



***Cazadero Community Services District
Special Meeting Minutes***

June 18, 2018

I. Call to Order and Roll Call

President Nicholls called to order the special meeting of the Cazadero Community Services District at 6:02PM on June 18, 2018 at Station #1, and conducted the roll call. The following were present: Directors' Maureen Berry, Paul Barry, Cory Olson and Michael Nicholls and Administrator Flowers. Director Canelis arrived at 6:07 PM. Chief Krausmann was absent due to a scheduled vacation.

II. Public Comment

None.

III. Board Member Comment

Director Nicholls reported 12 month recap of meter readings from EverGreen (Erica Torgerson); the increase to the District would be \$708.47 per the recap. Director Nicholls also reported on the County Fire meeting regarding the Silver Plan; Region 5 did not support the Silver Plan as written and requested the following: one (1) additional firefighter for Forestville Fire, one (1) additional firefighter for Russian River. Supervisor Hopkins backed Region 5 and contacted Jim Colangelo at County Fire Services; he was unable to assist with this request. Jason Clopton from Russian River is inquiring with the local union with a request for support. Director Nicholls added he requested from Supervisor Hopkins additional funding needed for the LAFCO process to cover the Fort Ross consolidation.

IV. Re-organization of the Board

Director Nicholls explained the need for re-organization; Vice President seat was vacant due to the resignation of Joe Mercieca. On a motion by Director M. Berry, seconded by Director P. Barry, the Board moved to appoint Director Canelis as Vice President. VOTE: 5/0/0.

V. Staff Report

AA Flowers reported the Board of Supervisors approved the Resolution to change Director terms from odd to even years. The Registrar of Voters has sent the notification postcard to print; it will be sent to all constituents in the District. The next step is for the Registrar of Voters to notify Directors when their terms will expire. Directors whose terms would have expired in 2019 will now expire in 2020 and Directors whose terms would have expired in 2021 will now expire in 2022.

VI. Chief's Report

1.1. Call Report – May

Nature of Call	May
Medical Aid	0
Vegetation Fire	0
Smoke Check	0
Traffic Accidents	0
Hazardous Condition	0

1.2 Chief Krausmann was absent due to a scheduled vacation.

1.3 Directors Olson and Nicholls reported on a recent vegetation fire; 60 x 60 ft area. Mutual aid was received from Monte Rio Fire, CalFire and a CalFire aircraft.

VII. Correspondence

1. 4-19-18 Fire Service Advisory Council Meeting Draft Minutes- email included as information only.
2. 5-17-18 Fire Service Advisory Council Agenda/Packet- email included as information only.
3. 180514 Letter to Mark Bramfitt re: MSR- email included as information only.
4. FY 17/18 Tourism Impact Fund Grant Award-On a motion by Director M. Berry, seconded by Director Olson, the Board approved for Director Nicholls to submit the documentation to secure funds not to exceed \$10,338.00 for fire hose and radios. VOTE: 5/0/0.
5. Region 5 Draft Meeting Minutes-email included as information only.
6. Firestorm Communication Outage report-email included as information only.
7. Request from Sky Garden-consensus of the Board was if the trees are planted in "portable" containers then it would be okay. The District is in receipt of the request and will be consulting with the District's insurance carrier; AA Flowers and/or Director Nicholls will follow up with Cathy Schezer.
8. Permit Sonoma Referral for UPE 18-0042-email included as information only.
9. Fire Ready Mendocoma "Fire Prevention & Emergency Guide"-newspaper included as information only.

VIII. Approval of Minutes

On a motion by Director M. Berry, seconded by Director Olson, the Board moved to accept the minutes for May 14, 2018 Regular meeting as corrected (1.9 language added per WestAmerica Bank's request). VOTE: 5/0/0.

IX. Approval of Financials

- 1.1. Financials for May were presented by Administrator Flowers. AA Flowers provided account reconciliations, account balances and profit/loss report for May 2018.
- 1.2. OPEX- AA Flowers presented invoices for payment in the amount of \$43,588.62
Extraordinary OPEX: WestAmerica Bank-\$35,033.85 Brush Truck Payment # 5, Leete Generators-\$1,283.66 Annual preventative maintenance for generators at stations 1 & 2, Bank of America Business Mastercard-\$3,720.81 (Garrett Ace Hardware-\$1,416.23, Fastenal-\$229.21, Lubrivan-\$572.61, Office Furniture World-\$1,433.85 and Lambert 76-\$68.91).

1.3. Two additional invoices submitted for payment in addition to amount in 1.2:
Russian River Fire: \$480.90 for shared administrative services and EFTTPS for payroll taxes-\$267.76.

1.4. FC33 payments received (assistance by hire-CalFire)-equipment amount is as follows:

Tubbs E-393: \$2167.50 (Engine 5282)

Tubbs E-401: \$2167.50 (Engine 5290)

Tubbs E-399: \$4284.00 (Engine 5266)

Move Up E-37: \$9996.00 (Engine 5266)

Total for brush truck engine 5266: \$14,280.00-to be allocated for additional payment on brush truck loan.

1.5. On a motion by Director M. Berry, seconded by Director Canelis, the Board moved to approve the financial report as presented. VOTE: 5/0/0.

X. New Business

a. FY 18/19 Audit Proposals-AA Flowers provided three (3) financial audit proposals for review. On a motion by Director Canelis, seconded by Director M. Berry, the Board moved to approve the contract with Blomberg & Griffin Accountancy Firm. VOTE: 5/0/0.

b. Fire Funding Proposal-Director Nicholls reviewed the proposal brought forward by Supervisor Hopkins and reported that Region 5 was unable to support the proposal as written. The proposal was heard at the Board of Supervisors meeting; the proposal will not move forward due to lack of support.

c. Resolution 2018-07 FY 17/18 Revised Final Budget: AA Flowers requested for this item to be tabled until the July 9, 2018 meeting; corrections need to be made to allocate additional brush truck payment as noted in 1.4 of Approval of Financials.

d. Resolution 2018-08 FY 18/19 Preliminary Budget: AA Flowers presented the FY 18/19 preliminary budget and explained that it is the same figures as the FY 17/18 adopted final budget. On a motion by Director M. Berry, seconded by Director Olson, the Board approved Resolution 2018-08 FY 18/19 Preliminary Budget. VOTE: 5/0/0.

XI. Old Business

a. CCSD Use Agreement Form-Item was tabled until the July 9, 2018 meeting.

b. Fire Season Outreach/Town Hall Meeting-Director Nicholls reported a Town Hall meeting will be held on June 30, 2018 at the fire station 5980 Cazadero Highway at noon. Amie Windsor will attend in place of Supervisor Hopkins to open the meeting; Chief Krausmann and Marshall Turbeville from CalFire will present information following Amie Windsor.

XII. Public Comment

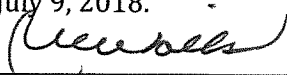
None.

XIII. Board Member Comment

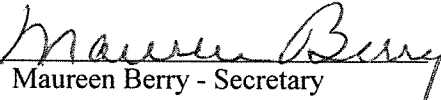
None.

XIV. Adjournment

1.1 The meeting adjourned at 7:46 on motion by Director M. Berry and seconded by Director Olson by a 5/0/0 VOTE. The July meeting is scheduled at Station #1 on July 9, 2018.



Michael Nicholls- President




Maureen Berry - Secretary



Paul Barry

Cory Olson



Homer Canelis

7/9/18
Date