



UKIAH VALLEY FIRE DISTRICT BOARD OF DIRECTORS

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

REGULAR MEETING

AGENDA

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

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United States: [+1 \(646\) 749-3122](tel:+16467493122); Access Code: 259-980-205

October 12, 2021

6:00 PM

1. ROLL CALL AND PLEDGE OF ALLEGIANCE

2. ANNOUNCEMENTS

3. PUBLIC COMMENT ON NON-AGENDA ITEMS

If you wish to speak on a matter that is not on this agenda, you may do so at this time. Please limit your comments to 3 minutes per person and a total of 10 minutes per subject. The Brown Act regulations do not allow action to be taken on audience comments in which the subject is not listed on the agenda.

4. APPROVAL OF MINUTES

4.a. Approval of the Draft Minutes of June 8, 2021, a Regular Meeting

Recommended Action: Approval the Draft Minutes of June 8, 2021, a Regular Meeting.

Attachments:

1. June 8, 2021 Draft Minutes

5. UNFINISHED BUSINESS - DISCUSSION/ACTION

5.a. Adoption of the Ukiah Valley Fire District's Final Budget for Fiscal Year 2021/2022.

Recommended Action: Adopt the Ukiah Valley Fire District Final Budget for Fiscal Year 2021/2022

Attachments:

1. UVFD Final Budget FY 21-22
2. 2021-06-21 Ukiah Daily Journal

6. NEW BUSINESS - DISCUSSION/ACTION

6.a. Policy 1012: Renumeration and Reimbursement - "Per Meeting Director's Fee"

Recommended Action: Discuss the "Per Meeting Director's Fee" and approve the amount of \$0.00 for the Director's Fee.

Attachments:

1. Policy 1012 Remuneration and Reimbursement

- 6.b. Policy 1023: Changing the name and information in the Policy to reflect the PRA law.
Recommended Action: Approve changing the name and information in Policy 1023 to Establishing Fees and Charges under CA Public Records Act.; Adopt Resolution 2021-06 PRA; Approve the New Public Records Request Form.

Attachments:

1. Resolution 2021-06 - Establishing Fees (PRA)
2. Policy 1023 Establishing Fees (PRA)
3. Public Records Request Form

- 6.c. Resolution 2021-07 Remote Teleconferencing Meetings

Recommended Action: Approve Resolutuon 2021-07 Remote Teleconferencing Meetings.

Attachments:

1. Executive Order N-15-21
2. Resolution 2021-07 Remote Teleconferencing Meetings

- 6.d. Approval of purchasing one 2022 Ford F250XL 4X4 Crew Cab Pickup Truck

Recommended Action: Approve the purchase of one 2022 Ford F250XL 4X4 Crew Cab Pickup Truck

Attachments:

1. Bid Tab- 2021 Utility

7. COMMUNICATIONS RECEIVED AND FILED - INFORMATION

- 7.a. Mendocino County Auditor-Controller Assistant, Chamise Cubbison; 501 Low Gap Rd., Rm. 1080; Ukiah, Ca 95482; Estimated 2021-22 Tax Revenue; June 09, 2021

Recommended Action: Review

Attachments:

1. Mendocino County Auditor-Controller Estimated 2021-22 Tax Revenue for UVFD

8. CHIEFS REPORTS AND VOLUNTEERS REPORT

- 8.a. Mitigation Report FY 2020/21

Recommended Action: Review the Mitigation Report FY 2020/21

Attachments: None

9. DIRECTOR'S REPORT for FEC AND LAFCO

10. CLOSED SESSION

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

11. ADJOURNMENT

Please be advised that the Ukiah Valley Fire District complies with ADA requirements and 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. Materials related to an item on this Agenda submitted to the

Ukiah Valley Fire District after distribution of the Agenda Packet, are available online at: <http://www.cityofukiah.com/meetings/> or at the front counter at the Ukiah Valley Fire District Office, 1500 South State Street; Ukiah, CA 95482, during normal business hours Monday through Friday, 8:00 am to 4:00 pm.

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted at the following location: 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.

Stephanie Abba, Clerk of the Board
Dated: October 7, 2021



UKIAH VALLEY FIRE DISTRICT BOARD OF DIRECTORS

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

REGULAR MEETING MINUTES

Meeting held virtually at: <https://global.gotomeeting.com/join/370358629>

June 8, 2021

6:00 P.M.

1. CALL TO ORDER AND ROLL CALL

The Ukiah Valley Fire District Board of Directors met on June 8, 2021, having been legally noticed on June 4, 2021. Due to technical difficulties the first part of the meeting is not recorded. President Haas called the meeting to order at approximately 6:10 P.M. with the following **Directors Present:** Jenifer Bazzani, Peter Bushby, Bobby Banks, and David B. Haas; **Directors Absent:** Michael Graham **Staff Present:** Douglas Hutchison, Fire Chief; Justin Buckingham, Battalion Chief; and Ian Broeske, Fire Marshal.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

Director Michael Graham arrived at 6:21

3. PROCLAMATIONS/INTRODUCTIONS/PRESENTATIONS

Proclamation Certificates for Mike Mayfield, Tori Carpenter, Joyce Boghosian, and Jason Gilman were Presented by Justin Buckingham, Battalion Chief.

4. PUBLIC EXPRESSION

No public expression was received.

5. APPROVAL OF MINUTES

a. Approval of Minutes of April 13, 2021, a Regular Meeting and Approval of the Minutes of May 18, 2021, a Special Meeting.

Motion/Second: Bazzani/Bushby to approve the Minutes of April 13, 2021 a Regular Meeting and the Minutes of May 18, 2021, a Special Meeting, as submitted. Motion **carried** by the following votes: AYES: Bazzani, Bushby, Banks, Graham, and Haas; NOES: None; ABSTAIN: None; ABSENT: None

6. UNFINISHED BUSINESS - DISCUSSION/ACTION

No Unfinished Business was received.

7. NEW BUSINESS - DISCUSSION/ACTION

a. Approval of a Five-Year Professional Services Agreement with InterWest Consulting Group on an as needed basis and contingent on budget availability to provide Fire/Life Safety Plan Review Services.

Presenter: Doug Hutchison, Fire Chief

PUBLIC COMMENT: *No Public Comment was received.*

Motion/Second: Bazzani/Banks to approve the Five-Year Professional Services Agreement with InterWest Consulting Group on an as needed basis and Contingent on budget availability to provide Fire/Life Safety Plan Review Services. Motion **carried** by the following votes: AYES: Bazzani, Bushby, Banks, Graham, and Haas; NOES: None; ABSTAIN: None; ABSENT: None

b. Consideration and Possible Adoption of the Fiscal Year 21-22 Fire Authority Budget.

Presenter: Doug Hutchison, Fire Chief

PUBLIC COMMENT: *No Public Comment was received.*

Motion/Second: Banks/Graham to approve the adoption of the Tentative (Preliminary) Ukiah Valley Fire Authority Budget for Fiscal Year 2021-2022. Motion **carried** by the following votes: AYES: Bazzani, Bushby, Banks, Graham, and Haas; NOES: None; ABSTAIN: None; ABSENT: None

8. COMMUNICATIONS RECEIVED AND FILED – INFORMATION

No Communications were Received.

9. CHIEF'S AND VOLUNTEERS REPORT - INFORMATION

Chief's report received

No Volunteer report received

Report received from Ian Broeske, Fire Marshal

10. DIRECTOR'S REPORT for FEC AND LAFCO

Reports received from Director Bazzani and Director Bushby regarding the Fire Executive Committee and LAFCo.

11. CLOSED SESSION

No closed session was held.

12. ADJOURNMENT

There being no further business, the meeting was adjourned at 6:49 P.M.

David B. Haas, President

Stephanie Abba, Clerk of the Board



ITEM NO.: 5a.

MEETING DATE: October 12, 2021

AGENDA SUMMARY REPORT

SUBJECT: Discussion and Possible Adoption of the Final Budget for Fiscal Year 2021-2022.

Summary: Discussion and Adoption of the Final Budget for Fiscal Year 2021/22. Attachment 1 - Final Budget

Preliminary Budget was published in the local newspaper, Ukiah Daily Journal, on July 13, 2021.
Attachment 2 – Ukiah Daily Journal Publication of the Preliminary Budget for 2021/22.

Background: The Preliminary Budget for Fiscal Year 2021/22 was approved on June 08, 2021 at a Regular Board Meeting by all board members.

