UKIAH VALLEY FIRE DISTRICT BOARD OF DIRECTORS

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

REGULAR MEETING
AGENDA

151 Laws ♦ Willow County Water District Board Room ♦ Ukiah, CA 95482

December 10, 2019

6:00 PM

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1. CALL TO ORDER

1.a. Pledge of Allegiance

1.b. Roll Call

2. ANNOUNCEMENTS

2.a. Next Regular Meeting will be Tuesday, February 11, 2020, at 6:00 p.m.

2.b. Next FEC Meeting will be Thursday, January 09, 2020, at 5:30 p.m

3. 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.

4. APPROVAL OF MEETING MINUTES - DISCUSSION/ACTION

4.a. Approval of Minutes of November 19, 2019.

Recommended Action: Approve the Minutes for the November 19, 2019, Special Meeting.

Attachments:

1. November 19, 2019, DRAFT Meeting Minutes

5. UNFINISHED BUSINESS - DISCUSSION/ACTION

None

6. PUBLIC HEARINGS (6:00 P.M.)

6.a. Discussion and Possible Adoption of Updated Fees for Fire Inspections and Plan Checks

Attachments:

1. UVFD Prevention Fee Increase 2019
2. Copy of Draft of Proposed Fee Schedule 2019 - 2020 October 2019

7. NEW BUSINESS - DISCUSSION/ACTION

7.a. Consider Adoption of Resolution 2019-06 Regarding Required Inspections in the District.

Recommended Action: Adopt Resolution 2019-06

Attachments:

1. NEW ASR for District Inspection Reporting Standards 2019
2. Resolution 2019-06- District Inspections

7.b. Annual Organizational Meeting to Elect Board Officers for 2020

Recommended Action: Elect President, Vice President, and Secretary/Treasurer for the year 2020, and appoint members to the Fire Executive Committee as necessary.

Attachments:

1. Board Elections for 2020

8. COMMUNICATIONS RECEIVED AND FILED - INFORMATION

8.a. Golden State Risk Management (GSRMA) Risk Management Accreditation Program (RMAP)

Attachments:

1. 2019-12-11 Communications Received

9. CHIEFS AND VOLUNTEERS REPORT - INFORMATION

9.a. Chief's Report – Doug Hutchison, Fire Chief

9.b. Operations/Training Report – Jeff Adair, Division Chief/Training Officer

9.c. Fire Prevention Report – Kevin Jennings, Division Chief/Fire Marshal

9.d. Facilities Report – Kevin Jennings, Division Chief/Fire Marshal

9.e. Volunteers Report

10. DIRECTOR'S REPORT - INFORMATION

10.a. Fire Executive Committee

10.b. Ad-Hoc Committee – Employee Job Description update

11. CLOSED SESSION

12. ADJOURNMENT

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

are available for public inspection 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 locations: Ukiah Valley Fire District Office - 1500 South State Street and 151 Laws Ave., Ukiah, California, not less than 72 hours prior to the meeting set forth on this agenda.

UKIAH VALLEY FIRE DISTRICT BOARD OF DIRECTORS

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

SPECIAL MEETING

MINUTES

November 19, 2019 – 6:00 P.M.

PLACE: 151 Laws Ave. **TIME: 6:00 P.M.**

1. Call to Order at 6:07 p.m. by President Haas

Convened Board Meeting at 6:10

Moved Meeting to 1500 S. State Street due to lack of space/scheduling conflict with Willow Water District Board Room.

Motion by President Haas, Seconded by Director Bazzani to move the Board Meeting to 1500 S. State Street due to scheduling conflict with Willow Water District; Motion **carried** by the following roll call votes: AYES: Bazzani, Cherry, Graham, and Haas; NOES: None; ABSTAIN: None; ABSENT: Bushby.

Reconvened Board Meeting at 6:12 p.m.

a. **Pledge of Allegiance**

b. **Roll call** was taken with the following **Directors Present:** Jenifer Bazzani, Allen Cherry, Michael Graham, and David B. Haas; **Directors Absent:** Peter Bushby; **Staff Present:** Douglas Hutchison, Fire Chief.

2. ANNOUNCEMENTS

a. Next Regular Meeting will be February 11, 2020 at 6:00 p.m.
b. Next FEC Meeting will be January 09, 2020 at 5:30 p.m.

3. PUBLIC EXPRESSION

No public expression was received.

