



UKIAH VALLEY FIRE DISTRICT REGULAR MEETING AGENDA

(to be held both at the physical and virtual locations below)

Ukiah Conference Center ♦ 200 South School Street ♦ Ukiah ♦ CA ♦ 95482

To participate, go to the following link: <https://zoom.us/j/97717635120>

To view the meeting (without participating), go to: <http://www.cityofukiah.com/meetings/>

**October 11, 2022
6:30 PM**

1. CALL TO ORDER

2. ROLL CALL AND PLEDGE OF ALLEGIANCE

3. ANNOUNCEMENTS

4. PUBLIC COMMENT ON NON-AGENDA ITEMS

If you wish to speak on a matter that is not on this agenda that is within the subject matter jurisdiction of the Ukiah Valley Fire District Board, 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.

5. APPROVAL OF MINUTES

5.a. Approval of the Minutes of August 9, 2022, a Regular Meeting

Recommended Action: Approve the Minutes of August 9, 2022, a Regular Meeting

Attachments:

1. August 9, 2022, UVFD Meeting Minutes-Draft

6. NEW BUSINESS - DISCUSSION/ACTION

6.a. Discuss and Vote to either Hold a Special Election or Appoint new Members to the Board of Directors to fill two vacancies.

Recommended Action: Approve to Interview and Appoint new members to the Board of Directors

Attachments:

1. October 3, 2022, Jenifer Bazzani Letter of Resignation

7. UNFINISHED BUSINESS - DISCUSSION/ACTION

8. COMMUNICATIONS RECEIVED AND FILED - INFORMATION

- 8.a. County of Mendocino; Katrina Bartolomie; Assessor-County Clerk-Recorder Registrar of Voters; 501 Low Gap Rd. RM 1020; Ukiah, CA 95482; September 20, 2022; Regarding November 8, 2022 Statewide General Election.

Recommended Action: None

Attachments:

1. Letter from Registrar of Voters regarding November 8, 2022 Statewide General Election

- 8.b. GSRMA; Scott Schimke, ARM; elections@gsrma.org; October 3, 2022, Selection of Fire District Representative for GSRMA Board of Directors.

Recommended Action: None

Attachments:

1. Notification of Selection of Fire District Representative for GSRMA Board of Directors

9. DIRECTOR'S REPORT

10. CHIEFS REPORTS

11. CLOSED SESSION

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

12. 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 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 location: Ukiah Valley Fire District Office - 1500 South State Street; Ukiah, California; and online not less than 72 hours prior to the meeting set forth on this agenda.

Stephanie Abba, Clerk of the Board
Dated: October 6, 2022



UKIAH VALLEY FIRE DISTRICT BOARD OF DIRECTORS
JENIFER BAZZANI – PETER BUSHBY – ROBERT BANKS – MICHAEL GRAHAM – DAVID B. HAAS

REGULAR MEETING MINUTES

Ukiah Conference Center 200 South School St. Ukiah, CA 95482
August 8, 2022
6:30 P.M.

1. **CALL TO ORDER**

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

The Ukiah Valley Fire District Board of Directors met on August 9, 2022, having been legally noticed on August 3, 2022. President Haas called the meeting to order at 6:35 P.M. with the following **Directors Present:** Peter Bushby, Michael Graham, and David Haas; **Directors Absent:** Jenifer Bazzani and Bobby Banks **Staff Present:** Douglas Hutchison, Fire Chief, Eric Singleton, Battalion Chief; and Stephanie Abba, Clerk of the Board.

The Pledge of Allegiance was recited.

3. **ANNOUNCEMENTS**

No announcements were given.

4. **PUBLIC COMMENT ON NON-AGENDA ITEMS**

No public comment was received.

5. **APPROVAL OF MINUTES**

a. **Approval of Minutes June 14, 2022, a Regular Meeting**

Motion/Second: Bushby/Graham to approve the Minutes of June 14, 2022, a Regular Meeting as submitted. Motion **carried** by the following votes: AYES: Bushby, Graham, and Haas; NOES: None; ABSTAIN: None; ABSENT: Bazzani and Banks.

6. **CONSENT CALENDAR**

No items on the Consent Calendar

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

a. **Approval of Updating the Savings Bank Account for the Employee's Association by Removing all the Previous Association Members who are no longer with the Fire Department and Adding Ryan Nelson as the Legal Entity Responsible for Maintaining the Account and as an Authorized Signer.**

Presenter: Doug Hutchison, Fire Chief

Motion/Second: Bushby/Graham to Update the Savings Bank Account for the Employee's Association by Removing all the Previous Association Members who are no longer with the Fire Department and Adding Ryan Nelson as the Legal Entity Responsible for Maintaining

the Account and as an Authorized Signer. Motion **carried** by the following votes: AYES: Bushby, Graham, and Haas; NOES: None; ABSTAIN: None; ABSENT: Bazzani and Banks.