FISCAL IMPACT:				
Budgeted Amount in 20-21 FY	New Appropriation Source of Funds (Title & No.)	Account Number	Budget Amendment Required	Previous Contract or Purchase Order No.
N/A	N/A	N/A	Yes ☒ No ☐	N/A

RECOMMENDED ACTION(S): Adopt Final Budget for Fiscal Year 2021/22

ALTERNATIVES:

Prepared by/Contact: Finance
Coordinated with: Eric Singleton, Battalion Chief
Presenters: Eric Singleton, Battalion Chief
Attachment: 5a. -1 UVFD Final Budget FY 21/22
Attachment: 5a. -2 Ukiah Daily Journal Publication of the Preliminary Budget for 2020/21

BOARD 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 Authority

Special Report for the Ukiah Valley Fire District

Presented here are two sections:

An overview of the financial activities of the Ukiah Valley Fire Authority, to which the Fire District is a participating member with the City of Ukiah,

Financial activities and condition specific to the Ukiah Valley Fire District.



What we are

The Ukiah Valley Fire Authority (UVFA) became effective on July 1, 2017, a Joint Powers Agreement (JPA) between the City of Ukiah and the Ukiah Valley Fire Protection District (UVFD). The JPA jointly manages, equips, maintains and operates all-risk fire, emergency medical and rescue services to the City and Fire District. UVFA was formed with the desire to maximize the 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.

The UVFA is staffed by 19 full-time safety employees (Fire Chief, 3 Battalion Chiefs, 6 Captains, 6 Engineers and 3 Firefighters), one full-time Administrative Secretary and up to 25 dedicated volunteer firefighters that augment the career personnel including a Volunteer Division Chief. UVFA maintains four fire stations (two staffed with career personnel) with the daily staffing consisting of a minimum of two/two person crews cross staffing Type I (Structural) and Type II/III (Wildland Interface) Engines and an on-call Duty Officer.

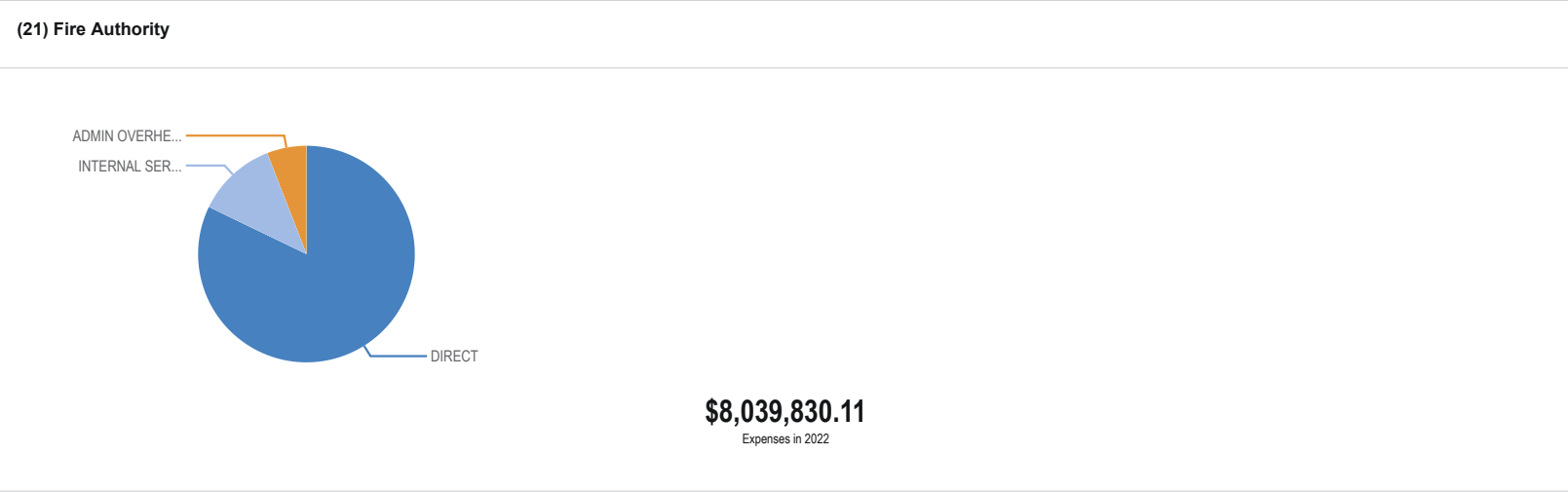
What we do

UVFA is organized into the following activities:

- Administration
- Operations
- Training and Safety
- Fire Prevention

(21) Fire Authority Data Updated yesterday	Our People	
	Category	2022
	PROFESSIONAL	20
	MANAGEMENT	9
	EXECUTIVE	1
	ADMINISTRATIVE & TECHNICAL	0.8

Budget Summary: Costs



Here is a summary of the budget unit in graphical form, illustrating direct costs and indirect costs. Click on the graph to explore greater detail of the unit's budget.

Budget Summary: Just the Numbers

(21) Fire Authority	
Category	2022
DIRECT	\$6,606,015.11
INTERNAL SERVICE USE	\$958,424.00
ADMIN OVERHEAD	\$475,391.00

Similar to the graph to the left, here is a summary of the budget unit, just the numbers. It illustrates direct costs and indirect costs. Click on the table to explore greater detail of the unit's budget.

Objectives and Accomplishments

Department: Fire
Division: City Fire (212) & UVFD Fire (214)

	Objectives	Status	Department Comments
NEAR-TERM	2021-1 Increase total suppression & E.M.S. shift personnel.	In Progress	Staff is establishing a list to fill our current vacancies and staffing a part-time ambulance with Single-Role personnel to subsidize the current ambulance shortage in the County. The UVFA currently has an authorized budget strength of 19 safety FTE's with one (1) Firefighter position frozen due to COVID. This represents approximately a 38% reduction in authorized staff valley wide from 10 years ago. This is well below both National Fire Protection Association (NFPA), and International City and County Managers Association (ICMA) guidelines for staffing. Service level demands will require increases in staffing to cover fire, prevention and E.M.S. services.
	2021-2 Complete a Nexus study for the City & Ukiah Valley Fire District.	Pandemic affected	Due to COVID-19, the Nexus study could not be completed as the pandemic has impacted services' availability. The Nexus study is essential to ensure that the current Fire Mitigation Fees are adequate and accurate for UVFA's response area.
	2021-3 Identify alternative funding sources & enhance revenue for continued UVFA operations.	In Progress	The UVFA has been looking into additional funding options, including tax overlays, additional taxes (sales/property), grant funding to reduce specific item costs, bringing an additional one million dollars in revenue for the District. An audit has been completed of the current security infrastructure, a road map has been established for necessary changes, and these changes are currently being implemented. With increased costs and demand for services, this will be an ongoing process into the future to provide a stable and sustainable Fire Service.
	2021-4 Complete Self-Contained Breathing Apparatus purchase upgrade.	Completed	Self-Contained Breathing Apparatus (SCBA) were purchased this year utilizing the State of California Contract. The State Contract allows for cost saving in the purchase of items.
	2021-5 Develop a Fleet Replacement Master Plan.	In Progress	Team members are currently developing the document that includes the current fleet's (useful vehicle life) future needs and replacement for the Department.
	2021-6 Partner with allied agencies on mitigation for Wildland fires.	In Progress	This has been an ongoing process. Ukiah Valley Fire Authority has been working closely with Cal Fire to reduce the risk of Wildland fires in the surrounding Urban-Interface areas of the Ukiah Valley. A fuel reduction program is in place through Cal Fire to reduce the fuel load and create fire breaks on the Eastern and Western Hills surrounding Ukiah. Future processes include working with Federal Agencies and the Bureau of Land Management (B.L.M.) to further reduce the Ukiah Valley Citizens' risk.
	2021-7 Improve the Central Station Training Facility/Grounds.	In Progress	The process has begun to improve the Training Grounds, Training Props, and the Training Tower to provide team members with up-to-date training in a positive safe learning environment. This project will be phased based over the next few years. Improvements on the training grounds began the previous year and will continue through this fiscal year. This project will be ongoing for the foreseeable future.
	2021-8 Re-negotiate the Fire Dispatch Agreement.	In Progress	This is an ongoing process with Cal Fire, the County of Mendocino, and the City of Ukiah. Cal Fire currently provides services under two separate contracts with the City and County. Discussions have been held throughout the year between all agencies.
	2021-9 Represent UVFA's interests in the development & implementation of the County E.M.S. System.	In Progress	This has been an ongoing process; the UVFA has begun a dual staffing role (cross staffing ambulances) due to the ambulance shortages countywide. There has been a constant increase in demand for emergency medical services in the Ukiah Valley. In contrast, the UVFA has been supplementing/augmenting the Private Ambulance Industry by shutting down Engine Companies to cross staff ambulances to keep up with service demand. Team members are currently looking into alternative options (including the City of Ukiah staffing an ambulance full time) to stay up with the demand and shortfalls while providing a safe and sustainable future for the Ukiah Valley Citizens.
INTERMEDIATE-TERM	2021-10 Develop a Facilities Enhancement Plan.	In Progress	Staff is currently developing this document to include our current needs for our team members, as well as looking at the Department's future needs.
	2021-11 Complete Auto-Extrication equipment purchase upgrade.	In Progress	This has been a three-year phased purchase to replace the Department's aging auto-extrication equipment. This will be the final year of the phased purchase.
	2021-12 Develop a Strategic Master Plan.	In Progress - pandemic affected	Development for the Strategic Master Plan began last year with the completion of the succession planning portion. Unfortunately, staff faced delays to the document due to the pandemic and an impact on external services.
	2021-13 Update Insurance Standards Organization (ISO) Certification.	Completed	Insurance Standards Organization (ISO) has been updated and completed.
LONG-TERM	2022-1 Index fire-specific revenue sources, including special property taxes, to adjust to inflationary changes annually.	In Progress	This is necessary to ensure revenue sources meant to support a certain level of fire services are adjusted to match inflation and remain adequate to support those services as costs change.
	2021-14 Provide all California Fire Service Training and Education System (CFSTES) certification training internally.	In Progress	This will be a continuing process as UVFA is striving towards completing all CFSTES certifications internally. We have begun by certifying staff as instructors in a multitude of classes, with more to come in the subsequent years.
	2021-15 Complete the Center for Public Safety Excellence (CPSE) accreditation process.	Pandemic affected	The Center for Public Safety Excellence (CPSE) accreditation has been delayed as the pandemic has impacted services' availability. The process was supposed to begin last year but was delayed due to the COVID-19 pandemic's impacts. UVFA plans to start the accreditation process this year.

