

Cazadero Community Services District

Meeting Minutes

February 8, 2016

I. Call to Order

President Schanz called to order the regular monthly meeting of the Cazadero Community Services District at 6:01PM on February 8, 2016 at Fire Station #2.

II. Roll Call

President Schanz conducted the roll call. The following persons were present: Directors' Michael Nicholls, Charlotte Berry, Paul Juilly, Chief Steve Krausmann and District Manager, Phil Mohrhardt. Director Homer Canelis was absent.

III. Approval of Minutes

Minutes for December were approved on motion from Director Nicholls and seconded by President Schanz. Motion passed 2-0-2.

IV. Approval of Financials

Financials for January were presented by Manager Mohrhardt. January financials were approved on motion from Director Juilly and seconded by Director Berry. Motion passed 4-0-0.

V. Presentation and Approval of Monthly Opex Invoices

Manager Mohrhardt presented invoices for payment. Director Nicholls moved and Director Juilly seconded a motion to approve January operating expenses in the amount of \$29,415.94. Extraordinary expenses included \$20,960.00 for Bay Door Replacement, Station #1, \$972.41 for remodel supplies for Station #1, and \$519.00 for QuickBooks Payroll service. Motion carried with 4-0-0 vote.

VI. Public Comment

No members of the public present during comment period.

VII. Correspondence

- Office of the County Administrator – Fire Services Project Update
- Sonoma County Tax Collector – Tax apportionment and ERATH Contribution
- Sonoma County Clerk, Recorder and Assessor – Polling Place Permit, Fire Station #1 – June 7, 2016 – California Primary Election.

VIII. Signage for Park Parking Area

Mike Dahl requested “No Overnight Parking” signage for area in front of park, across the street from Fire Station #1. Signage to include “Vehicles Subject to Towing” language. This area is used for Volunteer Firefighters parking during calls and training.

IX. Chief's Report

1. The lack of pager connectivity within the district appears to have been corrected with the installation of the re-broadcaster and 3' whip antenna mounted on Fire Station #1.

Chief reviewed the technical issue of Redcom tones cycling a second siren sequence which will be addressed.

2. Monthly Call Report

Nature of Call	January
Fire - Structure	2
Hazardous Condition	3
Medical	3
Assistance	1

3. Maintenance -

- 3.1. New insulated bay doors were installed by Northgate. Electrical work for automatic door openers is in process by Lunardi Electric in order to complete project. New LED lighting was installed and is operative in truck bay area. PG&E rebates will be applied for either by the contractor on behalf of the CSD or by the CSD.
- 3.2. Chief is coordinating painting of ceilings in kitchen, hallway, bathrooms and meeting room. Walls to be painted in a complementary "Buttercup" off-white. Chief will contact Evergreen Flooring in Guerneville 30 days in advance of anticipated floor installation in kitchen, bathrooms, and meeting room in order to schedule installation. Mike Dahl volunteered to provide alternative quotations for sound remediation baffles. Office and Kitchen remodeling projects are targeted for completion by the April 3rd Pole Mountain Benefit Breakfast.
- 3.3. Scott Ziegler reported to Chief the quoted exhaust fans will be compatible with a future 'hose-assembly' exhaust system. Nicholls requested Chief to verify with the 'hose-assembly' vendor that fans are adequately sized for future conversion. This installation is planned by Chief to be a dry weather, summer project.

4. Regional Model -

- 4.1. Region 5 consists of Camp Meeker, Cazadero, Forestville, Monte Rio, Occidental, and the Russian River Fire Protection District. Chief Max Ming of Forestville/RRFPD was elected by regional chiefs as the Region 5 representative to the Countywide Advisory Council, pending Board of Supervisors confirmation.
- 4.2. Region 5 Chiefs plan to meet on a regular basis, either monthly or bi-monthly to coordinate efforts, purchasing, forms standardization and reporting within the region. The Region's Chiefs have already agreed to adopt the Forestville format for Patient Care Forms.
- 4.3. Director Nicholls requested Chief to obtain quotations on the necessary modules of Firehouse software as recommended by our contracted consultant. Chief reported on the possibility of a no-charge software program coupled with the new Coastal Valley EMS program. Details of the program have not been defined.
- 4.4. Chief requested a transfer of \$2,500 from the Training budget to Safety Equipment to cover cost of equipment for swift water rescue. Transfer request authorization by motion of Director Nicholls and a second by Director Juilly passed on a 4-0-0 vote.

X. Managers Report

1. Playground

1.1. Manager Mohrhardt reported the new surface on the basketball and tennis courts is bubbling due to suspected subgrade water seepage. Adams (the contractor) couldn't guarantee the installation last fall due to patched fissures in the underlayment and settling of the structure. The board directed the manager to obtain an annual maintenance quotation for surface repair.

2. Tax Revenues

2.1. Total revenue to be distributed to CCSD \$242,566, 1st installment received \$133,396.66, 2nd installment due \$109,016.34. ERATH deduction \$28,798 with a cumulative ERATH total contribution by the CSD of \$436,035.

XI. New Business

Director Berry notified the board TOT grant requests are due February 19th. Board members reviewed the district needs and provided Director Berry with appropriate information to develop a grant request. Director Nicholls provided a review of the Dry Creek Restoration Project and discussed the meeting held with Directors Canelis and Nicholls, Supervisors Carrillo and Gore, Bill Keene, of Sonoma County Open Space regarding Austin Creek Watershed restoral of fish habitat and off-channel water storage.

XII. Adjournment

Director Juilly moved and Director Nicholls seconded a motion to adjourn the meeting at 7:19PM. The motion passed 4-0-0. March meeting will be held at Firehouse #2 on March 14, 2016 at 6PM.

Eric Schanz – President
(Absent)

Homer Canelis – VP

Michael Nicholls - Secretary

Charlotte Berry

Paul Juilly