

Ukiah Valley Fire Authority Fire Executive Committee Special Meeting AGENDA

(to be held both at the Physical and Virtual locations below)

Civic Center Council Chamber ♦ 300 Seminary Avenue ♦ Ukiah, CA 95482

To participate virtually, go to the following link: <https://zoom.us/j/92044541021>
To view the meeting (without participating), go to: <http://www.cityofukiah.com/meetings/>

Or you can call in using your telephone only:

- Toll-free 1-669-444-9171
- Enter the Access Code: 920 4454 1021
- Raise hand: enter *9
- To Speak after being recognized: enter *6 to unmute yourself

January 9, 2024 - 5:00 PM

1. **CALL TO ORDER AND ROLL CALL**

2. **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 May 9, 2023, a Special Meeting

Recommended Action: Approve the Minutes of May 9, 2023, a Special Meeting

Attachments:

1. May 9, 2023 Special Meeting Minutes

5.b. Approval of the Minutes of June 13, 2023, a Special Meeting

Recommended Action: Approve the Minutes of June 13, 2023, a Special Meeting

Attachments:

1. June 13, 2023, Special Meeting Minutes

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

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

7.a. 2024 UVFD-UVFA Proposed New Governance Meeting Schedule

Recommended Action: Discuss and Approve the Proposed New Governance Meeting Schedule to meet four meetings a year and adopt the corresponding resolution, or make no changes to the schedule and continue to meet six times a year.

Attachments:

1. 2023 UVFD-UVFA Current Governance Meeting Schedule
2. 2024 UVFD-UVFA Proposed New Governance Meeting Schedule
3. 2024-01 Resolution FEC Establishing Regular Meeting Dates

8. CHIEFS REPORTS

9. ADJOURNMENT

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

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted at the following locations: Ukiah Valley Fire District Office - 1500 South State Street; Ukiah Civic Center - 300 Seminary Ave.. Ukiah, California, not less than 24 hours prior to the meeting set forth on this agenda.

Stephanie Abba, Clerk of the Board
Dated: January 5, 2024



**UKIAH VALLEY FIRE AUTHORITY
FIRE EXECUTIVE COMMITTEE
MINUTES**



**Civic Center Council Chambers ♦ 300 Seminary Ave. ♦ Ukiah, CA 95482
&**

Virtual: <https://zoom.us/j/92044541021>

**May 9, 2023
5:00 p.m.**

1. ROLL CALL AND PLEDGE OF ALLEGIANCE

The Fire Executive Committee met for a Special Meeting on May 09, 2023, which was legally noticed on May 05, 2023, and held at the Civic Center Council Chambers, 300 Seminary Ave. Ukiah, CA 95482, and the following virtual link: <https://zoom.us/j/92044541021>. Chair Bushby called the meeting to order at 5:14 p.m. Roll was taken with the following **Committee Members Present:** Kevin Jennings, Susan Sher, Juan Orozco, and Pete Bushby. **Staff Present:** Doug Hutchison, Fire Chief; Eric Singleton, Battalion Chief, and Stephanie Abba, Clerk of the Board.

The Pledge of Allegiance was led by Member Kevin Jennings.

2. ANNOUNCEMENTS

No announcements were given.

3. PUBLIC COMMENT ON NON-AGENDA ITEMS

No public comment was received.

4. CONSENT CALENDAR

No business on the Consent Calendar

5. APPROVAL OF MINUTES

a. Approval of the Minutes of June 14, 2022, a Fire Executive Committee Special Meeting.

Motion/Second: Orozco/Jennings to Approve the Minutes of June 14, 2022, a Regular Fire Executive Committee Meeting, Motion **carried** by the following roll call votes: AYES: Jennings, Sher, Orozco, and Bushby. NOES: None. ABSENT: None. ABSTAIN: None.

6. NEW BUSINESS – DISCUSSION/ACTION

a. Discussion and Possible Adoption of the Fiscal Year 2023/2024 Fire Authority Budget.

Presenter: Doug Hutchison, Fire Chief

Discussion: Discussion of the Fiscal Year 2023/2024 Fire Authority Budget, and the expenses of Allocation and what it means. Dan Buffalo, Finance Director will prepare some reports to help explain costs and get them to the committee before the next meeting in July.

7. UNFINISHED BUSINESS – DISCUSSION/ACTION

No unfinished business was agendized

8. CHIEFS REPORTS, AND VOLUNTEERS REPORT

Chief's report received

9. CLOSED SESSION

No closed session was held

10. ADJOURNMENT

There being no further business, the meeting adjourned at 5:33 p.m.