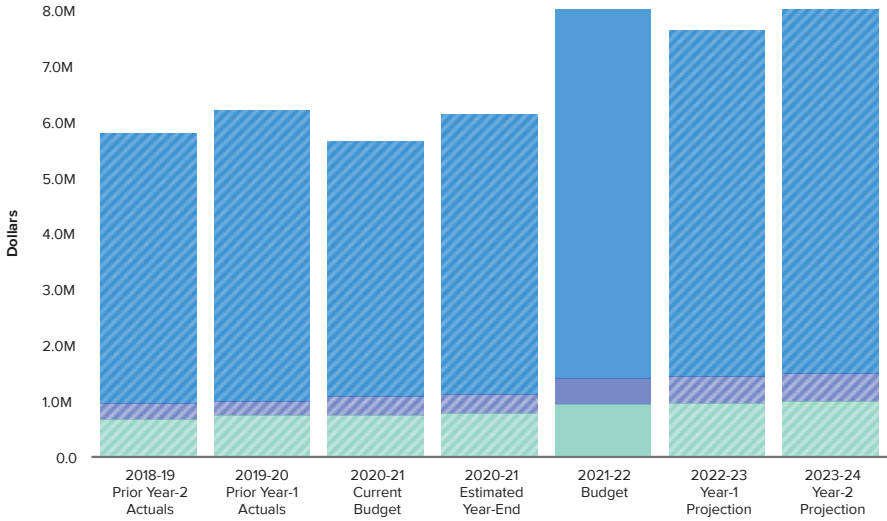
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Broken down by
EXPENSES 21 - FIRE AUTHORITY

Sort By Chart of Accounts ▾

Visualization



COMPARATIVE

- DIRECT
- ADMIN OVERHEAD
- INTERNAL SERVICE USE

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EXPENSES

▼ 21 - FIRE AUTHORITY

Data

Collapse All	2018-19	2019-20	2020-21	2020-21	2021-22	2022-23	2023-24
	Prior Year-2	Prior Year-1	Current	Estimated	Budget	Year-1	Year-2
	Actuals	Actuals	Budget	Year-End	Budget	Projection	Projection
▼ DIRECT	\$ 4,849,954	\$ 5,217,226	\$ 4,582,249	\$ 5,031,906	\$ 6,606,015	\$ 6,200,506	\$ 6,510,864
▶ PERSONNEL	3,469,675	3,402,680	3,314,219	3,710,040	4,421,082	4,673,062	4,940,223
▶ SERVICES & OTHER OPERATING	1,097,487	1,149,872	1,018,818	1,216,389	1,342,362	1,382,056	1,422,929
▶ DEBT SERVICE	65,097	51,479	58,491	67,825	67,924	67,924	67,924
▶ CAPITAL	217,694	613,195	190,722	37,652	774,648	77,465	79,789
▼ INDIRECT	989,465	1,032,239	1,099,557	1,136,573	1,433,815	1,476,829	1,521,134
▶ ADMIN OVERHEAD	302,727	283,966	333,367	333,367	475,391	489,653	504,342
▶ INTERNAL SERVICE USE	686,738	748,273	766,190	803,206	958,424	987,177	1,016,792
Total	\$ 5,839,419	\$ 6,249,465	\$ 5,681,806	\$ 6,168,479	\$ 8,039,830	\$ 7,677,336	\$ 8,031,998

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Funds ▾ 21 - FIRE AUTHORITY ▾ EXPENSES

Data

Collapse All	2018-19 Prior Year-2 Actuals	2019-20 Prior Year-1 Actuals	2020-21 Current Budget	2020-21 Estimated Year-End	2021-22 Budget	2022-23 Year-1 Projection	2023-24 Year-2 Projection
▼ GOVERNMENTAL	\$ 3,637,140	\$ 3,934,415	\$ 3,233,200	\$ 3,915,351	\$ 6,395,092	\$ 6,214,227	\$ 6,510,243
▶ GENERAL FUND	3,542,641	3,890,911	3,176,460	3,868,051	6,378,592	6,212,577	6,508,544
▶ CAPITAL PROJECTS	8,493	0	0	0	0	0	0
▼ SPECIAL REVENUES	86,006	43,504	56,740	47,300	16,500	1,650	1,700
PROP 172	86,006	43,504	56,740	47,300	16,500	1,650	1,700
▼ PROPRIETARY	0	76,492	267,249	36,496	1,284,990	1,207,600	1,260,619
▶ ENTERPRISE	0	76,492	267,249	36,496	1,284,990	1,207,600	1,260,619
▼ FIDUCIARY	2,202,278	2,238,558	2,181,358	2,216,632	359,749	255,508	261,136
▼ UKIAH VALLEY FIRE DISTRICT	2,202,278	2,238,558	2,181,358	2,216,632	359,749	255,508	261,136
UVFD GENERAL FUND	1,840,194	2,045,490	1,947,326	1,993,041	170,325	175,435	180,698
UVFD PROP 172	92,516	51,005	61,632	52,492	46,500	4,650	4,790
UVFD MEASURE B	260,036	142,063	172,400	154,755	126,580	59,080	59,305
UVFD MITIGATION FEES	9,532	0	0	16,345	16,344	16,344	16,344
Total	\$ 5,839,419	\$ 6,249,465	\$ 5,681,806	\$ 6,168,479	\$ 8,039,830	\$ 7,677,336	\$ 8,031,998

District Only Funds: Revenues and Expenditures

District-Only Revenues and Expenditures

This section pertains to the financial activities and condition of the Fire District, specifically, separate and aside from the overall Fire Authority operation.



