



UKIAH VALLEY FIRE DISTRICT

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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December 10, 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 of October 08, 2024, a Regular Meeting.

Recommended Action: Approve the Meeting of October 08, 2024, a Regular Meeting.

Attachments:

1. 2024-10-08 Minutes

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

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

7.a. Mendocino County Fire Districts Association (MCFDA)

Recommended Action: Authorize One or more of the Board of Directors, along with the Fire Chief or their designer, to speak on behalf of the Ukiah Valley Fire Protection District.

Attachments:

1. 7a. Staff Report

7.b. Discussion and Possible Action on Citizen's Concerns Regarding 2080 South Dora Street.

Recommended Action: Receive information on issues at 2080 South Dora Street and provide direction to staff.

Attachments:

1. 7b. Staff Report

7.c. Discussion and Possible Approval of Ukiah Valley Fire District Board Policy 1200 - Volunteers; Updated 10-6-24

Recommended Action: Approve the Ukiah Valley Fire District Board Policy 1200 - Volunteers; Updated 10-6-24

Attachments:

1. 2024-12-10 Ukiah Valley Fire District Board Policy 1200 - Update 10-6-24

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

Stephanie Abba, Clerk of the Board
Dated: December 6, 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>

October 08, 2024
6:00 P.M.

1. CALL TO ORDER and ROLL CALL

The Ukiah Valley Fire District Board of Directors met on October 08, 2024, having been legally noticed on October 04, 2024. President Haas called the meeting to order at 6:00 P.M. with the following **Directors Present:** Michael Graham, Pete Bushby, and David Haas. **Directors Absent:** Kevin Jennings. **Staff Present:** Douglas Hutchison, Fire Chief; Eric Singleton, Battalion Chief; Justin Buckingham, Battalion Chief, and Stephanie Abba, Clerk of the Board.

President Haas Presiding

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Director Graham.

3. ANNOUNCEMENTS

No Announcements

4. PUBLIC COMMENT ON NON-AGENDA ITEMS

No Public Comment

5. APPROVAL OF MINUTES

a. Approval of the August 13, 2024, a Regular Meeting, as submitted.

Motion/Second: Bushby/Graham Board approved the Minutes of August 13, 2024, as submitted. Motion **carried** by the following votes: **AYES:** Graham, Bushby, and Haas.

6. UNFINISHED BUSINESS

No Unfinished Business was Agendized.

7. NEW BUSINESS

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

PRESENTER: Eric Singleton, Battalion Chief

Reports Received.

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

No Communications were received.

9. **DIRECTOR'S REPORT**

None

10. **CHIEF'S REPORT**

Report Received.

11. **ADJOURNMENT**

There being no further business, the meeting adjourned at 6:50 p.m.

David B. Haas, Board President

Stephanie Abba, Clerk of the Board



AGENDA SUMMARY REPORT

SUBJECT: Discussion and Possible Action on a Citizen's Concerns Regarding 2080 South Dora Street.

DEPARTMENT: Fire

PREPARED BY: Doug Hutchison, Fire Chief

PRESENTER: Justin Buckingham, Battalion Chief

ATTACHMENTS:

None

Summary:The Board will receive a citizen's concerns regarding 2080 South Dora Street.

Background:On December 4th, 2024, Ms. April Simmons contacted the Fire Chief and requested to be put on the Board's agenda to discuss issues regarding 2080 South Dora Street.

Discussion:Ms. Simmons asked for an agenda item so that she would not be limited in time to speak and so that the Board could take action if it was deemed necessary. Per her request, the Fire Chief has placed the item on the agenda for discussion and possible direction from the Board.

Recommended Action:Recieve information on issues at 2080 South Dora Street and provide direction to staff.

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: N/A

Approved:

Doug Hutchison, Fire Chief

Volunteer Policy

1200.1 PURPOSE AND SCOPE

To provide the definition and scope of the Volunteer Program of the Ukiah Valley Fire Authority.

