

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

March 12, 2018

**I. Call to Order and Roll Call**

President Nicholls called to order the regular meeting of the Cazadero Community Services District at 6:04PM on March 12, 2018 at Station #1, and conducted the roll call. The following were present: Directors' Charlotte Berry, Maureen Berry, Homer Canelis and Michael Nicholls, Administrator Flowers, Chief Krausmann, Eric Schanz and Jim Colangelo. Director Mercieca was absent.

**II. Approval of Minutes**

On a motion by Director Canelis, seconded by Director C. Berry, the Board moved to accept the minutes for February 5, 2018 Regular meeting and February 20, 2018 Special meeting as presented. VOTE: 4/0/1 (Director Mercieca absent).

**III. Open to the Public**

No public comment.

**IV. Jim Colangelo-Sonoma County Fire & Emergency Services**

Jim Colangelo, Interim Director for Sonoma County Fire & Emergency Services provided information regarding the ways districts/departments can work together (consolidation/annexation/contractual agreements). Fire districts/department in Sonoma County are formed in various ways (all volunteer, mixed volunteer/career, all career, some community service districts, some are funded solely by parcel tax and some have special tax assessments. The County is looking for a group of districts/departments to take the steps to determine if a consolidation or annexation would be beneficial to that specific area. First step: MSR (municipal service review). An MSR will identify current revenue, levels of service, response times, and call volume of all participating agencies. Then it will identify the cost of operating the combined agencies at a determined level of service. Second step: the County will have to determine if it will be able to fund the gap in funding and if so for how long. Director Nicholls discussed the meeting he attended on March 8, 2018 along with Bodega Bay Fire and Russian River Fire at Board of Supervisor, Lynda Hopkins office to discuss the possibility of an MSR for districts/departments in Region 5.

Jim Colangelo also discussed the County's desire to find partner agencies for volunteer companies. Chief Krausmann will work on developing a budget to present to Jim Colangelo based on Cazadero CSD taking over a portion of Fort Ross.

**V. Eric Schanz-State Water Resource Control Board request**

Eric Schanz was present and presented his request to use the meeting room for "The Power of Partnerships: Sharing Resources with Neighboring Systems" workshop on July 12, 2018 and to have the room fee waived. On a motion by Director M. Berry, seconded by

Director Canelis, the Board moved to allow the use of the building on July 12, 2018 from 10-5 and waive the fee. VOTE: 4/0/1 (Director Mercieca absent).

## **VI. Approval of Financials**

- 1.1. Financials for February were presented by Administrator Flowers. AA Flowers provided account reconciliations, account balances and profit/loss report for February 2018.
- 1.2. Director M. Berry reviewed and approved the February 2018 bank statement via email on March 7, 2018; AA Flowers reconciled the account on March 9, 2018.
- 1.3. OPEX- AA Flowers presented invoices for payment in the amount of \$13,740.22  
Extraordinary OPEX: Evergreen Flooring: \$5,309.69- new flooring; Russian River Maintenance: \$900.00-January & February daily park maintenance; Bank of America Business Card: \$3,249.41-AED, batteries and emergency phone boxes.
- 1.4. Two additional invoices submitted for payment in addition to amount in 1.3:  
Russian River Fire: \$384.72 for shared administrative services and Cory Olson: \$695.00 for EMT class enrollment/textbook.
- 1.5. Sonoma County Junior College invoice/payment (\$988.25) was reviewed; this invoice was for tuition for volunteers.
- 1.6. Bank of America Business Card statement breakdown was requested to be included in future financial reports.

## **VII. Correspondence**

- a. Cazadero CSD Resolution 1963: Director Nicholls reported on the process to obtain this resolution and steps to have it recorded at the County Recorder as well as the Secretary of State.
- b. Notice of Public Hearing-MSR & proposed amendment to Geyserville Fire Protection District Sphere of Influence-provided as information only.
- c. Cazadero Community Club information email-provided as information only.
- d. SCVFCA Pancake Breakfast-provided as information only.
- e. Thank you notes-provided as information only.

## **VIII. Scope of Service-Intent of CSD**

No further discussion, covered under Correspondence "C".

## **IX. Resolution 2017-05 Requesting Board of Supervisors of the County of Sonoma authorize the consolidation of District elections with statewide general elections**

Discussion held regarding Senate Bill No. 415 and the need to consolidate with statewide general elections. On a motion by Director M. Berry, seconded by Director Canelis, the Board moved to adopt Resolution 2017-05 Requesting Board of Supervisors of the County of Sonoma authorize the consolidation of District elections with statewide general elections. Roll call vote: Director Nicholls, aye; Director Canelis, aye; Director C. Berry, aye; Director M. Berry, aye; Director Mercieca, absent. VOTE: 4/0/1 (Director Mercieca absent).

