



UKIAH VALLEY FIRE DISTRICT BOARD OF DIRECTORS

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

REGULAR MEETING

AGENDA

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

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Dial in or type: 67.217.95.2 or inroomlink.goto.com

Meeting ID: 851 101 141

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December 8, 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 Minutes of October 13, 2020 a Regular Board Meeting.

Recommended Action: Approve Minutes of October 13, 2020 a Regular Board Meeting.

Attachments:

1. 2020-12-08 5a 2020-10-13 Regular Minutes - Draft

5.b. Approval of Minutes of November 12, 2020 a Special Board Meeting

Recommended Action: Approve the Minutes of November 12, 2020 a Special Board Meeting.

Attachments:

1. 2020-12-08 5b 2020-11-12 Special Minutes - Draft

6. **UNFINISHED BUSINESS - DISCUSSION/ACTION**

No Unfinished Business

7. **NEW BUSINESS - DISCUSSION/ACTION**

7.a. Consideration and Possible Appointment to Fill Vacancy on the Board

Recommended Action: Appoint a District resident to fill the vacancy on the Board of Directors.

Attachments: None

- 7.b. Annual Election of Board Officers for 2021

Recommended Action: Vote on Board Officer Positions for 2021

Attachments: None

- 7.c. Declare Miscellaneous Obsolete Self Contained Breathing Apparatus (SCBA) and Parts Surplus and Authorize the Fire Chief to Arrange Disposal.

Recommended Action: Authorize the Fire Chief to dispose of miscellaneous obsolete Self Contained Breathing Apparatus units and parts.

Attachments: None

- 7.d. Consideration of Cardiac Arrest Assessment System purchase from Resuscitation Quality Improvement (RQI)

Recommended Action: Approve the purchase of the complete RQI training program for \$11,000 to be split with the Ukiah Valley Fire District fifty-fifty. District total cost \$5,500.

Attachments:

1. COVID-19_We_Can_Help_Program RQI

8. COMMUNICATIONS RECEIVED AND FILED - INFORMATION

- 8.a. M. Graham; Letter of Interest for the UVFD Board Position; November 27, 2020.

Recommended Action: Review M. Graham's Letter of Interest for the open Board Position for the Ukiah Valley Fire District.

Attachments:

1. 2020-12-08 8a M. Graham; Letter of Interest for UVFD Board Position

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. The Agenda Packet is available online. Due to COVID 19, our office is closed to the public.

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, and online at: <http://www.cityofukiah.com/meetings/> not less than 72 hours prior to the meeting set forth on this agenda.

December 4, 2020

Stephanie Abba

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

Meeting held virtually at: <https://global.gotomeeting.com/join/851101141>

October 13, 2020

6:00 P.M.

1. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

2. ANNOUNCEMENTS

No announcements were received.

3. ROLL CALL

The Ukiah Valley Fire District Board of Directors met on October 13, 2020, having been legally noticed on October 8, 2020. President Haas called the meeting to order at 6:00 P.M. with the following **Directors Present:** Jenifer Bazzani, Peter Bushby, Allen Cherry, Michael Graham, and David B. Haas; **Directors Absent: None** **Staff Present:** Douglas Hutchison, Fire Chief; Eric Singleton, Battalion Chief; and Stephanie Abba, Clerk of the Board

4. PUBLIC EXPRESSION

No public expression was received.

5. APPROVAL OF MINUTES

a. Approval of Minutes of August 11, 2020, a Regular Meeting.

Motion/Second: Bazzani/Cherry to approve the Minutes of August 11, 2020, a Regular Meeting, with amendments. Motion **carried** by the following votes: AYES: Bazzani, Bushby, Cherry, Graham, and Haas; NOES: None; ABSTAIN: None; ABSENT: None

6. UNFINISHED BUSINESS - DISCUSSION/ACTION

No unfinished business

7. NEW BUSINESS - DISCUSSION/ACTION

a. Consideration of Declaring Surplus One (1) 2006 Ford Expedition
Presenter: Douglas Hutchison, Fire Chief

Motion/Second: Cherry/Bazzani to Declare Surplus One (1) 2006 Ford Expedition, and Authorize the Fire Chief to oversee its disposal. Motion **carried** by the following votes: AYES: Bazzani, Bushby, Cherry, Graham, and Haas; NOES: None; ABSTAIN: None; ABSENT: None

b. Consideration and Possible Nomination of Director Bazzani to fill the vacant Fire District Representative seat on the Golden State Risk Management Authority (GSRMA) Board of Directors.

