



REDWOOD VALLEY-CALPELLA FIRE DISTRICT

- Delbert Phelps Fire House
 - 8481 East Road
- Redwood Valley CA 95470
Phone: 707-485-8121

www.redwoodvalleycalpellafire.org

BOARD OF DIRECTORS

Stephanie Dunken

Ryan Mayfield

Russel Odell

James Tusso

Anne Woida

REGULAR MEETING AGENDA

Thursday, February 13, 2025 at 6:00PM

Any person who requires a disability related modification or accommodation in order to participate in a public meeting should make such a request to Jessica Keizer, Board Clerk, for immediate consideration.

1. Opening Business

1.1 Call to Order

1.2 Pledge of Allegiance and Moment of Silence

1.3 Roll Call

2. Public Comment (GC §54954.3)

This portion of the meeting is reserved for persons wishing to address the Board on any matter not on the agenda. Any matter that requires Board action will be referred to staff for a report and action at a subsequent Board meeting.

3. Agenda Amendments (GC §54954.2) – Discussion/Action

4. Consent Calendar

(Consent calendar items will be enacted upon by one motion. There will be no separate discussion on items unless a Board Member, Staff, or member of the public requests removal of the item for separate action.)

4.1 Minutes: Approve Special Board Meeting Minutes of January 6, 2025

4.2 Minutes: Approve Regular Board Meeting Minutes of January 9, 2025

4.3 Minutes: Approve Special Board Meeting Minutes of January 14, 2025

4.4 Payroll: Approve Payroll 26, 1 and 2 in the amount of: \$62,891.34

4.4 Expenditures: Approve Expenditures for January in the Amount of:

General Fund: \$23,374.38

CalCard Payment: \$ 959.41

5. **Discussion Items**
 - 5.1 Board Meeting Minutes Format
 - 5.2 Monthly Reports to the Board
 - 5.3 Board ByLaws and Operating Procedures #1 and 2
6. **Action Items – Discussion/Action**
 - 6.1 Approve a Resolution Amending the Signature List for Authorizing the Disbursement of Funds from the Savings Bank of Mendocino County- Discussion/Action
 - 6.2 Approve a Resolution Amending the Signature List for Authorizing the Disbursement of Claims by the County of Mendocino - Discussion/Action
 - 6.3 Appoint Labor Negotiators to Update the Employee Wage and Benefits Procedures – Discussion/Action
 - 6.4 Approve the Surplus and Donation of Engine 6288 (1997 Quality -Spartan) to the Mendocino Community College and Authorize the Interim Fire Chief to Execute the Property Transfer Documents – Discussion/Action
7. **Board of Directors and Administrative Reports – Information/Discussion**

(No action will be taken on any questions raised by the Board at this time.)

 - 7.1 Board of Directors Report
Human Resources Committee (Ad Hoc – Dunken and Woida)
Budget Committee (Standing – Dunken and Odell)
 - 7.2 Fire Chief Report
 - 7.3 Volunteers Reports (Fire Marshal, Training Officer and Safety Officer)
 - 7.4 Volunteer Association Report
8. **Correspondence – Information**
9. **Request for Future Agenda Items**
10. **Closed Session: Government Code §54957**
 - 10.1 Conference with Labor Negotiators: Government Code §54957.6
Agency Designated Representatives: appointed earlier in this meeting
Employees: All
 - 10.2 Interim Fire Chief Performance Review: Government Code §54957
11. **Open Session**
 - 11.1 Report on Closed Session: Government Code §54957.1
12. **Adjournment**

Next Regularly Scheduled Board Meeting
Thursday, March 13, 2025 at 6 p.m.



**REDWOOD VALLEY-CALPELLA FIRE DISTRICT
BOARD OF DIRECTORS SPECIAL MEETING
MINUTES
January 06, 2025**

Page 1 of 2

1 CALL TO ORDER

The meeting was called to order by Chair Dunken at 7:02PM.

2 ROLL CALL

DIRECTORS PRESENT

S. Dunken, R. Mayfield, R. Odell, A. Woida

DIRECTORS ABSENT

J. Tusso

STAFF PRESENT

Fire Chief Robinson, Jessica Keizer, Clerk

#3 APPROVAL OF AGENDA

A motion was made to approve the agenda as written by Director Woida and seconded by Director Odell.