4. NEW BUSINESS – DISCUSSION/ACTION

a. Approve Budget Amendment for Building Maintenance and Repair

Presenter: Douglas Hutchison, Fire Chief.

Motion by Vice Chair Bazzani, Seconded by Director Graham to approve the Budget Amendment of $28,000.00 to go to Account 91721400.56300, The remainder of the funds $16,000.00 in which $8,000.00 will be funded by the City to cover any additional costs in maintenance and repairs throughout the fiscal year to all District stations. Motion **carried** by the following roll call votes: AYES: Bazzani, Cherry, Graham, and Haas; NOES: None; ABSTAIN: None; ABSENT: Bushby.

b. Awarding Bid for Purchase of One (1) 2020 Ford F250 Pickup truck in the Amount of $39,601.75 from Redwood Ford

Presenter: Douglas Hutchison, Fire Chief.

Motion by Vice Chair Bazzani, Seconded by Director Cherry to approve the Purchase of One (1) 2020 Ford F250 Pickup Truck as submitted. Motion **carried** by the following roll

DRAFT

call votes: AYES: Bazzani, Cherry, Graham, and Haas; NOES: None; ABSTAIN: None; ABSENT: Bushby.

c. Approve Resolution 2019-04; Approve Resolution 2019-04; Amending the Signature List for Authorizing the Disbursement of Funds by the Savings Bank of Mendocino County by adding Peter Bushby.

Presenter: Douglas Hutchison, Fire Chief.

Motion by Vice Chair Bazzani, Seconded by Director Graham to approve Resolution 2019-04 as submitted. Motion **carried** by the following roll call votes: AYES: Bazzani, Cherry, Graham, and Haas; NOES: None; ABSTAIN: None; ABSENT: Bushby.

d. Approve Resolution 2019-05; Amending the Signature List for Authorizing the Disbursement of Funds by the County of Mendocino by adding Peter Bushby.

Presenter: Douglas Hutchison, Fire Chief.

Motion by Vice Chair Bazzani, Seconded by Director Cherry to approve Resolution 2019-05 as submitted. Motion **carried** by the following roll call votes: AYES: Bazzani, Cherry, Graham, and Haas; NOES: None; ABSTAIN: None; ABSENT: Bushby.

e. Approval of a Budget Amendment for Grant Funds for Fire Prevention & Education Project.

Presenter: Douglas Hutchison, Fire Chief.

Motion by Vice Chair Cherry, Seconded by Director Bazzani to approve the Budget Amendment in the amount of $3,374.00 for Fund 91521400.54100.18158 – Supplies for California Foundation Grant: Fire Prevention & Education Project. as submitted. Motion **carried** by the following roll call votes: AYES: Bazzani, Cherry, Graham, and Haas; NOES: None; ABSTAIN: None; ABSENT: Bushby.

13. ADJOURNMENT

Motion was unanimous by all Board Members present.

There being no further business to come before the Board the meeting was adjourned at 6:25 p.m.

_____

David Haas, President

_____

Stephanie Abba, Clerk of the Board

DRAFT

AGENDA SUMMARY REPORT

SUBJECT: Discussion and Possible Adoption of Updated Fees for Fire Inspections and Plan Checks

DEPARTMENT: Fire **PREPARED BY:**

ATTACHMENTS:

1. UVFD Prevention Fee Increase 2019
2. Copy of Draft of Proposed Fee Schedule 2019 - 2020 October 2019

Summary:A discussion and possible action should be taken regarding the actual cost of services provided by the Prevention Office specifically the Fire Marshal for services or tasks currently provided. The effort with this request is to recover the actual costs of services provided by the Prevention Office / Fire Marshal.

Background: The fees for Plan Checks and other Prevention Services have not been raised since they were first adopted many years ago. These same fees are also being proposed to the City Council for adoption.

Discussion: The current fees do not reflect the fully encumbered rate of the position, and therefore do not provide for anywhere close to cost recovery for the services. The encumbered rate is all cost associated with a position to include all administrative cost and in the case of the Fire Marshal this shall include use of a vehicle. It is now time to discuss a proposed increase of the fully loaded rate of the Prevention Office / Fire Marshal as we move into the future.

