



# SCHELL-VISTA FIRE PROTECTION DISTRICT

22950 BROADWAY, SONOMA, CA 95476

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## MEETING MINUTES Schell-Vista Fire Protection District Board of Directors Regular Meeting

Date: Wednesday, April 15, 2020 (Date Change due Scheduling Issues)

Time: 7:00 PM

Location: 22950 Broadway - Station #1

### 1. CALL TO ORDER / ROLL CALL AND ESTABLISHMENT OF A QUORUM

Director Finn called the meeting to order at 7:00. Directors Joe Petersen, Bob Kruljac, and Ernie Loveless were present. A quorum was met. Also present were Chief Ray Mulas, District Account Stacie McCambridge and Clerk of the Board Robin Woods were also present. Director Hal Stober was absent.

### 2. PUBLIC COMMENT PERIOD

There were no public comments.

### 3. AGENDA ADJUSTMENTS AND CONSENT

There were no adjustments to the agenda.

### 4. CONSENT CALENDAR

#### a. Approval of minutes from the March 16, 2020 meeting- **Discussion and Action**

Director Kruljac made a motion to approve the minutes of the March 16, 2020. The request for public comments was made. There were no public comments. Director Petersen seconded the motion. The motion passed, and the minutes were approved

#### b. Review of the April 2020 Accountants Report- **Discussion and Action**

Director Kruljac made a motion to accept the Financial Report for April as presented. The request for public comments was made. There were no public comments. Director Loveless seconded the motion. The motion passed, and the Financial Reports were accepted.



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## 5. CHIEFS' REPORT

Chief Mulas presented the following report:

1. *Covid 19: Stations are still in lock down mode with procedures in place for employees upon entering the facilities. No volunteers are allowed on site unless we have an extended or multi-engine response. As of this Friday, the 17<sup>th</sup>, at 12:01 AM, the County Health Order will go into effect requiring everyone to wear masks when in public.*
2. *Lexipol: Our policy manual updates (\$821.00) are being paid for by the BOS along with Annual Fire Procedures (\$210.00). We are still waiting for confirmation on the agreement with Lexipol.*
3. *Budget: I have started my initial budget plan with Jim and Robin making some different line items and definition corrections. The Budget committee should meet soon for its first look at the up coming year.*
4. *Training: Currently our training for the Covid 19 with both staff and volunteers has been online through the State and County Health Officers First Responder releases. All the surrounding agencies have been sharing this information, and we have followed their lead. Our wild land training has also started online with courses gained from our new volunteer CalFire captain Sean Jeary.*

## 6. COMMITTEE REPORTS/BUSINESS (Directors to report on Committee activities)

- a. Facilities Committee (Petersen)

There was nothing to report.

- b. Budget Committee (Kruljac)

Director reviewed the Budget versus actual with the Board.

- c. Legislative Committee (Stober)

There was nothing to report

- d. Outreach Committee (Loveless)

Director Loveless updated the Board on the District interview with the Sonoma Index Tribune regarding volunteers. Nothing has been seen yet in the paper.



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## 7. NEW BUSINESS AND CONTINUE UNFINISHED BUSINESS

- a. Update regarding possible expanding the District Sphere of Influence to Lakeville.

Director Loveless advised the Board that the Lakeville District is not interested and is going with North Bay Fire.

- b. Update on the Sign for Station 1

Nothing to report. Table for next meeting.

- c. Legal Counsel contracts and review.

Director Loveless introduced the contract for Legal Counsel with Ragghianti/Freitas LLP and explained their experience. Director Loveless made the motion to enter into agreement for Legal Counsel with Ragghianti/Freitas and to pay the \$3,000 retainer. The request for public comments was made. There were no public comments. Director Kruljac seconded the motion. The motion passed with a vote of Ayes-4, Noes-0, Absent-1.

- d. Declaration of District Emergency-Coronavirus (COVID-19)- **Discussion and Action**

1. Review Policy 222-Emergency Procurement

Chief Mulas introduced Policy 222-Emergency Procurement. The policy was reviewed by the Board. Director Loveless made the motion to accept Policy 220 for a procurement in emergencies up to \$25,000. The request for public comments was made. There were no public comments. Director Kruljac seconded the motion. The motion passed with a vote of Ayes-4, Noes-0, Absent-1.

2. Review Policy 224-Emergency Preparedness

Chief Mulas introduced Policy 224-Emergency Preparedness. Chief Mulas explained the purpose and scope of the policy. Director Loveless made the motion to accept Policy 224-Emergency Preparedness. The request for public comments was made. There were no public comments. Director Kruljac seconded the motion. The motion passed with a vote of Ayes-4, Noes-0, Absent-1.

- e. Policy 223-Reserve Funds- **Discussion and Action**

Chief Mulas introduced Policy 223-Reserve Funds to establish and maintain adequate fund balance across the spectrum of District operations. He reviewed the suggested allocation necessary for operations. Director Kruljac made the motion to approve Policy 223 to distribute reserve funds to take care of the future needs of the District. The request for public comments was made. There were no public comments. Director Loveless seconded the motion. The motion passed with a vote of Ayes-4, Noes-0, Absent-1.





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### 10. ADJOURNMENT

Director Kruljac made the motion to adjourn at 8:02 PM. Director Loveless seconded the motion. The motion passed, and the meeting was adjourned

Next scheduled meeting is May 13, 2020.

If applicable, Board meeting documents are available for review at the SVFPD Station 1, 22950 Broadway, Sonoma Ca. 95476. Please call (707) 938-2633 for an appointment