

**CLOVERDALE FIRE PROTECTION DISTRICT
MINUTES FOR MARCH 8, 2010
REGULAR MEETING**

Regular meeting was called to order at 6:04 p.m. by Board President Giovanatto at Cloverdale Fire Station –451 S. Cloverdale Blvd., Cloverdale, CA

Date Posted: Pursuant to Government Code 54954.2, the agenda for this meeting was properly posted on March 5, 2010

PLEDGE OF ALLEGIANCE: Led by Board President Giovanatto

ROLL CALL:

Directors Present: Directors Green, Avansino, and President Giovanatto
Directors Absent: Directors Hill and Giordano
Others Present: Fire Chief, Brian Elliott, Clerk of the Board, Michelle Black

AGENDA APPROVAL: Approved without change.

Director Avansino moved and Director Green seconded the motion to approve the Agenda without change.

Motion carried: Aye ___ No ___ Abstain ___ Absent ___.

PUBLIC COMMENTS-GENERAL INTEREST: None

CONSENT CALENDAR:

1. Approval of Minutes for February 8, 2010 Regular meeting

Director Green moved and Director Avansino seconded the motion to approve the Minutes of February 8, 2010 Regular Meeting without change.

Motion carried: Aye 3 No 0 Abstain 0 Absent 2.

PROCLAMATION/PRESENTATION(S): None

PUBLIC HEARING: None held

DISCUSSION/ACTION ITEMS:

1. **Bookkeeper Report:**
 - a.) Financial Report
 - b.) Approval of Claims

Chief Elliott reported our expenses are 62%. We received the remaining property tax money from the first round.

Director Avansino moved and Director Green seconded the motion to approve the claims as presented.

Motion carried: Aye 3 No 0 Abstain 0 Absent 2.

2. Training room usage

Chief Elliott reported we have received a number of requests for use of the training room and we are now requesting direction from the Board on how to proceed. We recommend the room be used for public safety use only; collect cleaning deposit from user; charge a use fee (\$25?); establish priority use as EOC.

Mark Thayer, Chairman of the Board for the Alexander Valley Medical Center is present tonight. He is requesting the use of the room to hold a meeting of their foundation for the medical center. Board approved a one time use of the room considering the connection to public safety. Chief Elliott to provide a draft policy to be reviewed by the building committee.

Director Avansino moved and Director Green seconded the motion to approve the Alexander Valley Medical Center, a federally designated rural health center, a one-time only use of the training room due to the absence of a district policy.

Motion carried: Aye 3 No 0 Abstain 0 Absent 2.

REPORTS:

1. President's Report – none
2. Subcommittee Reports
 - a. Budget – Chief Elliott met with staff regarding the preliminary budget reflecting the maximum scenario. Draft will then go to the budget subcommittee for review.
 - b. Apparatus – 1975 Ward LaFrance (6581) is down for repairs. We have not heard from FEMA regarding our grant application for a water tender.
 - c. Building – working on details towards a final inspection for permanent occupancy.
 - d. Liaison – agreed to meet on a quarterly basis.
3. Volunteer Reports – Deputy Chief Jenkins reported we are reviewing daily duties for stipend program which includes maintenance and cleaning schedules.
We conducted a fire simulation training using our new audio/visual equipment.
We will be hosting an S-290 class (weather).
Explorer Matt Munson will be attending the Explorer Academy in April
Volunteer Appreciation/Awards Dinner was a success. Awards are as follows:
Miles Black- Firefighter Of The Year Award.
Steven Allred- Most Emergency Responses
Kevin Sauder- Zack Ward Award
Chayton Osmon- Most Trainings
Asti Winery- Bud Emmel Award
4. Fire Chief's Report – Rotary lunch was a success.

GOOD OF THE ORDER: none

CLOSED SESSION: Public Employee Performance Evaluation
Fire Chief
Government Code 54957

Adjourned to closed session at 6:44 pm
President Giovanatto reported: No action taken
Reconvened to open session at 7:07 pm

ADJOURNMENT: The meeting adjourned at 7:08 p.m.

NEXT MEETING DATE: Regular Meeting April 12, 2010 at the Cloverdale Fire Station, 451 S. Cloverdale Blvd., Cloverdale, CA

TRAINING ROOM

Staff requests direction from the Board of Directors regarding use of our training room. We provide the following staff concerns/suggestions and await your direction:

- Limit the use of the facility to public fire, police or EMS agencies only. Although this is a public building, the area in question serves as the community's emergency operations center and should be used by public officials only. Any exceptions should go to the Board of Directors for determination.
- Require a cleaning deposit of \$250.00 for any use other than our own personnel. Create language that details how the deposit is to be made and justification for keeping the deposit for cleaning the room.
- Charge a \$25.00 use fee which will be deposited into a building maintenance fund. This room will require the most frequent carpet cleaning and eventual carpet replacement.
- Require any agency, other than our own, to provide proof of insurance showing the Cloverdale Fire Protection District as the "additionally insured".
- Establish the priority for use criteria and detail that the use of the facility can be declined or canceled at the discretion of the fire chief or Board of Directors. This might only occur in the event of a disaster where the room needs to function as the EOC.

BUDGET

Staff will have met regarding the budget and an update will be provided to the Board at your meeting. The budget sub-committee will then meet and review staff's suggestions. We would like to bring you a preliminary budget draft at our April 12, 2010 meeting with the intent to have a completed preliminary budget in May.

BUILDING

We are still working through some issues with the station but are receiving adequate cooperation from the contractors involved. Our project came in 8% over budget. This was construction costs only but is under the 10% contingency we placed in the project. Consultants costs have not been finalized and the total project costs are not yet available.