If fees don't keep up the District is essentially "gifting public funds". Along with fee increases, the Prevention Office / Fire Marshall is also suggesting increasing the various categories that the Prevention Office / Fire Marshal are currently accomplishing, some currently without necessary fees. The category list is not inclusive of some new or existing tasks. (see attachment)

It is suggested that the new fire fee rate be increased to $180.00 per hour based upon the fully encumbered cost of the position. This is a significant increase however it has been noted thorough research of similar sized fire departments providing the same services that such an increase is within industry standards. It should also be noted that this increase in not intended to "make money" but to

adequately cover the costs of the position and services rendered. It must be understood that this position also has other none Prevention responsibilities associated with the Fire Department.

The increase in categories is needed as some request for services currently being received are not listed on the current list such as State Fire Marshal mandates such as Hotels, Motels and Schools. It should also be noted that some items due to their complexity and size some projects may need to be sent to a third party engineer for adequate evaluation and follow up comments or corrections. Costco is a perfect example of such a third party engineer requirement. Relatively new industries such as the ever growing marijuana industry may need such third party engineering, especially if level 2 or volatile extraction becomes allowable within our city.

Increasing fees is never comfortable for anyone and if approved will require a significant amount of public education as some of our local businesses may be affected.

Recommended Action:

BUDGET AMENDMENT REQUIRED:

CURRENT BUDGET AMOUNT:

PROPOSED BUDGET AMOUNT:

FINANCING SOURCE:

PREVIOUS CONTRACT/PURCHASE ORDER NO.:

COORDINATED WITH: Kevin Jennings, Division Chief/Fire Marshal

Attachment 1

ITEM NO.: Agenda Item 7a

MEETING DATE: December 10th, 2019

AGENDA SUMMARY REPORT

SUBJECT: Adjust Prevention Office Fire Fees to reflect actual encumbered cost, and increase list of categories to reflect actual items or tasks completed by the Prevention Office.

Summary: A discussion and possible action should be taken regarding the actual cost of services provided by the Prevention Office specifically the Fire Marshal for services or tasks currently provided. The effort with this request is to recover the actual costs of services provided by the Prevention Office / Fire Marshal.

Background: The fees for Plan Checks and other Prevention Services have not been raised since they were first adopted many years ago. These same fees are also being proposed to the City Council for adoption.

Discussion: The current fees do not reflect the fully encumbered rate of the position, and therefore do not provide for anywhere close to cost recovery for the services. The encumbered rate is all cost associated with a position to include all administrative cost and in the case of the Fire Marshal this shall include use of a vehicle. It is now time to discuss a proposed increase of the fully loaded rate of the Prevention Office / Fire Marshal as we move into the future.

If fees don't keep up the District is essentially "gifting public funds". Along with fee increases, the Prevention Office / Fire Marshall is also suggesting increasing the various categories that the Prevention Office / Fire Marshal are currently accomplishing, some currently without necessary fees. The category list is not inclusive of some new or existing tasks. (see attachment)

It is suggested that the new fire fee rate be increased to $180.00 per hour based upon the fully encumbered cost of the position. This is a significant increase however it has been noted thorough research of similar sized fire departments providing the same services that such an increase is within industry standards. It should also be noted that this increase in not intended to "make money" but to adequately cover the costs of the position and services rendered. It must be understood that this position also has other none Prevention responsibilities associated with the Fire Department.

RECOMMENDED ACTION(S): Adopt new fees for Prevention Services

ALTERNATIVES:

Citizens advised: N/A
Requested by:
Prepared by/Contact: Doug Hutchison
Coordinated with: Kevin Jennings, Division Chief/Fire Marshal
Presenters:
Attachment:

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

The increase in categories is needed as some request for services currently being received are not listed on the current list such as State Fire Marshal mandates such as Hotels, Motels and Schools. It should also be noted that some items due to their complexity and size some projects may need to be sent to a third party engineer for adequate evaluation and follow up comments or corrections. Costco is a perfect example of such a third party engineer requirement. Relatively new industries such as the ever growing marijuana industry may need such third party engineering, especially if level 2 or volatile extraction becomes allowable within our city.

Increasing fees is never comfortable for anyone and if approved will require a significant amount of public education as some of our local businesses may be affected.