Presenter: Douglas Hutchison, Fire Chief

Motion/Second: Cherry/Bushby to Nominate Director Bazzani for the Open Fire District Representative Position on Golden State Risk Management Authority Board of Directors. 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. Golden State Risk Management (GSRMA) Scott Schmike, Risk Manager; October 05, 2020; 243 W. Sycamore Street, Willows, CA 95988; Letter regarding vacancy of the Fire District Representative position on the GSRMA Board of Directors.

9. CHIEF'S AND VOLUNTEERS REPORT - INFORMATION

*Chief's report received
No Volunteer report received*

10. DIRECTOR'S REPORT for FEC AND LAFCO

No reports received

11. CLOSED SESSION

No closed session was held.

12. ADJOURNMENT

There being no further business, the meeting was adjourned at 6:22 P.M.

David Haas, President

Stephanie Abba, Clerk of the Board



UKIAH VALLEY FIRE DISTRICT BOARD OF DIRECTORS
JENIFER BAZZANI – PETER BUSHBY – ALLEN CHERRY – MICHAEL GRAHAM – DAVID B. HAAS
SPECIAL MEETING MINUTES

Meeting held virtually at: <https://global.gotomeeting.com/join/851101141>

November 12, 2020

6:00 P.M.

1. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

2. ANNOUNCEMENTS

No announcements were received.

3. ROLL CALL

The Ukiah Valley Fire District Board of Directors met on November 13, 2020, having been legally noticed on November 6, 2020. President Haas called the meeting to order at 6:05 P.M. with the following **Directors Present:** Jenifer Bazzani, Peter Bushby, Michael Graham, and David B. Haas; **Directors Absent:** Allen Cherry **Staff Present:** Douglas Hutchison, Fire Chief; Eric Singleton, Battalion Chief; Ian Broeske, Acting Fire Marshal; and Stephanie Abba, Clerk of the Board

4. PUBLIC EXPRESSION

No public expression was received.

5. APPROVAL OF MINUTES

None

6. UNFINISHED BUSINESS - DISCUSSION/ACTION

No unfinished business

7. NEW BUSINESS - DISCUSSION/ACTION

a. Consideration of Casting a Ballot in Mendocino County LAFCo Official Independent Special District Election for November 23, 2020 Election

Presenter: Douglas Hutchison, Fire Chief

Motion/Second: Graham/Bushby to Approve to Vote for Director Jenifer Bazzani for the Mendocino County LAFCo Special District Commission to serve as a Regular Member for the remainder of the 4-year term that ends December 31, 2022. Motion **carried** by the following votes: AYES: Bazzani, Bushby, Graham, and Haas; NOES: None; ABSTAIN: None; ABSENT: Cherry

b. Consideration of Options to Either Fill One (1) Vacancy on the Board of Directors by Election or Appointment per the Fire District Law of 1987 Government Code 1780.

Presenter: Douglas Hutchison, Fire Chief

Motion/Second: Bushby/Bazzani to fill the Vacancy by Appointment of a Member of the Public within Sixty (60) Days from the Date of Director Cherry's Resignation on October 31, 2020 for the remainder of his term, December 31, 2022. Motion **carried** by the following votes: AYES: Bazzani, Bushby, Graham, and Haas; NOES: None; ABSTAIN: None; ABSENT: Cherry

c. Consideration of Appointing a Member of the Ukiah Valley Fire District Board to serve on the Fire Executive Committee (FEC).