1200.2 POLICY

The Ukiah Valley Fire Authority recognizes Volunteers are a very necessary part of the Authority fulfilling its mission to this community. It is therefore the policy of the Fire Authority to:

- To expand, grow, and retain our Volunteer Firefighting Staff
- To provide the highest level of training
- Ensure the safety of all Ukiah Valley Fire Authority personnel
- To prepare those Volunteer Firefighters, who desire, for future career positions

1200.2.1 DEFINITIONS

Volunteer- According to the Department of Labor, a volunteer is an individual who:

- Serves as a volunteer for civic, charitable, or humanitarian reasons without promise, expectation, or receipt of compensation, although expenses, reasonable benefits, or a nominal fee may be provided.
- Offers service freely and without coercion, direct or implied, from the agency.
- Is not otherwise employed by the same public agency to provide the same services for which he or she volunteers.

Volunteer Firefighter Candidate-- An individual who has submitted an application and attends training and meetings as an observer only.

Probationary Volunteer Firefighter Once the Candidate finishes a prescribed testing and training process (see Entry Process below), they will be issued gear and a pager. Issued gear will remain at the Central Station. Members may respond to emergencies at the Central Station only. Member will report to Crew Leader, Engineer, or other Company/Chief Officer for the duration of the assigned emergency until they return to the station and all post-incident activities have been completed. At 12 months, Probationary status will be vacated or extended, or the individual will be terminated.

Volunteer Firefighter (Living within the District)- Member has completed a 12-month Probationary period. Members may respond to emergencies only from one of the Authority's stations. Member will report to Crew Leader, Engineer, or other Company/Chief officer for the duration of the assigned emergency until they return to the station and all post-incident activities have been completed. A member may be placed as Crew Leader or Driver/Operator. Members may be asked to mentor and/or instruct other members. Volunteer Firefighters may maintain their gear with them at the discretion of the Operations Chief and/or Volunteer Coordinator.

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Volunteer Firefighter (Living outside the District)- Volunteers who live outside the District and City Limits. These members will be held to the same definition as those who live inside the District with one exception: These Volunteers will be expected to perform at least three (3) Fill Shifts a quarter. In addition, these Volunteers must attend a minimum of three (3) drills per quarter. Volunteer Firefighters may maintain their gear with them at the discretion of the Operations Chief and/or Volunteer Coordinator.

Driver/Operator- A Volunteer Firefighter who can drive and operate designated apparatus. A Volunteer Firefighter will not operate any piece of apparatus unless approved to do so by the Operations Chief. Driver/Operators may maintain their gear with them at the discretion of the Operations Chief and/or Volunteer Coordinator.

Engineer- A Volunteer Firefighter who, after completing specific requirements and with the written approval of the Fire Chief or Designee, can serve the following function: Under general supervision, operates all fire apparatus and equipment; transports crew to the emergency scene; responds to fires, medical emergencies and other emergency and non-emergency situations and takes appropriate action to protect life and property; leads and participates in the maintenance and operational readiness preparation of all fire apparatus, firefighting and rescue equipment, and fire stations; exercises technical supervision only over assigned firefighting staff on given response only; performs fire prevention and public education activities; performs various staff support assignments in addition to normal emergency response activities; prepares written reports and data entry; performs related work as assigned. They shall work under the supervision of a Chief Officer and/or Captain appointed over them by the IC of the emergency. Engineers may maintain their gear with them at the discretion of the Operations Chief and/or Volunteer Coordinator.

Volunteer Coordinator - This position is by default the Operations Chief. The Operations Chief will appoint this position as necessary. They shall review all incoming Volunteer Applications, perform appropriate application screening, administer and coordinate Volunteer Firefighter Candidate activities such as arranging interviews, Physical Ability testing, scheduling Medical/Drug screening, enrollment in Mendocino County Chiefs Academy or other classes as needed, Scheduling training, Publishing annual training calendars, Manage and supervise of all Volunteers.