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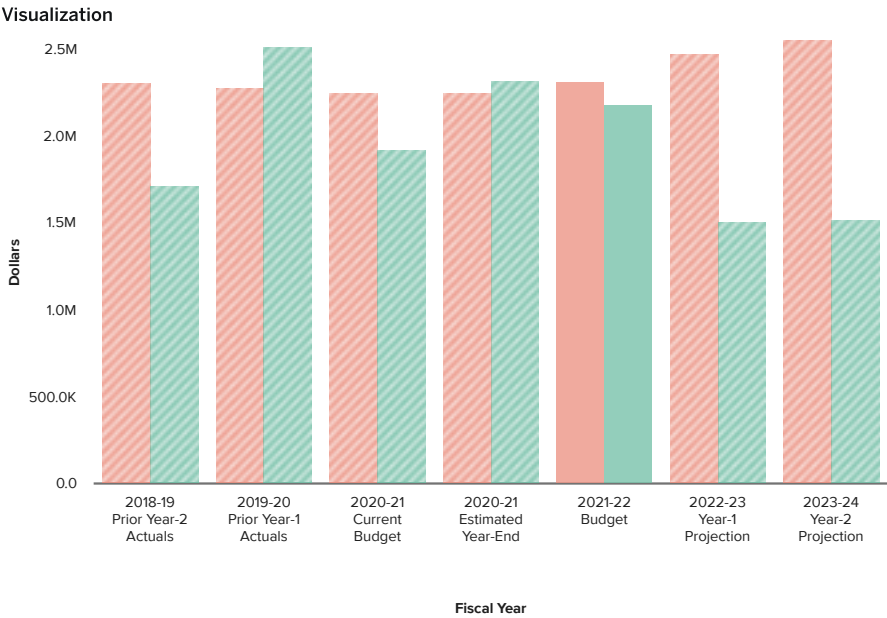
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Types

▼ UKIAH VALLEY FIRE DISTRICT

Sort By Chart of Accounts

- EXPENSES
- REVENUES



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Types

UKIAH VALLEY FIRE DISTRICT

Data

Collapse All	2018-19 Prior Year-2 Actuals	2019-20 Prior Year-1 Actuals	2020-21 Current Budget	2020-21 Estimated Year-End	2021-22 Budget	2022-23 Year-1 Projection	2023-24 Year-2 Projection
▼ REVENUES	\$ 1,717,387	\$ 2,523,489	\$ 1,920,988	\$ 2,324,580	\$ 2,183,458	\$ 1,510,004	\$ 1,524,576
▶ TAXES	1,057,253	1,072,354	1,070,864	1,138,925	1,151,000	1,155,245	1,162,341
▶ CHARGES FOR SERVICE	179,582	37,501	44,110	60,628	45,049	45,249	45,451
▶ GRANTS AND SUBVENTIONS	69,402	50,959	57,426	120,069	111,392	113,620	117,028
▶ USE OF MONEY AND PROPERTY	8,079	12,291	1,102	1,624	7,602	7,830	8,065
▶ LICENSES/PERMITS/FRANCHISES	58,157	36,796	40,986	60,794	178,000	181,560	185,191
▶ OTHER REVENUES	320,706	504,777	6,500	366,520	6,500	6,500	6,500
▶ OTHER FINANCING SOURCES	24,208	808,811	700,000	576,019	683,915	0	0
▼ EXPENSES	2,312,085	2,285,693	2,251,102	2,252,806	2,317,410	2,482,543	2,553,352
▼ DIRECT	2,076,410	2,012,062	1,969,170	1,970,205	2,086,930	2,476,898	2,547,538
▶ PERSONNEL	1,533,245	1,486,999	1,506,950	1,553,183	170,325	175,435	180,698
▶ SERVICES & OTHER OPERATING	253,885	193,598	365,525	305,715	1,716,321	2,210,529	2,275,541
▶ DEBT SERVICE	76,769	74,824	80,089	97,006	78,785	78,785	78,785
▶ CAPITAL	212,511	256,641	16,607	14,300	121,500	12,150	12,515
▼ INDIRECT	211,466	240,945	281,932	282,601	5,480	5,644	5,814
▶ ADMIN OVERHEAD	126,563	140,584	163,908	163,908	4,041	4,162	4,287
▶ INTERNAL SERVICE USE	84,903	100,361	118,024	118,693	1,439	1,482	1,527
▶ OTHER FINANCING USES	24,208	32,686	0	0	225,000	0	0
Revenues Less Expenses	\$ -594,698	\$ 237,796	\$ -330,114	\$ 71,774	\$ -133,952	\$ -972,539	\$ -1,028,775

Notes:

1. Expenses here are presented by character to demonstrate the District's share in operations by character. In actuality, the District contract's with the City to perform all operating activities. Personnel, services and other operating, and indirect costs are contracted costs through the City. Further, the District does not employ any personnel directly. Personnel services are provided by the City, i.e. all fire personnel are City personnel.

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History

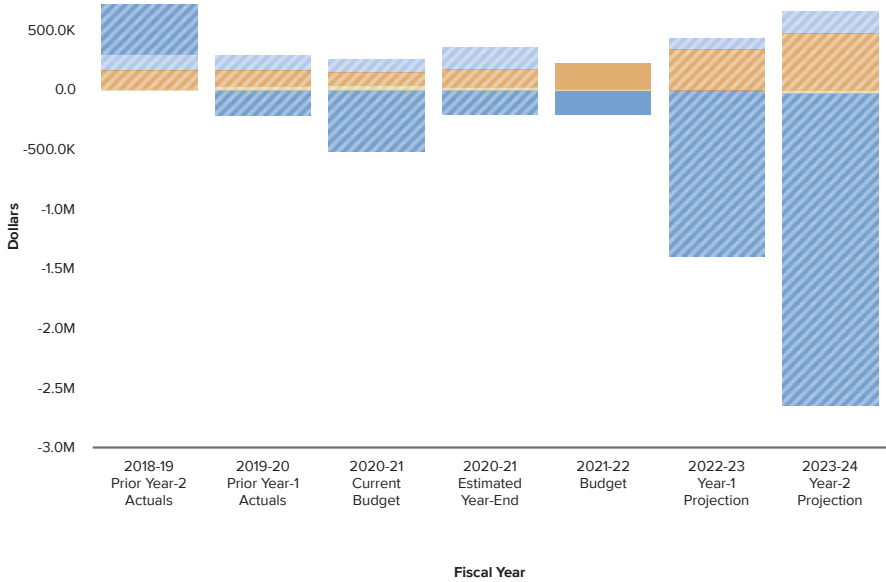
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UKIAH VALLEY FIRE DISTRICT

FUND BALANCE/WORKING C...

Visualization



Sort By Chart of Accounts

UVFD GENERAL FUND

UVFD PROP 172

UVFD MEASURE B

UVFD MITIGATION FEES

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History

Reset

Broken down by

UKIAH VALLEY FIRE DISTRICT

FUND BALANCE/WORKING C...

Data

	2018-19 Prior Year-2 Actuals	2019-20 Prior Year-1 Actuals	2020-21 Current Budget	2020-21 Estimated Year-End	2021-22 Budget	2022-23 Year-1 Projection	2023-24 Year-2 Projection
UVFD GENERAL FUND	\$ 414,323	\$ -207,748	\$ -504,508	\$ -202,534	\$ -202,535	\$ -1,381,065	\$ -2,622,310
UVFD PROP 172	133,571	124,158	118,282	185,218	5,669	95,198	187,996
UVFD MEASURE B	161,822	134,232	97,998	157,319	216,160	345,803	478,590
UVFD MITIGATION FEES	6,866	42,315	51,070	24,729	11,485	-1,695	-14,812
Total	\$ 716,582	\$ 92,957	\$ -237,158	\$ 164,731	\$ 30,779	\$ -941,760	\$ -1,970,535

Notes

1. District appropriations of \$2.3 million include an interagency loan, estimated to be \$458K from City to District. Terms of the loan are expected to be zero percent interest with repayment beginning in FY 2024, as new revenues are realized by the District from Measures B and J overlay on City parcel through annexation. This replaces the contribution in years past, booked as revenue from City to District to subvent the District's contribution to the Fire Authority at a 50/50 split. In reality, even with this past subvention and the interagency loan for 2021, the District's contribution to the Fire Authority will still be at a de facto split of 70/30 City.

Advertising Order Confirmation

<u>Ad Order Number</u> 0006589022	<u>Customer</u> UKIAH VALLEY FIRE PROTECTION DISTRICT	<u>Payor Customer</u> UKIAH VALLEY FIRE PROTECTION DISTRICT	<u>PO Number</u>
<u>Sales Representative</u> Molly Morandi	<u>Customer Account</u> 2117908	<u>Payor Account</u> 2117908	<u>Ordered By</u>
<u>Order Taker</u> Molly Morandi	<u>Customer Address</u> 1500 S STATE ST UKIAH, CA 95482	<u>Payor Address</u> 1500 S STATE ST UKIAH, CA 95482	<u>Customer Fax</u>
<u>Order Source</u> Select Source	<u>Customer Phone</u> 707-462-7921 x 5	<u>Payor Phone</u> 707-462-7921 x 5	<u>Customer EMail</u> sabba@cityofukiah.com
<u>Current Queue</u> Ready		<u>Invoice Text</u>	
<u>Tear Sheets</u> 0	<u>Affidavits</u> 0	<u>Blind Box</u>	<u>Materials</u>
		<u>Promo Type</u>	<u>Special Pricing</u>

<u>Ad Number</u> 0006589022-01	<u>Color</u>	<u>Production Color</u>	<u>Ad Attributes</u>	<u>Production Method</u> AdBooker	<u>Production Notes</u>
<u>External Ad Number</u> 5219-21	<u>Pick Up</u>	<u>Ad Type</u> Legal Liner	<u>Released for Publication</u>		

7-13/21
Notice is hereby given that the Ukiah Valley Fire District Board will meet on August 10, 2021 for a Regular Board Meeting for the purpose of discussing and adopting the Final Budget for FY 2021/2022 for Ukiah Valley Fire District. The meeting will be held at the Willow County Water District Board Room 151 Laws Ave. Ukiah, CA 95482 at 6:00 P.M. Any person may appear and be heard regarding the increase, decrease, addition or omission of any item of the budget. The proposed final budget will be available for inspection by interested persons from 8:00 A.M. to 4:00 P.M. at the Ukiah Valley Fire District Office; 1500 S. State Street, Ukiah beginning August 10, 2021.

