



AGENDA

Regular Meeting

Subcommittee: Cloverdale Fire Protection District/City of Cloverdale
Special Meeting Date: Monday, February 8, 2021
Meeting Time: 5:30 p.m.
Meeting Location: Virtual Meeting by Teleconference

IMPORTANT

THIS MEETING WILL NOT BE PHYSICALLY OPEN TO THE PUBLIC, THE MEETING WILL BE BROADCASTED VIA TELECONFERENCING OR OTHER ELECTRONIC MEANS

In order to minimize the spread of the COVID 19 virus, this Regular Meeting will be conducted pursuant to the provisions of the Governor's Executive Order N-29-20, which suspended certain requirements of the Brown Act.

All Members of the subcommittee will be participating in the meeting remotely via teleconferencing or other electronic means consistent with Executive Order N-29-20. If you would like to provide public comment, we encourage you to submit them via email to the City Clerk: iwerby@ci.cloverdale.ca.us.

Please refer to the end of the agenda for instructions on how to view the meeting and provide public comment using Zoom: <https://us02web.zoom.us/j/86278530965>

Subcommittee Members – City Staff – CFD Board Members:

Vice Mayor Marta Cruz, Chair
Councilmember Todd Lands, Vice Chair
Police Chief Jason Ferguson
City Manager David Kelley

Fire District Board Member Nancy Avansino
Fire District Board Member Carol Giovanatto
Fire Chief Jason Jenkins

- 1. Call to Order:**
- 2. Communications:** None.
- 3. Public Comment:** Members of the public may comment on any matter not on this agenda. Please limit comments to three minutes. Members of the public may comment on items on the agenda when the subcommittee considers that item. To make a public comment, use the “raise hand”  icon on your smart device or desktop computer, or dial *9 if you are using just your telephone.
- 4. Approval of Minutes:** October 15, 2020.
- 5. Current Items for Discussion**
 - a. Update on Vegetation Management Activities in the City and District
 - b. Update on Fire Season
 - c. Completion of the City's Emergency Operations Plan (EOP) and Evacuation Zone Maps
- 6. Information Only Memos:**
- 7. Future Agenda Items (subject to change):**
- 8. Pending Items:**

9. Good of the Order

10. Adjournment: Adjourn to Monday, June 14, 2021, at 5:30 p.m., or alternate date as requested.

IMPORTANT NOTICE REGARDING THIS SUBCOMMITTEE MEETING

This Meeting will be conducted pursuant to the provisions of the Governor’s Executive Order N-29-20, which suspended certain requirements of the Brown Act.

In order to minimize the spread of the COVID 19 virus, please do the following:

- Attendees may join the meeting through the use of Zoom at: <https://us02web.zoom.us/j/86278530965>
Webinar ID: 862 7853 0965, or by calling US: +1 669 900 6833
- Attendees will be muted until they are called upon for Public Comment. To make a public comment, use the “raise hand” 🙋 icon on your smart device or desktop computer, or dial *9 if you are using just your telephone. Please listen carefully for the Chair or City Clerk to address you by name (or phone number) and for the audible Zoom notification that you have been unmuted. Once you begin your public comment, your three (3) minutes will begin.
- If you would prefer to submit public comment in writing, please email your comments to iwerby@ci.cloverdale.ca.us. If you are commenting on a specific agenda item or items, please state the agenda item number(s) in the subject line of the email. All comments received via email will be provided to the Subcommittee in writing and included as a part of the record of the meeting.
- The City of Cloverdale thanks you in advance for taking all precautions to prevent spreading the COVID 19 virus.

CERTIFICATION – Pursuant to Government Code § 54954.2, the agenda for this meeting was properly posted on or before 5:30 p.m., 02/05/2021



DRAFT MINIUTES
Special Meeting

Subcommittee: Cloverdale Fire Protection District/City of Cloverdale
Special Meeting Date: Thursday, October 15, 2020
Meeting Time: 5:30 p.m.
Meeting Location: Virtual Meeting by Teleconference

Subcommittee Members – City Staff – CFD Board Members:

Councilmember Mary Ann Brigham, Chair	Fire District Board Member Nancy Avansino
Vice Mayor Jason Turner, Vice Chair	Fire District Board Member Carol Giovanatto
Police Chief Jason Ferguson	Fire Chief Jason Jenkins
City Manager David Kelley	