FISCAL IMPACT:				
Budgeted Amount in 19-20 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

	All fees based upon a one (1) hour minimum base rate of $180.00	
1	Minor Subdivision	$180.00
2	Minor Subdivision,	$180.00
	* Plan Review 5 parcels or less	
3	Site Development Permit	$180.00
	* examples; Lovers Lane Subdivision	
	Ken Woods, Lake Mendocion Dr.,	
	lot split, from one into four,	
	Airport Park Blvd. (land and infrustucture)	
4	Residential Plan Review	$180.00
	* Plans only, required fire sprinkler plans & engineering	
	may be a deferred submittal, which shall require an additional	
	fee (see below).	
5	Commercial Plan Review	$180.00
	* $0.10 / sf., plus $175 per hr. for each site inspection / visit,	
	fire service underground, rough in & test of systems, final	
	or any special additional inspectons or approvals.	
	* May require an outside consultant due to complexity or time	
	constraints. Billed at actual cost plus 1 hour of Fire Marshal time.	
6	Commercial Fire Sprinkler Installation (New)	$270.00 plus
	* Open construction, no interior walls	$1.00 per head
	* Common construction	$270.00 plus
	example; Costco	$2.50 per head
	* May require outside consultant due to complexity or time	
	constraints, billed at their rate plus 1 hour of Fire Marshal time.	
	* Site inspections shall be required and carried out by the	
	Fire Marshal, and may require multiple inspections, billed	
	at 1 hour minimum per site inspection / visit.	
7	Commercial NFPA 13 Tenant Improvement	$180.00 plus
	*Tenant improvement to existing system, less than 10 heads.	$1.00 per head
	*Greater than 10 heads	$2.50 per head
8	Commercial and Residential NFPA 13 & 13R	
	*Automatic fire extinguishing systems, less than 100 heads.	$180.00 plus
		$2.50 per head

9	New Fire Sprinkler System	$180.00 /
	* Underground service, plan review, testing.	site visit or insp.
	*May require outside consultant due to complexity or time	
	constraints. Billed at their rate plus 1 hour of Fire Marshal time.	
10	Plan review for Residential Fire Sprinkler System.	$180.00
	* less than 2,000 sf.	
	* greater than 2,000 sf.	$270.00
	* unique features of buildings or systems may require adjustment	
	of fees.	
11	Range Hoods & Other Automatic Extinguishing Systems	$180.00
		per system
12	Fire Alarm Systems, New & Remodel	$180.00 plus
		$1.50 per device
		$4.50 if in conceled
		space.
13	Combustable, Flammable Liquid Storages Tanks	$180.00, 1st tank
		$87.50 each tank after
		1 st tank.
14	Inspections & Tests not previously included	$180.00 hourly / each
15	Inspectons & Tests after hours when available	$180.00 hourly / each
16	Over the counter / Rapid Review	$180.00
18	Alarm Malfunctions, 3 per calander year, "no charge"	$180.00 each after
		first 3 per year.
19	Tents & Membrane Structures greater than 400 sf.	$180.00
		(permit & inspection)
20	Mitagatons Fees	
	*Ukiah Valley Fire District	$0.43 / sf.
	*City of Ukiah, no current mitagation fees,	$0.00
	should be considered, or fees accounted for.	

21	Annual State Fire Marshal Mandates,	
	* R-1, Hotels / Motels	$180.00
	* R-2, Apartments	$180.00
	*E's, Schools	$180.00
	* I's, Institutions	$180.00
21	Non-mandated	
	* Day Cares, small <14	$180.00
	* Day Cares, large, >14	$180.00
	Non-mandated, falls under I's	
	*Residential Care, more than 6 less than 50	$180.00
22	Annual business inspections.	
	* Self inspection with returned documentation no fee to business.	$0.00
	*Inspection by Fire Marshal or on duty shift	$180.00
23	Solar Installations	
	* Roof-top	$180.00
	* Ground Mount	$180.00
24	Investigation Cost Recovery.	Actual hourly rate
	When deemed negligent, or a violation of the law	for FD members involved.
25	Suppression Cost Recovery.	
	When deemed negligent, or a violation of the law	Actual hourly rate
		for FD members and
		apparatus involved
26	Weed Abatement,	**30 day warning,**
	Notifications & Inspections.	**fine to be determined,**
27	Medical Cannabis, **(new category - needs discussion)**	
	* Cultivation	$180.00
	* Distribution	$180.00
	* Manufacture	$180.00
	* Testing / Lab	$180.00

	Plant Extraction							$180.00	
	****Cannabas projects may require third party engineer due to complexity**								
28	Fire Marshal consultation								
	*First hour no charge.								
	*After first hour, or return visit a minimum hourly rate is charged							$180.00 / hr.	
								minimum	

Agenda Item No:7.a.

