

**HOPLAND FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS MEETING
MINUTES
June 6, 2019**

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#1 CALL TO ORDER

The meeting was called to order by Chairman Clark at 7:00pm

Directors present: Clark, Leonard, Mastin, Roderick

Directors absent: Butrocao

Staff present: Chief Franklin, Giny Chandler, District Counsel, and Karyn Abshire, Clerk.

#2 PLEDGE OF ALLEGIANCE

Pledge of Allegiance was led by Chairman Clark

#3 PUBLIC EXPRESSION

None

#4 APPROVAL OF MINUTES

The minutes of the May 2, 2019 meeting.

Motion made by Director Leonard to approve the minutes of the meeting as written. Seconded by Director Mastin. Motion passed.

#5 APPROVAL OF FINANCIAL REPORT

The financial report for May, 2019 was presented. Motion made by Director Mastin to accept the report as presented. Seconded by Director Roderick. Motion passed.

#6 CORRESPONDENCE

District Counsel Chandler presented a letter she received from Carter Momsen PC, in response to the letter that she sent to Carter Momsen PC after the May 6th Board meeting regarding Vintage Wine Estates. Ms. Chandler is now suggesting that the Board schedule a closed session at the July meeting to discuss litigation that may arise from this correspondence.

#9 NEW BUSINESS

c. Move July Board Meeting to July 2nd from July 4th – Discussion/Action

During the discussion regarding a closed session at the next Board meeting discussion was also held regarding the rescheduling of the regular meeting date from July 4th. Chairman Clark set the July Board meeting for July 11th.

#7 CHIEFS REPORT

Chief Franklin presented the Chief's Report for June. Discussion, questions/answers regarding the report. The report was accepted as presented.

Chief Franklin announced that he had discussed the agenda with 3 Board members individually. Chairman Clark polled Board members as to whether they had discussed the agenda with any other Board members before the meeting tonight – all answered in the negative.

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#8 OLD BUSINESS

a. None

#9 NEW BUSINESS

a. Pay Off Loan on Vehicle #6100 and Authorize Purchase of a 2018 Dodge Pickup – Discussion/Action

Chief Franklin informed the Board that he had made inquiries to auto dealers about the availability of a 2018 Dodge Ram 2500 Crew Cab pickup. He had located one at Red Bluff Dodge for \$48,800. He is recommending that the District pay off the existing loan balance of \$23,259.51 on the 2016 Dodge Ram #6100 and put a \$10,000 down payment on a new 2018 Dodge Ram pickup. The down payment would come from a combination of funds from the Equipment Trust fund and proceeds from the sale of the Ford Explorer - #6141.

Motion made by Director Leonard to approve the payoff of the existing loan and the purchase of a 2018 Dodge Ram and authorize Chief Franklin to execute all documents for the transaction. Seconded by Director Mastin. Vote on Roll Call: Ayes: Clark, Leonard, Mastin, Roderick; Nays: None; Absent: Brutocao; Abstain: None. Motion carried.

b. Legal Services Contract with Ginevra Chandler – Discussion/Action

(Ms. Chandler stepped out of the meeting during this agenda item) Motion made by Director Mastin to approved the contract with Ginevra Chandler to provide legal services to the District. Seconded by Director Leonard. Vote on Roll Call: Ayes: Clark, Leonard, Mastin, Roderick; Nays: None; Absent: Brutocao; Abstain: None. Motion carried.

c. Change Date of Next Board Meeting - upon earlier in the meeting

d. Fire Recovery USA Service Agreement – Discussion/Action

Motion made by Director Mastin to approve the agreement for cost recovery services with Fire Recovery USA. Seconded by Director Roderick. Vote on Roll Call: Ayes: Clark, Leonard, Mastin, Roderick; Nays: None; Absent: Brutocao; Abstain: None. Motion carried.

e. Capital Fire Facilities and Equipment Plan – Discussion/Action

A Capital Fire Facilities and Equipment Plan has been prepared for the District by SCI Consulting to be submitted to the County of Mendocino Board of Supervisors along with Resolution No. 2019-1 requesting implementation of the Impact Fee for the District.

Motion made by Director Mastin to adopt the Capital Fire Facilities and Equipment Plan. Seconded by Director Leonard. Vote on Roll Call: Ayes: Clark, Leonard, Mastin, Roderick; Nays: None; Absent: Brutocao; Abstain: None. Motion carried.

f. Proposed Budget for FY 19/20 – Discussion/Action

Motion made by Director Mastin to adopt the Proposed Budget for FY 19/20 as presented and set the Final Budget Hearing for September 5, 2019. Seconded by Director Leonard. Vote on Roll Call: Ayes: Clark, Leonard, Mastin, Roderick; Nays: None; Absent: Brutocao; Abstain: None. Motion carried.

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g. Public Hearing – Ordinance 19-01 – Cost Recovery Fees – Introduction/Discussion/Action.
The Public Hearing was opened at 8pm. A motion was made by Director Leonard to wave the reading of Ordinance 19-01. Seconded by Director Mastin. Vote on Roll Call: Ayes: Clark, Leonard, Mastin, Roderick; Nays: None; Absent: Brutocao; Abstain: None. Motion carried.
No one from the public made comment on the ordinance.
Public Hearing closed at 8:05pm

Chairman Clark directed that Ordinance 19-01 be brought back before the Board at the July meeting for action and/or adoption.

#10 DIRECTORS REPORTS

Director Mastin stated that the Russian River Estates residents are forming a Fire Safe Council. Director Leonard extended his appreciation to the Volunteers for their time and commitment to the District and the Residents of the District. Directors Clark, Mastin and Roderick voiced their appreciation also.

#11 CLOSED SESSION

None

#12 ADJOURNMENT

There being no further business to come before the Board the meeting was adjourned at 8:10pm.

Wesley M. Clark, Chairman

Karyn Abshire, Clerk