Volunteer Support Personnel- Shall provide logistical support to active Firefighting personnel such as:

- Operating the Support Vehicle to and from emergencies.
- Operating the Rehabilitation Unit,
- Refilling air bottles.
- Serving in an assistant capacity to the IC or other persons in charge of an incident.
- Participating in public relations.
- Prevention events.

Volunteer Policy

Support Personnel must participate regularly to remain volunteers. They are not required to maintain any Certificates/Certifications or Licenses that are mandatory for response personnel, except for CPR/First aid. Support Personnel shall not operate any vehicles in an emergency capacity.

1200.3 VOLUNTEER FIREFIGHTER PROGRAM

The fire Chief or authorized designee will oversee the program. The Operations Chief will manage the Program and assign a Volunteer Coordinator at their discretion.

Expectations

- Volunteer Firefighters are a necessary part of this Department and will be treated with respect and dignity regardless of seniority or function.
- Volunteer Firefighters must follow all department policies, including Appearance standards, and professionally maintain themselves when representing the Department. (See Lexipol Policy Manual)
- Firefighting is an arduous duty; therefore, all volunteers, excluding support personnel, shall meet and maintain the minimum Physical Performance Standards and pass an annual Physical Ability test.
- All volunteers will be given login credentials for the Authority's LMS and Lexipol. All members will complete the online training assigned by the Battalion Chief of Training. Additional available training will also be scheduled on the Target Solutions website.
- All Volunteers hired after March 10, 1992, shall be non-tobacco users.
- Volunteers shall not have personal mail delivered to the Stations.
- All Volunteers must maintain a valid California Driver's License.
- All Volunteers must maintain a reliable and consistent form of transportation. If responding in a motor vehicle, the vehicle must carry at least the minimum insurance coverage.
- Volunteers will obey all traffic laws while driving privately owned vehicles.
- All Volunteers Firefighters must maintain the following certifications: CPR, First Aid, Fit Test, SIDS, Confined Space Awareness, Bloodborne Pathogens, and Sexual Harassment Prevention Training.
- Volunteers shall not respond out of the District without being authorized explicitly by the Duty Chief unless responding on a piece of Apparatus under a Captain's or Acting Captain's direction.
- Volunteers who identify as being hurt, injured, on a Leave of Absence, in any way unable to make regular training activities, or participate in regular training activities will NOT respond to any calls until cleared to do so by the Operations Chief and/or Volunteer Coordinator.
- Freelancing will not in any way be tolerated. Volunteers and Career personnel shall work together under the Officer(s) appointed over them and follow their directions at all times.

Volunteer Policy

1200.4 ENTRY PROCESS

- Application screening
 - Valid California driver's license
 - No felony convictions
 - Misdemeanor convictions shall be at the discretion of the Fire Chief
- Oral Interview to be passed
- Live Scan
- Drug and Medical screening (NFPA Compliant within the first year)
- Physical Ability Test
- 16 hours ride-a-long time
- Be able to pass a basic skills exam covering;
 - Carrying, raising, and lowering 14' and 24' ladders
 - Donning PPE and an SCBA
 - Demonstrating how to fill an Air Bottle
 - Medical equipment identification
 - Apparatus equipment identification and general locations
 - Fire Shelter Deployment
 - Starting gas powered equipment
 - Pulling and Advancing Hose lines of various sizes. 1.75", 2.5", and hydrant procedures.
- Once completed, the Volunteer will be issued response level gear and a pager. This qualifies as the Volunteer's start date.

1200.5 ACTIVE MEMBERSHIP

In order to attain and maintain an active membership status within the Department, a member must maintain competency in the above-listed basic skills quarterly. Failure to demonstrate competency in the skills will place the volunteer on probation until competency is achieved.

The Authority understands that volunteers will not always be able to attend training on the scheduled nights due to other life commitments; however, the expectation is that the training will be made up through training with on-duty crews at the earliest available date.

Members must also strive to respond to as many emergency calls as possible. Members should have at least three responses per quarter. If a member fails to respond to at least three calls in a quarter, the member will be placed on probation.

