



Cazadero Community Services District

Meeting Minutes

January 9, 2017

I. Call to Order and Roll Call

President Schanz called to order the regular monthly meeting of the Cazadero Community Services District at 6:01PM on January 9, 2017 at Station #1, and conducted the roll call. The following persons were present: Directors' Michael Nicholls, Homer Canelis (director Canelis arrived at 6:18PM), Charlotte Berry and Chief Steve Krausmann.

II. Approval of Minutes

December minutes were approved on motion by Director Berry and seconded by Director Nicholls. Motion passed 3-0-0.

III. Approval of Financials

- 1.1. Financials for December were presented by Director Nicholls and President Schanz. Expenses and income are tracking as forecasted. It was noted reports were in a slightly different format, but deemed acceptable for review and approval.
- 1.2. December financials were approved on motion from Director Nicholls and seconded by Director Berry. Motion passed 3-0-0.

IV. Presentation and Approval of Monthly Opex Invoices

Director Berry presented invoices for payment. Director Nicholls moved and Director Schantz seconded a motion to approve December operating expenses in the amount of \$6,132.91. Motion passed on a 4-0-0 vote. Extraordinary expense of \$2,219.00 was noted relating to quarterly payment FASI (Workman's Comp).

V. Public Comment

Joe Mercieca provided input on several agenda items.

VI. Correspondence

- 1.1. Discussed in detail a Shared Administrative Duties Proposal with Chief Ming of RRFPD augmenting correspondence received regarding an offer to supply services.
- 1.2. CCSD letter sent to William Rousseau in December regarding Board Vacancy
- 1.3. Letter received from Joe Mercieca – Application for Board Membership
- 1.4. Letter received from Bureau of Labor Statistics re gender breakdown of employees
- 1.5. Letter received from Governor Brown – re Sandoval re-appointment to CPUC
- 1.6. Letter received from Mary Free – resume for vacant District Manager's position
- 1.7. Request from Sonoma County to use Fire Station #1 as polling place for March 7th election.
- 1.8. Note received regarding minor leak in Fire House #1 roof
- 1.9. Compliance catalog for employees received – 2017 Employment Posters ordered

VII. Chief's Report

- 1.1. ISO Rating maintained at 8B within 5 miles of each fire station. Outside of 5-mile radius from stations, ISO Ratings were set at 10. District Goal per Chief will be to reduce ISO Rating in town to 5 through specified testing, which may require a capital outlay for additional 3" hose.
- 1.2. Water Rescue Training was completed in the Sierra's in December for five volunteer firefighters. To complete all three segments of training leading to certification, an expenditure of approximately \$7,000 by the CSD would have to be made.
- 1.3. Image Trend had projected to have software ready by January 1 for EMS reporting. Chief advised the software development is behind schedule with no date announced for implementation. We had also anticipated a firehouse management software component as an add-on, however timing is now unknown. Director Nicholls asked the Chief to inquire at the next Region 5 Department's Meeting to discuss what type of common firehouse reporting software would be recommended region wide. Uniformity is vital between departments.
- 1.4. Call Report – December

Nature of Call	December
Structure Related	1
Medical Aid	3
Hazardous Condition	1

- 1.5. Lexipol – funding for Region 5 Lexipol capital outlay will be approved by the Board of Supervisors on 1/10/17. RRFPD will head up the project and aid other departments within the region in developing special needs sections specific to each department.

VIII. Manager's Report

- 1.1. No Report.

IX. Maintenance

- 1.1. Engineering drawings for ADA compliant restroom in Fire Station #1 were reviewed. A doorway opening width requirement will be revisited with Matt Damos and plans revised as necessary prior to proceeding.
- 1.2. A roof leak was noted in the firetruck bay. Director Berry reviewed the details with President Schanz and they will inspect the area with Chief Krausmann.

X. New Business

- 1.1 Director Nicholls stated Sexual Harassment and Ethics Training classes will be again scheduled for directors by the Sonoma County Fire Departments Association in late February or early March, fulfilling the bi-annual requirement.
- 1.2 Joe Mercieca reviewed his qualifications and resume for the position of Director of the CSD.

XI. Adjournment to Executive Session

Director Nicholls moved and Director Berry seconded a motion to adjourn the meeting at 7:52PM to move to Executive Session to discuss personnel matters. The motion passed 4-0-0. Executive Session ended at 6:59PM and moved back to General Session.

XII. Announcements

President Schanz announced the appointment of Joe Mercieca to the vacant Director’s position on the CCSD, effective immediately. President Schantz announced the unanimous decision to proceed in a shared administrative duties proposal with the RRFPD in lieu of hiring a District Manager.

XIII. Adjournment

Meeting adjourned at 8:04 on motion by Director Nicholls and seconded by Director Canelis with a 4-0-0 vote. The February meeting is scheduled at Station #1 on February 13, 2017 at 6PM.

Eric Schanz – President

Michael Nicholls - Secretary

Homer Canelis – VP

Charlotte Berry