#4 PUBLIC EXPRESSION

None

#5 CLOSED SESSION

Entered into closed session at 7:04PM for the purpose of:

a. Personnel - (GC§54957)

#6. OPEN SESSION - Returned to open session at 7:13PM

Report on Closed Session (GC§54957.1)

Nothing to report out.

#7. MEET AND GREET- WITH QUESTIONS & ANSWERS-

Introductions carried out around the room of the names and backgrounds of all of the Board of Directors and the Volunteers. Questions and answers were posed to lead a discussion on the roles and responsibilities of the Board of Directors. Clarification was given of what is the responsibility of the Fire Chief and operations vs. the fiscal responsibilities of the Board. Many of the questions and concerns posed by the Volunteers were explained to be under the purview of the Fire Chief. The Board of Directors gave a directive to Fire Chief Robinson to review the Volunteer policy that is currently in use by Ukiah Valley Fire Authority with the intent that it should be adapted to fit the needs of RVCFD. A Special Meeting to review the policy will take place on January 30, 2025.



**REDWOOD VALLEY-CALPELLA FIRE DISTRICT
BOARD OF DIRECTORS SPECIAL MEETING
MINUTES
January 06, 2025**

Page 2 of 2

ADJOURN

There being no further business to come before the Board the meeting was adjourned at 8:41PM.

Next Regular Board Meeting will be February 13, 2025 at 6:00PM

Stephanie Dunken, Chair

Jessica Keizer, Clerk

DRAFT



**REDWOOD VALLEY-CALPELLA FIRE DISTRICT
BOARD OF DIRECTORS MEETING
MINUTES
January 9, 2025**

Page 1 of 4

1 CALL TO ORDER

The meeting was called to order by Chair Dunken at 6:02PM.

2 ROLL CALL

DIRECTORS PRESENT

Dunken, Odell, Tusso, Woida

DIRECTORS ABSENT

Mayfield

STAFF PRESENT

Fire Chief Robinson, Jessica Keizer, Clerk

#3 APPROVAL OF AGENDA

A motion was made to approve the agenda by Director Woida and seconded by Director Odell.

#4 PUBLIC EXPRESSION

Audience member Gizmo Henderson spoke on the topic of the siren warning system, recapping that the recent MAC meeting had spoken with RVCFD Chief Robinson, OES and the Sheriff on the future of the system. He also spoke on the topic of the warning signs on the roadways that warn about the fire danger associated with dragging chains. Currently Northern California displays the warning during red flag warnings and now Southern California is looking into that as well.

#5 MINUTES

12/19/2024 Special Board meeting minutes

A motion was made to approve the minutes as written by Director Tusso and seconded by Director Odell. All in favor.

12/23/2024 Special Board meeting minutes

A motion was made to approve the minutes as written by Director Tusso and seconded by Director Odell. All in favor.

#6 MONTHLY FINANCIAL REPORT

Total revenue was \$2,427.70 for the month of December and the total expenditures for the month were -\$61,851.29. This left us with a deficit of -\$59,423.59 for the month. The balance of the equipment trust fund is \$128,425.09.



**REDWOOD VALLEY-CALPELLA FIRE DISTRICT
BOARD OF DIRECTORS MEETING
MINUTES
January 9, 2025**

Page 2 of 4

#7 CHIEFS REPORT

Chief Robinson provided a written report. He highlighted that we had two staff members that left recently, but a plan is in place to provide full coverage for the valley by using volunteers and other resources to cover the vacant shifts. The Chief will be on vacation from 01/16/25-01/27/25 and Acting Captain Juszczak will be in charge in his absence. The two utility trucks have been re-numbered from 6204 and 6260 to U6241 and U6242.

#8 FIRE PREVENTION BUREAU REPORT

A written report was included in the packet and the Fire Marshal highlighted his upcoming goals and objectives for Prevention.

#9 VOLUNTEERS REPORT

- a. Battalion Chief Ebert gave an update on current training topics including an Evolution in training on structure fires.
- b. We have 3 Explorers currently. The Boy Scouts of America is posing some difficulties when it comes to running the Explorer program so the plan is to look into alternative programs.