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All participation in activities needs to be documented as follows: Blue Sheets for Non-Emergency Activities and Gold Sheets for Emergency Activities.

1200.6 VOLUNTEER REIMBURSEMENT

All volunteers will receive points for responding to calls, attending drills, doing Fill Shifts, and assisting with special events as follows:

For every response, including station coverage lasting six hours or less: 1 point

For responses and coverages lasting more than six hours: See below

For training lasting four hours or less: 1 point

For training lasting eight hours: 2 points

For students in EMT, Paramedic, Fire Academy, or other sponsored training: 2 points per day

For special events lasting four hours or less: 1 point

For special events lasting over four hours: 2 points

Fill Shift (Day or Night): 5 points

To receive points for calls, the volunteer must check in at the scene or respond to the station no more than 15 minutes after the call. Volunteers may respond to any calls they choose, but they must respond to at least one "ALL CALL" per month.

Responding volunteers will be awarded one (1) fill shift (5 points) for incidents lasting more than six (6) hours. For incidents lasting more than 12 hours, they will be awarded two (2) Shift Fills (10 points).

The Fire Chief or Duty Chief must approve special functions.

Volunteers are encouraged to augment on-duty staff by covering Fill Shifts. This allows for better staffing on apparatus and more training and experience for the volunteer. Fill shifts are either Day or Night and run from 0715 to 1915 or 1915 to 0715, respectively. A maximum of one Shift Fill per Day/Night is allowed per station. Volunteers must sign up in advance with the Duty Chief and be approved to cover the Fill Shift. A maximum of four (4) combined Day/Night Fill Shifts are allowed per week (48 hours).

No matter what type of call, drill event or Fill Shift, the volunteer must ensure their name is entered on the appropriate sign-in sheet.

Each point shall be reimbursed at the following rates:

Firefighter: \$10.00

Qualified Driver/Operator: \$12.00

Qualified Engineer: \$15.00

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1200.7 ENFORCEMENT

Any member who does not meet the training or response requirement for two calendar quarters, as explained above, shall be placed on probation by the Operations Chief and/or Volunteer Coordinator. Any member who does not meet the required participation after two consecutive quarters will be:

1. Suspension (Inactive status)
2. Dismissed from the department.

The Fire Chief shall have the sole authority to be the final adjudicator for any disciplinary actions.

1200.8 LEAVES OF ABSENCE

A Leave of Absence can be granted once, for a period of time arranged and mutually agreed to in the form of a contract by the member requesting and Operations Chief and/or the Volunteer Coordinator. The Fire Chief shall be the final adjudicator in any issues that may arise.

1200.9 UNIFORMS

Probationary Volunteers will be provided two T-shirts, a sweatshirt, and a hat once signed off to respond. Volunteers that pass probation will be issued one pair of pants per year and one Class B uniform shirt every three years. They will also be issued one Job Shirt and a badge. Volunteer Engineers with ten years of active service may request the Department purchase a Class A uniform. When in uniform, Volunteer Firefighters will conduct themselves accordingly and abide by all policies related to the uniform and personal conduct. Wearing of the uniform for non-department functions shall be at the discretion of the Fire Chief. Wearing of the uniform without permission, or out of specification can result in disciplinary action up to and including dismissal.

1200.10 SAFETY EQUIPMENT

Volunteer Firefighters will be issued the following:

- Structure Helmet
- Structure Hood/Shroud- To be replaced often due to Carbon Soiling
- Structure Jacket
- Structure Pants
- Structure Gloves
- Structure Boots- Leather Boots for any personnel off probation
- Wildland Helmet
- Wildland Shroud
- Wildland Jacket
- Wildland Pants

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- Wildland Gloves
- Two gear bags
- Flashlight

Structural PPE requirements will meet NFPA 1971. Wildland PPE requirements will meet NFPA 1977. The Ukiah Valley Fire Authority will not be responsible for non-issued equipment.

All Probationary Volunteer members shall wear green stripes on their helmets, both Structure and Wildland.