## **X. Conflict of Interest Code**

Conflict of Interest Code will be reviewed and modified if needed in November 2018.

**XI. Park Maintenance Contract Review**

Discussion held regarding individuals who may be interested in doing park maintenance. Director Canelis will be provided contact information; he will attempt to make contact with the individuals report back to the Board next month.

**XII. Grant Writing Services**

AA Flowers will ask Russian River Board President Jones about the possibility of Cazadero CSD utilizing Russian River Fire’s grant writer for services.

**XIII. Response Times**

Discussion held regarding recent response times. Geographical area makes response times longer; Chief Krausmann reported the volunteers are doing the best they can do. Chief Krausmann will contact REDCOM to request the re-tone timer to be re-set for 5 minutes.

**XIV. Fire Department Chain of Command**

Chief Krausmann, Assistant Chief Schanz, Captains Miller and Steiger. Chief Krausmann communicates with the Assistant Chief, Captains and Monte Rio Chief Baxman when he plans on being out of town and vice versa.

**XV. Stipend Program**

Region 5 set stipend rates as follows: \$157.00/24 hour shift; \$78.50/12 hour shift. Stipend program participants are not allowed to work a regular schedule; shift rotations will be developed to prevent shift work from developing in the program.

**XVI. Ad Hoc Committee Establishment**

Discussion held; no committees formed at this time.

**XVII. Letter to Public Works**

General consensus of the Board to send letter to Supervisor Hopkins regarding the request to install a guardrail along Cazadero Highway at mile marker 0.5.

**XVIII. Town Hall or other Public Meeting**

Discussion held regarding CERT and current residents who were previously part of a CERT program. Director M. Berry will email Cazadero Community Club to see if anyone is interested in becoming a CERT member. In order to obtain a Red Cross hospital in a box the District needs to have CERT members; best location for the hospital in a box is the Baptist Church.

**XIX. Chief’s Report**

1.1. Call Report – February

Nature of Call	February
Medical Aid	6
Fire	2
Illegal Burn	1
Traffic Accidents	1
Fire Alarm Sounding	0

1.2 Chief Krausmann reported the District plans to follow CalFire’s low-medium-high dispatch model.

1.3 Chief Krausmann is continuing to work on obtaining roofing quotes; he hopes to have quotes for next month’s meeting.

1.4 Emergency phone boxes have arrived; Chief Krausmann will work on having them installed and operating.

**XX. Manager's Report**

1.1. AA Flowers is working on the State Controller's Office labor report; report will be filed by April 20, 2018.

**XXI. Maintenance**

1.1 Chief Krausmann will work on roofing quotes from CapStone, Enrique Sanchez and Legacy Roofing to present at the April meeting if possible.

1.2 Emergency phones: Chief Krausmann will work on getting the phones installed and operating.

1.3 Bathroom remodel: project on hold.

1.4 Park bathroom: no issues have been reported by Mike Dahl.

**XXII. New Business**

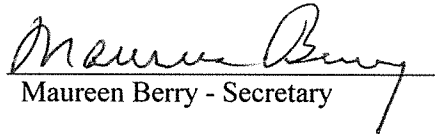
Director Nicholls reported on the Advisory Council meeting and recruitment/retention request.

**XXIII. Adjournment**

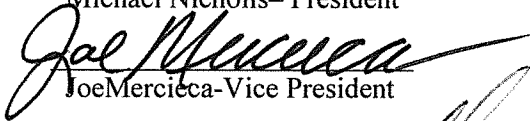
1.1 The meeting adjourned at 8:43PM on motion by Director Canelis and seconded by Director M. Berry by a 4/0/1 (Director Mercieca absent). The April meeting is scheduled at Station #1 on April 9, 2018.



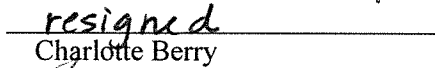
Michael Nicholls- President



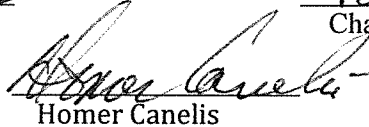
Maureen Berry - Secretary



Joe Mercieca- Vice President



Charlotte Berry



Homer Canelis