Presenter: Douglas Hutchison, Fire Chief

Motion/Second: Bushby/Graham Recommend that Director Jenifer Bazzani be Appointed to the Fire Executive Committee (FEC) and will serve a 2-year Term. Term will end on December 31, 2022. Motion **carried** by the following votes: AYES: Bazzani, Bushby, Graham, and Haas; NOES: None; ABSTAIN: None; ABSENT: Cherry

8. COMMUNICATIONS RECEIVED AND FILED – INFORMATION

No communications received.

9. CHIEF'S AND VOLUNTEERS REPORT - INFORMATION

No reports received.

10. DIRECTOR'S REPORT for FEC AND LAFCO

No reports received

11. CLOSED SESSION

No closed session was held.

12. ADJOURNMENT

There being no further business, the meeting was adjourned at 6:27 P.M.

David Haas, President

Stephanie Abba, Clerk of the Board



AGENDA SUMMARY REPORT

SUBJECT: Declare Miscellaneous Obsolete Self Contained Breathing Apparatus (SCBA) and Parts Surplus and Authorize the Fire Chief to Arrange Disposal.

DEPARTMENT: Fire **PREPARED BY:** Eric Singleton, Battalion Chief

ATTACHMENTS:

None

Summary: The Board will consider declaring surplus, and authorizing the disposal of, miscellaneous obsolete Self Contained Breathing Apparatus units and parts.

Background: As part of the FY 20/21 budget, the District authorized the purchase of new Self Contained Breathing Apparatus to bring the District up to the current standard and replace units that were obsolete.

Discussion: The new units have arrived and been placed in service so we have no more need to keep or store the older obsolete units and parts.

Recommended Action: Authorize the Fire Chief to dispose of miscellaneous obsolete Self Contained Breathing Apparatus units and parts.

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: BC Buckingham



AGENDA SUMMARY REPORT

SUBJECT: Consideration of Cardiac Arrest Assessment System purchase from Resuscitation Quality Improvement (RQI)

DEPARTMENT: Fire **PREPARED BY:** Eric Singleton, Battalion Chief

ATTACHMENTS:

1. COVID-19_We_Can_Help_Program RQI

Summary: The Ukiah Valley District Board will consider the purchase of the Cardiac Arrest System Assessment & Digital Training (HeartCode-Complete) for Cardiopulmonary Resuscitation (CPR), Basic Life Support (BLS) course, Advanced Cardiovascular Life Support (ACLS), Pediatric Advanced Life Support (PALS) course from RQI.

Background: As part of their requirements to maintain licensure, the Ukiah Valley Fire Authority (UVFA) personnel must complete continuing education on skills maintenance and updates annually. All personnel are required to maintain a current CPR certificate. Simultaneously, all EMTs must additionally have a BLS certification, while Paramedics must also have a current ACLS and PALS certificate.

Discussion:

As we move into the future, our goal and commitment are to bring our training in-house instead of relying on outside resources. These external resources can become expensive for the department and cumbersome to our team members when trying to schedule a time for all members to make the classes, leading us to schedule multiple classes costing the department additional expenses. Furthermore, with the current pandemic, we face new challenges with classes not currently being offered. With this new equipment and program(s), we can continue our mission of serving the community. The didactic portion of these new classes is online instructor based, which are self-paced. The skills portion(s) is completed on computerized manikins, which provide up-to-date live feedback for the student in a controlled environment. Additionally, with this new training style, we can provide quality training quarterly instead of every two years annually for a fraction of the cost. Continual training optimizes staff proficiency, which is proven to increase patient's survivability in the field.

This program can not only serve the fire department, but it can benefit all city employees. According to the American Heart Association, early continuous CPR substantially increases the chance of survival. Thus all willing employees in the future can be trained for CPR taking advantage of self-paced learning. Additionally, it allows for a safe learning environment following the current state and county regulations and social distancing protocols. The program's total cost is \$11,000 per year with a twenty-four-month term commitment, split between the City of Ukiah and the Ukiah Valley Fire District fifty-fifty. Funding for this project is within Measure B working capital. Additionally, the product's yearly engagement fee is based on the number of users; by incorporating more departments in the city, the cost could be distributed equally from multiple funds.