1. **Call to Order:** Chair Brigham called the meeting to order at 5:32 p.m. She explained the COVID-19 protocol for meetings and explained the procedure for participating and submitting comments. Present: Fire District Board Member Nancy Avensino, Fire District Board Member Carol Giovanotti, Fire Chief Jason Jenkins, Police Chief Jason Ferguson, Vice Chair Turner, and City Manager David Kelley.
2. **Communications:**
 - a. Wayne Diggs - Open Space Wildfire concerns (09/14/2020) - City Manager Kelley reported Mr. Diggs has raised concerns about the open space area near his home about fire management. City staff has taken actions to maintain the area from a vegetation management perspective. The City Council did refer this communication to the Joint City/Cloverdale Fire District Subcommittee as an opportunity for working with the fire district on the fire management plan or address fire hazards on the property and address in a collaborative manner. Fire Chief Jenkins stated a special fire management coordination would need to take place as the area does not fall under any program. For enforcement purposes clearance is required along with safety standards around a structure. Open Space can become a challenge due to being cautious of safety precautions and allow its natural habitat. Vice Chair Turner inquired if there are opportunities with the homeowners association meetings to mitigate fears. Fire Chief Jenkins has done a great deal of education and explaining to help mitigate some of the fears. Following further discussion, it was determined that City staff along with the Fire Chief will scheduled a meeting with Mr. Diggs.
Public Comment: None.
3. **Public Comment:** None.
4. **Approved Minutes:** June 8, 2020
5. **Current Items for Discussion**
 - a. File of Life – City Manager Kelley introduced the item. Melanie Hall, Cloverdale Senior Multipurpose Center Program Manager, spoke on the program to better assist first responders when arriving at a senior’s place of residence. Calling the program, a medical information kit. Contains name, medical and personal information. One form goes in a person’s go back and another on the refrigerator. Following discussion, the subcommittee recommended reminders be sent to residents to make sure to update their medical information.
Public Comment: None.

- b. Update on Vegetation Management Activities in the City and District – Fire Chief Jenkins reported on the weed abatement program in which they receive good compliance. Fire District staff continues to work with the County on larger vegetation management regulations for stronger enforcement to help with Local Responsibility Areas (LRA) parcels outside of the City limits. In partnership with the Fire District, Cal Fire conducts an annual inspection in areas in the State Responsibility Areas (SRA) areas, which have different parameters and standards. Cal Fire crews were not at the strength as previous years, state-wide, partially due to early prisoner release due to the pandemic. City Manager Kelley reported the work crews who normally assist the City with larger vegetation management were not able to assist this year, particularly at River Park, Open Space and Airport were curtailed in part due to the pandemic and the significant amount of wildfires.

Public Comment: None.

- c. Defining areas of responsibilities of the Fire District and City Public Works as applied to areas such as yearly business fire inspections, fire hydrant maintenance on private property, etc. - Chair Brigham requested this item to discuss defining the areas of responsibility for the City and the District. Chair Brigham inquired if annual business inspections are being conducted, fire hydrants being on private property causing difficulties for City staff to access, and who to call regarding abandoned used tires.

Fire Chief Jenkins reported business inspections are conducted on a bi-annual basis and the last two years have been at 100% compliance. Private fire hydrants are included in the routine maintenance and inspection by the Fire District. With regards to abandoned used tires, Fire Chief Jenkins requested the incidents be referred to him and he will work with toxic waste services and the Permit and Resource Management Department Hazard Materials Unit. City Manager Kelley stated that complaints can also be referred to City staff and after inspection referred to the District.

Public Comment: None.

- d. Update on Fire Season – Fire Chief Jenkins reported that we are in a red flag event today. The Glass fire is wrapping up and looking good. In the Oakmont and Skyhawk Area a large majority of structures were saved. Cloverdale happens to sit in a geographical area where fires have not repeated previous paths as those in the Santa Rosa area. Most firefighters in the area have returned home and are re-grouping in preparation for another potential fire event. During red flag events, there is an increase in additional engines and chief officers in preparation of a potential fire event. This process was not done prior to 2017, unless wind events were significant. The Walbridge Fire, Lake Sonoma to Guerneville was challenging due to the limited access to the fire and open fire lines and bringing in engines.

Vice Chair Turner thanked Fire Chief Jenkins for his responsiveness to fire concerns and inquired about the potential affects to Cloverdale if the Walbridge Fire had gone around the backside of Lake Sonoma into the City. Another area of concern was in regard to simultaneous fires and concerns over local resources. Fire Chief Jenkins referred to the topography of the north and west ends of town, has been referred to as thousand-hour fuel due to the heavy timber in the general area. Heavy timber takes significant time to burn. In regard to the Lake Sonoma area the fire would have had to undergone significant winds or several days of burning to bring it around to the west side, which was not in the weather forecast. Another area that requires continued work is messaging to the community. Fire Chief Jenkins did mention that during events a message may go through several officials before the final alert is sent out. It was explained that because every fire is different, staffing levels will depend on imminent life hazard, however the District will at minimum have a daily staffing of an engine and a command officer. Cloverdale is always managed in a flexible manner. Sonoma County is in strong agreement of mutual aid.

Public Comment: None.

- e. Discuss Future Meeting Schedule – Following discussion, the subcommittee agreed to continue to meet quarterly at the regular meeting of 5:30 p.m.

Public Comment: None.

- 6. **Information Only Memos:** None.
- 7. **Future Agenda Items (subject to change):** None.
- 8. **Pending Items:** None.
- 9. **Good of the Order:** City Manager Kelley reported the Council received a presentation update on the refunding of tax allocation bonds from the Cloverdale Successor Agency, which had significant tax savings due to locking in a historically low rate. The additional tax proceeds generated from the savings is an estimated \$241,000 for the District over the remaining life of the bonds, through 2038.
- 10. **Adjournment:** Chair Brigham adjourned the meeting at 6:25 p.m., to Monday, February 8, 2021, at 5:30 p.m., or alternate date as requested.