



UKIAH VALLEY FIRE DISTRICT BOARD OF DIRECTORS

JENIFER BAZZANI – PETER BUSHBY – ALLEN CHERRY – MICHAEL GRAHAM – DAVID B. HAAS

REGULAR MEETING

AGENDA

Ukiah Valley Fire District Board Meeting

Please join my meeting from your computer, tablet or smartphone.

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Meeting ID: 851 101 141; or dial directly: 851101141@67.217.95.2

October 13, 2020

6:00 PM

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ANNOUNCEMENTS

4. PUBLIC EXPRESSION

Limited to 3 minutes per person and a total of 15 minutes per subject to address any matter not on the agenda. The Brown Act regulations do not allow action to be taken on audience comments in which the subject is not listed on the agenda.

5. APPROVAL OF MINUTES

5.a. Approval of 2020-08-11 Draft Minutes

Recommended Action: Approve the Draft Minutes of August 11, 2020

Attachments:

1. 2020-08-11 Minutes - Draft

6. UNFINISHED BUSINESS - DISCUSSION/ACTION

7. NEW BUSINESS - DISCUSSION/ACTION

7.a. Consideration of Declaring Surplus One (1) 2006 Ford Expedition

Recommended Action: Declare surplus one (1) 2006 Ford Expedition, and authorize the Fire Chief to oversee it's disposal.

Attachments: None

- 7.b. Consideration and Possible Nomination of Director Bazzani for Vacant Fire District Representative on the Golden State Risk Management Authority (GSRMA) Board of Directors.
Recommended Action: Nominate Director Bazzani for the open Fire District Representative position on the Golden State Risk Management Authority (GSRMA) Board of Directors.
Attachments: None

8. COMMUNICATIONS RECEIVED AND FILED - INFORMATION

- 8.a. GSRMA; Scott Schimke, Risk Manager; 243 W. Sycamore St. Willows, CA 95988; 10/05/2020; Letter from GSRMA regarding the upcoming Board Election Process.
Recommended Action: Review the attached letter from GSRMA.
Attachments:

1. 2020-10-13 8a Attachment 1-GSRMA

9. ADMINISTRATOR, CHIEFS AND VOLUNTEERS REPORT - INFORMATION

10. DIRECTOR'S REPORT for FEC AND LAFCO

11. CLOSED SESSION

- Closed Session may be held at any time during the meeting

12. ADJOURNMENT

Please be advised that the Ukiah Valley Fire Authority needs to be notified 72 hours in advance of a meeting if any specific accommodations or interpreter services are needed in order for you to attend. The Ukiah Valley Fire Authority complies with ADA requirements and will attempt to reasonably accommodate individuals with disabilities upon request. Materials related to an item on this Agenda submitted to the Ukiah Valley Fire Authority after distribution of the agenda packet, are available for public online at cityofukiah.com/meetings/.

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted at the following locations: Ukiah Valley Fire District Office - 1500 South State Street; Ukiah, California, not less than 72 hours prior to the meeting set forth on this agenda.

October 8, 2020

Stephanie Abba
Clerk of the Board
Ukiah Valley Fire District
Clerk of the Board



UKIAH VALLEY FIRE DISTRICT BOARD OF DIRECTORS

JENIFER BAZZANI – PETER BUSHBY – ALLEN CHERRY – MICHAEL GRAHAM – DAVID B. HAAS

REGULAR MEETING

MINUTES

August 11, 2020

PLACE: <https://global.gotomeeting.com/join/303930909>

TIME: 6:00 P.M.

1. CALL TO ORDER

President Haas called the meeting to order at 6:00 P.M.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Allen Cherry

- b. **Roll call** was taken with the following **Directors Present:** Jenifer Bazzani, Peter Bushby, Allen Cherry, and David B. Haas; **Directors Absent:** Michael Graham **Staff Present:** Douglas Hutchison, Fire Chief; Eric Singleton, Battalion Chief; Justin Buckingham, Battalion Chief; and Dan Buffalo, Finance Director.

3. ANNOUNCEMENTS

Chief Hutchison announced there was an urgent item to be added to the agenda regarding the nomination of a Special District Regular Board Member for LAFCo.

Motion by Bushby/Cherry to put Urgency Item regarding LAFCo on agenda under New Business. Motion **carried** by the following votes: AYES: Bazzani, Bushby, Cherry, Graham and Haas; NOES: None; ABSTAIN: None; ABSENT: None

4. PUBLIC EXPRESSION

No public expression was received.

5. APPROVAL OF MINUTES

a. Approval of Minutes of June 09, 2020, a Regular Meeting.

Motion by Director Cherry/Bushby to approve the Minutes of June 09, 2020, a Regular Meeting, as submitted. Motion **carried** by the following votes: AYES: Bazzani, Bushby, Cherry, and Haas; NOES: None; ABSTAIN: None; ABSENT: Graham.

b. Approval of Minutes of June 17, 2020, a Joint UVFD and City Council Meeting.