<u>Product</u> Ukiah Daily Journal	<u>Requested Placement</u> Legals CLS NC	<u>Requested Position</u> General Legal NC - 1076~	<u>Run Dates</u> 07/13/21	<u># Inserts</u> 1
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Order Charges:

<u>Net Amount</u>	<u>Tax Amount</u>	<u>Total Amount</u>	<u>Payment Amount</u>	<u>Amount Due</u>
37.62	0.00	37.62	0.00	\$37.62

Advertising Order Confirmation

If this confirmation includes an advertising proof, please check your proof carefully for errors, spelling, and/or typos. Errors not marked on the returned proof are not subject to credit or refunds.

Please note: To meet our printer's deadline, we must have your proof returned by the published deadline, and as indicated by your sales rep. If we have not heard from you by that time, we will assume that your ad is correct, and it will run as is.

If you make any corrections to your proof, please indicate them clearly. Second proofs are not available after published deadlines. Second proofs will incur an additional charge, unless this is due to a serious error on our part.

Please note: If you pay by bank card, your card statement will show "CAL NEWSPAPER ADV" or "CALIFORNIA NEWSPAPER ADVERTISING SERVICES", depending on the type of card used.



ITEM NO.: 6a.
MEETING DATE: October 12, 2021

AGENDA SUMMARY REPORT

SUBJECT: "Per Meeting Director's Fee" per Board Policy Number: 1012

Summary: Board Policy Number: 1012 "Remuneration and Reimbursement" calls for a "Per Meeting Director's Fee", the amount of which shall be annually established by the Board at its regular meeting in April. (6a-1 Attachment).

Background: Health and Safety Code Section 13857 specifies that "(a) Subject to subdivision (b), each member of the district board may receive compensation in an amount set by the district board not to exceed one hundred dollars (\$100) for attending each meeting of the district board. The number of meetings for which a member of the board of directors may receive compensation shall not exceed four meetings in any calendar month.

(b) The district board, by ordinance adopted pursuant to Chapter 2 (commencing with [Section 20200](#)) of Division 10 of the Water Code, may increase the compensation received by the district board members above the amount prescribed by subdivision (a).

(c) For purposes of this section, the determination of whether a director's activities on any specific day are compensable shall be made pursuant to Article 2.3 (commencing with Section 53232) of Chapter 2 of Part 1 of Division 2 of Title 5 of the Government Code.

Discussion: Since April of 1996, the "Per Meeting Director's Fee" has been zero dollars.

FISCAL IMPACT:				
Budgeted Amount in 18/19 FY	New Appropriation Source of Funds (Title & No.)	Account Number	Budget Amendment Required	Previous Contract or Purchase Order No.
N/A	N/A	N/A	Yes ☐ No ☒	N/A

RECOMMENDED ACTION(S): Approve a "Per Meeting Director's Fee" per Policy Number: 1012.

ALTERNATIVES:

Citizens advised: N/A

Requested by: Stephanie Abba, Clerk of the Board

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

Coordinated with: Doug Hutchison, Fire Chief

Presenters: Doug Hutchison, Fire Chief

Attachment: 6a-1 Board Policy Number: 1012 "Remuneration and Reimbursement"

BOARD 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: _____

Fire Chief

UKIAH VALLEY FIRE DISTRICT

Policy Title: REMUNERATION & REIMBURSEMENT Policy Number: 1012

1012.10

Members of the Board of Directors shall receive a “Per Meeting Director’s Fee”, the amount of which shall be annually established by the Board at its regular meeting in April.

1012.11

The first two meetings held during the month shall be “fee” meetings.

Adoption Date: 3/10/92

Revision Date: 4/14/92

Revision Date: 2/16/94

Adoption of typed copy: 3/08/94



ITEM NO.: 6b.
MEETING DATE: October 12, 2021

AGENDA SUMMARY REPORT

SUBJECT: Change the name and information therein of Policy 1023 from Document Preparation/Postal Charges to Establishing Fees and Charges under California Public Records Act (PRA); Resolution 2021-06; Public Records Request Form.

Summary: Policy 1023 Document Preparation and Postal Charges has been the policy whereby the Ukiah Valley Fire District and Fire Authority state the charges for public records requests. Due to the amount of PRA requests and changes in the law it is best to have a Policy that clearly describes what the PRA is and the laws we all must follow. It is also required that there be a Resolution stating the Policy of the Ukiah Valley Fire District for such charges.

Background: Per GC 6253(a) of the PRA, Public records are open to inspection at all times during regular office hours of the District and every person has a right to inspect any public record, except as hereafter provided. Any reasonably segregable portion of a record shall be available for inspection by any person requesting the record after deletion of the portions that are exempted by law. The cost of making copies has increased due to the cost of printing supplies and wages of the employee doing the search for the records. Per the Public Records Act, GC 6253 (a) fees sufficient to guarantee employee time, copy fees, supplies, and post-office delivery of same are part of the cost. Attachment 1 - Resolution 2021-06 and Attachment 2 – Policy 1023.

A Public Records Request form must be filled out by the requester so employee knows that the request must be fulfilled within 10 days from the time they receive the request. A Public Records Request form is available online, in the office and can be emailed. This form must be filled out prior to the employee searching for any record. This form clearly states the information needed and the cost of any document requested. Attachment 3 – Public Records Request Form.

Discussion: Approval of the Name Change of Policy 1023 to *Establishing Fees and Charges under the Public Records Act (PRA)*, approval of Resolution 2021-06; and approval of the Official Public Records Request Form.

FISCAL IMPACT:				
Budgeted Amount in 18/19 FY	New Appropriation Source of Funds (Title & No.)	Account Number	Budget Amendment Required	Previous Contract Purchase No. or Order
N/A	N/A	N/A	Yes ☐ No ☒	N/A

RECOMMENDED ACTION(S): Approve the change to Board Policy 1023 Document Preparation to: Establish Fees and Charges under the PRA and Approve the Official Public Records Request Form.

ALTERNATIVES:
Citizens advised: N/A
Requested by: Stephanie Abba, Clerk of the Board
Prepared by/Contact: Stephanie Abba, Clerk of the Board
Coordinated with: Doug Hutchison, Fire Chief
Presenters: Stephanie Abba, Clerk of the Board
Attachment: 6b – 1 Resolution 2021-06
Attachment: 6b - 2 Board Policy 1023 Document Preparation and Postal Charges
Attachment: 6b - 3 Public Records Request Form.

BOARD 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: _____
Fire Chief

RESOLUTION 2021-06**RESOLUTION OF THE BOARD OF DIRECTORS OF THE UKIAH VALLEY FIRE DISTRICT ESTABLISHING FEES AND CHARGES UNDER CALIFORNIA PUBLIC RECORDS ACT FOR REQUESTED COPIES OF PUBLIC RECORDS****WHEREAS,**

1. In Government Code section 6253, the California Public Records Act ("PRA") allows the District to charge "fees covering direct costs of duplication," when public records of the District are requested by members of the public; and
2. Policy 1023, Document Preparation and Postal Charges was adopted on March 10, 1996 and Revised on November 12, 1997; establishing fees and charges for providing copies of documents; and
3. Policy 1023, fixed the fee at \$.10/page for letter size copies and \$.20/page for legal size copies; \$5.00 for reports; and
4. Policy 1023, Document Preparation and Postal Charges, Renamed to Public Records Act (PRA) Government Code 6253; and
5. In the intervening years, the technology has changed and the use of the PRA has changed with the public now wanting the documents emailed or put onto a flash-drive or in color; and
6. The Ukiah Valley Fire District Board of Directors continues to support both the letter and the spirit of the PRA by making public records readily available to members of the public, while, at the same time, allowing the District to recover the costs allowed under the PRA;

NOW, THEREFORE, BE IT RESOLVED:

1. The charges for copies of documents are as follows:
 - a. A total of \$.10/page for letter size black/white copies; \$.20/page for letter size color copies; \$.20/page for legal size black/white copies; \$.30/page for legal size color copies;
 - b. Documents transferred onto a flash-drive provided by the UVFD only are \$.5.00; for Reports, Agendas, Agenda Packets, that are printed from electronic media and then emailed or mailed are \$5.00;
 - c. There shall be no cost for any documents that are currently in a PDF Format and can be emailed.
 - d. For large miscellaneous documents, that need to be copied on the 8.5 x 14 and 11 x 17 size paper are \$.1.00/page, and \$2.50/page for color. For maps, and plans copied onto 8.5 x 14 or 11 x 17 size paper the cost is \$5.00 page.
2. Where fees are required, the District can require a deposit prior to proceeding to copy or scan the documents and require full payment or make a required refund prior to furnishing the copies to the requestor.

