, and that his departure would leave a void. Director Jones stated that she had spoken to Director Emmett and suggested to him that he could remain active as a citizen-member of committees. Director Weaver stated that he would miss Director Emmett.

ADJOURNMENT:

On a motion by Director Jackson, seconded by Director Wood, the Board adjourned the meeting at 7:40 p.m.

/s/ Nance Jones Date: 6/13/18
Nance Jones, Board President

/s/ [Signature]