Motion by Director Bazzani/Bushby to approve the Minutes of June 17, 2020, a Joint Meeting, as submitted. Motion **carried** by the following votes: AYES: Bazzani, Bushby, Cherry, and Haas; NOES: None; ABSTAIN: None; ABSENT: Graham.

c. Approval of Minutes of June 23, 2020, a Special UVFD Meeting

Motion by Director Bushby/Bazzani to approve the Minutes of June 23, 2020, a Special Meeting, as submitted. Motion **carried** by the following votes: AYES: Bazzani, Bushby, Cherry, and Haas; NOES: None; ABSTAIN: None; ABSENT: Graham.

6. UNFINISHED BUSINESS - DISCUSSION/ACTION

a. Discussion and Possible Adoption of the Final Budget for Fiscal Year 2020/21

Presenter: Douglas Hutchison, Fire Chief

Motion by Director Bushby/Cherry to adopt the Final Budget for Fiscal Year 2020/21 as submitted. Motion **carried** by the following roll call votes: AYES: Bazzani, Bushby, Cherry, and Haas; NOES: None; ABSTAIN: None; ABSENT: Graham.

7. NEW BUSINESS - DISCUSSION/ACTION

a. Consideration of Updates to the Volunteer Policy 2020

Presenter: Douglas Hutchison, Fire Chief

Motion by Director Bazzani/Bushby to adopt the updated Volunteer Policy 2020. Motion **carried** by the following votes: AYES: Bazzani, Bushby, Cherry, and Haas; NOES: None; ABSTAIN: None; ABSENT: Graham.

Director Graham arrived at 6:17 p.m.

b. Mendocino Local Agency Formation Commission (LAFCo) nomination to fill the Special District Member Vacancy.

Presenter: Douglas Hutchison, Fire Chief

Motion by Director Bushby/Cherry to nominate Director Bazzani as the Special District Regular Member for LAFCo. Motion **carried** by the following votes: AYES: Bazzani, Bushby, Cherry, Graham and Haas; NOES: None; ABSTAIN: None; ABSENT: None

8. COMMUNICATIONS RECEIVED AND FILED – INFORMATION

- a. Local Agency Formation Commission, Uma Hinman, Executive Officer; June 30, 2020; Ukiah Valley Conference Center 200 South School Street, Ukiah, CA 95482; Notice of Adopted Final LAFCo Budget for Fiscal Year 2020-21.

10. CHIEF'S AND VOLUNTEERS REPORT - INFORMATION

Reports received

11. DIRECTOR'S REPORT for FEC AND LAFCO

No reports received

12. CLOSED SESSION

No closed session was held.

12. ADJOURNMENT

Motion by Vice Chair Bushby/Cherry to adjourn the meeting. Motion **carried** by the following roll call votes: AYES: Bazzani, Bushby, Cherry, Graham, and Haas; NOES: None; ABSTAIN: None; ABSENT: None.

There being no further business to come before the Board the meeting was adjourned at 6:27 P.M.

David Haas, President

Stephanie Abba, Clerk of the Board

MEETING DATE/TIME: 10/13/2020



AGENDA SUMMARY REPORT

SUBJECT: Consideration of Declaring Surplus One (1) 2006 Ford Expedition

DEPARTMENT: Fire **PREPARED BY:** Doug Hutchison, Fire Chief

ATTACHMENTS:

None

Summary: The Board will consider declaring surplus one (1) 2006 Ford Expedition.

Background: The 2006 Ford Expedition was scheduled to be replaced in FY 19/20 per the Fleet Replacement Program.

Discussion: Originally, the 2006 Ford Expedition was slated for continued use, however it has developed transmission issues for which the repair costs would exceed the vehicle's value. Therefore staff are recommending that it be declared surplus and disposed of. A 2020 Ford F-250 has already been purchased and placed in service as a replacement.

Recommended Action: Declare surplus one (1) 2006 Ford Expedition, and authorize the Fire Chief to oversee it's disposal.

BUDGET AMENDMENT REQUIRED: No

CURRENT BUDGET AMOUNT: N/A

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH:

MEETING DATE/TIME: 10/13/2020



AGENDA SUMMARY REPORT

SUBJECT: Consideration and Possible Nomination of Director Bazzani for Vacant Fire District Representative on the Golden State Risk Management Authority (GSRMA) Board of Directors.

DEPARTMENT: Fire **PREPARED BY:** Doug Hutchison, Fire Chief

ATTACHMENTS:

None

Summary: The Board will consider nominating and endorsing Director Bazzani for a vacant Fire District Representative position on the Golden State Risk Management Authority's Board of Directors.

