

**Ross Valley Fire Board
Meeting Minutes
Ross Valley Fire Department
777 San Anselmo Ave.
San Anselmo, CA**

Wednesday, June 12, 2013

Board Present: Finn (for Shortall), Small, Hoertkorn, Berto, Kroot, Read, McInerney, Weinsoff

Staff present: Stutsman, Meagor, McCarthy, Stasiowski, Lewis

Call to order: 6:30pm

Open time: no members of the public in attendance.

1. **Board requests for future agenda items, questions and comments to staff, staff miscellaneous items:** no items
2. **Consent Agenda:** M/S Weinsoff/McInerney to approve, 1 abstain Finn, minutes. All ayes
3. **Monthly call report and out of jurisdiction:** Chief Meagor reviewed the report and explained the differences between mutual aid and auto aid. He also explained the mutual aid system and how resources are dispatched throughout the county. He then reviewed recent fires that have occurred in the jurisdiction. Member Hoertkorn asked about the response by apparatus report. Chief Meagor explained that is just by apparatus and they could respond to any area of the jurisdiction. He then explained that the report by station shows calls for each station.
4. **Current Financial Report:** Chief Meagor reviewed the current financial report. Member Hoertkorn asked if it was typical to have a surplus at the end of the year. Chief Meagor responded that we were very conservative with the budget last year and there were unexpected occurrences throughout the year. Given those factors, the department was careful with purchasing throughout the year, which resulted in a surplus at the end of this fiscal year.
5. **Discussion regarding the reduction or elimination of Board member meeting stipend:** Chief Meagor reviewed the staff report. Member McInerney asked about why it started and when it was changed in 2009. Chief Meagor responded that back in 2009 there wasn't any department that paid more than \$100. Member Berto spoke on the increase in the stipend and that it was to reimburse board members for their time and to "compensate their spouses for the time taken to prepare for the meeting". Member Small stated that these board meetings are the shortest she attends and that it "seems odd" to be paid to attend the meeting. Member Hoertkorn agreed with what Member Small said and that given the financial straits even though it is small. Member Finn spoke that he takes a different view and that you are encouraging more interest and

AGENDA ITEM # 2a

Date 7/10/13

that time that is involved goes beyond the board meeting night, the amount is only a tenth of one percent of the budget, to preparation and working on issues outside of the meeting. Member McInerney spoke in favor of eliminating the stipend to show "tightening our belts" but is on the fence about it, as it is a drop in the bucket and is symbolism. Discussion ensued about various committees that board members participate in and the work that goes into the preparation for the meetings. Maybe have an individual option to receive or not to receive the stipend. President Kroot said he is also split on this – he agrees with the recognition of service but does appreciate the budget and would hope that if it is eliminated that the funds would be used for a specific purpose. Member McInerney asked about moving away from having a monthly meeting to having fewer meetings. There is the ability to have fewer meetings. Can have special meetings as well. M/S Small/Hoertkorn to have staff to bring resolution back to the next meeting. Polled the board about whether to bring this item back to next meeting. Poll results were four to four. In order to have this pass at the next meeting, there would need to voting as per the JPA agreement. Discussion ensued about whether to bring this back at the next meeting. Member Hoertkorn said that since there wasn't a majority and it is one tenth of one percent of the budget there are more important items to discuss and to move forward.

6. **Discussion and direction to staff regarding Department wide firefighter apprentice program:** Chief Meagor presented the staff report, explaining the two options and opened the item for discussion by the board. He has spoken to the town managers and they do not like the idea of increasing the contributions to the department. President Kroot and Member McInerney asked about what the difference is between the position, the apprentice would be trained at a level of a firefighter and would be additional staffing; the trainee would not be on shift and not available on 24-hour basis. Discussion ensued about the trainee positions, the trainee can be let go if they did not work out, and it is a temporary position. The Option 2 would not result in any increase in costs to towns. Member Small supports Option 2 and at the end of the year bring back a report showing how the program worked, financially, and to make further recommendations from there. Member Reed asked about the volunteer program and if they are utilized. Chief Meagor explained how the volunteers are utilized and that most are not available during the day time due to their jobs. They provide excellent support and additional staffing at incidents. M/S Weinsoff/Finn to accept Option 2, no public comment. All ayes.
7. **Adopt Resolution 13-04 a resolution adopting the Budget for the Ross Valley Fire Department for the fiscal year commencing July 1, 2013.** Chief Meagor reviewed the staff report and that this proposed budget is the same as presented in May, with the only change to the surplus which is now \$192,000. Member Hoertkorn asked about deliverables for this fiscal year, Chief Meagor responded that we deliver emergency services and that is the majority of our budget. M/S Weinsoff/Reed to adopt Resolution 13-04 a Resolution Adopting the Budget for the Ross Valley Fire Department for the fiscal year commencing July 1, 2013. All ayes.
8. **Consideration and approval of staff's recommendation to enter into a three year agreement with Maze and Associates to perform the Department's**

annual financial audits. Chief Meagor reviewed the staff report and recommendations. Member Weinsoff stated that he is interested in “keeping the money at home” and that it is his only concern. Lengthy discussion about going back and asking about pricing and the benefits of the various firms, expertise in public entities is knowledge is very important. M/S Small/Reed staff recommendation to accept Maze and Associates. All ayes.

9. **Adopt Resolution 13-05 appointing a representative and alternates to the MERA Board of Directors:** Chief Meagor presented the staff report and the recommendation to remove the second alternate if desired. Member Weinsoff offered to be the second alternate. M/S to adopt resolution Rich Shortall is the rep, Chief Alternate, Weinsoff 2nd. All ayes.

10. **Approve appointment of Roy A. Clarke as the Department’s general counsel:** Chief Meagor reviewed the staff report and explained how the department has utilized legal services in the past. Member Weinsoff stated that he feels that the department should go out and locate a Marin County attorney, to “keep the money in the county”. Members Weinsoff and McInerney asked that an RFP or such be put out to obtain an attorney who lives and works in Marin County. Discussion ensued about this firm and how Town of Ross and Fairfax also utilizes this firm for their legal counsel. A question was ask - How integrated is the attorney with the County legal systems? Town Manager Braulik, Town of Ross, spoke during public comment and that this firm does have a lot of experience in this County. M/S Hoertkorn/Berto to approve appointment of Roy A. Clarke, 5 ayes, 3 noes.

11. Next meeting is scheduled for Wednesday, July 10, 2013, at Ross Valley Fire Department.

Minutes respectfully submitted,



JoAnne Lewis
Administrative Assistant