

# ***Cazadero Community Services District***

## ***Meeting Minutes***

January 13, 2014

### **I. Call to order**

Board President Schanz called to order the regular meeting of the Cazadero community Services District at 7:21PM on January 13, 2014 at Fire Station #1.

### **II. Roll call**

President Schanz conducted the roll call. The following persons were present: Directors Charlotte Berry, Paul Juilly, Homer Canelis, Michael Nicholls, Eric Schanz, Chief Steve Krausmann, and District Manager, Phil Mohrhardt. Members of the public included Manuel Damos and Mike Dahl.

### **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 unanimously.

### **IV. Public Comment**

No comments from the public attending the meeting.

### **V. Presentation and Approval of Monthly Opex Invoices**

Director Nicholls moved and Director Canelis seconded the motion to approve operating expenses for the month of December in the amount of \$21,486.76 as presented for payment by Manager Mohrhardt. Major extraordinary expense items in December were \$10,000.00 to cover audit expense by the County of Sonoma, quarterly REDCOM billing of \$1522.00 and a \$1,256.03 annual payment to cover fees for the Cazadero Water Company for Station #1. All other bills were routine monthly expenses.

### **VI. Correspondence**

- Sonoma County Fire Chiefs Association – Announcement of Roseland FPD hosting January 30, 2014 meeting.
- California Special Districts Association -- Announcement for Board Secretary/Clerk Conference. \$750 registration for the conference is not budgeted; therefore we will not send a representative.

- California Special Districts Association -- Announcement for a seminar on “How to be an Effective Board Member”. Registration for the seminar is not budgeted; therefore we will not send a representative.
- Information regarding California law on playgrounds (Health and Safety Code section 115725-115735) was received and reviewed. Manager Mohrhardt was directed to contact Caryl Hart at County of Sonoma, Regional Parks Department for additional information on the inspection process.
- Correspondence from North Bay/North Coast Broadband Consortium asking for written support for Sonoma County to join the NBNCBC. Upon motion by Director Berry and seconded by Director Canelis, Manager Mohrhardt was directed to send a letter supporting Sonoma’s participation in NBNCBC.

## **VII. Job Descriptions For All Paid Positions**

Chief Krausmann clarified the educational qualification contained within the job description regarding a two-year college requirement. The qualification does not require a degree, however the job description advocates for continuing education in the field of fire safety. Board discussed that all job descriptions were ‘living documents’ and subject to annual review, revision and “fine tuning” by board and employees during the annual review period. Chief Krausmann was directed to develop a draft Job Description for Volunteer Firemen and present it to the board at the next meeting. Director Berry moved and Director Canelis seconded a motion to accept the job descriptions as finalized for the positions of District Manager, Hall Custodian, Park Custodian and Fire Chief. The motion passed unanimously.

## **VI. Hall Rental Contract**

President Schanz request this agenda item be postponed until the February meeting, pending further input.

## **VII. Park Maintenance Position**

Due to the position vacancy prior to job posting deadline of January 21<sup>st</sup>, the board elected to contract with *Russian River Maintenance and Repair* on a pro-rata rate basis (based on prior employee’s salary) to perform the duties of the Park Custodian’s position until the February Board Meeting.

## VIII. Chief's Report

- **Monthly Call Report** – Chief reported, 5 local medical emergencies serviced by RRFPD, 1 vehicle accident, and 2 fires.
- **Training** – Title 22 Training will take place on January 15<sup>th</sup> at Firehouse #1 for Volunteer Staff. Chief will attend the annual FireWorld Conference in San Diego during February. As he is the only individual attending from Cazadero, the board authorized the Chief to purchase round trip air tickets from Santa Rosa to San Diego (as a cost effective measure versus being reimbursed at \$0.56/mile, paying for parking and other related vehicle expenses).
- **Promotion** – Chief reported Volunteer Fireman Tim Steger would be promoted to Captain this week.
- **Medical** – Appointments being made this week for firefighter medical evaluations.
- **Inter-agency Communications** – Ongoing dialog with Chief Max Ming of RRFPD and Steve Baxman of MRVFD is continuing on a regular basis. The board stressed the importance of communication and development of common practices between agencies. Reviewed that LAFCO is committed to consolidating rural fire departments and that we need to commence positive planning in advance of any mandates or county action.
- **Budgeting** – Budget due from Chief in March. Chief requested clarification on budgeting parameters, re buildings, grounds, etc. versus just fire equipment and related items. Director Canelis responded the chief's budget should include the buildings, maintenance items, and grounds contiguous to buildings.

## IX. Managers Report

- **End of Year** – All 1099's and W2's have been completed and are ready to be mailed to recipients.
- **Annual Reviews** – After discussion, all annual reviews are to be completed prior to the end of each calendar year. A Review Form will need to be developed, completed on an annual basis by employee and board president and once signed- off, will be placed in the employee's personnel folder.

- **Investigation of Early Loan Retirement** – Manager Mohrhardt will determine if prepayment penalties may be factors in the current loan for Firehouse #2. Should there be no prepayment penalty, the board has advised the Manager to immediately pay off the last installment of the loan, saving the CSD approximately \$5,000 in interest.
- **Ethics Certification** – The remaining director that has not completed the on-line ethics training advised he would complete prior to the February meeting.
- **Insurance Coverage** – Mohrhardt reported in conversation with our insurance agent, the CSD does not have any liability for produce grown in the Sky Garden Plot. Our insurance carrier recommends Sky Garden, for their own protection; have appropriate liability coverage, adding the CSD as additional insured. Chief Krausmann will verify with Chief Baxman re the community garden in Monte Rio. Director Nicholls will check with Elaine Carlson, Principal of Guerneville School re their coverage, if any.

#### **X. Maintenance**

- **Fire stations 1 & 2** – Chief reported new heaters were installed in #1 and operating successfully. As this was an emergency situation, the heaters were installed per code and PRMD permits would be applied for this week. Keypads will be installed for office and storeroom at #1 for improved security.
- **Vehicles** – Leak on #95 was reported and will be evaluated on Thursday. Repairs are also necessary on 5260, which will require a quotation by Pat Gluch. Quotation for repairs will be submitted to the board for consideration and action. BIT inspection will be scheduled for all vehicles (excluding the pickup) within the week.
- **Playground and Restrooms** – Mike Dahl reported most repair work on the restroom has been completed including fixtures and dividers. The sewer flange relocation will require a PRMD permit. Storage shed will be blocked properly to stabilize structure.

#### **XI. New Business**

Director Juilly petitioned to locate the February meeting at Firehouse #2. The request was granted and appropriate notification will be posted regarding the change of meeting location for February. Director Juilly has postponed investigation on noise remediation in the Firehouse Board room. Director Berry

discussed in detail her study and investigation regarding grant-funding availability for the CSD. All Directors and Paid Staff are to submit a wish list to the District Manager for evaluation over the next several months, which will benefit the application and planning process.

**XII. Adjournment** – At 9:50 PM, Director Nicholls moved and Director Canelis seconded a motion to adjourn to closed session to discuss personnel and a position vacancy. The motion passed unanimously.

**XIII. Reconvening** -- At 9:55PM, the board reconvened in regular session and called for adjournment, by motion of Director Juilly, second by Director Canelis and unanimous vote. The meeting adjourned at 9:58PM.

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Eric Schanz – President

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Michael C Nicholls - Secretary

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Homer Canelis – VP

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Charlotte Berry

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Paul Juilly