

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

Monday, April 22, 2019 6:00 p.m.

Monte Rio Community Club – 20488 Hwy. 116, Monte Rio, CA 95462

MINUTES

1. **CALL TO ORDER** – The special meeting of the Board of Directors of the Monte Rio Fire Protection District was called to order by President Fein at 6:00 p.m. at the Monte Rio Community Center. President Fein informed the board and the public that the meeting was being recorded. Roll Call of Directors: Dan Fein, Tim Cahn, Josh Dale, and Paul Casini (arrived at 6:10)
Directors Absent: Tim Parker
2. **APPROVAL OF AGENDA** – Motion to approve as written: Director Dale, seconded by Director Cahn. VOTE 4/0/1
3. **PUBLIC COMMENT ON ITEMS NOT AGENDIZED** – Jean Sasso read a letter she wrote to the board (attached). A resident asked that for the sake of transparency that the minutes be posted on the website. Kristen, a homeowner in Monte Rio for 30 years, spoke praise for Chief Baxman. Rita who was on the fire department for 2 years asked the board to be sure to post all future discussion and actions regarding Chief Baxman. She also praised Chief Baxman for his service to the community. President Fein responded that the website is a work in progress, that they require the use of a web designer to post information, and that they will soon be able to post directly. Director Dale asked the board and residents in attendance to join him in congratulating Chief Baxman on being awarded the first ever North Bay Spirit Award, which was followed by applause.
4. **APPROVAL OF MINUTES**
 - a. March 11, 2019 Special Board Meeting – not approved
 - b. March 18, 2019 Regular Board Meeting – not approvedDirector Dale requested that the minutes be re-written in action only format. Director Fein agreed and said that he would work with the administrative assistant to revise the minutes.
5. **CORRESPONDENCE** – Jean Sasso sent the board a letter on April 15th which she read during public comment (attached).
6. **NEW BUSINESS**
 - a. Bohemian Club MOU – Motion to approve as written: Director Cahn, seconded by Director Dale. VOTE 4/0/1
 - b. Gold Ridge Financial and Administrative Services Agreement – Motion to approve as written: Director Dale, seconded by director Cahn. VOTE 4/0/1
7. **OLD BUSINESS**
 - a. Investment Policy & Sonoma County Pooled Investment Fund – Tabled

- b. Mission Statement – Tabled, Director Dale will work on it.
 - c. Administrative Policy Manual – Tabled, Ad-hoc committee formed: Director Cahn, Director Dale, Jean Sasso and Kristine Kimm
 - d. Written Complaint Process – The Administrative Policy Manual Ad-hoc committee will also address a grievance policy.
 - e. Stipend Record Keeping – The current process as explained by Director Dale is that they are using the amended time sheet for time keeping and Volgistics for scheduling. Chef Baxman asked to be given access to Volgistics. Director Fein asked if any staff was trained on Volgistics. Director Dale said that at this point he's the only one. Director Fein would like to see other staff trained on Volgistics. Director Dale suggested that he train Kopriva first and he could then help train others.
8. **TREASURER'S REPORT** – Director Cahn went through the monthly financial statements. He told the board that the April tax roll just came in that day so it was not included and that Leslie would check the amount to see if it matches what was budgeted. Director Cahn also asked Leslie to follow up on line item 7490 in the amount of 311,046.20 because he doesn't recall seeing a balance in that account before.
 9. **CHIEF'S REPORT** – Chief Baxman wanted to make it clear that you may not stay in the firehouse while renting out your home for profit. Director Dale agreed and added that you should only stay in the firehouse if you are scheduled to be there.
 10. **PRESIDENT'S REPORT** – Nothing to report.
 11. **DIRECTOR'S REPORT** – Director Dale wanted the residents to know that there is no one on the board that wants to fire Chief Baxman. He said that at this time there is no succession plan in place for when Chief Baxman decides to retire, but that is something that the board needs to plan for in the future. He asked everyone to ignore these rumors because they aren't true.
 12. **SECRETARY/CLERK REPORT** – Nothing to report.
 13. **PUBLIC COMMENT** – Iris Gradunov volunteered to get the National Fire Incident Reporting System (NFIRS) current so that we can apply for the FEMA grant. She will work with Chief Baxman to get started. Another resident asked if the district had anyone on staff in charge of grant writing. Chief Baxman said that there used to be a director who wrote grants for the district. The resident suggested that we find someone either hired or as a volunteer to write grants so that it didn't fall on the chief to do.
 14. **ADJOURNMENT** – Motion to adjourn: Director Dale, seconded by Director Cahn, the Board was adjourned at 7:09 p.m. VOTE: 4/0/1

MINUTES READ, APPROVED & ACCEPTED

Respectfully submitted,

/s/ [Redacted Signature] _____ President Fein

/s/ _____ Director Casini

/s/ [Redacted Signature] _____ Director Dale

/s/ [Redacted Signature] _____ Director Parker

/s/ [Redacted Signature] _____ Director Cahn

/s/ _____ AA McCormick