3. Nothing in this resolution shall prevent the Clerk of the Board from charging costs in accordance with Government Code Section 6253.9 or for the actual direct cost of making copies of documents that cannot be copied or scanned on the copy machine (such as blue prints or other oversized documents) or require some other specialized copying or scanning.
4. This resolution shall become effective immediately upon its adoption and shall apply to PRA requests pending on the resolution's effective date.

PASSED AND ADOPTED, by the Board of Directors of the Ukiah Valley Fire District, County of Mendocino, State of California, on the 12 Day of October, 2021 by the following Roll Call Vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

David B. Haas, President

ATTEST:

Stephanie Abba, Clerk of the Board

Policy Title: ~~DOCUMENT PREPARATION/POSTAL CHARGES~~ Policy Number: 1023
 Policy Title: ESTABLISHING FEES AND CHARGES UNDER THE CALIFORNIA
 PUBLIC RECORDS ACT

1023.10

Per GC 6253(a) of the PRA, Public records are open to inspection at all times during regular office hours of the District and every person has a right to inspect any public record, except as hereafter provided. Any reasonably segregable portion of a record shall be available for inspection by any person requesting the record after deletion of the portions that are exempted by law.

1023.20

Per the GC 6253(c) of the PRA The District, upon a request for a copy of records, shall, within 10 days from receipt of the request of public records shall promptly notify the requester and shall either mail or email a copy of the public records requested.

In unusual circumstances, the time limit prescribed in this section may be extended by written notice by the head of the agency or their designee to the person making the request, setting forth the reasons for the extension and the date on which a determination is expected to be dispatched. No notice shall specify a date that would result in an extension for more than 14 days, “unusual circumstances” means the following, but only to the extent reasonably necessary to the proper processing of the particular request:

- (1) The need to search for and collect the requested records from field facilities or other establishments that are separate from the office processing the request.
- (2) The need to search for, collect, and appropriately examine a voluminous amount of separate and distinct records that are demanded in a single request.
- (3) The need for consultation, which shall be conducted with all practicable speed, with another agency having substantial interest in the determination of the request or among two or more components of the agency having substantial subject matter interest therein.
- (4) The need to compile data, to write programming language or a computer program, or to construct a computer report to extract data.

1023.30

Per the Ralph M. Brown Act, Code Section 54954.1, Any person may request that a copy of the agenda, or a copy of all the documents constituting the agenda packet, of any meeting of a legislative body be mailed to that person. If requested, the agenda and documents in the agenda packet shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof.

Upon receipt of the written request, the legislative body or its designee shall cause the requested materials to be mailed at the time the agenda is posted pursuant to Section 54954.2 and 54956 or upon distribution to all, or a majority of all, of the members of a legislative body, whichever occurs first.

Any request for mailed copies of agendas or agenda packets shall be valid for the calendar year in which it is filed, and must be renewed following January 1st of each year in writing or by renewing online.

The legislative body may establish a fee for mailing the agenda or agenda packet, which fee shall not exceed the cost of providing the service. Failure of the requesting person to receive the agenda or agenda packet pursuant to this section shall not constitute grounds for invalidation of the actions of the legislative body taken at the meeting for which the agenda or agenda packet was not received. ~~any constituent wishing the mailing of meeting notices, is to notify the District in writing, annually and send a check to cover costs for providing notices for the year in the amount of \$6.00 or may leave 15 stamped, self-addressed envelopes at the District office to cover the cost of the postage.~~

Any constituent may sign up online through the website at: <http://www.cityofukiah.com/subscribe-to-email-updates/> to receive meeting notices, agendas, agenda packets, and minutes by email.

~~Renewal requests for notice shall be filed within 90 days after January 1 of each year.~~

1023.40

Any constituent wishing the mailing of any reports, documents, or agendas, or agenda packets shall fill out a Public Records Request Form from Ukiah Valley Fire Authority and shall supply self-addressed, stamped envelope and \$5.00 for reports, or the case equivalent, sufficient to guarantee employee time, copy fees and post-office delivery of same.

Ukiah Valley Fire District will reproduce any District publication, open to the public, for a total of \$.10/page for letter size black/white copies; \$.20/page for letter size color copies; \$.20/page for legal size black/white copies; \$.30/page for legal size color copies;

Documents transferred onto a flash-drive provided by the UVFD are the cost of the flash drive plus \$5.00; for Reports, Agendas, Agenda Packets, or any documents that are printed from electronic media, scanned, and then emailed or mailed are \$5.00;

For large miscellaneous documents, that need to be copied on the 8.5 x 14 or 11 x 17 size paper are \$1.00/page for black/white and \$2.50/page for color. For maps, and plans copied onto 8.5 x 14 or 11 x 17 size paper the cost is \$5.00 page. There shall be no cost for any documents that are already in PDF Format and can be emailed.

Adoption Date 3/10/96
Revision Date: 11/12/97
Revision Date: 10/12/21

Board of Directors/1023 **Establishing Fees and Charges**
under the California Public Records Act (PRA)



UKIAH VALLEY FIRE AUTHORITY

1500 SOUTH STATE STREET

UKIAH, CA 95482-6709

Phone: (707)462-7921

Fax: (707)462-2938 ♦

email: sabba@cityofukiah.com

PUBLIC RECORDS REQUEST INFORMATION FORM

Date Submitted:	Requested by:		Phone (required)
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General Topic of
Information Requested

Description of
Records Requested and/or
Address of Incident:

What form would you like the records
to be delivered:

PLEASE CHECK THE APPROPRIATE BOX

☐	Flashdrive:	We will provide a flash drive for a fee, you must provide a self addressed, postage paid envelope.
☐	Email:	EMAIL ADDRESS:
☐	Mail:	MAILING ADDRESS:

ALL REPORTS HAVE A \$5.00 FEE PER POLICY NO. 1023.40 for processing, printing, emailing. Copying onto a flashdrive and mailing is \$5.00 plus the cost of the flash drive. Per Policy 1023 the charges for other documents are as follows: \$.10/page for letter size black/white copies; \$.20/page for letter size color copies; \$.20/page for legal size black/white copies; \$.30/page for legal size color copies. 8.5 x 14 or 11 x 17 size paper are \$1.00/page for black/white and \$2.50/page for color. For maps, and plans copied onto 8.5 x 14 or 11 x 17 size paper the cost is \$5.00 page. There shall be no cost for any documents that are already in PDF Format and can be emailed.

Make checks payable to: Ukiah Valley Fire Authority

Mail check to: 1500 S. State Street; Ukiah; CA; 95482

Official Use:

Incident Report No. _____

OFFICIAL USE ONLY

Date Recieveid:

Date Processed:

Received By:

Processed By:

Items Sent:

1)



ITEM NO.: 6c.

MEETING DATE: October 12, 2021

AGENDA SUMMARY REPORT

SUBJECT: Authorizing Continued Remote Meetings per Assembly Bill 361 and Resolution 2021-07

Background: Following the Governor's declaration of a state of emergency in March 2020 due to COVID-19, Ukiah Valley Fire District Board switched from in-person District Board meetings to fully remote District Board meetings. The transition was authorized by Executive Orders N-25-20, N-29-20, and N-35-20, which collectively modified requirements of the Ralph M. Brown Act, the State's local agency public meeting law. On June 11, 2021, the Governor issued Executive Order N-08-21 which rescinds the prior executive orders modifying the Brown Act effective September 30, 2021. Attachment 1

Pursuant to Assembly Bill 361 (AB361), which was signed into order on September 21, 2021, in order for the District Board to continue to conduct its meetings remotely, it must adopt a resolution indicating that a Gubernatorial State of Emergency exists and the District Board has determined, by majority vote, that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees, District Board and staff. Attachment 2

Primary Differences

The primary differences between the Governors prior executive orders modifying Brown Act requirements and AB361 are:

- Local agency must allow the public to participate (listen/comment) in the meeting in real time. This means local agencies must clearly advertise the means by which members of the public can observe a public meeting or offer comment during a meeting remotely, via either a call-in or internet-based option. District Board meetings have consistently met this standard by allowing the public to view and comment on agenda items in real time via the GoToMeeting.com platform.
- An individual desiring to provide public comment through the use of an internet website, or other online platform, not under the control of the local legislative body that requires registration to log in to a teleconference, may be required to register as required by the third-party internet website or online platform to participate.

