

# City of Ukiah / Ukiah Valley Fire District Ukiah Valley Fire Authority Fire Executive Committee

## Special Meeting AGENDA

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July 14, 2021 - 4:00 PM

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1. **ROLL CALL AND PLEDGE OF ALLEGIANCE**

2. **ANNOUNCEMENTS**

3. **PUBLIC COMMENT**

4. **APPROVAL OF MINUTES**

4.a. Approval of the Draft Minutes of May 12, 2021, a Special Meeting.

***Recommended Action: Approve the Draft Minutes of May 12, 2021, a Special Meeting.***

Attachments:

1. 2021-05-12 FEC Minutes DRAFT

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

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

6.a. Approval of the Fire Executive Committee New Governance Meeting Schedule and Approval of Resolution 2021-1 New Governance Meeting Schedule.

***Recommended Action: Approve the Fire Executive Committee New Governance Meeting Schedule, per attachment 1; Approve Resolution 2021-1 New Governance Meeting Schedule, per attachment 2.***

Attachments:

1. New Fire Executive Committee Governance Meeting Schedule
2. Resolution 2021-1 - Governance Meeting Schedule- Draft

7. **CHIEFS REPORTS AND VOLUNTEERS REPORT**

8. **CLOSED SESSION**

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

9. **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 publication will be available online at the end of the next business day.

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 Valley Conference Center - 200 South School Street; City Hall - 300 Seminary Avenue; Ukiah, California, not less than 24 hours prior to the meeting set forth on this agenda.

Dated: July 9, 2021  
Stephanie Abba  
Clerk of the Board

**UKIAH VALLEY FIRE AUTHORITY  
FIRE EXECUTIVE COMMITTEE  
Special Meeting Minutes**

Meeting held Virtually: <https://global.gotomeeting.com/join/694742045>

**May 12, 2021  
4:00 p.m.**

**1. ROLL CALL AND PLEDGE OF ALLEGIANCE**

The Fire Executive Committee met for a Special Meeting March 10, 2021 which was legally noticed on March 5, 2021. Chair Brown called the meeting to order at 4:03 p.m. Roll was taken with the following **Committee Members Present:** Jenifer Bazzani, Pete Bushby, Juan Orozco, and Jim Brown. **Committee Members Absent:** None. **Staff Present:** Doug Hutchison, Fire Chief; Justin Buckingham, Battalion Chief; and Stephanie Abba, Clerk of the Board.

The Pledge of Allegiance was led by Pete Bushby.

**2. ANNOUNCEMENTS**

*No announcements given.*

**3. PUBLIC COMMENT**

*No public comment was received.*

**4. APPROVAL OF MINUTES**

**a. Approval of the Draft Minutes for the March 10, 2021 a Special Meeting and Draft Minutes for the May 15, 2020, a Special Meeting.**

**Motion** Bushby/Brown to approve the Minutes of March 10, 2021, a Special Meeting and approve the Minutes of May 15, 2020 a Special Meeting. Motion **carried** by the following roll call votes: AYES: Bushby, Bazzani, Orozco, and Brown. NOES: None. ABSENT: None. ABSTAIN: None.

**5. UNFINISHED BUSINESS – DISCUSSION/ACTION**

**a. Update on Fire District Annexation of the City and Report on Estimated Revenues.**

**Presenter:** Doug Hutchison, Fire Chief.

*No public comment was received.*

*Report Received*

**6. NEW BUSINESS**

**a. Introduction of Proposed Fire Authority Budget for Fiscal Year (FY) 2021-2022**

**Presenter:** Dan Buffalo, Director of Finance.

First reading of the Preliminary Budget for Ukiah Valley Fire Authority for FY 2021-2022

*No public comment was received.*

It is the Consensus of the Fire Executive Committee to accept the recommended Budget for 2021/2022 for both agencies and to move forward with the Loan from the City.

7. **CHIEF and VOLUNTEER'S REPORT**

**Presenter:** Doug Hutchison, Fire Chief.

*Reports Received.*

8. **CLOSED SESSION**

*No Closed Session was held.*

9. **ADJOURNMENT**

There being no further business, the meeting adjourned at 5:16 p.m.

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Stephanie Abba, Clerk of the Board



ITEM NO.: 6a

MEETING DATE: July 14, 2021

## **AGENDA SUMMARY REPORT**

**SUBJECT: New Governance Meeting Schedule for the Fire Executive Committee and Resolution 2021-1, New Governance Meeting Schedule.**

**Summary:** The Fire Executive Committee (FEC) has changed how many times a year they will hold meetings and the start time of each meeting. The FEC has changed meetings from the 2<sup>nd</sup> Thursday of the months of January, May, September, and November to six times a year in January, March, May, July, September, and November and changing the start time from 3:00 P.M. to 4:00 P.M. The Fire District Board currently holds meetings at 6:00 P.M. six times a year in February, April, June, August, October, and December.

**Background:** It has been agreed to that a jointly operated Ukiah Valley Fire Service could maximize use of existing resources, create cost containment opportunities, reduce duplication, maintain local control and continue to deliver, fire, medical, and other emergency services at a high level of service. Duties of the Fire Executive Committee are identified in the Agreement for Shared Management of Fire Departments which include regular meetings, at least one quarterly. The Agreement also specifies that the Fire District Board and City Council shall jointly meet a minimum of twice a year to review the activities and operation of the Agreement including a joint review of the annual budget development and a mid-fiscal year review.