MEETING DATE/TIME:12/10/2019

AGENDA SUMMARY REPORT

SUBJECT: Consider Adoption of Resolution 2019-06 Regarding Required Inspections in the District.

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

ATTACHMENTS:

1. NEW ASR for District Inspection Reporting Standards 2019
2. Resolution 2019-06- District Inspections

Summary: New mandates issued by the State Fire Marshal require that all Fire Departments or Fire Districts that have occupancies designated either R-1 & R-2, (hotels, motels, apartments) and E, (schools up to the 12th grade) be annually inspected and that the Fire District Board be presented with a report stating the percentage of inspections completed.

Background: The Ukiah Valley Fire District working through the Ukiah Valley Fire Authority Fire Marshal, under the Direction of the Fire Chief, provides occupancy inspections for all specified occupancies within the Fire District boundaries.
The new state mandates required that a report of completion be presented to the Fire District Board on an annual basis. This report shall be presented on a calendar year basis. The current calendar years ends December 31st, 2019.

Discussion: The current occupancy inspections have been completed for the current calendar year, 2019. Numbers for each required occupancy inspection is included in the report and indicates 100% completion. It is recommended that the Ukiah Valley Fire District approve and accept this report and attached resolution.

Recommended Action: Adopt Resolution 2019-06

BUDGET AMENDMENT REQUIRED:
CURRENT BUDGET AMOUNT:
PROPOSED BUDGET AMOUNT:
FINANCING SOURCE:

PREVIOUS CONTRACT/PURCHASE ORDER NO.:

COORDINATED WITH:

MEETING DATE/TIME: December 10th, 2019

STAFF REPORT

SUBJECT: DISCUSSION AND INTRODUCTION OF RESOLUTION FOR NEW OCCUPANCY REPORTING STATNDARDS AS REQUIRED BY THE CALIFORNIA STATE FIRE MARSHAL.

RECOMMENDED ACTION: Discuss the new mandated reporting of all R (residential occupancies), and all E (educational occupancies) within the Ukiah Valley Fire District, and present a resolution to the Fire District Board regarding the percentage of completions of listed occupancies. Discussion shall include new Resolution for reporting of this inspection process reporting.

Summary: New mandates issued by the State Fire Marshal require that all Fire Departments or Fire Districts having occupancies designated either R-1 & R-2, (hotels, motels, apartments) and E, (schools up the 12th grade) be annually inspected and that the Fire District Board be presented with a report stating the percentage of inspections completed.

Background: The Ukiah Valley Fire District working through the Ukiah Valley Fire Authority Fire Marshal, under the Direction of the Fire Chief, provides occupancy inspections for all specified occupancies within the Fire District boundaries.

The new state mandates required that a report of completion be presented to the Fire District Board on an annual basis. This report shall be presented on a calendar year basis. The current Calendar years ends December 31st, 2019.

Discussion: The current occupancy inspections have been completed for the current calendar year, 2019. Numbers for each required occupancy inspection is included in the report and indicates 100% completion. It is recommended that the Ukiah Valley Fire District approve and accept this report and attached resolution.

Proposed Budget Amount: N/A

Previous Contract or Purchase Order Numbers: N/A

Coordinated with: Fire Chief Douglas Hutchison, and

RESOLUTION NO. 2019-06

A RESOLUTION OF THE UKIAH VALLEY FIRE DISTRICT REGARDING REQUIRED INSPECTIONS TO THE UNINCORPORATED AREAS AROUND THE CITY OF UKIAH, COUNTY OF MENDOCINO, OF THE UKIAH VALLEY FIRE AUTHORITY,CALIFORNIA ACKNOWLEDGING RECEIPT OF A REPORT MADE BY THE FIRE CHIEF OF THE UKIAH VALLEY FIRE AUTHORITY REGARDING THE INSPECTION OF CERTAIN OCCUPANCIES REQUIRED TO PERFORM ANNUAL INSPECTIONS IN SUCH OCCUPANCIES PURSUANT TO SECTIONS 13146.2 AND 13146.3 OF THE CALIFORNIA HEALTH AND SAFETY CODE.