Stephanie Abba, Clerk of the Board

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**UKIAH VALLEY FIRE AUTHORITY
FIRE EXECUTIVE COMMITTEE SPECIAL MEETING
MINUTES**



**Civic Center Council Chambers ♦ 300 Seminary Ave. ♦ Ukiah, CA 95482
&**

Virtual: <https://zoom.us/j/92044541021>

**June 13, 2023
5:00 p.m.**

1. CALL TO ORDER AND ROLL CALL

The Fire Executive Committee met for a Special Meeting on June 13, 2023, which was legally noticed on June 9, 2023, and held at the Civic Center Council Chambers, 300 Seminary Ave. Ukiah, CA 95482, and the following virtual link: <https://zoom.us/j/92044541021>. Chair Bushby called the meeting to order at 5:15 p.m. Roll was taken with the following **Committee Members Present:** Kevin Jennings, Susan Sher, Juan Orozco, and Pete Bushby. **Staff Present:** Doug Hutchison, Fire Chief; Eric Singleton, Battalion Chief, and Stephanie Abba, Clerk of the Board.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3. PUBLIC COMMENT ON NON-AGENDA ITEMS

No public comment was received.

4. NEW BUSINESS – DISCUSSION/ACTION

a. Review and Adoption of the Fiscal Year 2023-24 Preliminary Budget for the Ukiah Valley Fire District/Authority.

Presenter: Dan Buffalo, Finance Director

PUBLIC COMMENT:

Motion/Second: Orozco/Sher to Approve the Fiscal Year 2023-24 Preliminary Budget for the Ukiah Valley Fire District/Authority. Motion **carried** by the following roll call votes: AYES: Jennings, Sher, Orozco, and Bushby. NOES: None. ABSENT: None. ABSTAIN: None.

5. ADJOURNMENT

There being no further business, the meeting adjourned at 5:49 p.m.

Stephanie Abba, Clerk of the Board

Ukiah Valley Fire District and Fire Executive Committee
Governance Meeting Schedule
2023

ATTACHMENT 1

Ukiah Valley Fire District 2 nd Tuesday at 6:00 m (City Chambers)	UVFA Fire Executive Committee 2 nd Tuesday @ 5:00 pm (City Chambers)	Joint UVFD/City Council to be announced (City Chambers)
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	January (2 nd Tuesday @ 5:00 pm) Mid-Year Budget Review/Adjustments Goals – Review/Set for Next FY Fleet/Facilities Review	
February (2 nd Tues @ 6:00 pm) Measure “B” Annual Report Mitigation Fee Resolution	March (2 nd Tuesday @ 5:00 pm)	
April (2 nd Tues @ 6:00pm)	May (2 nd Tuesday @ 5:00 pm) Discussion of Preliminary Budget	June (tentative) Budget Approval
June (2 nd Tues @ 6:00 pm) Preliminary Budget	July (2 nd Tuesday @ 5:00 pm) Adopt Preliminary Budget	
August (2 nd Tues @ 6:00 pm) Final Budget	September (2 nd Tuesday @ 5:00 pm)	
October (2 nd Tues @ 6:00 pm) Mitigation Fee Annual Report JPA Review	November (2 nd Tuesday @ 5:00 pm) JPA Review Appoint Committee Chairperson For 2024. Review FEC Calendar	December (tentative) JPA Review Mid-Year Fiscal Review
December (2 nd Tues @ 6:00 pm) Election of Officers		

Fire District Approved: 8/14/2019
Updated: 2/1/23

Fire Executive Committee Approved: 5/8/19
Updated: 11/14/23

**Ukiah Valley Fire District and Fire Authority (FEC)
Governance Meeting Schedule
2024**

**Ukiah Valley Fire District
2nd Tuesday at 6:00 m
(City Chambers)**

**UVFA Fire Executive Committee
2nd Tuesday @ 5:00 pm
(City Chambers)**

**Joint UVFD/City Council
to be announced
(City Chambers)**

February (2nd Tues @ 6:00 pm)
Measure “B” Annual Report
Mitigation Fee Resolution

January (2nd Tuesday @ 5:00 pm)
Mid-Year Budget Review/Adjustments
Goals – Review/Set for Next FY
Fleet/Facilities Review

MARCH - NO MEETING

April (2nd Tuesday @ 6:00 pm)
Discussion of Preliminary
Budget

May (2nd Tues @ 5:00pm)
Discussion of Preliminary Budget

June (2nd Tuesday @ 6:00 pm)
Adopt Preliminary Budget

June (2nd Tuesday @ 5:00 pm)
Adopt Preliminary Budget

June (tentative)
Budget Approval

August (2nd Tues @ 6:00 pm)
Adopt Final Budget

JULY - NO MEETING

October (2nd Tues @ 6:00 pm)
Mitigation Fee Annual Report
JPA Review

SEPTEMBER - NO MEETING

November (2nd Tuesday @ 5:00 pm)
Appoint Committee Chairperson for 2025
Review FEC Meeting Schedule
JPA Review

