

Cazadero Community Services District

Meeting Minutes

February 10, 2014

I. Call to order

Board President Schanz called to order the regular meeting of the Cazadero community Services District at 7:11PM on January 13, 2014 at Fire Station #2.

II. Roll call

President Schanz conducted the roll call. The following persons were present: Directors Charlotte Berry, Paul Juilly, Michael Nicholls, Eric Schanz, Chief Steve Krausmann, and District Manager, Phil Mohrhardt. Members of the public included Mike Dahl. Director Canelis arrived at 7:15. Supervisor Efren Carrillo was a guest participant at the meeting.

III. Approval of Minutes From Last Meeting

Director Canelis moved and motion was seconded by Director Berry to waive the reading of the minutes and to accept the draft as written. Motion passed 5-0.

IV. Public Comment

No comments from the public attending the meeting.

V. Presentation and Approval of Monthly Opex Invoices

Director Nicholls moved and Director Juilly seconded the motion to approve operating expenses for the month of January in the amount of \$61,694.23 as presented for payment by Manager Mohrhardt. Vote was 4-0-1 with Director Berry abstaining. Major extraordinary expense items in January was \$54,161.09 covering early retirement of the outstanding loan balance on Firehouse #1, which generated interest payment savings in excess of \$1,475; Fire Admin Services Management Training in the amount of \$655.35 and a \$1,869.73 payment to cover propane for Station #1. All other bills were general monthly expenses.

VI. Correspondence

- **Trish Steele** – e-mail thanking the district for endorsement of North Bay/North Coast Broadband Consortium
- **California Special Districts Association** -- Announcement and invitation to attend the Annual meeting to be held in Palm Springs, September 29th through October 2nd.

- **Sonoma Clean Power** – CSD Firehouse #1 was provided notice to participate in SCP, effective in May 2014.
- **Bloomberg and Griffin** – Solicitation for Annual Audit
- **Fechter and Company** – Solicitation for Annual Audit.

VII. Job Descriptions For Volunteer Firefighters

Chief Krausmann was directed to develop a draft Job Description for Volunteer Firemen and submit to Director Nicholls for final edit and presentation for consideration for approval at the next meeting.

VIII. Hall Rental Contract

A hall rental contract draft was presented for consideration and approval. Board members requested time to review the draft and possibly generate comments. The contract approval vote will be postponed until the March meeting.

IX. Wish List/Grant Application for Brush Truck

Wish list priorities were reviewed by Chief Krausmann and Director Berry and discussed by board members. Priorities include SCBA high-pressure air tanks, to be compatible with adjoining fire districts, extra rescue equipment, and a 4x4 Class 3 Brush truck. The brush truck was the highest priority on the Chief's list and grant opportunities will be pursued. Upon motion by Director Nicholls and seconded by Director Juilly, which passed 5-0, Director Berry was authorized to apply for a \$90,000 TOT grant from the county which would be augmented with additional grant applications totaling \$325,000 to provide funding for a Class 3 Brush Truck. Chief Krausmann will provide Director Berry with written specifications for her grant requests. Grant searches will include Rural USDA, FEMA, and other funding sources. It is believed at this time the grant search window will extend to August 2015 to secure funding. Other prioritized items on the wish list will be sourced for funding with supplementary grant alternatives.

X. FY 2014-2015 Budget

Manager Mohrhardt provided Directors with the budget worksheets for review. Fixed expenses are locked in, however there are blank areas for capex, buildings, equipment, supplies, education/training, election, firefighter reimbursement, and LAFCO expenses. Directors were urged to carefully review and be prepared to discuss at the March meeting.

XI. Chief's Report

- **Call Reports – Jan 17th through February 10th** - Medical Aid – 2, Vehicle Accidents – 2, Hazardous Conditions – 3
- **Road Closure** – Ft. Ross Road, 1.5 miles from monument. Mutual aid boundary adjusted with Ft. Ross VFD due to washout. CVFD was on scene as soon as the slide was reported. EMT will be provided by CVFD and FRVFD until RRFPD Ambulance is able to reach remote addresses stranded by the road outage. Temporarily, the last address served by CVFD is 19650 Ft. Ross Road.
- **Volunteer Turnout** - A much-improved turnout for calls and training was reported after the Chief met with volunteer staff. A Saturday training day is planned for Park Cleanup on February 22nd.
- **LAFCO Meeting** – Two voicemails have been left with Rich Botterini with no response. Chief was instructed to contact CAO office for direction in the matter. In anticipation of a county volunteer FD meeting, Chief Krausmann was directed to notify Steve Janessi, Ft. Ross VFD of status.
- **Storm** – Over 22” of rain was reported in the Cazadero CSD over the past 4 days. Accidents, road washouts and medical emergencies required the services of the CVFD. Staff is to be commended for their positive effort during this challenging week.
- **Ice Machine** – By motion of Director Canelis and second by Director Nicholls, with a 5-0 vote, staff is authorized to spend up to \$4,000 to purchase a new Ice Machine for Station #1. This is necessary for hall events and is expected by renters.