8. UNFINISHED BUSINESS – DISCUSSION/ACTION

a. Consideration and Possible Adoption of the Fiscal Year 2022-2023 Fire Authority Budget.

Presenter: Doug Hutchison, Fire Chief

Motion/Second: Bushby/Graham to Adopt the Fiscal Year 2022-2023 Fire Authority Budget. Motion **carried** by the following votes: AYES: Bushby, Graham, and Haas; NOES: None; ABSTAIN: None; ABSENT: Bazzani and Banks.

9. COMMUNICATIONS RECEIVED AND FILED - INFORMATION

No communications were received

10. DIRECTOR'S REPORT for FEC AND LAFCO

Reports received

11. CHIEF'S AND VOLUNTEERS REPORT - INFORMATION

*Chief's Report Received
No Volunteer Report was given*

12. CLOSED SESSION

No closed session was held.

13. ADJOURNMENT

There being no further business, the meeting was adjourned at 6:57 P.M.

David B. Haas, President

Stephanie Abba, Clerk of the Board



AGENDA SUMMARY REPORT

SUBJECT: Discuss and Vote to either Hold a Special Election or Appoint new Members to the Board of Directors to fill two vacancies.

DEPARTMENT: Fire

PREPARED BY: Stephanie Abba, Administrative Secretary

PRESENTER: _____

ATTACHMENTS:

1. October 3, 2022, Jenifer Bazzani Letter of Resignation

Summary: The Ukiah Valley Fire District Board of Directors will discuss and vote on whether they want to have a Special Election to fill vacancies or to interview and appoint new members to the Board of Directors.

Background: Jenifer Bazzani has resigned from the Ukiah Valley District Board of Directors effective October 3, 2022. As of November 30, 2022, Robert Banks will no longer serve on the Board of Directors. This will leave two open positions.

Discussion: The Ukiah Valley Fire District Board of Directors will discuss whether they should have a Special Election to fill the vacancies on the Board of Directors or vote to appoint new members to the board.

Recommended Action: Approve to Interview and Appoint new members to the Board of Directors

BUDGET AMENDMENT REQUIRED: None

CURRENT BUDGET AMOUNT: _____

PROPOSED BUDGET AMOUNT: _____

FINANCING SOURCE: _____

PREVIOUS CONTRACT/PURCHASE ORDER NO.: _____

COORDINATED WITH: _____

Approved: _____

Doug Hutchison, Fire Chief

October 03, 2022

Jenifer Bazzani
4865 Trenton St
Oakley, California 94561

Ukiah Valley Fire District
1500 S State Street
Ukiah, California 95482

RE: Resignation

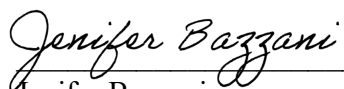
To The Ukiah Valley Fire District and its Directors and Officers,

With this letter, I hereby submit my resignation as a Director of The Ukiah Valley Fire District effective as of October 03, 2022.

I am no longer residing in Ukiah, CA.

I am thankful for the opportunity to serve as Director of Ukiah Valley Fire District for the past 5 years, and I offer my best wishes for its continued success.

Sincerely,


Jenifer Bazzani

CC:
Chief Doug Hutchison
President David Haas

KATRINA BARTOLOMIE
ASSESSOR
COUNTY CLERK-RECORDER
REGISTRAR OF VOTERS
COMMISSIONER OF
CIVIL MARRIAGES

COUNTY OF MENDOCINO

OFFICE OF ASSESSOR-COUNTY CLERK-RECORDER
501 LOW GAP ROAD, RM. 1020
UKIAH, CALIFORNIA 95482
E-MAIL: acr@co.mendocino.ca.us

TONYA MOUNTS
ASSISTANT ASSESSOR
(707) 234-6800
ASSESSOR FAX: (707) 463-6597

AMANDA WOLTER
ASSISTANT REGISTRAR OF VOTERS
ASSISTANT CLERK RECORDER
(707) 234-6819

Business Property (707) 234-0815
County Clerk (707) 234-6822
Recorder: (707) 234-6823
CLERK-RECORDER FAX: (707) 463-4257

September 20, 2022

Dear District Secretary / Manager:

RE: November 8, 2022 Statewide General Election

The enclosed is a copy of your district's certificate to the Board of Supervisors requesting appointment in lieu of election for those candidates who completed their declaration of candidacy paperwork. The item is scheduled to be on the Mendocino County Board of Supervisors (BOS) agenda as a Consent Item on October 4, 2022.