The Volunteers have raised \$9,000.00 towards creating a perpetual scholarship for education in the first responder field. They voted to put in an additional \$16,000.00 to make a total of \$25,000.00 which is the amount needed to establish and ongoing perpetual scholarship.

#10 COMMITTEE REPORTS

Ad Hoc Committees:

- a. Human Resources Committee- Dunken
None

Standing Committees:

- a. Budget Committee –Boyd, Dunken
No meeting, but one needs to be scheduled to go over mid year numbers.

#11 DIRECTORS REPORTS

The special meeting of the Board of Directors with the RVCFD Volunteers held earlier in the month went well and helped bridge a gap.



**REDWOOD VALLEY-CALPELLA FIRE DISTRICT
BOARD OF DIRECTORS MEETING
MINUTES
January 9, 2025**

Page 3 of 4

#12 GOOD OF THE DEPARTMENT

- a. A moment to thank Christine Boyd for her 4 years of dedication serving on the RVCFD Board.
- b. Chief announced that there will be a change in the business hours moving forward t the office will be closed from 12:00-1:00 for lunch.
- c. A moment of silence was taken to remember the lives lost in the recent Southern California fires.

#13 OLD BUSINES

- a. Policy Change- Proposed change to current District policies regarding paid staff and Qualified Relief Duty Officer job descriptions.
Discussion on the proposed updates to the job description of Firefighter/EMT-B . As outlined in OPM 2.5a Firefighter/EMT-B a redlined version was reviewed and it was concluded that additional education requirements need to be added to the job description. The additions of ICS100, 200, IS700-NIMS, S-130, S-190 and L180 will be added. A motion was made to approve the updated job description for Firefighter/EMT-B with the included educational additions listed above. Motion was made by Director Tuso and seconded by Director Odell.

Ayes: Dunken, Odell, Tuso, Woida

Noes: None

Absent: Mayfield

- b. CALFIRE Grant funds expenditure approval.
Chief Robinson presented a breakdown of funds still available to purchase the remaining items though the grant funding we have received. A motion was made to approval the outlined expenditures associated with the CAL FIRE grant. A motion was made by Director Woida and seconded by Director Odell.

Ayes: Dunken, Odell, Tuso, Woida

Noes: None

Absent: Mayfield

#14 NEW BUSINESS

- a. Nomination of Board Chair and Vice Chair for 2025-
A motion was made to nominate Stephanie Dunken as Board Chair. Motion was made by Director Woida and seconded by Director Odell.

Ayes: Dunken, Odell, Tuso, Woida

Noes: None

Absent: Mayfield

A motion was made to nominate Anne Woida as Vice Chair. Motion was made by Director Dunken and seconded by Director Tuso.

Ayes: Dunken, Odell, Tuso, Woida

Noes: None

Absent: Mayfield



**REDWOOD VALLEY-CALPELLA FIRE DISTRICT
BOARD OF DIRECTORS MEETING
MINUTES
January 9, 2025**

Page 4 of 4

b. Policy Change- Review and approval of policy for dispersal of surplus equipment.

Review of OPM policy 3.20 Disposition of Surplus Property. It was decided that the wording in section 3.20.3.2 should be changed from shall to may. A motion was made to approve OPM policy 3.20 with the corrected wording in section 3.20.3.2. Motion was made by Director Woida and seconded by Director Odell.

Ayes: Dunken, Odell, Tusso, Woida

Noes: None

Absent: Mayfield

#15 REQUEST FOR FUTURE AGENDA ITEMS

-None

#16. CLOSED SESSION

Entered into closed session at 6:58PM for the purpose of:

a. Personnel –

In accordance with Government Code Section 54957, the Governing Board will meet in closed session to consider the appointment, employment, evaluation or performance, discipline, resignation, retirement, reassignment, dismissal, or complaint of a public employee(s), specifically affecting management.

b. Personnel – Fire Chief Evaluation

In accordance with Government Code Section 54957, the Governing Board will meet in closed session to consider the appointment, employment, evaluation or performance, discipline, resignation, retirement, reassignment, dismissal, or complaint of a public employee(s), specifically affecting management.

#17. OPEN SESSION - Returned to open session at 7:59PM

Report on Closed Session (GC§54957.1)

No action was taken

#18. ADJOURN

There being no further business to come before the Board the meeting was adjourned at 7:59PM.