WHEREAS, California Health & Safety Code Section 13146.4 was added in 2018, and became effective on September 27, 2018; and,

WHEREAS, California Health & Safety Code Sections 13146.2 and 13146.3 requires all fire departments, including the Ukiah Valley Fire Authority, that provide fire protection services to perform annual inspections in every building used as a public or private school, hotel, motel, lodging house, apartment house, and certain residential care facilities for compliance with building standards, as provided and,

WHEREAS, California Health & Safety Code Section 13146.2 requires all fire departments, including the Ukiah Valley Fire Authority, that provide fire protection services to report annually to its administering authority on its compliance with Sections 13146.2 and 13146.3 and,

WHEREAS, the Board of Directors of the Ukiah Valley Fire District intends this Resolution to fulfill the requirements of the California Health & Safety Code regarding acknowledgment of the Ukiah Valley Fire Authority's compliance with California Health

and Sections 13146.2 and 13146.3.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Ukiah Valley Fire District that said Board expressly acknowledges the measure of compliance of the Ukiah Valley Fire Authority with California Health and Safety Code Sections 13146.2 and 13146.3 in the area encompassed by the Ukiah Valley Fire District, as follows:

A. EDUCATIONAL GROUP E OCCUPANCIES:

Educational Group E occupancies are generally those public and private schools, used by more than six persons at any one time for educational purposes through the 12th grade. Within the Ukiah Valley Fire District, there lie 8 Group E occupancies, buildings, structures and/or facilities.

During calendar/fiscal year 2018, the Ukiah Valley Fire Authority completed the annual inspection of 8 Group E occupancies, buildings, structures and/or facilities. This is a compliance rate of 100 % for this reporting period.

Additional items of note regarding this compliance rate can be found in the accompanying staff report for this resolution.

B. RESIDENTIAL GROUP R OCCUPANCIES:

Residential Group R occupancies, for the purposes of this resolution, are generally those occupancies containing sleeping units, and include hotels, motels, apartments (three units or more), etc. as well as other residential occupancies (including a number of residential care facilities). These residential care facilities have a number of different sub-classifications, and they may contain residents or clients that have a range of needs,

including those related to custodial care, mobility impairments, cognitive disabilities, etc. The residents may also be non-ambulatory or bedridden. Within the Ukiah Valley Fire District, there lie 49 Group R (and their associated sub-categories) occupancies of this nature.

During calendar year 2019, the Ukiah Valley Fire Authrity completed the annual inspection of 49 Group R occupancies, buildings, structures and/or facilities. This is a compliance rate of 100 % for this reporting period.

PASSED AND ADOPTED, by the Board of Directors of the Ukiah Valley Fire District, County of Mendocino, State of California, this 10th day of December, 2019 by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

_____

David B. Haas, President

ATTEST:

_____

Douglas Hutchison, Fire Chief

Agenda Item No:7.b.

MEETING DATE/TIME:12/10/2019

AGENDA SUMMARY REPORT

SUBJECT: Annual Organizational Meeting to Elect Board Officers for 2020

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

ATTACHMENTS:

1. Board Elections for 2020

Summary: Policy 1006: Board Meetings

Background: Board Policy 1006.30- Annual Organization Meeting states: As the last order of business at the December meeting, the President will preside over the election of Board Officers. The Board shall select one of its members as President, one as Vice President, and one as Secretary. The newly selected President shall appoint members to serve on the Fire Executive Committee

Discussion: The Board shall discuss and elect a new President, Vice President, and Secretary/Treasurer for the next calendar year. The new President shall appoint members to serve on the Fire Executive Committee as necessary.

Recommended Action: Elect President, Vice President, and Secretary/Treasurer for the year 2020, and appoint members to the Fire Executive Committee as necessary.
BUDGET AMENDMENT REQUIRED: CURRENT BUDGET AMOUNT: PROPOSED BUDGET AMOUNT: FINANCING SOURCE: PREVIOUS CONTRACT/PURCHASE ORDER NO.: COORDINATED WITH: Doug Hutchison, Fire Chief

Attachment 1

ITEM NO.: Agenda Item 7b

MEETING DATE: December 10th, 2019

AGENDA SUMMARY REPORT

SUBJECT: Annual Organization Meeting: Election of Board Officers for 2020

Summary: Policy 1006: Board Meetings

Background: Board Policy 1006.30- Annual Organization Meeting states: As the last order of business at the December meeting, the President will preside over the election of Board Officers. The Board shall select one of its members as President, one as Vice President, and one as Secretary. The newly selected President shall appoint members to serve on the Fire Executive Committee.

Discussion: The Board shall discuss and elect a new President, Vice President, and Secretary/Treasurer for the next calendar year. The new President shall appoint members to serve on the Fire Executive Committee as necessary.