Because the number of candidates who filed their declaration of candidacy paperwork did not exceed the number of offices to be filled, your district will not go to election, but the BOS will appoint those who completed their declaration of candidacy paperwork in lieu of election.

For positions where no one filed declaration of candidacy paperwork, the BOS is authorized to appoint any interested electors residing within the boundaries of your district. Those interested in serving on your board should write a letter of interest addressed to the Mendocino County Board of Supervisors, 501 Low Gap Rd., Rm 1010, Ukiah, CA 95482, requesting appointment to your board. Appointments should be made by Election Day, so please encourage individuals to write to the BOS as quickly as possible.

Certificates of Appointment & Oath will be sent out to your candidates by the Clerk of the Board after the meeting date mentioned above. The Oaths will be mailed to the addresses listed on the certificate. Instructions will accompany the oaths.

If you have any questions you can call us at 707 234-6819.

Sincerely,



Katrina Bartolomie
Assessor, County Clerk, Recorder

enclosure

**CERTIFICATE
(SECTION 10515 ELECTION CODE)**

**TO THE HONORABLE BOARD OF SUPERVISORS
COUNTY OF MENDOCINO**

I, **KATRINA BARTOLOMIE, ASSESSOR-COUNTY CLERK-RECORDER**, do hereby certify that at 5:00 p.m. on **AUGUST 17, 2022** the number of nominees did not exceed the number of offices to be filled and that no petition requesting a special election in the **UKIAH VALLEY FIRE PROTECTION DISTRICT** was filed with the County Clerk.

NOW THEREFORE, pursuant to Election Code 10515 (a), the following persons have filed their declaration of candidacy papers and are required to be appointed prior to **NOVEMBER 8, 2022** to the terms as shown:

Term to begin December 2, 2022 at noon and end the first Friday in December of 2026.

Michael Graham 2250 Boonville Rd., Ukiah 95482 391-7392

The Board of Supervisors can make additional appointments in lieu of election for electors residing within the boundaries of the above districts to fill positions to the terms beginning and ending as follows:

- ☒ 1 elector residing within the boundaries of the above district to serve the term beginning December 2, 2022 and end the first Friday in December 2026.

WITNESS MY HAND AND OFFICIAL SEAL THIS 20th DAY OF September, 2022.

(SEAL)



KATRINA BARTOLOMIE, County Clerk
in and for the County of Mendocino
State of California

cc: District Secretary

October 3, 2022

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

Dear Sir or Madam,

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

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

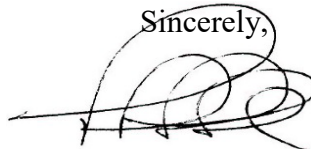
The length of term for the GSRMA board position is 2 years. This specific term runs from July 1, 2023 through June 30, 2025. GSRMA board meetings are bi-monthly starting in July (6 meetings per year). Meetings are held in the GSRMA board room in Willows, CA, from 6-8 pm on the second Wednesday of each meeting month. We do have capability for virtual participation as well if a board member is unable to attend a meeting in-person or if social distancing requirements are still in effect.

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

The deadline for nominations is end of business on December 19, 2022. The election will take place February 1, 2023 through April 14, 2023. If your district is selected, your governing board will be asked to appoint one of its members to serve on the GSRMA board.

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

Sincerely,



Scott Schimke, ARM
Risk Manager

Golden State Risk Management Authority (GSRMA)
Governing Board Member Election Timeline
Effective for July 1, 2023 vacancies

The July 1, 2023, vacancies for the Board include representatives for Fire and Special Districts.

The timeline for these elections are as follows:

Approval of the 7/1/2022-23 Board Member Election Timeline.

Nominations will be open October 3, 2022, through December 19, 2022.

- Send nomination invite to appropriate member agencies by October 3, 2022.
- Send deadline reminder by November 30, 2022.
- Nominations must be received in the GSRMA office by end of business December 19, 2022.

Approve nominees/ballot at the January 11, 2023, board meeting.

Election conducted February 1, 2023 – April 14, 2023.

- Distribute primary contact information for each peer district to candidate districts by January 13, 2023.
- Distribute election ballots by February 1, 2023.
- Send deadline reminders by March 31, 2023.
- Ballots must be received in the GSRMA office by end of business April 14, 2023.

Election results will be presented to the Board at their May 10, 2023, meeting. At this meeting the Board will:

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

Elected districts will provide their appointment prior to the July 12, 2023, Board meeting.