Next Regular Board Meeting will be February 13,2025 at 6:00PM

Stephanie Dunken, Chair

Jessica Keizer , Clerk



**REDWOOD VALLEY-CALPELLA FIRE DISTRICT
BOARD OF DIRECTORS SPECIAL MEETING
MINUTES
January 14, 2025**

Page 1 of 2

1 CALL TO ORDER

The meeting was called to order by Chair Dunken at 5:02PM.

2 ROLL CALL

DIRECTORS PRESENT

S. Dunken, R. Mayfield, J. Tusso, A. Woida

DIRECTORS ABSENT

R. Odell

STAFF PRESENT

Fire Chief Robinson, Jessica Keizer, Clerk

#3 APPROVAL OF AGENDA

A motion was made to approve the agenda as written by Director Woida and seconded by Director Tusso.

#4 PUBLIC EXPRESSION

None

#5 CLOSED SESSION

Entered into closed session at 5:04PM for the purpose of:

- a. Personnel - (GC§54957)- Fire Chief Resignation
- b. Personnel - (GC§54957)- Interview of Interim Fire Chief

#6. OPEN SESSION - Returned to open session at 6:34PM

Report on Closed Session (GC§54957.1)

6a. Item 5.a. Motion was made to accept Chief Robinson's resignation as Fire Chief effective on the starting date of an Interim Fire Chief and to approve his request to voluntarily demote to his previous position of Fire Captain with a six-month probationary period. Further move to continue his current Fire Chief salary until his first shift as Fire Captain wage to be set at step E of the current salary schedule. Motion by Director Mayfield and seconded by Director Woida.

Roll Call:

Ayes: Dunken, Mayfield, Tusso, Woida

Noes: None

Absent: Odell



**REDWOOD VALLEY-CALPELLA FIRE DISTRICT
BOARD OF DIRECTORS SPECIAL MEETING
MINUTES
January 14, 2025**

Page 2 of 2

Item 5.b. No action was taken. The prospective Interim Fire Chief was interviewed by the Board.

6b. Consider the approval of an agreement for the Interim Fire Chief. Motion was made to approve the contract and hire Daniel Grebil as the Interim Fire Chief effective immediately. Motion was made by Director Tuso and seconded by Director Mayfield.

Roll Call:

Ayes: Dunken, Mayfield, Tuso, Woida

Noes: None

Absent: Odell

ADJOURN

There being no further business to come before the Board the meeting was adjourned at 6:43 PM.

Next Regular Board Meeting will be February 13, 2025 at 6:00PM

Stephanie Dunken, Chair

Jessica Keizer , Clerk

Redwood Valley Calpella Fire District

Payroll summary by employee report

From Jan 01, 2025 to Jan 31, 2025 for all employees from all locations

Item	Total
Hours - total	1525.91
Hours - Regular Pay	522.00
Hours - Paid time off	48.00
Hours - Vacation Pay	691.91
Hours - Holiday Pay	32.00
Hours - Cell Phone Reimbursement	0.00
Hours - Retirement	0.00
Hours - Salary	160.00
Hours - Safety Officer Stipend	0.00
Hours - Training Officer Stipend	0.00
Hours - Expense Reimbursement	0.00
Hours - Promotion Rate 12/21/24	72.00
Hours - QRDO Stipend	0.00
Hours - Travel per Diem	0.00
Gross pay - total	\$ 55,282.84
Gross pay - Regular Pay	\$ 13,663.56
Gross pay - Paid time off	\$ 1,074.24
Gross pay - Vacation Pay	\$ 19,566.23
Gross pay - Holiday Pay	\$ 1,480.64
Gross pay - Cell Phone Reimbursement	\$ 250.00
Gross pay - Retirement	\$ 3,350.36
Gross pay - Salary	\$ 7,403.20
Gross pay - Safety Officer Stipend	\$ 500.00
Gross pay - Training Officer Stipend	\$ 500.00
Gross pay - Expense Reimbursement	\$ 251.45
Gross pay - Promotion Rate 12/21/24	\$ 1,424.16
Gross pay - QRDO Stipend	\$ 5,400.00
Gross pay - Travel per Diem	\$ 419.00
Pretax deductions - total	\$ (1,776.50)
Pretax deductions - Simple IRA	\$ (1,776.50)
Adjusted gross	\$ 53,506.34
Other pay - total	\$ -
Employee taxes & deductions - total	\$ (14,972.96)
Employee taxes - total	\$ (14,306.30)
Employee taxes - Federal Income Tax	\$ (7,216.26)
Employee taxes - Social Security	\$ (3,370.47)
Employee taxes - Medicare	\$ (788.25)
Employee taxes - CA Income Tax	\$ (2,278.97)
Employee taxes - CA State Disability Ins	\$ (652.35)
Employee Aftertax deductions - total	\$ (666.66)
Employee Aftertax deductions - Garnishment - Child Support	\$ (563.52)
Employee Aftertax deductions - CA FTB PIT Garnishment	\$ (103.14)
Net pay	\$ 38,533.38
Employer taxes & contributions - total	\$ 7,608.50
Employer taxes - total	\$ 6,568.16
Employer taxes - Social Security Employer	\$ 3,370.47
Employer taxes - Medicare Employer	\$ 788.25
Employer taxes - CA ETT	\$ -
Employer taxes - CA SUI Employer	\$ 2,409.44
Company contributions - total	\$ 1,040.34
Company contributions - Simple IRA	\$ 1,040.34
Total payroll cost	\$ 62,891.34