FISCAL IMPACT:				
Budgeted Amount in 19-20 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): Elect new President, Vice President, and Secretary/Treasurer, and appoint a member to the Fire Executive Committee

ALTERNATIVES:

Citizens advised: N/A
Requested by: UVFD Board
Prepared by/Contact: Doug Hutchison
Coordinated with:
Presenters: Doug Hutchison, Fire Chief
Attachment:

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

DOUG HUTCHISON
FIRE CHIEF

Ukiah Valley Fire District
1500 South State Street
Ukiah, California 95482-6709
PHONE (707) 462-7921
FAX (707) 462-2938
E-MAIL uvfd@sonic.net

December 2, 2019

Loss Prevention Staff,

The Ukiah Valley Fire Authority intends to apply for the Golden State Risk Management Accreditation Program (RMAP) this year.

Our Administrative Secretary, Stephanie Abba, has some health challenges that are making her attendance at work intermittent. I would propose an early January date for our loss experience meeting. January 7th would work for all of us involved in this process.

Feel free to contact me at (707) 462-7921 if you have questions or concerns regarding this matter.

Jeff Adair
Division Chief
Training Officer

GOLDEN STATE RISK MANAGEMENT AUTHORITY (GSRMA)
Risk Management Accreditation Program (RMAP) 2019-2020

GSRMA member agencies can earn an award of up to 10% of their current year's contribution, subject to a maximum of $50,000 per member agency, per year for a score less than 10%, and a maximum of $75,000 per member agency per year, when the 10% maximum score is achieved.

Members must apply each year to qualify. This application covers the time period from March 1, 2019 – February 29, 2020.

TO APPLY:

Members wishing to apply for the RMAP must submit a Letter of Intent to GSRMA's Loss Prevention Staff no later than the first Monday in December each year. **Letters of Intent will not be accepted after the first Monday in December.** Upon receipt of the Letter of Intent, GSRMA staff will confirm the meeting to review the agency or industry loss history and/or exposures. This meeting/review must be conducted with those in a safety leadership role in order to earn the points on the self-scored RMAP application. The attached application must be completed and submitted to GSRMA's Loss Prevention Staff by the first Monday in March each year. **Applications will not be accepted after the close of business the first Monday in March.** During the review of the applications, GSRMA Loss Prevention Staff will request supplemental documentation from applicants to validate the applications. **Failure to provide this documentation by the date requested will disqualify the member from consideration of an award under the RMAP for that year.**

Loss Prevention staff shall present all qualified applications to GSRMA Board of Directors no later than their May board meeting for approval. For budgeting purposes, those agencies receiving awards will be notified prior to July 1st. To receive distributions, the agency must be a member in good standing as of July 1 of the 2020/2021 coverage year.

The credit earned is based on a points system. 100 points are needed to be awarded the maximum credit. The following formula shall be used in determining the total credit awarded. (**NOTE:** Member agency must score a minimum of 60 points to qualify for an award.)

60 to 69	1%
70 to 79	4%
80 to 89	5%
90 to 99	7%
100	10%

GSRMA encourages members to use the awarded funds to maintain and/or enhance their loss prevention efforts. Members who achieve 100 points or more will be granted accreditation status. As an additional incentive to achieve accreditation, a random drawing will be conducted to select one accredited member to receive complimentary attendance for up to two attendees to attend the upcoming Public Agency Risk Management Association (PARMA) conference.

Special Note: Agencies are encouraged to submit the self-evaluation regardless of accumulated points.

Risk Management Accreditation Program (RMAP)
Self-Evaluation / Application

Member Agency: _____

Contact Person: _____

Contact Phone / E-Mail: _____

Contact Mailing Address: _____

District Physical Address: _____

POINTS EARNED		GSRMA Use
Administrative Points Earned		
Claims Points Earned		
Safety/Loss Prevention Points Earned		
TOTAL POINTS		

Loss Experience Meeting Yes / No Date_____

ADMINISTRATIVE SECTION

REQUIREMENTS	*POINTS CLAIMED / POINTS POSSIBLE*	*GSRMA USE ONLY POINTS VERIFIED / AREAS FOR IMPROVEMENT*
Personnel Policy:		
Develop, adopt, implement and maintain a District personnel policy manual that complies with all Federal, State and local regulations.	/ 3	
Compliant AB 1825 Harassment Policy effective on or after January 1, 2018.	/ 3	
Compliant federal and state labor law posters, include photo documentation for full credit.	/2	
Board Policies		
Develop, adopt, implement and maintain the District's Board Policy Manual, to include the following: District Bylaws, Conflict of Interest Policy and meeting schedule.	/ 3	
Board has adopted policies and procedures for purchasing, contracts, competitive bidding process, compliance with the California Public Records Act and Ethics training as required by AB 1234.	/ 3	

