



SCHELL-VISTA FIRE PROTECTION DISTRICT

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

Date: February 12, 2014
Time: 7:00PM
Location: 22950 Broadway - Station #1

1. Director Loveless called the meeting to order at 7PM. Directors Bob McLean, Joe Petersen, Dan Weber, Ernie Loveless, and Bob Kruljac were present. A quorum was met. Chief Ray Mulas, Administrative Captain Matt Garner, and District Account Robin Woods were also present.

2. There were no public comments.

3. CONSENT CALENDAR

a. Director Kruljac made a motion to approve the minutes of the January 8, 2013 meeting. Director Petersen seconded the motion. The minutes were approved.

b. District Account Woods presented the Board with the District Accountant's Report along with two Requisitions for payments relating to the 2005 and 2012 Bonds and a request to Wire Transfer the interest for the 2012 Bond from the County Bond Tax Account to US Bank for signature. She also presented the Board with a new "Appointment of Authorized Representatives Form" for signatures.

Director Kruljac moved to accept the District Accountant's Report as presented. Director Petersen seconded the motion. The Report was accepted.

a. Chief Mulas presented the Chiefs Report to the Board.

4. OLD BUSINESS

a. Director Kruljac presented an update of the Annexation progress to the Board along with the Survey results. Director Loveless advised the board that he and Director Kruljac plan to meet with the County next week and will submit the application for the Annexation by the end of the month.

b. Facility Committee:

Director Petersen advised the board that he and Director Weber conducted an inspection of Station #2 and reported maintenance issues that need to be addressed. Administrative Captain Garner presented a list of items that need repair in both Station #1 and Station #2. Directors Petersen, Weber and Administrative Captain Garner will meet to compile a list of costs. Director Weber made the motion to proceed with repairs up to \$3000 in both Stations. If the cost goes over \$3000, they are to be presented to the Board for approval. Director McLean seconded the motion. The motion passed unanimously.

c. Budget Committee:

Director Weber advised the Board that the District needs to update signature cards for the Districts West America Payroll Account. Director McLean made the motion to authorize

Directors Petersen, Kruljac, Weber, and Loveless to sign on the District's West America checking account. Director Petersen seconded the motion. The motion passed unanimously. Director Weber presented the Board with new signature cards and will complete the process.

d. Legislative Committee:

Director Kruljac was named chair to the Legislative Committee. He presented two articles regarding courses offered by CSDA for informational purposes.

e. Outreach Committee:

Director McLean spoke to Bill Hoban, Managing Editor of the Sonoma Index Tribune, and found that there is no cost to publish District Board Meetings under "On the Agenda" in the paper. Tonight's meeting was posted in the paper. District Accountant Woods will continue to post the notice for our meetings with Bill Hoban.

Director McLean advised the board that he is looking for picture of past Board Members for the Website. He also has old articles that he gave to Woods to post in the near future.

f. Policy and Procedure Committee:

Director Loveless was named chair to Policy and Procedure Committee. Director Loveless had nothing to report.

5. NEW BUSINESS

a. Jeanne Williams Memorial Service will be held at Station #1 on March 1, 2014 at 10AM. Jeanne's executor of her estate has obtained insurance to cover the event. Director McLean made the motion that the District would pay up to \$2500 towards Jeanne's service. The funds would come out of the "House Account" budget. Director Kruljac seconded the motion. The motion passed unanimously.

b. Director Loveless reported to the Board that he has talked to a Payroll Service, Innovative Business Solution about possibly taking over payroll processing for the District. Other Districts use their service and recommend them. The cost is estimated to be \$150 per month.

Director Weber made the motion to contract Innovative Business Solutions Service to process the District's payroll. Director Kruljac seconded the motion. The motion passed unanimously.

c. Bank Signature Cards: See 4c above.

d. Following are the goals that the Board set for 2014:

1. Complete the Annexation
2. Restructure Administration Function

6. CLOSED SESSION

Closed session under Section 54957, Personnel Matters.

Closed session discussion was completed and Director Loveless convened to open session. The actions of the closed session were reported as follows:

Director McLean made the motion to contract Robin Woods and Stacy McCambridge to fulfill the Districts Administrative Position. Director Kruljac seconded the motion. The motion passed unanimously. Directors Loveless and Weber will meet with Woods and McCambridge to define position and procedures.

7. ANOUNCEMENTS:

Director McLean presented the Board with a letter advising of his intent to retire from the Board on or about May 7, 2014. Director Loveless presented policy options concerning early retirement of Board members. Members of the Board agreed to discuss this further at the next Board meeting.

Due to conflicts in scheduling, it was decided to move the March Board meeting to Wednesday, February 26, 2014.

8. Director McClean made a motion to adjourn the meeting at 9 PM. Director Kruljac seconded the motion. The meeting was adjourned.

Next meeting scheduled for Wednesday, February 26, 2014 at 7PM.

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