

**Cazadero Community Services District**  
**Meeting Minutes**

March 10, 2014

**I. Call to order**

Board President Schanz called to order the regular meeting of the Cazadero community Services District at 7:08PM on March 10, 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 Nikki Canelis and Christi Sheets. Director Canelis arrived at 7:15.

**III. Approval of Minutes From Last Meeting**

Director Juilly 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**

- Ms. Canelis and Sheets questioned and asked for clarification on the new fire-hall rental agreement. Director Canelis explained the procedure had not been finalized, however outlined the CSD Directors discussion in developing the policy and the fact Ms. Canelis' original comments at the August meeting triggered the policy change.
- Directors confirmed that the Community Club is covered 'as insured' under the CSD's blanket insurance policy.
- Ms. Sheets asked for clarification on current ABC policy. It was suggested she contact Michael Torr as a resource for information in addition to the ABC office staff in Santa Rosa.
- A TOT funding request covering the Pole Mountain Waffle Breakfast was reviewed – as the fire lookout funding is in the public interest and tourism it was suggested we petition for \$500 to cover food, advertising and other expenses related to the fundraiser. We will require a budget for the event to be included in the request we submit to Supervisor Carrillo's office.

## **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 \$17,387.70 as presented for payment by Manager Mohrhardt. Vote was 4-0-1 with Director Berry abstaining. Major extraordinary expense items in February was All Star Safety Equipment in the amount of \$2,795.64 (which will be partially offset by grant award), a \$2,103 payment to cover 50% of the purchase of a new ice machine and \$2,800 to cover purchase and installation for a new on-demand hot water heater for Station #1. Credit card charges included registration and lodging expense for 4 attendees at the Firehouse World Conference in San Diego.

All other bills were general monthly expenses.

## **VI. Correspondence**

- **WestAmerica Bank** – confirmation that our loan for fire station #2 was satisfied and paid in full, with no lien remaining on fire equipment pledged as collateral.
- **County of Sonoma Citizen' Report** – copies were distributed to directors for review.
- **Sonoma County** – Asked that CSD Firehouse #1 be used for polling place for the State and Local Primary Election, June 3rd.
- **PRMD** – Requested septic self monitoring reports for Station #2
- **Legislative Days in Sacramento** – Solicitation to participate in annual firefighting lobby event in April. Cost \$225/person includes a gratis 6 month membership in organization.

## **VII. Job Descriptions For Volunteer Firefighters**

Draft copy of Job Description was completed, however due to oversight was not included in board packet. Due to lack of wireless Internet connectivity at Station #2 a duplicate copy could not be printed and distributed. Directors will be emailed a draft copy and version will be considered for approval at the April meeting.

## **VIII. Hall Rental Contract**

Concern was expressed our draft may have been overly restrictive and that a review of other competitive local hall rental contracts be sought. Chief Krausmann will ask Chief Baxman for a copy of the Monte Rio (Koret Club) P&R hall rental

contract for comparison. Manager Morhardt will review, compare and comment at the April meeting.

#### **IX. Wish List/Grant Application for Brush Truck**

Director Berry reviewed details of various grant requests. TOT Grant budget for 2014 was \$90,000 with applications received from Bodega Bay, Bodega, Cazadero, Valley of the Moon and Cloverdale totaling \$389,419. Rural USDA grants averaging in the \$25K range with a 55% match based on Cazadero's Household Median Income (HMI) of \$40K annually appear to be unlikely. Other options for a 4WD Brush-truck financing scheme may include a low cost, no fee USDA loan. Director Berry will complete and submit a pre-qualification application promptly in order to determine the district's eligibility. FEMA may be another option for consideration and Director Berry submitted a request for further information last week. Director Berry and Chief Krausmann will continue the search for potential grantors for this piece of equipment. President Schanz recommended Director Berry attend a FEMA Workshop, which may assist in the actual process of grant application. Director Nicholls suggested Director Berry obtain a copy of the County of Sonoma, Board of Supervisors Resolution regarding Drought (and fire danger) passed on March 4, 2014 to include in grant requests.

#### **X. FY 2014-2015 Budget**

Manager Mohrhardt again provided Directors with the budget worksheets for review, which included the Chief's comments for Capex items. Of specific importance for consideration is an exhaust system for Station #1 (OSHA Requirement), new roll up doors, roof gutter replacement and flooring replacement in Station #1 bathrooms, kitchen and meeting room.

#### **XI. Chief's Report**

- **Call Reports – February 11<sup>th</sup> through March 9<sup>th</sup>** - Medical Aid – 4, Vehicle Accidents – 1, Hazardous Conditions – 2 (trees down), Fire - 2
- **Firehouse World Conference** - A worthwhile conference to network with potential vendors, attend workshops, gain information on available grants and meet with peers statewide. Chief met with representatives from Ferreira on Brush-truck specifications, learned and reported out on Freightliner chassis benefits, learned leading cause of fire related fatalities are heart issues, but importantly the second ranking cause of fire response fatality was tender rollovers. Midwestern agencies are no longer including fire tenders as Code 3 to fire calls – Chief will discuss this issue with local agencies and comment back to the board. Chief learned MSA Air Packs will

be of a new design and compatible with 4500 high pressure tanks – It was recommended we remove air tanks from the Capex budget this year and study whether grant availability is an option to replace our entire low pressure, non-compatible system with new equipment.

- **Cal Rules CDF Grant** – Chief reported new coats and shelters have arrived. Grant submissions with paid invoices will be submitted for partial reimbursement based on Grant terms.
- **Respiratory Protection Plan** – Chief circulated the new plan, which will be implemented immediately.

**XII. Managers Report** – Manager Mohrhardt stated his report had been included with Item #V.

### **XIII. Maintenance**

- **Emergency Phone Box** – Brochure was circulated and briefly discussed.
- **Park Rest Room Update** – Most work has been completed with just toilet re-alignment and partition installation to complete ADA compliance project.
- **Park Waste Containers** -- Three new covered and secure containers were purchased and are in place.
- **Garbage Service/Station #2** – has commenced. Will move to annual rate in December 2014
- **Park Maintenance** – by mutual agreement the present arrangement with Russian River Maintenance and Repair will continue on a month to month basis, with average billings not to exceed \$500 per month.

### **XIV. New Business –**

- **April Meeting** – The regularly scheduled April meeting will be held again at Firehouse #2.

**XV. Adjournment** – At 9:15 PM, Director Juilly moved and Director Berry 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

Draft