



UKIAH VALLEY FIRE DISTRICT REGULAR AGENDA

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

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

To participate, go to the following link: <https://us06we.zoom.us/j/97717635120>
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October 8, 2024
6:00 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 for August 13, 2024, a Regular Meeting

Recommended Action: Approve the Minutes for August 13, 2024, a Regular Meeting

Attachments:

1. August 13, 2024, Minutes

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

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

7.a. Ukiah Valley Fire District Mitigation and Measure B Reports for fiscal year 2023/24

Recommended Action: Receive the Ukiah Valley Fire District Mitigation and Measure B Draft Reports for fiscal year 2023/24

Attachments:

1. Mitigation fees report FY24
2. Measure B report FY24

8. COMMUNICATIONS RECEIVED AND FILED - INFORMATION

9. DIRECTOR'S REPORT

10. CHIEFS REPORTS

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 required 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. To view the meeting, click on the name of the meeting at www.cityofukiah.com/meetings.

Stephanie Abba, Clerk of the Board
Dated: October 4, 2024



UKIAH VALLEY FIRE DISTRICT BOARD OF DIRECTORS

KEVIN JENNINGS – MICHAEL GRAHAM – PETE BUSHBY – DAVID B. HAAS

REGULAR MEETING MINUTES

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

Zoom Link <https://us06web.zoom.us/j/97717635120>

August 13, 2024

6:00 P.M.

1. CALL TO ORDER and ROLL CALL

The Ukiah Valley Fire District Board of Directors met on August 13, having been legally noticed on August 9, 2024. President Haas called the meeting to order at 6:00 P.M. with the following **Directors Present:** Kevin Jennings, Michael Graham, Pete Bushby, and David Haas. **Directors Absent:** None. **Staff Present:** Douglas Hutchison, Fire Chief; Eric Singleton, Battalion Chief; and Stephanie Abba, Clerk of the Board.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance Director Graham

3. ANNOUNCEMENTS

No Announcements.

4. PUBLIC COMMENT ON NON-AGENDA ITEMS

No public comment.

5. APPROVAL OF MINUTES

a. **Approval of the Minutes of June 18, 2024, a Special Meeting, as submitted.**

Motion/Second: Bushby/Graham to approve the Minutes of June 18, 2024, as submitted. Motion **carried** by the following roll call votes: AYES: Jennings, Graham, Bushby, and Haas. NOES: None. ABSENT: None. ABSTAIN: None.

b. **Approval of the Minutes of July 25, 2024, a Special Meeting, as submitted.**

Motion/Second: Bushby/Jennings to approve the Minutes of July 25, 2024, as submitted. Motion **carried** by the following roll call votes: AYES: Jennings, Graham, Bushby, and Haas. NOES: None. ABSENT: None. ABSTAIN: None.

6. UNFINISHED BUSINESS

6a. **Discussion and Adoption of the Final Fiscal Year 2024-25 Budget through Resolution for Ukiah Valley Fire District/Fire Authority.**

PRESENTER: Dan Buffalo, Director of Finance.

Motion/Second: Bushby/Jennings to approve the Final Fiscal Year 2024-25 Budget through Resolution for the Ukiah Valley Fire District/Fire Authority. Motion **carried** by the following roll call votes: AYES: Jennings, Graham, Bushby, and Haas. NOES: None. ABSENT: None. ABSTAIN: None.

7. **NEW BUSINESS**

No New Business was agendized.

8. **COMMUNICATIONS RECEIVED AND FILED – INFORMATION**

a. Mendocino County Auditor-Controller, June 27, 2024, 501 Low Gap Rd, RM 1080, Sara Pierce, Acting Auditor-Controller/Treasurer Tax-Collector, auditor@mendocinocounty.gov, RE: FY 2024-25 Estimated Tax Revenue.

b. Mendocino County Elections Office; August 8, 2024, mcvotes@mendocinocounty.org; Amanda Wolter; Assistant Clerk-Recorder, Assistant Registrar of Voters; 2024 Elections Candidate List.

9. **DIRECTOR'S REPORT**

FEC Meeting - Kevin Jennings – report received.

10.

CHIEF'S REPORT

Report Received.

11. **ADJOURNMENT**

There being no further business, the meeting adjourned at 6:18 p.m.

David B. Haas, Board President

Stephanie Abba, Clerk of the Board



AGENDA SUMMARY REPORT

SUBJECT: Ukiah Valley Fire District Mitigation and Measure B Reports for fiscal year 2023/24

DEPARTMENT: Fire

PREPARED BY: Olga Keough, Controller

PRESENTER: Doug Hutchison, Fire Chief

ATTACHMENTS:

1. Mitigation fees report FY24
2. Measure B report FY24

Summary: The Board is receiving the Ukiah Valley Fire District Draft Reports for Mitigation fees and Measure B funds received and spent in fiscal year 2023/24.

Background: The Ukiah Valley Fire District is required to submit a Fire Protection Mitigation Fee Annual Report no later than October 31 of each year. The report should include the balance in the account at the end of the prior fiscal year, the fire protection mitigation fee revenue received, the amount and type of expenditures made and the ending balance in the fund. It has been a past practice to include the Measure B Report in the presentation at the same time.

Discussion: Finance Department is still working on the fiscal year 2023/24 closure and at this time is presenting the draft versions of the Mitigation fees and Measure B Reports. The final versions of the reports should be available once the fiscal year 2023-24 audit is completed, in December 2024.

Recommended Action: Receive the Ukiah Valley Fire District Mitigation and Measure B Draft Reports for fiscal year 2023/24

BUDGET AMENDMENT REQUIRED: N/A

CURRENT BUDGET AMOUNT: N/A

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: Dan Buffalo, Finance Director

Approved:

Approved: 
Doug Hutchison, Fire Chief

Doug Hutchison, Fire Chief

Mitigation Fees

Summary of activity as of June 30, 2024

Additions:

Mitigation Fee Revenues	\$	31,560
Investment Income (loss)		2,800
Total Additions		34,360

Deductions:

Lover's Lane mortgage (70% of payment cost)	20,720
Capital: Type-I (10% of lease payment cost)	12,796
<u>Capital: Replacement Water Tender (10% of the cost)</u>	63,000
Total Deductions	96,516

Increase (Decrease) of Mitigation Fee-Related Funds	(62,157)
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Beginning Balance, Mitigation Fee-Related Funds	137,971
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Ending Balance, Mitigation Fee Related Funds	75,815
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Measure B Special Tax

Summary of activity as of June 30, 2024

Additions:

Measure "B" Assessment	\$ 295,455
Reimbursements	1,125
Investment Income (loss)	10,415

Total Additions	306,995
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Deductions:

Capital: M-6824 (2023 Braun Ambulance)	204,529
Capital: C-6807 (2022 Ford F-250) Direct	46,784
Capital: C-6807 (2022 Ford F-250) Encumbered	10,295
Capital Lease Payments (E-6861 & E-6863)	84,216
Supplies, Training, Fees (Teeter)	56,357
Indirect Cost (Allocation)	408
Contribution to UVFA General Fund (105) for Equipment, Training, & Supplies	225,000

Total Deductions	627,589
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Increase (Decrease) of Measure "B" Related Funds	(320,594)
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Beginning Balance, Measure "B" Related Funds	600,026
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Ending Balance, Measure "B" Related Funds	279,432
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