Background: Golden State Risk Management Authority (GSRMA) is a Joint Powers Authority of numerous municipalities and special districts to provide pooled liability and workers compensation insurance. GSRMA's Board of Directors is made up of representatives from the member agencies with a requirement that each type of agency be represented such as Fire Districts, Cemetery Districts, Cities, etc.

Discussion: We have been notified by GSRMA that there is a vacancy for a Fire District Representative on their Board. As such they are asking all member Fire Districts if they have a nominee. The nominees will be voted on by the member Fire Districts later this year. Given Director Bazzani's extensive knowledge of the insurance industry she would be a strong candidate and advocate in this position.

Recommended Action: Nominate Director Bazzani for the open Fire District Representative position on the Golden State Risk Management Authority (GSRMA) Board of Directors.

BUDGET AMENDMENT REQUIRED: N/A

CURRENT BUDGET AMOUNT: N/A

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: Chief Hutchison, Director Bazzani



AGENDA SUMMARY REPORT

SUBJECT: GSRMA; Scott Schimke, Risk Manager; 243 W. Sycamore St. Willows, CA 95988; 10/05/2020; Letter from GSRMA regarding the upcoming Board Election Process.

DEPARTMENT: Fire **PREPARED BY:** Stephanie Abba, Administrative Secretary

PRESENTER: _____

ATTACHMENTS:

1. 2020-10-13 8a Attachment 1-GSRMA

Summary:

Background:

Discussion:

Recommended Action: Review the attached letter from GSRMA.

BUDGET AMENDMENT REQUIRED: _____

CURRENT BUDGET AMOUNT: _____

PROPOSED BUDGET AMOUNT: _____

FINANCING SOURCE: _____

PREVIOUS CONTRACT/PURCHASE ORDER NO.: _____

COORDINATED WITH: _____

Approved:

Sage Sangiacomo, City Manager

October 5, 2020

Albion-Little River Fire Protection District

Re: Selection of Fire District Representative for GSRMA Board of Directors

Dear Sir or Madam,

We are reaching out to our fire district members to inform you of a vacancy of the Fire District Representative position on the GSRMA Board of Directors. This is a very exciting opportunity in which we hope your district will want to participate.

An outline of the Board Member Election Timeline is attached. Once the nomination period is closed, we will conduct an election among our fire district members. The district that wins the election can then appoint a member of their governing board to serve on the GSRMA Board.

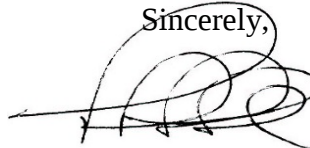
The length of term for the GSRMA board position is 2 years. This specific term runs from July 1, 2021 through June 30, 2023. GSRMA board meetings are bi-monthly starting in July (6 meetings per year). Meetings are held in the GSRMA board room in Willows, CA, from 6-8 pm on the second Wednesday of each meeting month. We do have capability for virtual participation as well if a board member is unable to attend a meeting in-person or if social distancing requirements are still in effect.

Please share this information with your board and let us know if they wish to self-nominate to be a candidate district in this election. You can notify us by sending an email that includes your district's name, your name and states that your district would like to be a candidate in the election for GSRMA board representation. The email should be sent to: elections@gsrma.org. Alternatively, you may mail us your nomination via the USPS or fax it to (530) 934-8133.

The deadline for nominations is end of business on December 18, 2020. The election will take place February 1, 2021 through April 16, 2021.

Active member participation on its board of directors contributes greatly to GSRMA's success as a risk pool. I hope your district accepts this invitation. Please contact our office if you have any questions.

Sincerely,



Scott Schimke, ARM
Risk Manager

Golden State Risk Management Authority (GSRMA)
Governing Board Member Election Timeline
Effective for July 1, 2021 vacancies

The July 1, 2021 vacancies for the Board include representatives for Fire and Special Districts.

The timeline for these elections is as follows:

Approval of the 7/1/2020 Board Member Election Timeline.

Nominations will be open October 5, 2020 through December 18, 2020.

- Send nomination invite to appropriate member agencies by October 5, 2020.
- Send deadline reminder by November 30, 2020.
- Nominations must be received in the GSRMA office by end of business December 18, 2020.

Approve nominees/ballot at January 13, 2021 board meeting.

Election conducted February 1, 2021 – April 16, 2021.

- Distribute primary contact information for each peer district to candidate districts by January 15, 2021.
- Distribute election ballot by February 1, 2021.
- Send deadline reminder by March 31, 2021.
- Ballots must be received in the GSRMA office by end of business April 16, 2021.

Election results will be presented to the Board at their May 12, 2021 meeting. At this meeting the Board will:

- In case of a tie, hold a drawing among those receiving the most votes.
- For any vacancy that received no nominations, appoint an individual qualified to fill the position.
- Certify the results of the election process.

Elected districts will provide their appointment prior to the July 14, 2021 Board meeting.