



Schell Vista Fire Protection District

22950 Broadway Sonoma, Ca. 95476

Ph. (707) 938-2633 / Fax. (707) 935-9681

www.schellvistafire.org / e-mail: info@schellvistafire.org

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

Date: Wednesday, December 2, 2020

Time: 7:00 PM

Location: 22950 Broadway - Station #1

This was a virtual meeting of the Board of Directors pursuant to Executive Order N-29-20 issued by the Governor of the State of California. There was not be a public location for participating in this meeting, but any interested member of the public could participate telephonically by utilizing the dial-in information printed on the agenda

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

Director Finn called the meeting to order at 7:00 PM. Directors Joe Petersen, Bob Kruljac, Hal Stober 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.

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 November 4, 2020 meeting- **Discussion and Action**

Director Stober made a motion to approve the minutes of the November 4, 2020. The request for public comments was made. There were no public comments. Director Kruljac seconded the motion. The motion passed, and the minutes were approved.

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

Director Kruljac made a motion to accept the Financial Report for December 2020 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 Ray Mulas presented the following report to the Board:

1. *You should all have received a picture of the new sign; I think it turned out looking awesome. It should be installed the week of November 30th.*
2. *The volunteers have decided they do not want to put any money into old 321, and we really don't have any place to store it. We no longer have the interest in our history like we use to, regarding the old engine. We should discuss its value and whether we want to sell it. 1955 open cab Ford.*
3. *The project at Station #2 is moving along when engineer Ivar is working.*
4. *The payroll account at Exchange bank should be up and running thru the payroll company. We need to go in and add a board member to the signing card and setup the online banking.*
5. *I will be out of town hopefully from the 11th of December thru the 18th I will be available by phone or Zoom.*
6. *I am working on a draft proposal for your consideration that would add the position of Stipend Administrative Battalion Chief. This a brief description of what I would require from this BC.*
 - * Human Resource Liaison*
 - * Fire Fighter Bill of Rights (Investigator and Administrator)*
 - * Strategic Programs*
 - o Target Solutions (Internet based Training Platform)*
 - o CrewSense (Staffing Platform)*
 - o Career Development Guide*
 - o Mentoring Guide (BC Medeiros already implemented this)*
 - o Managing Employee Performance*
 - o General order System (System to release pertinent information to the department in a constructive and archived manner)*
 - o After Action Review (AAR) Template For Near Miss/Incidents (has already been done by BC Medeiros)**This position would be a Stipend of \$1500 per month (25% below the Assistant Chief Rank)*

A formal document is being prepared by myself and Chief Medeiros for your review in January.
7. *I will be purchasing from Vector Solutions the Training platform Target Solutions and the Staffing Platform Crew Sense. This will be under \$9000 and no cost to the district this year. Currently we only have the paid staff on this program, with my goal of having both Paid and Volunteer on this program we will have complete documentation of their training.*



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

a. Facilities Committee (Petersen)

Nothing additional to report.

b. Budget Committee (Kruljac)

Director Kruljac presented the FYTD Budget versus Actual report and reviewed it with the Board.

c. Legislative Committee (Stober)

Nothing to report.

d. Outreach Committee (Loveless)

Director Loveless advised the Board that he obtained more educational flyers for the station to distribute as requested.

7. NEW BUSINESS AND CONTINUE UNFINISHED BUSINESS

a. Update on Signage at Station 1

Signage update in the Chief's report.

b. LAFCO Nominations

The position was for an alternate position. There were no opponents to the incumbent. There will be no election necessary.

c. Update District FYE 2020 Audit,

Robin Woods advised the Board that the interview with the Auditor was completed and all the requested documents submitted. The Auditor is planning on having the Preliminary Audit to the Board early next week. Auditor, Blake Goranson, will call in to the January meeting at 7:30 to answer questions and discuss the audit.

d. Election of nominated officers of the Board.

1. Chair - Ken Finn
2. Vice Chair-Ernie Loveless
3. Treasurer-Bob Kruljac



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Newley Elected Officers are as follows:

Ken Finn-Chair
Ernie Loveless-Vice Chair
Bob Kruljac-Treasurer

Chair: Director Kruljac nominated Director Finn to the position of Chair of the Board. Director Stober seconded the nomination. A vote was called, and Director Finn was elected to office by following vote:

Ayes-5 Noes- 0 Absent-0

Vice Chair: Director Finn nominated Director Loveless to the position of Vice Chair of the Board. Director Kruljac seconded the nomination. A vote was called, and Director Loveless was elected to office by following vote:

Ayes- 5 Noes- 0 Absent- 0

Treasurer: Director Petersen nominated Director Kruljac to the position of Treasurer of the Board. Director Finn seconded the nomination. A vote was called, and Director Kruljac was elected to office by following vote:

Ayes- 5 Noes- 0 Absent-0

e. Calendar Review (Robin)

-Review SVFPD Ordinance No 2018/2019-01 Tax Measure Steps for 2020.

January -Determine the Preliminary Tax Rate

February-Request the Parcel Report from the county using the preliminary rate

March-Notice of Public Hearing

April-Conduct Public Hearing

May-Allow time for property owner appeals of the tax levy

June-Approval of the District Preliminary Budget

June/July- At the end of the Fiscal year, The District "shall cause a report to be prepared and filed with the Board of Directors containing information regarding the amount of special tax revenue collected and expended as well as the status of projects funded with proceeds of the special tax" (Ord. Section VII)

July-Approval of the Distract Tax Roll and Appropriations Limit

August-Tax Roll and Appropriations Limit sent to the County.

-Calendar Review General Business

April-Set up Budget Committee meeting to prepare preliminary budget for June meeting.

June-Preliminary Budget review and approval.

July 15-August 9 Board Members file for re-election with the Registrar of Voters.

September-Final Budget review and approval.

Nov-Nomination of Officers of the Board

Dec-Election of Officers of the Board for January 1 start date.



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8. CLOSED SESSION

There was no closed session.

9. ANNOUNCEMENTS/GOOD of the ORDER

There were no announcements.

10. ADJOURNMENT

Director Kruljac made the motion to adjourn at 7:56PM. Director Loveless seconded the motion. The motion passed, and the meeting was adjourned

Next scheduled meeting is January 6, 2021.

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