District Board meetings have consistently met this standard.

At this time, the Governor's Proclamation of a State of Emergency-COVID executed on March 4, 2020, remains in effect. Furthermore, the State Department of Public Health website "*recommends universal mask use/or indoor public settings, regardless of vaccination status.*"

To provide the Board with the greatest flexibility to conduct its business in a safe manner, Staff is recommending the Ukiah Valley District Board adopt " Resolution 2021-07, that the COVID 19 pandemic state of emergency remains in effect and continuing to allow District Board meetings to be conducted remotely.

Background

The Governors existing Executive Orders (N-25-20, N-29-20, N-35-20) allowing for modifications to the Brown Act to address COVID pandemic concerns terminated on September 30, 2021. These modifications allowed local agencies to conduct remote meetings with minimal restrictions. In response to the continued pandemic health and safety concerns, as well as other potential emergencies such as fires, earthquakes or floods, Assembly Bill 361 (AB361) was signed by the Governor effective October 1, 2021, and allows for local agencies, under specified circumstances, to continue utilizing remote meetings under Brown Act modifications as previously done, provided they adopt a resolution declaring such. The current process can be distilled as follows:

1. An emergency situation arises. The specific nature of the emergency produces an imminent risk to public health and safety (pandemic, fire, floods, earthquakes, etc.)
2. A state of emergency is declared by the Governor (pursuant to §8625) or state/local officials continue to impose or recommend measures to promote social distancing.
3. A local agency wishes to meet remotely via teleconferencing as a result of the emergency. A meeting notice/agenda are produced and posted, with an agenda item dedicated to consideration of a resolution to transition to teleconferenced meetings.
4. A resolution is passed by majority vote determining that meeting in person would present imminent risks to the health or safety of attendees. **This resolution is valid for 30 days.**
5. 30 days later, if the state of emergency remains active, a local agency may act to **renew** its resolution effecting the transition to teleconferenced meetings by passing another resolution which includes findings that legislative body has both: **1) reconsidered the circumstances of the state of emergency, and 2) the state of emergency continues to directly impact the ability of the members or the public to meet safely in person.**

Governor's Executive Orders

Starting in March 2020, amid rising concern surrounding the spread of COVID-19 throughout communities in the state, California Governor Gavin Newsom issued a series of Executive Orders aimed at containing the Novel Coronavirus. These Executive Orders (N-25-20, N-29-20, N-35-20) collectively modified certain requirements created by the Ralph M. Brown Act ("the Brown Act"), the state's local agency public meetings law. The orders waived several requirements, including requirements in the Brown Act expressly or impliedly requiring the physical presence of members of the legislative body, the clerk or other personnel of the body, or of the public as a condition of participation in or for the purpose of establishing a quorum for a public meeting. Furthermore, the orders:

- waived the requirement that local agencies provide notice of each teleconference location from which a member of the legislative body will be participating in a public meeting (RETAINED in AB361),
- waived the requirement that each teleconference location be accessible to the public (RETAINED in AB361),
- waived the requirement that members of the public be able to address the legislative body at each teleconference location (NOW REQUIRED by AB361),
- waived the requirement that local agencies post agendas at all teleconference locations, (RETAINED in AB361) and,
- waived the requirement that at least a quorum of the members of the local body participate from locations within the boundaries of the territory over which the local body exercises jurisdiction, (RETAINED in AB361).

The Brown Act Executive Orders Sunset - September 30, 2021

On June 11, 2021, the Governor issued Executive Order N-08-21 which rescinds the aforementioned modifications made to the Brown Act, effective September 30, 2021. After that date, local agencies must adopt a resolution pursuant to AB361 to continue to conduct remote meetings with modified Brown Act requirements or they are required to observe all the usual Brown Act requirements as they existed prior to the issuance of the orders.

New AB 361 – Flexibility for Remote Open Meetings During a Proclaimed State Emergency

Assembly Bill 361 provides local agencies with the ability to continue to meet remotely under modified Brown Act requirements during proclaimed state emergencies with the adoption of resolution finding that either:

- 1) Open physical meetings present imminent risks to the health or safety of attendees; or
- 2) State/local officials recommend/require measures to promote social distancing.

These criteria permit a local agency to schedule a remote meeting to determine whether meeting in-person during the state of emergency would pose imminent risk to the health or safety of attendees. At that remote meeting, a local agency may determine by majority vote that sufficient risks exist to the health or safety of attendees as a result of the emergency and pass a resolution to that effect. These criteria also permit a local agency to meet remotely in the event that there is a state of emergency declaration while state or local officials have recommended or required measures to promote social distancing.

Renewal

AB 361 requires that the renewal of the resolution effecting the transition to the modified Brown Act requirements must be based on findings that the state of emergency declaration remains active, the local agency has thoughtfully reconsidered the circumstances of the state of emergency, and the local agency has either identified A) ongoing, direct impacts to the ability to meet safely in-person or B) active social distancing measures as directed by relevant state or local officials.

FISCAL IMPACT:				
Budgeted Amount in 20-21 FY	New Appropriation Source of Funds (Title & No.)	Account Number	Budget Amendment Required	Previous Contract or Purchase Order No.
N/A	N/A	N/A	Yes ☐ No ☒	N/A
RECOMMENDED ACTION(S): Commission consider and adopt Resolution No. 2021-22-07 acknowledging that a Gubernatorial State of Emergency exists and authorizing the use of teleconferenced meetings for a 30-day period.				
ALTERNATIVES:				
Prepared by/Contact: Stephanie Abba, Clerk of the Board Presenter: Doug Hutchison, Fire Chief Attachment: 6c-1 Executive Order N-15-21 Attachment: 6c-2 Resolution 2021-07				
BOARD 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				

EXECUTIVE DEPARTMENT STATE OF CALIFORNIA

EXECUTIVE ORDER N-15-21

WHEREAS on March 4, 2020, I proclaimed a State of Emergency to exist in California as a result of the threat of COYID-19; and

WHEREAS on June 11, 2021, I issued Executive Order N-08-21 to roll back certain provisions of my COYID-19-related Executive Orders and to clarify that other provisions remained necessary to help California respond to, recover from, and mitigate the impacts of the COYID-19 pandemic; and

WHEREAS Paragraph 42 of Executive Order N-08-21 waived and set forth certain requirements related to public meetings of local legislative and state bodies, and specified that it would be valid through September 30; and

WHEREAS on September 16, 2021, I signed into law Assembly Bill 361 (AB361), which pertains to the same subject matter as Paragraph 42 of Executive Order N-08-21, which took effect immediately pursuant to an urgency clause, and which may, in some instances, have different substantive provisions than the provisions contained in Paragraph 42 of Executive Order N-08-21; and

WHEREAS it is necessary to provide clarity around the applicable procedures governing meetings of local legislative and state bodies until Paragraph 42 of Executive Order N-08-21 expires to further mitigate the impacts of the COYID-19 pandemic as the state continues to reopen and to ensure that critical governmental functions are not interrupted.

NOW, THEREFORE, I, GAVIN NEWSOM, Governor of the State of California, in accordance with the authority vested in me by the State Constitution and statutes, do hereby issue the following Order to become effective immediately:

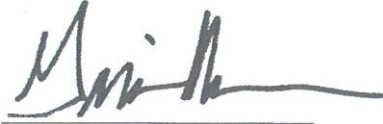
IT IS HEREBY ORDERED THAT:

1. The provisions governing teleconference meetings in Education Code section 89305.6, Government Code section 1 1133, and subdivision (e) of Government Code section 54953 are suspended through September 30, 2021, except that any local legislative body that meets to take a majority vote pursuant to subparagraph (B) of paragraph (1) of subdivision (e) of Government Code section 54953 shall conduct the meeting at which such vote is taken as required by paragraph (2) of subdivision (e) of Government Code section 54953. Except as otherwise specified in this paragraph, the requirements related to public meetings of local legislative and state bodies specified in Paragraph 42 of Executive Order N-08-21 shall continue to govern such meetings through September 30, 2021.
2. This Order shall expire at 11:59 p.m. on October 1, 2021.

IT IS FURTHER ORDERED that as soon as hereafter possible, this Order be filed in the Office of the Secretary of State and that widespread publicity and notice be given of this Order.