**Discussion:** Review and Approve the New Fire Executive Committee Governance Meeting Schedule, Attachment 1, and Review and Approve Resolution 2021-1 New Governance Meeting Schedule, Attachment 2.

**RECOMMENDED ACTION(S):** Approve the New Governance Meeting Schedule for the FEC and Resolution 2021-1 New FEC Governance Meeting Schedule

**ALTERNATIVES:** None

Citizens advised: N/A

Requested by: Doug Hutchison, Fire Chief

Prepared by/Contact: Stephanie Abba, Clerk of the Board

Coordinated with:

Presenters: Doug Hutchison, Fire Chief

Attachments: New Governance Meeting Schedule for the Fire Executive Committee and Resolution 2021-1 New Fire Executive Committee Governance Meeting Schedule.

**COMMITTEE ACTION DATE:** \_\_\_\_\_: ☐ Approved ☐ Continued to \_\_\_\_\_ ☐ Other \_\_\_\_\_

**RECORDS APPROVED:** ☐ Agreement: \_\_\_\_\_ ☐ Resolution: \_\_\_\_\_ ☐ Ordinance: \_\_\_\_\_

*Note: Please write Agreement No. in upper right corner of agreement when drafted.*

Approved: \_\_\_\_\_  
Doug Hutchison, Fire Chief



# Ukiah Valley Fire District and Fire Executive Committee Governance Meeting Schedule

Attachment 1

| Ukiah Valley Fire District<br>2 <sup>nd</sup> Tuesday at 6pm<br>(151 Laws - Willow County<br><u>Water District Board Room</u> ) | UVFA Fire Executive Committee<br>2 <sup>nd</sup> Wednesday at 4pm<br>(Conference Center)                                                                                | Joint UVFD/City Council<br>to be announced<br>(City Chambers) |
|---------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|
|                                                                                                                                 | January (2 <sup>nd</sup> Wed @ 4pm)<br>Appoint Committee Chairperson<br>Mid-Year Budget Review/Adjustments<br>Goals – Review/Set for Next FY<br>Fleet/Facilities Review |                                                               |
| February (2 <sup>nd</sup> Tues @ 6pm)<br>Measure “B” Annual Report<br>Mitigation Fee Resolution                                 | March (2 <sup>nd</sup> Wed @ 4pm)                                                                                                                                       |                                                               |
| April (2 <sup>nd</sup> Tues @ 6pm)                                                                                              |                                                                                                                                                                         |                                                               |
|                                                                                                                                 | May (2 <sup>nd</sup> Wed @ 4pm)<br>Preliminary Budget/Cost Apportionment                                                                                                |                                                               |
| June (2 <sup>nd</sup> Tues @ 6pm)<br>Preliminary Budget                                                                         |                                                                                                                                                                         | June (tentative)<br>Budget Approval                           |
| August (2 <sup>nd</sup> Tues @ 6pm)<br>Final Budget                                                                             | July (2 <sup>nd</sup> Wed @ 4pm)<br>Reso-New meeting months/time                                                                                                        |                                                               |
|                                                                                                                                 | September (2 <sup>nd</sup> Wed @ 4pm)                                                                                                                                   |                                                               |
| October (2 <sup>nd</sup> Tues @ 6pm)<br>Mitigation Fee Annual Report<br>JPA Review                                              |                                                                                                                                                                         |                                                               |
|                                                                                                                                 | November (2 <sup>nd</sup> Wed @ 4pm)<br>JPA Review                                                                                                                      |                                                               |
| December (2 <sup>nd</sup> Tues @ 6pm)<br>Election of Officers                                                                   |                                                                                                                                                                         | December (tentative)<br>JPA Review<br>Mid-Year Fiscal         |

Fire District Approved:

Fire Executive Committee Approved:

## RESOLUTION 2021-1

### RESOLUTION OF THE FIRE EXECUTIVE COMMITTEE ESTABLISHING REGULAR MEETING DATES

**WHEREAS**, the Fire Executive Committee (FEC) is comprised from representatives of the Ukiah Valley Fire District and the City of Ukiah, who jointly signed a shared services agreement that went into effect July 1, 2017, and established that the FEC shall hold at least one regular meeting each quarter; and

**WHEREAS**, the FEC held a meeting on July 14, 2021, at which time they adopted this resolution approving new regular meeting dates to be held on the 2<sup>nd</sup> Wednesday in the following months: January, March, May, July September, and November; and

**WHEREAS**, the FEC agreed to change the time of the meetings from 3:00 p.m. to 4:00 p.m.

**NOW THEREFORE BE IT RESOLVED**, that the FEC will meet on the 2<sup>nd</sup> Wednesdays at 4:00 p.m. in January, March, May, July September, and November.

**PASSED AND ADOPTED**, by the Fire Executive Committee on the 14<sup>th</sup> Day of July, 2021 by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Jim O. Brown, Chair

ATTEST:

\_\_\_\_\_  
Stephanie Abba, Clerk of the Board