December (2nd Tues @ 6:00 pm) Election
of Officers
Review of UVFD Governance Meeting
Schedule

December (tentative)
JPA Review
Mid-Year Fiscal Review

Fire District Approved: 9/13/17,
Updated: 5/9/18; Updated: 8/14/19
Updated: 12/12/23 tentative

Fire Executive Committee Approved: 10/19/17
Updated: 5/8/19 Updated 7/14/21,
Updated: 11/14/23 tentative



FEC & UVFD MEETING CALENDAR 2024



MONTH	STAFF CONTACT	DATE
JANUARY: <ul style="list-style-type: none"> • Fire Executive Committee Meeting 5:00 P.M. <ul style="list-style-type: none"> • Mid-Year Budget Review/Adjustments • Goals - Review for fiscal year 2023/24 • Fleet/Facilities Review • Special UVFD Meeting - 2023-1 Ordinance 6:00 P.M. 	Fire Chief, Battalion Chief Clerk of the Board	1/09/24
FEBRUARY: <ul style="list-style-type: none"> • Ukiah Valley Fire District Meeting 6:00 P.M. <ul style="list-style-type: none"> ➢ Measure "B" Annual Report ➢ Mitigation Fee Resolution 	Fire Chief Battalion Chief Clerk of the Board	2/13/24
MARCH: NO MEETING		
APRIL <ul style="list-style-type: none"> • Ukiah Valley Fire District Meeting at 6:00 P.M. <ul style="list-style-type: none"> • Discuss the Preliminary Budget for fiscal year 2024/25 	Fire Chief Finance Battalion Chief Clerk of the Board	4/9/2024
MAY: <ul style="list-style-type: none"> • Fire Executive Committee Meeting 5:00 P.M. <ul style="list-style-type: none"> ➢ Discuss the Preliminary Budget for fiscal year 2024/25 	Fire Chief Finance Battalion Chief Clerk of the Board	5/14/24
JUNE: <ul style="list-style-type: none"> • Fire Executive Committee Meeting 5:00 P.M. <ul style="list-style-type: none"> ➢ Review and Adopt Preliminary Budget for fiscal year 2024/25 • Ukiah Valley Fire District Meeting at 6:00 P.M. <ul style="list-style-type: none"> ➢ Review and Adopt Preliminary Budget for fiscal year 2024/25 	Fire Chief Battalion Chief Clerk of the Board	6/11/24
JULY: NO MEETING		
AUGUST: <ul style="list-style-type: none"> • Ukiah Valley Fire District Meeting 6:00 P.M. <ul style="list-style-type: none"> ➢ Adopt the Final Budget for fiscal year 2024/25 	Fire Chief Battalion Chief Clerk of the Board	8/13/24
OCTOBER: <ul style="list-style-type: none"> • Ukiah Valley Fire District Meeting 6:00 P.M. <ul style="list-style-type: none"> ➢ Mitigation Fee Annual Report ➢ JPA Review 	Fire Chief Clerk of the Board	10/8/24
NOVEMBER: <ul style="list-style-type: none"> • Fire Executive Committee Meeting 5:00 P.M. <ul style="list-style-type: none"> ➢ JPA Review ➢ Appoint New Chair to begin in January ➢ Approve the 2025 Governance Meeting Schedule & Adopt Resolution 	Fire Chief Clerk of the Board	11/12/24
DECEMBER: <ul style="list-style-type: none"> • Ukiah Valley Fire District 6:00 P.M. <ul style="list-style-type: none"> ➢ Election of Officers ➢ Review UVFD Governance Meeting Schedule 	Fire Chief Clerk of the Board	12/10/24

Doug Hutchison, Fire Chief
 dhutchison@cityofukiah.com
 Office: (707) 463-6263

Ukiah Valley Fire Authority Office
 1500 South State St.
 Ukiah, CA 95482

Stephanie Abba, Clerk of the Board
 sabba@cityofukiah.com
 Office: (707) 462-7921, option 3

Eric Singleton, Battalion Chief; esingleton@cityofukiah.com
 Justin Buckingham, Battalion Chief; jrbuckingham@cityofukiah.com

RESOLUTION 2024-01

RESOLUTION OF THE FIRE EXECUTIVE COMMITTEE ESTABLISHING REGULAR MEETING DATES

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

WHEREAS, the FEC held a meeting on November 14, 2023, at which time they adopted this resolution approving new regular meeting dates to be held four times a year in the months of January, May, June, and November. These months were chosen due to the important agenda items to be discussed for each month.

NOW THEREFORE BE IT RESOLVED, that the FEC agreed the meetings shall be held on the 2nd Tuesday of each month at 5:00 p.m. in the months of January, May, June, and November.

PASSED AND ADOPTED, by the Fire Executive Committee on the 9th day of January 2024, by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

David B. Haas, President

ATTEST:

Stephanie Abba, Clerk of the Board