Includes

Payroll # 26 12/15/2024-12/28/2024

Payroll # 1 12/29/2024-01/11/2025

Payroll # 2 01/12/2025-01/25/2025

Monthly Disbursements

Redwood Valley Calpella Fire District

January 1-31, 2025

Date	Num	Vendor	Memo	Amount
01/03/2025	3521	Active 911, Inc.	Annual alert subscription	-551.25
01/03/2025	3522	Bernardo Gonzalez	Rick retirement party-cake	-116.17
01/03/2025	3523	Jessica. Keizer	Rick retirement party-food	-445.19
01/03/2025	3524	Kerry. Robinson	Reimburse Fuel	-56.48
01/03/2025	3525	Megan Turner-Brown	Rick retirement party-food	-43.51
01/03/2025	3526	Rick . Phillips	Reimburse Rig Phone charger	-28.55
01/03/2025	3527	S&L Controller Services	Accounting services	-1,655.00
01/03/2025	3528	Special District Risk Management Authority	Health Insurance Jan	-4,978.19
01/03/2025	3529	Tyler . Welsh	Rick retirement party-propane	-31.33
01/16/2025	3530	AT&T	Phone lines	-266.03
01/16/2025	3531	City of Ukiah	Water	-80.01
01/16/2025	3532	Curtis Tools	Extractor PPE soap	-94.86
01/16/2025	3533	Eureka Oxygen Co.	Fire ext service	-67.00
01/16/2025	3534	FleetPride	Parts	-47.74
01/16/2025	3535	Kerry. Robinson	Reimburse emergency medical bill	-150.00
01/16/2025	3536	Nick Barbieri Trucking	Red Diesel	-811.54
01/16/2025	3537	PG&E	Electricity Dec	-1,181.66
01/16/2025	3538	Redwood Rooter	Spetice Pump for repair	-725.00
01/30/2025	3552	Catherine Batterton	Fire permit refund	-50.00
01/30/2025	3553	FlowMSP, Inc.	Annual mapping subscription	-1,850.00
01/30/2025	3554	Matt Keizer	Knox Box Locks	-168.25
01/30/2025	3555	Megan Turner-Brown	Annual Awards	-494.96
01/30/2025	3556	Nick Barbieri Trucking	Red Diesel	-996.84
01/30/2025	3557	Penny's Trophies & Gifts	Passports and tags	-859.00
01/30/2025	3558	PG&E	Electricity Jan	-1,318.50
01/30/2025	3559	Ricoh USA, Inc.	Printer lease (2 months)	-448.63
01/30/2025	3560	Special District Risk Management Authority	Health Insurance Feb	-4,978.19
01/30/2025	3561	Speedy Signs	Re-logo 6241 and 6242	-781.50
01/30/2025	3562	Thompson Gas	Propane tank rental	-99.00
				-\$23,374.38

RESOLUTION 2025-01

**RESOLUTION AMENDING THE SIGNATURE LIST FOR
AUTHORIZING THE DISBURSEMENT OF FUNDS FROM THE
SAVINGS BANK OF MENDOCINO COUNTY**

WHEREAS, the Board of Directors of Redwood Valley-Calpella Fire District authorized a single checking account with the Savings Bank of Mendocino County; and

WHEREAS, the Fire Chief and any Board Member shall together be authorized to disburse funds from the checking account.

