



# **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, June 13, 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 6:02 p.m.; Director Jones led the pledge of allegiance. Directors present: Wood, Jones, Jackson and Weaver. Board has one vacant seat.

**APPROVAL OF AGENDA:**

On a motion by Director Wood, seconded by Director Jackson, the Board moved to approve the Agenda as presented. VOTE: 4/0/1 (One vacant seat).

**PUBLIC COMMENT:**

None.

**BOARD MEMBER COMMENT:**

None.

**DIRECTOR INTERVIEW(S)/APPOINT OF DIRECTOR:**

On a motion by Director Wood, seconded by Director Jackson, the Board moved to move number 5 "Director Interview(s)/Appoint of Director" to a different spot on the agenda, such as #10. VOTE: 4/0/1 (One vacant seat).

**STAFF REPORT:**

Captain Lantz reported on: Firefighter/Paramedic hiring status, full-time temporary Firefighter/EMT Matt Brees, Station Design Conference attended by Captain Wood and Engineer Mercieca, and EMS Ordinance update. Director Jones added she and Captain Wood were able to meet with one of the instructors of the conference this afternoon; she was able to provide a lot of very useful information about the building/financing process.

**CORRESPONDENCE:**

Director Jones reviewed the email received from Richard Skaff; Director Jones and AA Flowers had a phone conference call with the District's legal counsel regarding points in the email. Once the response from legal counsel is received a response letter will be sent to Mr. Skaff. On a motion by Director Weaver, seconded by Director Jackson, the Board moved to have the response letter from Director Jones be circulated to the Board prior to being sent to Mr. Skaff. VOTE: 4/0/1 (One vacant seat).

*Continued on page 2*



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*Page 2-June 13, 2018 Board of Directors Regular Meeting*

### **CORRESPONDENCE CONTINUED:**

Document from Director Jackson regarding potential interest earning will be discussed under Report from Committees-Finance Committee.

### **DISTRICT WEBSITE:**

AA Flowers reported on two web design companies, Streamline and WildFireWeb. Discussion held. On a motion by Director Jackson, seconded by Director Weaver, the Board moved to have Director Weaver take a look at the websites and report back to the Board at the July meeting.

VOTE: 4/0/1 (One vacant seat).

### **APPROVAL OF MINUTES:**

Director Wood suggested having a substitute board clerk sit in for future board clerk absences. Director Jackson requested a correction on page 4, 7<sup>th</sup> line up from the bottom; change “with” to “when”. On a motion by Director Jackson, seconded by Director Weaver, the Board moved to approve the minutes of May 9, 2018 regular meeting as corrected. VOTE: 4/0/1 (One vacant seat).

### **APPROVAL OF FINANCIAL INFORMATION:**

AA Flowers reported on revenue received from FEMA and the County of Sonoma (Residual-Redevelopment funds returned to District every year). Director Wood inquired about who AA Flowers has sign checks; Acting Chief Wood signs all checks, Director Jones has been the second signer on checks over \$2,000.00 (4 of 32 checks needed a second signature according to the May bank statement). On a motion by Director Weaver, seconded by Director Wood, the Board moved to approve the financial information as presented. VOTE: 4/0/1 (One vacant seat).

### **FY 18/19 PRELIMINARY BUDGET:**

Director Jackson noted a correction needed to the FY date on the cover sheet; change 18 to 19. On a motion by Director Jackson, seconded by Director Weaver, the Board moved to approve the FY 18/19 preliminary budget as presented with one correction to the cover sheet. VOTE: 4/0/1. (One vacant seat).

### **SET PUBLIC HEARING DATE:**

On a motion by Director Weaver, seconded by Director Jackson, the Board moved to set the date for the public hearing to set the special tax rate for July 11, 2018. 4/0/1 (One vacant seat).

*Continued on page 3*



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*Page 3-June 13, 2018 Board of Directors Regular Meeting*

## **FY 2017/18 FINANCIAL AUDIT PROPOSAL:**

Director Jackson inquired about how long the District has used Blomberg & Griffin; AA Flowers stated two, FY 17/18 would be our third year. On a motion by Director Wood, seconded by Director Weaver, the Board approved to renew the Blomberg & Griffin Accountancy contract.

VOTE: 4/0/1. (One vacant seat).