Board Operations		
District is in compliance with Senate Bill 929, which requires special districts in California maintain a website.	/ 4	
District prepares, approves and submits an annual budget and submits to an audit, at least as often as every two years.	/ 2	
District has a fraud prevention system in place regarding financial matters that is reviewed and approved by an independent auditor.	/ 3	
Appointments and re-appointments are tracked, scheduled and acted upon in accordance with appointing authority or election process.	/ 2	
Board has adopted rules for the proper/orderly proceeding of their meetings (for example Robert's Rules of Order or Rosenberg's Rules of Order.	/ 3	
Training		
All Board Members are compliant with mandated training **and** attend at least one additional training pertaining to the operations of their agency.	/ 4	
All management, supervisors and staff with safety responsibility participate in at least 2 hours of leadership development or management training.	/ 4	
Contracting		
District has written contracts with vendors, contractors and subcontracts and has a board adopted policy requiring insurance in contracts and agreements. Submit sample of contract template for full credit.	/ 3	
District has a written policy regarding the duties and responsibilities of vendors and volunteers that operate or provide services on agency grounds.	/ 3	
Administrative Points Earned	**/ 42**	

CLAIMS SECTION

REQUIREMENTS	*POINTS CLAIMED / POINTS POSSIBLE*	*GSRMA Use Only Points Verified / Areas for Improvement*
General Liability:		
Have a written process regarding third party claims against the district that is in compliance with the CA Tort Claims Act.	/ 3	
Return to Work:		
Implement a Return to Work Program that includes a provision for enacting the interactive process.(A redacted copy of the interactive process or blank forms can be provided.)	/ 4	
Claims Reporting:		
District adheres to rules and regulations regarding claims reporting (timely notification) and reports changes in exposures per GSRMA JPA Agreement.	/ 2	
Claims Points Earned	**/ 9**	

SAFETY / LOSS PREVENTION SECTION

REQUIREMENTS	*POINTS CLAIMED / POINTS POSSIBLE*	*GSRMA Use Only Points Verified / Areas for Improvement*
Injury and Illness Prevention Program (IIPP):		
IIPP meets all Cal-OSHA requirements	/ 4	
IIPP reviewed annually by all staff and documentation maintained of same. Print the name and title of the staff person responsible for development and maintenance of the IIPP: _____	/ 4	
Include safety compliance as a part of employees' annual performance evaluations.	/ 2	
Emergency Action Plan (EAP)		
Written Emergency Action Plan meets all Cal-OSHA requirements. Print the name and title of the staff person responsible for development and maintenance of the EAP:_____	/ 4	

Safety Meetings		
Regular safety meetings as required by Cal- OSHA to communicate safety expectations in a manner understandable to all employees. Provide a minimum of six hours training and instruction on job specific safety and health practices. This should include online training such as Target Solutions. Proper documentation of meetings and all employee trainings must be maintained by the agency and be available for inspection.	/ 5	
Compliance with Employee-Level Harassment Training requirements (SB 1343).	/4	
Accidents/Incidents		
Have a written policy regarding the requirement to conduct accident investigations, including near misses, and maintain documentation of same.	/ 3	
Develop, utilize and maintain a board-adopted incident report form.	/ 2	
Safety Committee		
Establish a Safety Committee and have regular meetings. Safety Committee regularly reviews near miss reports and accident investigations and provides recommendations to reduce reoccurrence.	/ 7	
Motor Vehicles		
District has written policies and procedures regarding the use of motor vehicles that must address: remedial training for employees involved in accidents, valid/unrestricted driver's license, driver qualifications, orientation process, drivers safety training, personal/business use including personal policy insurance requirements, cell phone usage, maintenance schedules, inspection procedures and accident / incident reporting procedures.	/ 5	
Loss Exposure Experience Plan (LEEP)		
Annually develop a comprehensive written plan to address and mitigate substantial factors contributing to loss experience or exposures and to reduce potential hazards. See attached examples for further explanation.	/ 5	