Recommended Action: Approve the purchase of the complete RQI training program for \$11,000 to be split with the Ukiah Valley Fire District fifty-fifty. District total cost \$5,500.

BUDGET AMENDMENT REQUIRED: NO

CURRENT BUDGET AMOUNT: \$54,000

PROPOSED BUDGET AMOUNT: \$5,500

FINANCING SOURCE: 91721400.54102

PREVIOUS CONTRACT/PURCHASE ORDER NO.:

COORDINATED WITH: Fire Chief Douglas Hutchison

COVID-19 – We Can Help

CPR Training in the Age of Social Distancing



Online Learning | Self-Guided Skills | BLS-ACLS-PALS Credentialing

Stay safe, competent and prepared

A No-Obligation CPR Program Supporting Social Distancing

We stand ready to support your organization during this exceptional time with a complementary rapid deployment program for maintaining credentials and life-saving CPR competence within current safety protocols during COVID-19.

- Online learning, self-guided skills and an American Heart Association eCard delivered in one program.
- Individual, self-guided learning avoids the close proximity of a classroom and keeps providers prepared and at the point of care.



We Can Help

- One fully-assembled and configured skills station is provided. The program will stand alone without requiring network or LMS integration.
- Complementary HeartCode Complete licenses are included: 50 BLS, 15 ACLS, 15 PALS
- Learners complete the online portion on any computer, followed by the self-guided skill session using the skills station.
- Learners and administrators access their AHA eCards through the RQI® 1Stop learning platform and have the ability to export or print in hard copy.



How We Support Your Participation

- Virtual, condensed administrator training and assistance with receiving the skills station are provided.
- Dedicated HeartCode Administrator support for the duration of the program.
- A skills station reference guide located at the station for learner access and resources available online to support successful completion of online learning and skills assignments.



Our Offer

- Implementation fees are waived and no purchase is required. RQI Partners will only recover costs for licenses consumed above the initial complementary offering.
- No P.O. or contract – a signed Acknowledgement of Participation is the only paperwork required.
- The initial term of the program is 90 days. Should your organization choose to continue with self-directed learning, RQI Partners will work with you to plan the program and timing best suited to your needs.

For more information visit
RQIPartners.com/WeCanHelp

Thank you for your selfless and unwavering commitment to the health and well-being of your staff, your patients and your community. We feel privileged to have this opportunity to be of service.

800.594.9935 | HC.support@RQIPartners.com | RQIsupport@RQIPartners.com



AGENDA SUMMARY REPORT

SUBJECT:Michael Graham; Letter of Interest for the UVFD Board Position; November 27, 2020.

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

ATTACHMENTS:

1. 2020-12-08 8a Michael Graham; Letter of Interest for UVFD Board Position

Summary:

Background:

Discussion:

Recommended Action:Review Michael Graham's Letter of Interest for the open Board Position for the Ukiah Valley Fire District.

BUDGET AMENDMENT REQUIRED:

CURRENT BUDGET AMOUNT:

PROPOSED BUDGET AMOUNT:

FINANCING SOURCE:

PREVIOUS CONTRACT/PURCHASE ORDER NO.:

COORDINATED WITH:

To the Board of Directors

Michael Graham

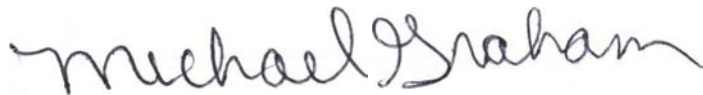
11/27/2020 6:10 PM

To: sabba@cityofukiah.com

I, Michael Graham, would like to apply for the vacancy on the Board of Directors. I have served on the Board for two Years, and I have been a volunteer fire fighter for twenty- nine years before retiring from the Ukiah Valley District Volunteers. I was a member of the Masonite Emergency Response Team for twelve years. I am a life-long resident of the Ukiah Valley.

Thank you,

Michael Graham

A handwritten signature in black ink that reads "Michael Graham". The script is cursive and fluid, with the first name and last name clearly legible.