## **FIRE FUNDING PROPOSAL FROM LYNDA HOPKINS:**

Director Jones reviewed the proposal brought forward by Supervisor Hopkins and reported that Region 5 was unable to support the proposal as written. The proposal was heard at the Board of Supervisors meeting; the proposal will not move forward due to lack of support.

## **BUSINESS PLAN WORK BETWEEN RUSSIAN RIVER & BODEGA BAY/MONTHLY REPORT TO RUSSIAN RIVER BOARD:**

Acting Chief Cassidy reported that at the last Ad Hoc committee meeting the task of putting together a draft business plan between Russian River and Bodega Bay was given. Acting Chief Lantz added that the draft business plan has not been developed as of yet; information on staffing models is still forthcoming.

## **RIO NIDO STATION MEETING ROOM USE:**

AA Flowers reported Russell Olson had inquired about using the Rio Nido Station meeting room for AA/NA meetings. Director Weaver will make contact with Mr. Olson for follow up information.

## **CERT PROGRAM UPDATE**

Acting Chief Lantz reported the current main focus of CERT is building community networks. CERT team members currently meet once a month.

## **REPORT FROM 2018 COMMITTEES:**

- a. Finance: Director Jackson reviewed the document he created regarding potential interest revenue if a portion of the general fund was invested in the County investment pool. On a motion by Director Jackson, seconded by Director Weaver, the Board moved to have Director Jackson work with AA Flowers to research potential investment options for a portion of the general fund. VOTE: 4/0/1 (One vacant seat).  
The new ambulance and gurney cost is approximately \$210,000.00. A TOT mitigation fund grant was awarded to the District in the amount of \$30,000.00 for a new gurney; Acting Chief Wood will work on securing the grant funds and ordering the gurney. Next meeting: Monday, July 9, 2018 9:30 AM.

*Continued on page 4*



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*Page 4-June 13, 2018 Board of Directors Regular Meeting*

- b. Strategic Planning: Committee met today; Acting Chief Wood and Director Jones were able to meet with Candace from 10 over Studios. Candace is also an instructor from the Station Design Conference attended by Travis Wood and Stephan Mercieca in May. Candace provided a lot of helpful information on the next steps the District should take. Director Jones reported that notice to end the contract with grant writer Nakia Magazine has been sent to Ms. Magazine due to the lack of grants available at this time.
- c. RR/MR: Director Wood noted a correction to the date on the minutes provided; should read June 11, 2018. Captain Lantz reported on the following: Monte Rio training plan, Monte Rio parcel tax, RR/MR joint board meeting request, County wide sales tax proposal, draft operations plan and sample consolidation packet. Next meeting: July 23, 2018 5:30 PM at Russian River Fire.
- d. Fundraising: Committee will be removed at this time; has not met.
- e. Evacuation Planning: Director Weaver reported an email will be sent out reiterating the existence of the committee and as a reminder that evacuation maps are available on the District's website.

## **CLOSED SESSION:**

Director Jones announced the titles of the closed session and the Board entered closed session at 7:31 PM.

- a. Conference with Labor Negotiator pursuant to Government Code Section 54957.6 (a); Agency Designated Representative: Full Board; Employee Organization: Local 3051

## **RETURN FROM CLOSED SESSION:**

The Board returned from closed session at 8:05 PM and reported the following:

- a. Conference with Labor Negotiator pursuant to Government Code Section 54957.6 (a); Agency Designated Representative: Full Board; Employee Organization: Local 3051. Director Jones reported a 3% raise effective July 1, 2018, a 2% raise the following year with a wage re-opener and a Class A uniform for employees with four or more years' service was requested. *On a motion by Director Jackson, seconded by Director Weaver, the Board approved to support all changes suggested. VOTE: 4/0/1 (One vacant seat).* Jason Clopton has scheduled a shop meeting for June 26, 2018 for discussion/approval from the Union members.

*Continued on page 5*



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*Page 5-June 13, 2018 Board of Directors Regular Meeting*

**PUBLIC COMMENT:**

None.

**BOARD COMMENT:**

None.

**ADJOURNMENT:**

On a motion by Director Weaver, seconded by Director Jackson, the Board adjourned the meeting at 8:07 PM

/s/ Nance Jones Date: 7/11/18  
Nance Jones, Board President

/s/ Heidi Flowers  
Heidi Flowers, Interim Board Clerk