

**MONTE RIO FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS REGULAR MEETING**

Monday, March 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 Director Casini (on phone.) Also present were Chief Baxman, Bill Adams, Leslie McCormick, David Defies, Herb Loose, Jean Gifford, Roger Parker, AA Lambert, AA Flowers.
2. **APPROVAL OF AGENDA – Motion:** Director Dale, seconded by Parker. VOTE 5/0/0
3. **PUBLIC COMMENT ON ITEMS NOT AGENDIZED –** Jean Gifford requested access to AA Flower’s letters as to why Russian River Fire Protection District had pulled out of contract with Monte Rio Fire Protection District.
4. **CORRESPONDENCE –** None
5. **OLD BUSINESS**
 - a. **INCOMPATIBLE OFFICES - (Discussion/Action Item)** - Motion to not have MRFPD volunteer firefighters serve as Board members on the MRFPD. Motion: Casini, seconded Cahn. VOTE: 3/2/0
 - b. **MRFPD ORGANIZATION CHART/CHAIN OF COMMAND (Discussion/Action Item) –** Motion to confirm that individual Board members exercise authority only when the Board as a group takes action, and that the MRFPD Chief is responsible for day to day operations of the District and supervision of personnel. Motion: Cahn, seconded Casini. VOTE: 4/1/0
 - c. **MEASURE U TAX RATE (Discussion/Action Item)-Sub Committee-** Director Fein, Cahn.- Discussion to have document for public to see on MRFPD website with Parcel #'s and Tax amounts. Hearing will be held April 15th at the Monte Rio Community Center. Mr. Adams stated that at the public hearing, property owners with questions may ask them then.
 - d. **STIPEND PROGRAM UPDATE (Discussion/Action Item) –** Chief Baxman reported that some people were in wrong categories and going out of county without the proper certificates. Changes are being made to correct this.
 - e. **INVESTMENT POLICY & SONOMA COUNTY POOLED INVESTMENT FUND (Discussion/Action Item)-**Director Cahn- Director Cahn reported that at the April 15th regular board meeting, he will have all forms for the board to look at and approve. He reported it will take 3 days if the district wanted/needed to liquidate.

6. **NEW BUSINESS** - *Director Fein asked that Item e. be moved before Item a. - no objections

- *e. **WEBSITE UPDATES** (*Discussion/Action Item*) -David Defries - Mr. Defries reported that the website is very outdated. Currently MRFPD pays \$115.00 for monthly upkeep of the website. There are problems with the website being nonresponsive. Mr. Defries proposed a new website where the administrative person can add items onto the website. The new website search ability for the users will improve. Mr. Defries will be available for training and support. There would be no fee to update the website, which will take 6-10 weeks. Director Fein asked if it was possible to add the parcel #'s and tax rates now onto the current website. Mr. Defries said he would be able to add that information in 2 weeks. He also asked to receive all directors email address's to be added to the website. An ad hoc committee to work with Mr. Defries was formed. Ad hoc committee will be Director Cahn and Director Dale. The monthly rate for the new website would be \$215.00. MRFPD will own the website. Mr. Defries will send proposal to the ad hoc committee. Motion: Cahn, seconded Dale. VOTE: 5/0/0
- a. **REGION 5 CONSOLIDATION DISCUSSIONS** (*Discussion/Action Item*)-Chief Baxman reported that Chief Heine made a presentation about the consolidation/annexation at the Russian River Fire's Board Meeting. Chief Baxman reported that things are moving fast at the County and that districts are moving towards combining.
- b. **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. Mr. Adams states he believes an electronic signature in Volgistics would constitute a signature for the auditor. Mr. Adams asked if volunteers and paid staff would have separate systems for signing in. Director Dale said yes, Volgistics allows this. Mr. Adams recommended creating a written policy for this. AA Flowers suggested having a meeting with Larry Bain (auditor), Mr. Adams (legal), Dan Fein and Chief Baxman to determine the policy regarding the use of time card use.
- c. **MISSION STATEMENT** (*Discussion/Action Item*) - Director Fein suggested and the Board concurred to create an ad hoc committee to work on this. Ad hoc committee: Chief Baxman, Jean Gifford, Director Cahn. The Ad Hoc committee will go through documents provided by RRFPD and other neighboring districts. The Ad Hoc committee will provide suggestions for a MRFPD Mission Statement policy at the April 15th regular board meeting.
- d. **ADMINISTRATIVE POLICY MANUAL** (*Discussion/Action Item*) - Ad hoc committee: Chief Baxman, Jean Gifford, Director Cahn will go through documents provided by other neighboring districts and provide suggestions for MRFPD Administrative Policy Manual at the April 15th regular board meeting.
- f. **WRITTEN COMPLAINT PROCESS** (*Discussion/Action Item*) – Mr. Adams suggested that he prepare an interim complaint process which would state that all complaints must be in writing and all complaints go directly to the Board President. AA Flowers was asked for RRFPD complaint policy. Mr. Adams will have an interim complaint process for the whole board to look at by the end of the week.

7. **APPROVAL OF MINUTES** (*Discussion/Action Item*)

- a. **February 18, 2019 regular meeting**—On a motion by Director Dale, seconded by Director Cahn, the Board moved to approve the minutes of the February 18, 2019 minutes.
- b. **March 11, 2019 Special Board Meeting**- Tabled until April 15, 2018 board meeting.

8. **PERSONNEL** (*Discussion/Action Item*) - Tabled until April 15, 2018 board meeting.

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

10. **CHIEF'S REPORT** - Chief Baxman reported they have had 186 calls for the year. No injuries to volunteers, firehouse or trucks during the flood.

11. **PRESIDENTS REPORT** - Director Fein introduced Leslie McCormick from Gold Ridge Fire who will take over the administrative role for MRFPD. Chief Baxman will work with Ms. McCormick on her contract, which will be for a 30 day probation period. AA Flowers and AA Lambert will work with Ms. McCormick by getting all documents to her and be available for any questions.

12. **DIRECTORS REPORT** - None

13. **SECRETARY/CLERK REPORT** - AA Lambert reminded all directors that the 700 Form is due April 1st. AA Flowers emphasized the importance of the deadline; a fine of \$10 a day to filer will be imposed for late submissions.

14. **PUBLIC COMMENT ON ITEMS NOT AGENDIZED** - None

15. **ADJOURNMENT** – On a motion by Director Dale, seconded by Director Parker, the Board adjourned at 7:37 p.m. VOTE: 5/0/0

MINUTES READ, APPROVED & ACCEPTED

Respectfully submitted,

/s/  _____ President Fein

/s/ _____ Director Casini

/s/  _____ Director Dale

/s/  _____ Director Parker

/s/  _____ Director Cahn

/s/ _____ AA Lambert