

MONTE RIO FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING  
Monday, February 18, 2019 6:00 p.m.  
Monte Rio Community Club – 20488 Hwy. 116, Monte Rio, CA 95462

**MINUTES**

1. **CALL TO ORDER** - The regular meeting of the Board of Directors of the Monte Rio Fire Protection District was called to order by President Fein at 6:03 p.m. at the Monte Rio Community Center. Present were Directors Fein, Cahn, Dale, Parker and Casini. Also present were Chief Baxman, Paul Barry, Jason Weaver, Mike Nichols, AA Flowers & AA Lambert.
2. **APPROVAL OF AGENDA – Motion:** Director Casini, seconded by Cahn. VOTE: 5/0/0
3. **PUBLIC COMMENT ON ITEMS NOT AGENDIZED – None**
4. **CORRESPONDENCE –** Region 5 Board Training was discussed. Question was asked if a on line training was available to Directors who could not attend.
5. **NEW BUSINESS**
  - a. **SET THE DATE FOR PUBLIC HEARING - MEASURE U TAX RATE (Discussion/Action Item)** - The public hearing will be at the regular April 15<sup>th</sup> Board meeting. A subcommittee of Director Fein and Cahn was formed to create proposed new tax rates. Motion: Cahn, seconded Dale. VOTE: 5/0/0.
  - b. **INVESTMENT POLICY & SONOMA COUNTY POOLED INVESTMENT FUND –** Director Cahn reported that MRFPD has a resolution to participate on file with the County in investment fund. Director Cahn will continue to follow up with the County on next steps.
  - c. **REGION 5 CONSOLIDATION DISCUSSIONS (Discussion/Action Item)**-Chief Baxman reported about the Region 5 meeting. Discussion about having MRFPD send a letter stating interest in consolidation. Director Fein will create the letter.
  - d. **STIPEND RECORD KEEPING (Discussion/Action Item)** - Discussion about whether electronic signature on time cards are sufficient for auditor, then can be printed out to have Chiefs signature. Director Fein will meet with Dale and Bill Adams to discuss. Chief Baxman was directed to go through all volunteer files and make sure all paperwork is in order. AA Flowers will follow up with director Fein on auditors request for time cards.
  - e. **MRFPD ORGANIZATION CHART (Discussion/Action Item)** - An Organization chart was presented as an information item. Discussion to add Stipend & Volunteers below Firefighter on the chart. AA Lambert will present the new chart at the March 18<sup>th</sup> regular board meeting. Discussion to add to April 18<sup>th</sup> regular board meeting MRFPD Mission Statement and Administrative Policy Manual.

6. **OLD BUSINESS**

- a. **MEASURE U NEXT STEPS** – Discussion to follow up at the March meeting.
- b. **DRAFT AUDIT REVIEW** –Tim Cahn will work with AA Flowers to draft a letter to the auditor.
- c. **MSR UPDATE** – No report
- d. **STIPEND PROGRAM UPDATE** – Chief Baxman is checking that all stipend people are qualified.

7. **APPROVAL OF MINUTES** – On a motion by Director Dale, seconded by Director Cahn, the Board moved to approve the minutes of January 21, 2019 with corrections. VOTE: 5/0/0

8. **TREASURER REPORT** – On a motion by Director Dale, seconded by Director Casini, the board moved to approve the treasurer report. VOTE: 5/0/0

9. **CHIEF’S REPORT** – Chief Baxman reported he will report on stipend certificates at the next meeting. He reported they are in need of more stipend people and the stipend program is well under budget.

10. **PRESIDENTS REPORT** – None

11. **DIRECTORS REPORT** – None

12. **SECRETARY/CLERK REPORT** – AA Lambert reported that Form 700 is now online and requested for all board members to file the 700 form as soon as possible.

13. **PUBLIC COMMENT ON ITEMS NOT AGENDIZED** – Mike Nichols reported that the Russian River Rotary has local grants.

14. **ADJOURNMENT** – On a motion by Director Cahn, seconded by Director Casini, the Board adjourned at 7:52 p.m. VOTE: 5/0/0

**Meeting was re adjourned at 7:55.** On a motion by Director Cahn, seconded by Director Casini, the board moved to approve the letter to the auditor. VOTE: 5/0/0

On a motion by Director Cahn, Seconded by Director Casini, the board adjourned at 7:56 p.m. VOTE: 5/0/0.

**MINUTES READ, APPROVED & ACCEPTED**

Respectfully submitted,

 \_\_\_\_\_ President Fein

/s/ \_\_\_\_\_ Director Casini

/s/ [Redacted Signature]

Director Dale

/s/ [Redacted Signature]

Director Parker

/s/ [Redacted Signature]

Director Cahn

/s/ \_\_\_\_\_

AA Lambert