XII. Managers Report – Manager Mohrhardt presented Directors with a copy of the June 30, 2013 Annual Report and Financial Statement Audit

XIII. Maintenance

- **Digital programmable thermostats** to be installed at Stations #1 and #2 for propane conservation.
- **On-demand Hot Water Heater** - Director Juilly moved and Director Berry seconded a motion, which passed 5-0, to authorize the purchase and installation of an On-demand hot water heater for Station #1, with a cost not to exceed \$2,000.

- **Annual oil change schedule** will be modified for all trucks with the exception of rescue squad vehicle from one to two years. Low mileage and engine hours do not warrant annual oil changes for these vehicles. The rescue squad vehicle will continue on a one-year annual schedule due to higher mileage and engine hours.
- **McPhail Propane** now has access to Firehouse #1 to inspect appliances for potential propane leaks. A list of backup personnel has been provided McPhail in the event they need immediate contact with staff.
- **Park Maintenance** – Upon a motion by Director Nicholls and seconded by Director Juilly, with a 5-0 vote, the board elected to continue an interim temporary contract with *Russian River Maintenance and Repair* (based on prior employee's salary) to perform the duties of the Park Custodian's position until a formal contract can be drafted and approved within a 60 day window. Dahl reported in the interest of cost containment, the CSD should open 30 day accounts with Friedman's and Fishman Supply (Petaluma) for routine supplies. A credit card can be authorized for incidental expenses – itemized receipts on all purchases must be submitted to Manager Mohrhardt for payment. 95% of the ADA work in bathrooms has been completed.
- **California Playground Safety** – Health and Safety Code Section 115725 – 115735 was reviewed – this is a self-monitoring issue and will be complied with by the CSD.

XIV. New Business –

- **Supervisor Carrillo** thanked the CSD and especially the dedicated CVFP volunteers for their service during the recent storm, road outage and related incidents. Public Works specifically extends their thanks to the CVFD for their rapid response. Supervisor Carrillo noted that the emergency road repair of Ft. Ross road will be handled by Public Works utilizing reserve funding set aside for this type of emergency. Costs estimated at \$300,000 including materials and labor. It is hoped; weather permitting; the 80' viaduct road repair can be completed within 8 – 10 weeks. Chief Krausmann has been in contact with Judy Mercieca, Principal of Montgomery School regarding temporary measures by CVFD volunteers to escort children from Ft. Ross Road to and from school.
- **Sonoma Clean Power** – JPA was reviewed by Supervisor Carrillo, which provides residents to opportunity to purchase power from renewable

sources, and helps to keep dollars 'local'. Businesses will be the first to participate in May 2014 and residents will be phased into the program over the next 2 - 3 years. Opt-out is available at no charge within the first 90 days of service. PGE will continue to invoice for transmission, distribution and taxes. Only change on your bill will be under Generation - SCP will be the new provider at rates 2.5% below PGE's current rate structure for the current calendar year. SCP will negotiate electrical rates annually with vendors.

- **TOT Grants** - Supervisor Carrillo reviewed briefly the Transient Occupancy Tax program and how grants are distributed. Director Berry attended a conference last week on the subject and will be submitting a grant request for the CSD. Over \$6,000,000 in TOT funding is collected annually in Sonoma County. Over 50% of the revenue originates from the Fifth District and 75% of funds collected are returned to applicants as grants.
- **March 10th meeting will be held at Firehouse #2.**

XV. Adjournment - At 9:41 PM, Director Berry moved and Director Juilly seconded a motion to adjourn the meeting. The motion passed unanimously.

Eric Schanz - President

Michael C Nicholls - Secretary

Homer Canelis - VP

Charlotte Berry

Paul Juilly