



UKIAH VALLEY FIRE DISTRICT

AGENDA

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

Ukiah Conference Center ♦ Backdoor Entrance on S. Oak St. ♦ 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/>

**November 29, 2022
6:00 PM**

1. **CALL TO ORDER**

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

3. **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.

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

- 4.a. Consideration of Options to Fill Two (2) Vacancies on the Board of Directors
Recommended Action: To Appoint Two New People to the Board of Directors.

Attachments:

1. Mark Hilliker- letter of interest to serve on board
2. Kevin Jennings- letter of interest to serve on board
3. Verification to Serve on the Board for Mendocino County Elections Office

5. **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; and 200 South School St. Ukiah, California; and online, not less than 24 hours prior to the meeting set forth on this agenda. To view the meeting, click on the name of the meeting at: www.cityofukiah.com/meetings.

Stephanie Abba, Clerk of the Board
Dated: 11/22/2022



AGENDA SUMMARY REPORT

SUBJECT: Consideration of Options to Fill Two (2) Vacancies on the Board of Directors

DEPARTMENT: Fire

PREPARED BY: Stephanie Abba, Administrative Secretary

PRESENTER: Doug Hutchison, Fire Chief

ATTACHMENTS:

1. Mark Hilliker- letter of interest to serve on board
2. Kevin Jennings- letter of interest to serve on board
3. Verification to Serve on the Board for Mendocino County Elections Office

Summary: The Board will consider whether to appoint someone or call for a Special Election, to fill two (2) vacancies on the Board of Directors.

Background: On Oct 3, 2022, Director Bazzani resigned, and November 30, 2022, was Director Banks' last day on the Board. Per the Fire District Law of 1987, any vacancies of elected members of the governing board are to be filled in accordance with Government Code Section 1780.

Government Code Section 1780 states that the Board of Directors may fill a vacancy by either A) appointing someone within sixty (60) days of the date they were notified or the date the vacancy becomes effective, whichever is later, and 15 days after Posting an Open Vacancy or B) call for an election to fill the vacancy.

Due to the 15th day landing on Thanksgiving and the holiday time, the 29th is the soonest the Board could hold the meeting.

The Ukiah Valley Fire District Board received two Letters of Interest for the vacancies on the board.

Discussion: Review the letters, and appoint the two new members to the Board of Directors.

Recommended Action: To Appoint Two New People to the Board of Directors.

BUDGET AMENDMENT REQUIRED:

CURRENT BUDGET AMOUNT:

PROPOSED BUDGET AMOUNT:

FINANCING SOURCE:

PREVIOUS CONTRACT/PURCHASE ORDER NO.:

COORDINATED WITH:

Approved:

Doug Hutchison, Fire Chief

Ukiah Valley Fire District Board Members

October 27, 2022

Dear Board Members,

I am interested in serving on the Ukiah Valley Fire District Board. I have many years of experience with the Fire Department. I worked for the Ukiah City Fire Department. I was a FF, Engineer, Captain, and Acting Battalion Chief from 1968 to 2007. I served as a Volunteer for the District from 2007 – 2017.

I served on the Measure A State Oversight Committee for funding for schools. I served as the County Safety Officer for the County for 10 years and created my own budget for this position.

I currently serve on the Planning Commission for the City, and I have served on the Commission since 2014.

I look forward to discussing why I would like to serve on the Board and my qualifications with you.

Best Regards,

A handwritten signature in blue ink, appearing to read "Mark Hillker", with a stylized, flowing script.

Mark Hillker

Ukiah Valley Fire District, Board of Directors

Re: Interest in open Board position.

Dave Haas, President, and fellow Directors.

I am very interested in one of the two currently available board positions. I bring significant experience within our local fire service, both with the City of Ukiah and the Ukiah Valley Fire Authority. Beginning in December of 1982, I spent twenty-two years as a Volunteer with the Ukiah Fire Department, holding positions of Firefighter, Apparatus Engineer, Captain and Battalion Chief. During that time, I helped develop standards for various aspects within the Volunteer agency. For example, as Volunteer Coordinator, I created setting uniform standards, and initiated and maintained the volunteer stipend program.

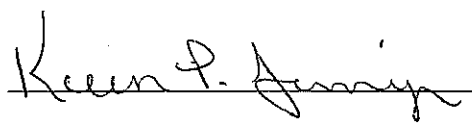
In November of 2005, after competitively testing for the paid position of Operations Battalion Chief, I was successfully hired to the position. Several functions that I oversaw during this time were: OES liaison, County Fire Chief representative, and also managed several testing assignments to help fill staff shortages. Within the next two years, due to chief officer turnover, I was assigned to the position of Prevention Officer and promoted to the rank of Division Chief. Thus starting my tenure as Fire Marshal from which I retired in December of 2019.

While in my early years in the fire service I worked in the construction industry, specifically residential building construction. I successfully tested for my General Contractors License "B" in January of 1989, which is still active, holding my license with no complaints lodged for 34 years. I did have a business for a short time, called Construction Skills Unlimited. But some construction related openings made it easier to work for others. One such opportunity was working as the Construction Manager for Rural Communities Housing Development Corporation. I was responsible for organizing the building of 300 single family homes constructed in Lake, Mendocino, and Humboldt Counties. During this 11 year time frame, I maintained my active volunteer participation with the Ukiah Fire Department.

During my paid time with the both fire agencies, and later as the Ukiah Valley Fire Authority I taught at Mendocino Community College teaching Building Construction for the fire service. I kept this up for roughly 11 years in the evenings. Many of my former students are now currently employed with various fire agencies, including the Ukiah Valley Fire Authority.

Being a lifelong resident of Ukiah, and combining my experiences both in the public and private sectors gives me a good understanding of the fire service needs within our community and fire department. These experiences include working for several fire chiefs throughout my career, thus helping me better understand personalities and different leadership methods and mentoring. I feel that the mission of the Board of Directors is to assure our public that we are providing the best possible multi-mission service in an efficient manner, and to not interfere with the fire chief in the day-to-day operations of the fire service. Monitoring accountability and communications are two of the many critical components of the Board of Directors.

It would be an honor and privilege to serve on the Board of Directors for the Ukiah Valley Fire Authority.

A handwritten signature in black ink, reading "Kevin P. Jennings". The signature is fluid and cursive, with a horizontal line drawn across the bottom of the name.

Kevin P. Jennings



UKIAH VALLEY FIRE DISTRICT
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November 29, 2022

VERIFICATION OF ELIGIBILITY

Applicants for the Board of Directors for Ukiah Valley Fire District

Please fill in your Legal Name and Physical Address for verification of eligibility to serve on the Board of Directors for the Ukiah Valley Fire District.

Full Legal Name: _____

Physical Address: _____

Registered to Vote: _____

Signature: _____

You will be required to fill out a Form 700 upon Election or Appointment and bring it to the Elections Office at the County of Mendocino; 501 Low Gap Rd. Room 1020; Ukiah, CA 95482.

BOARD OF DIRECTORS
Pete Bushby ♦ Michael Graham ♦ David B. Haas