NOW THEREFORE BE IT RESOLVED, that the signature list for authorizing the disbursement of funds from checking account #06 064304 with the Savings Bank of Mendocino County be amended to add:

Daniel J. Grebil

PASSED AND ADOPTED, by the Board of Directors of the Redwood Valley-Calpella Fire District, County of Mendocino, State of California, on February 13, 2025, by the following vote:

AYE NAY ABSENT

BOARD MEMBER DUNKEN
BOARD MEMBER MAYFIELD
BOARD MEMBER ODELL
BOARD MEMBER TUSO
BOARD MEMBER WOIDA

Stephanie Dunken, Board Chair

ATTEST: Jessica Keizer, Clerk

RESOLUTION 2025-02

**RESOLUTION AMENDING THE SIGNATURE LIST FOR
AUTHORIZING THE DISBURSEMENT OF CLAIMS BY THE
COUNTY OF MENDOCINO**

WHEREAS, the Board of Directors of Redwood Valley-Calpella Fire District authorized the County of Mendocino to disburse claims received by the District; and

WHEREAS, the Fire Chief and any Board Member shall together be authorized to order disbursement of claims, subsequent to Board Approval.

NOW THEREFORE BE IT RESOLVED, that the signature list for authorizing the disbursement of claims submitted to the Auditor-Controller of Mendocino County be amended to add:

Daniel J. Grebil

PASSED AND ADOPTED, by the Board of Directors of the Redwood Valley-Calpella Fire District, County of Mendocino, State of California, on February 13, 2025 by the following vote:

AYE NAY ABSENT

BOARD MEMBER DUNKEN
BOARD MEMBER MAYFIELD
BOARD MEMBER ODELL
BOARD MEMBER TUSO
BOARD MEMBER WOIDA

Stephanie Dunken, Board Chair

ATTEST: Jessica Keizer, Clerk



REDWOOD VALLEY-CALPELLA FIRE DISTRICT


Delbert Phelps Fire House
8481 East Road
Redwood Valley CA 95470
707-485-8121

Dan Grebil
Interim Fire Chief

MEMORANDUM

Date: February 10, 2025

To: Board of Directors

From: Dan Grebil, Interim Fire Chief 

Subject: February 13, 2025 – Agenda Item 6.4
Approve the Surplus and Donation of Engine 6288 (1997 Quality – Spartan) to Mendocino Community College

Recommendation

Approve the surplus and donation of Engine 6288 (1997 Quality – Spartan) to the Mendocino Community College and Authorize the Interim Fire Chief to execute the property transfer documents.

Discussion

The Board of Directors had previously declared Engine 6288 as surplus and the former Fire Chief has been actively engaged in selling it. In recent discussions with area Fire Chiefs and the Public Safety Coordinator for the College, I was briefed that the College is in need of a fire engine for their fire science program. Referencing the Board Policy, adopted last month, regarding the Disposition of Surplus Equipment and Materials (3.20.3.3 Donation), I recommend the surplus and donation of this engine to the Mendocino Community College for use by their fire science program.

BOARD OF DIRECTORS

Stephanie Dunken

Ryan Mayfield

Russel Odell

James Tuso

Anne Woida

REDWOOD VALLEY CALPELLA FIRE DISTRICT
POLICY TITLE: Disposition of Surplus Equipment and Materials
POLICY NUMBER: OPM 3.20

Code references:

H&S § 13861 (b): *Rights and powers of district.*

Article 16, Section 6(10) of the California Constitution: *Gift of public monies.*

H&S § 13910: *Raising of revenues*

H&S § 13868 (a): *Maintenance of records.*

Gov § 25505: *Surplus personal property of special districts disposition of proceeds.*

Section 3.20.1

This is the Redwood Valley Calpella Fire District's Administrative policy for the disposition of surplus personal property, equipment, and material. The policy does not apply to real property (Land). The policy's purpose is to ensure the receipt of all revenues from the disposal of surplus personal property, equipment, and materials.