This Order is not intended to, and does not, create any rights or benefits, substantive or procedural, enforceable at law or in equity, against the State of California, its agencies, departments and its entities, officers, employees, or any other person.

IN WITNESS WHEREOF I have hereunto set my hand and caused the Great Seal of the State of California to be affixed this 20th day of September 2021.

A handwritten signature in dark ink, appearing to read "Gavin Newsom", written over a horizontal line.

GAVIN NEWSOM
Governor of California

ATTEST:

SHIRLEY N. WEBER, Ph.D.
Secretary of State

Resolution No. 2021-07

OF THE UKIAH VALLEY FIRE DISTRICT BOARD OF DIRECTORS RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY GOVERNOR GAVIN NEWSOM ON MARCH 4, 2020 TO ADDRESS THE COVID-19 PANDEMIC, AND AUTHORIZING PURSUANT TO AB361, REMOTE TELECONFERENCE MEETINGS FOR THE PERIOD FROM OCTOBER 13, 2021 TO NOVEMBER 11, 2021 PURSUANT TO BROWN ACT PROVISIONS

WHEREAS, the Ukiah Valley Fire District Board of Directors, hereinafter referred to as the “Board”, is committed to preserving and nurturing public access and participation in meetings of the Board; and

WHEREAS, all meetings of the Board are open and public, as required by the Ralph M. Brown Act (“Brown Act”) (California Government Code 54950-54863), so that any member of the public may attend, participate, and watch the Board conduct business; and

WHEREAS, the Brown Act, Government Code Section 54953 (e) makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code Section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code Section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code Section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the boundaries of Mendocino County, caused by natural, technological, or human caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or if the legislative body meeting in person would present imminent risks to the health and safety of attendees, Board Members and staff; and

WHEREAS, such conditions now exist in the County of Mendocino, specifically, the State of Emergency proclaimed by Governor Newsom on March 4, 2020 due to the COVID-19 pandemic; and

WHEREAS, the California Department of Public Health and the Mendocino County Public Health Department continue to recommend requiring face coverings in all public indoor settings due to the rise of the SARS-CoV-2 Delta variant and the Board cannot be certain that all persons in attendance at meetings will follow the guidelines or be fully vaccinated; and

WHEREAS, the Board does hereby find that the rise in the SARS-CoV-2 Delta variant has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely beyond the control of the Board or its staff, and desires to proclaim a local emergency exists and ratify the proclamation of emergency by the Governor of the State of California; and

WHEREAS, as a consequence of the local emergency, the Board does hereby find that the legislative body of the Ukiah Valley Fire District shall continue to conduct their meetings without compliance with Government Code Section 54953(b)(3), as authorized by Section 54953(e), and that such legislative body shall comply with the requirements to provide the public with access to meetings as prescribed in Section 54953(e)(2); and

WHEREAS, the Board provides written agenda that fully describe the process for the public to fully participate in the Board's virtual meetings to include viewing, listening and commenting in real time on all agenda items; and

NOW, THEREFORE, the Ukiah Valley Fire District Board of Directors does hereby RESOLVE, DETERMINE, and ORDER as follows:

Section 1. Recitals. The Recitals set forth above are true and correct and incorporated into this Resolution by this reference.

Section 2. Proclamation of Local Emergency. The Board hereby proclaims that a local emergency now exists throughout the Board's jurisdictional boundaries, and the rise of the SARS-CoV-2 Delta Variant has caused, and will continue to cause, conditions of peril to the safety of all persons participating in Board meetings that are likely to be beyond the control of the Board or its staff, equipment, and facilities.

Section 3. Ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California's Proclamation of a State of Emergency for COVID-19, effective as of its issuance date of March 4, 2020.

Section 4. Remote Teleconference Meetings. The Clerk of the Board and the Ukiah Valley Fire District Board of Directors are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code Section 54953(e) and other applicable provisions of the Brown Act.

Section 5. Effective Date of Resolution. This Resolution shall take effect on October 13, 2021, and shall be effective until the earlier of November 11, 2021, or such time the Board adopts a subsequent resolution in accordance with Government Code Section 54953(e)(3) to extend the time during which the legislative body of the Ukiah Valley Fire District may continue to teleconference without compliance with Section 54953(b)(3).

PASSED and ADOPTED by the Ukiah Valley Fire District Board of Directors this 12th day of October 2021 by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

David B. Haas, President

ATTEST:

Stephanie Abba, Clerk of the Board



AGENDA SUMMARY REPORT

SUBJECT:Approval of purchasing one 2022 Ford F250XL 4X4 Crew Cab Pickup Truck

DEPARTMENT: Fire **PREPARED BY:** _____

ATTACHMENTS:

1. Bid Tab- 2021 Utility

Summary:The Board will consider approval of one (1) 2022 Ford F250XL 4X4 Crew Cab Pickup from Redwood Ford in the amount of \$47,012.87.

Background:In preparation of the 21/22 Budget, staff recommended the purchase of two (2) replacement utility pickups, one (1) each but the Fire District and the City.

Discussion:On September 1, 2021, Request for Bid E39094 was issued for the purchase of two (2) new 2021/2022 Ford F250XL 4X4 pickups, one(1) each for the Fire District and City. The model was chosen based on garage staff's knowledge of and positive experiences with similar vehicles purchased in 2019, and the desire to further standardize the Fire Authority fleet.

The bid request was sent to surrounding Ford dealers. Four (4) bids were received with Redwood Ford being the lowest responsible bidder. See Attachment 1.

Recommended Action:Approve the purchase of one 2022 Ford F250XL 4X4 Crew Cab Pickup Truck

BUDGET AMENDMENT REQUIRED: No

CURRENT BUDGET AMOUNT: \$75,000.00

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE:

PREVIOUS CONTRACT/PURCHASE ORDER NO.:

COORDINATED WITH: Doug Hutchison- Fire Chief

Quote Tabulation

RFB E39094 - Ford F250										
ITEM #	ITEM DESCRIPTION	QTY	Redwood Ford		ors		National Aut		tsonville Fleet Group	
			UNIT	TOTAL	UNIT	TOTAL	UNIT	TOTAL	U	NIT
1	2021/2022 Ford F-250-XL 4X4 Crew Cab as per Equipment Specification E39094	2	\$ 43,060.00	\$ 86,120.00	\$ 44,222.00	\$ 88,444.00	\$ 45,674.34	\$ 91,348.68	\$ 47,	914.65
2	Doc Fee	2	\$ 85.00	\$ 170.00	\$ 85.00	\$ 170.00	\$ -	\$ -	\$	
3	Filing Fee	2	\$ 30.00	\$ 60.00	\$ 30.00	\$ 60.00	\$ -	\$ -	\$	
4	Tire Fee	2	\$ 8.75	\$ 17.50	\$ 8.75	\$ 17.50	\$ 8.75	\$ 17.50	\$	
	SUBTOTAL			\$ 86,367.50		\$ 88,691.50		\$ 91,366.18		
	TAX			\$ 7,658.24		\$ 7,864.49		\$ 8,107.20		
	FREIGHT			\$ -		\$ 200.00		\$ -		
	GRAND TOTAL			\$ 94,025.74		\$ 96,755.99		\$ 99,473.38		

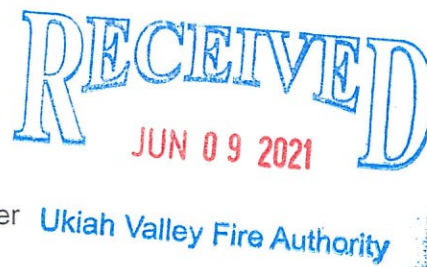
LLOYD B. WEER
AUDITOR-CONTROLLER



CHAMISE CUBBISON
ASSISTANT
AUDITOR-CONTROLLER

COUNTY OF MENDOCINO
AUDITOR-CONTROLLER
501 LOW GAP ROAD, RM. 1080
UKIAH, CALIFORNIA 95482
PHONE (707) 234-6860 FAX (707) 467-2503
www.mendocinocounty.org

June 4, 2021



To: District Board of Directors

From: Chamise Cubbison, Assistant Auditor-Controller *Ukiah Valley Fire Authority*

Re: Estimated 2021-22 Tax Revenue

The following are this office's estimates of taxes to be paid to your district for the 2021-22 fiscal year. An estimated value increase of 1.5% has been applied, based on the Assessor's most recent report. The actual value fluctuation could be more or less.

Ukiah Valley Fire

Current Secured	367,896.15
Current Unsecured	11,096.00
Homeowners Exemption	2,579.00
Prior Unsecured	310.00
Timber Tax	0.00
SB813 Supplemental	1,122.00
Total	<u>383,003.15</u>

Please call me with any questions you may have regarding the above estimates.