

Cazadero Community Services District
Meeting Minutes

November 17, 2014

I. Call to order

Board President Schanz called to order the regular meeting of the Cazadero Community Services District at 7:03PM on November 17, 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, Homer Canelis, Eric Schanz, Chief Steve Krausmann, and District Manager, Phil Mohrhardt.

III. Approval of Minutes

Director Berry moved and motion was seconded by Director Canelis to waive the reading of the minutes from the October 13th meeting and to accept the draft as written. Motion passed 5-0

IV. Presentation and Approval of Monthly Opex Invoices

Manager Mohrhardt presented invoices for payment. Director Nicholls moved and Director Juilly seconded the motion to approve operating expenses for the month of October in the amount of \$8,336.85. Vote was 4-0-1 with Director Berry abstaining. Extraordinary expense items for the month of October included the auditors progress billing of \$2,400 and workman's comp premium in the amount of \$605.33.

V. Open to the Public

No members of the public were in attendance. Invited guest included Park Maintenance Coordinator, Mike Dahle.

VI. Correspondence.

- **Vendor Update** – Letter received indicating Lambert Petroleum has been sold to North Bay Petroleum. Frank Lambert has accepted a position with North Bay and will continue to deliver to our facilities.
- **Ad Hoc Fire Advisory Board** – Minutes of the first Advisory meeting were received.
- **Field Change** – Notification received from International that a factory authorized update was necessary for the new 4x4 brush truck.
- **Resignation Withdrawal** – Director Schanz informed board members he has withdrawn his resignation and will serve the remainder of his term.

VII. Park Signage

- Director Berry reported due to work schedules, the Parmeter family had not finalized park signage wording.
- Board consensus dictated a two-sided wooden 'hanging' sign (similar to SF Parks and Rec Signs) would be placed along Cazadero Hwy. in front of the park. Conventional directional signage would be appropriately placed along Cazadero Hwy. and "No Overnight Parking" signage would be positioned in the parking area next to park restrooms.

VIII. FEMA Grant

Chief Krausmann reviewed a FEMA grant request, due December 5th in the amount of \$136,684.28 to cover the replacement of the district's outmoded and incompatible SCBA (Self Contained Breathing Apparatus) equipment. This is a 95/5-shared cost grant due to rural fire department qualification status. Director Berry moved and Director Canelis seconded a motion to approve the grant request application limiting the Cazadero CSD expenditure to not more than \$8,000. Funding would come from next year's fiscal budget as the grant allows a 12 month purchase window from date of approval.

IX. Chief's Report

- **Call Report** -- Chief reported in October there were a total of 6 calls; 3 medical, 2 fire (water heater and vegetation), 1 vehicle accident mutual (which was cancelled),
- **Review of Fire Services** -
 - Eight firefighters completed classroom driver training for fire trucks (excluding the Peterbilt). Two drivers need DMA approval, and 4 need to qualify with behind the wheel time (14 hours minimum) to qualify as drivers.
 - Two PPP kits have been assembled and deployed on equipment which includes, gloves, booties, mask, sleeves, tape, biohazard bags and antiseptic wipes. Full face shields are on back order and will be included in kits when received.
 - The subject of Corona Mass Event (CME) and Electromagnetic Pulse were reviewed for board members.
 - A generator cover was constructed for Station #2 and a well enclosure will be completed.
 - Work on the USDA Grant request continues. Quinn Donovan advised Chief that Firehouse software can be included in the grant request. Cost breakdown for software compatible to bring the CSD reporting into compliance with the County reporting system includes for each station

\$8,540 initial charge and subsequent annual charges of \$1,155. Total charges for a 5-year lease agreement for both stations will be included in the grant request.

X. Managers Report

- Cal Fire Grant funding in the amount of \$3,667 was received and deposited directly to our operating account. This was a 50% match grant which covered the purchase of protective equipment, wildland gear and radios.
- Meeting with Auditor is confirmed for December 2nd for field work and viewing of requested receipts necessary for audit purposes.
- Workman's Comp requested additional information relative to positions within the district. Manager Mohrhardt reported he has submitted the requested information.

XI. Maintenance

- **Station #1** – Propane tank slab needs replacement and a replacement strategy was discussed and approved by consensus.
- **Equipment** – Warrantee information will be checked and necessary field service will be completed on the Brush truck.
- **Park** – Three picnic tables were constructed from trees donated by Barbara Buck, milled by Devin Parmeter, construction fees waived by Pete Margolies and located within our park area. Manager Mohrhardt will generate thank you letters and invitations will be extended to those involved to the Appreciation Dinner scheduled for March or April 2015. Dumped appliances on unimproved park property will be removed, brush piles built and controlled burns under the supervision of the CVFD will be conducted. Cazadero CalFire Station will be closed for the season on November 21st and most personnel will be transferred to Hilton for the winter months. By direction of the board upon recommendation of the auditor, all oleander plantings will be removed from the park area. Plants will be sprayed to assure a thorough 'kill' and root masses will be removed. Deer resistant, child-safe plantings will replace the oleander. New compatible toilet tissue dispensers will be ordered for park restrooms. President Schanz and Dahle will evaluate groundwater drainage issues around the park restrooms and report their finding at the December meeting. Professional recoating of the basketball court and tennis courts may be necessary next year.

XII. New Business

- Director Juilly initiated a discussion regarding the boundaries of the CSD and the financial impact of expanding said district boundaries. Chief cautioned that response time could be negatively impacted with inclusion of expanded territory. It was agreed maps were difficult to read due to lack of detail. Director Nicholls will ask County GIS if they can develop a couple of large detailed maps along with PDF's on a smaller scale which can be downloaded.

- Director Nicholls reviewed a discussion held with Sgt. Dennis Smiley of the Sheriffs Department regarding improved Redcom reception with new county antennas being installed at Siri Road and the tower undergoing permitting approval on Meyers Grade. The addition of both towers provides a public safety benefit to all within the CSD with improved radio reception and the possibility of cell reception enhancement for mobile phone users.
- Director Canelis discussed the grant process underway by Sonoma RCD. Cara Eckert of RCD shared Cal Fire Grants for Forest Fuel Reduction are available to Native Americans, Public Agencies and Non-profits, but the deadline this season is November 21st, which does not provide our district enough time to respond. Director Canelis announced he has accepted a board position with Sonoma RCD and will verify for our board whether the FFR grant reoccurs annually.
- Staff reported a request to add to Nancy Kaplan's duties that of Fire Hall Coordinator. Board by consensus agreed. Chief will review with Nancy the details, background, and check list necessary for community use of the fire hall. All communications will be funneled through Nancy to the appropriate parties. Chief will communicate this change to the Community Club

XIII. Adjournment - At 8:52 PM, Director Nicholls moved and Director Canelis seconded a motion to adjourn the meeting. The motion passed 5-0. December meeting will be held at Firehouse #2 on December 8, 2014 at 6PM. Please note the meeting time change.

Eric Schanz – President

Michael C Nicholls -
Secretary

Homer Canelis – VP

Charlotte Berry

Paul Juilly