Section 3.20.2

The Redwood Valley Calpella Fire District Fire Chief (or his/her designee) shall from time to time develop a list of supplies and equipment which is surplus. "Surplus" means that the item has little or no remaining useful life for the District. Prior to disposal, the Redwood Valley Calpella Fire District Board of Directors shall be provided with, and approve, a list of all such personal property, equipment, or materials.

Exception: If it is deemed by the Fire Chief that the property is worth less than \$50.00 it can be disposed of in a way approved in this policy and does not have to go to the District board for approval.

Section 3.20.3

The first effort shall be to dispose of that property in a manner which is most likely to generate the greatest return to the District. Staff will determine which method of disposal is best. Such methods of disposal include but are not limited to the following:

3.20.3.1 Sale on the Open Market

The Fire Chief shall cause to be published at least three days before a public auction sale, in a newspaper circulated throughout the District, and by posting on any District website, a notice of sale setting forth a general description of the property to be sold, and the day, time, and location

of the sale. The terms of all such sales shall be cashier's check or money order in the amount of the full purchase price. The property will be sold to the highest bidder. If the bidder is unable to produce funds for the item it will go to the next highest bidder.

3.20.3.2 Items with an assumed value over \$5,000.00 shall be sold through an auction agency like www.govdeals.com, Ebay.com, or similar auction facilities. The fees for this sale shall be deducted from the proceeds of the sale.

3.20.3.3 Donation

The Fire Chief may, when in his/her judgment deems the sale or auction of the surplus personal property is infeasible or will result in a minimal return to the District, when approved by the Board may cause such surplus personal property to be donated to any other governmental organization or non-profit group or corporation exempt from federal taxes pursuant to Internal Revenue Code Section 501(c)(3) located within or serving the District.

3.20.3.4 Selling for Scrap

Surplus property may be sold as scrap if the Fire Chief deems that the value of its parts exceeds the value of the surplus property as a whole.

3.20.3.5 No Value Item

When the Fire Chief determines that property is surplus and minimal or no value to the District (Less than \$25.00) or the cost of disposal of such property would exceed the recovery value, the Fire Chief shall dispose of the same in such a manner he/she deems appropriate and in the best interest of the District.

3.20.3.6 No Employee Acquisition

No employee of the District or his/her immediate family (defined as children and spouse) may acquire any District surplus property.

3.20.4

Accounting for the Disposition of Personal Property, Equipment, and Materials

When so authorized to sell, donate, recycle, and scrap District property, the employee directed to undertake such activity shall:

3.20.4.1

Remit the entire proceeds from any such activity to the Redwood Valley Calpella Fire District Fire Chief by cashier's check or money order made payable to the Redwood Valley Calpella Fire District.

3.20.4.2

Complete receipt documentation form for the disposal of surplus personal property, equipment, and material and submit with proceeds, if any, to the Redwood Valley Calpella Fire District Fire Chief.

3.20.5

The Redwood Valley Calpella Fire District Fire Chief or designee Shall:

3.20.5.1

Make adjustments to the Fixed Asset Inventory List.

3.20.5.2

Deposit all proceeds from the disposition of surplus personal property, equipment, and material in the Redwood Valley Calpella Fire District General Fund or the Redwood Valley Calpella Fire District Capital Improvement Fund.

3.20.5.3

Cause Licenses and title documents to be executed and transferred upon verification of receipt of funds.

3.20.5.4

Authorize the delivery of the surplus property.

California Constitution, Article XVI, Section 6 prohibits the giving or lending of public funds to any person or entity, public or private. This includes aid, making of a gift, pledging of credit, payment of liabilities, and encompasses the giving of monetary funds and any "thing of value."

Exceptions include:

- Expenditures and disbursement for a public purpose, which is liberally construed;
- Aid granted pursuant to California Constitution Article XVI, Section 3, such as, in certain specific instances, for hospital construction, institutions for orphans and abandoned children, and aid to certain individuals with disabilities who are not inmates of an institution;
- Irrigation districts;
- Providing insurance;
- Aiding veterans via money or credit to acquire farms, homes, businesses;
- In a declared disaster or emergency, can aid persons in clearing debris or wreckage from private land or waters.



Dan Grebil
Interim Fire Chief

REDWOOD VALLEY-CALPELLA FIRE DISTRICT

Delbert Phelps Fire House
8481 East Road
Redwood Valley CA 95470
707-485-8121

ENGINE DONATION

WAIVER OF LIABILITY, AND INDEMNIFICATION AGREEMENT FOR RECEIPT OF USED FIRE EQUIPMENT

The Mendocino-Lake Community College District (Mendocino College) acknowledges the donation from Redwood Valley-Calpella Fire District (RVCFD) of the below described fire engine and accessories (herein referred to as "Fire Engine"). Mendocino College accepts the Fire Engine in the "As-Is" condition and is solely responsible for any and all future costs or liabilities resulting from this donation.

Vehicle Description: 1997 Quality, Spartan. Vehicle Identification Number -- 4S7AT4193VC020733.

Mendocino College agrees to the following waiver of liability and indemnity provisions:

1. **Recipient of Equipment.** Mendocino College acknowledges receipt of the following equipment in its current condition by RVCFD.
2. **No Warranties.** RVCFD extends no warranties of any kind on the fire engine. Furthermore, in no event shall RVCFD be liable for direct, indirect, special, consequential, incidental or punitive loss, damage or expenses arising out of or in connection with this agreement, including but not limited to buyer's use of the fire engine.
3. **Waiver of Liability.** Mendocino College does hereby waive, release and discharge any and all claims for damages for personal injury, death, property damage, any claim in tort, or any other claim, regardless of legal theory, that may hereafter accrue as a result of the use of the fire engine. The entire risk as to the performance of the fire engine is assumed by Mendocino College. In no event shall the RVCFD be responsible or liable for any direct, indirect, special, incidental, consequential damages, or damage to any individual regardless of legal theory resulting from use of the fire engine.
4. **Indemnification.** Mendocino College agrees to indemnify and hold harmless RVCFD from any and all claims, liability and damages, arising from the sale or use of the fire engine.

THE UNDERSIGNED, HAS CAREFULLY READ THIS WAIVER OF LIABILITY AND INDEMNIFICATION AGREEMENT AND UNDERSTANDS ITS CONTENTS. MENDOCINO COLLEGE IS AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN MENDOCINO COLLEGE AND THE RVCFD.

Name of Signer

Title

Signature - Mendocino College Representative

Date

BOARD OF DIRECTORS

Stephanie Dunken Ryan Mayfield Russel Odell James Tusso Anne Woida



REDWOOD VALLEY CALPELLA FIRE

Fire Prevention Bureau

8481 EAST RD

REDWOOD VALLEY CA 95470

Phone: (707) 234-9111 ♦ MKEIZER@REDWOODVALLEYFIRE.ORG

Fire Marshal Report

February

2/13/2025

Building/Fire Permits issued

- 2

Revenue

- Construction \$250.00
- Fines \$0.00
- 105-Operational/burn \$1,275.00
- Refund (50.00)

Expenses

- FM 500.00

Inspections

- 7

Enforcement/Investigation

- Case 2025-1 – Illegal Burning.
- Case 2025-2 – Illegal Burning

Special projects/Objectives

- SOP for Business life safety inspection / Company Officer. (estimated completion December 2024)
- Prevention fee schedule, comprehensive review, and adoption. (in progress estimated completion December 2024 – Moved to the March Meeting 2025)
- On HOLD: Development impact fee & Nexus study. (Not in process estimated completion, 1st quarter 2025)
- ON HOLD: Inspection training for Company Officers. (Not in process)
- Create Instructional handouts for the public and contractors / Web site updates. (In process. Ongoing)
- ON HOLD: Assigned by Chief Robinson: Draw plans and apply to the county for a permit to go to RFP for Accessible/ADA improvements to parking and front entry of the Station. (TBD)
- Working with our County partners on Fire permit issuance in the RVCFD. (In process. Ongoing)
- Coordinated conversation with Cal FIRE and HOA regarding Greenfield Ranch improvements. (In process)

Matt Keizer

Fire Marshal

(707)234-9111

MKEIZER@REDWOODVALLEYFIRE.ORG