



**BROOKTRAILS
TOWNSHIP**

COMMUNITY SERVICES DISTRICT

24860 Birch Street
Willits, CA 95490

707-459-2494

Board of Directors:
President Tina Tyler-O'Shea
Vice President Rick Williams
Director Ed Horrick
Director Susan Mahoney
Director Mary Ziady

Board of Directors Meeting Agenda

Tuesday, May 13, 2025

Regular Session – 7:00 PM to 10:30 PM*

The Board will hold the Regular Session with a Zoom link to participate remotely

To attend the meeting remotely using your internet-connected device, use this link:

<https://us02web.zoom.us/j/7794192028>

To attend the meeting remotely using your telephone, dial [408-638-0968](tel:408-638-0968), [7794192028](tel:7794192028)#.

Your devices should be muted unless you are addressing the Board.

A. PLEDGE OF ALLEGIANCE

B. ROLL CALL

1. The Presiding Officer will call the meeting to order and call the roll of members to determine the presence of a quorum.

C. ADDITIONS/ADJUSTMENTS TO THE AGENDA/REPORT ON CLOSED SESSION

2. The Presiding Officer will determine if Board members wish to add an item or make an adjustment to the agenda.
3. Report on closed session (as needed).

D. MINUTES OF PREVIOUS MEETINGS

4. The Board may approve, or amend and approve, the minutes of previous meetings:
 - a) April 22, 2025 Regular Board Meeting

E. SPECIAL PRESENTATIONS – None

F. PUBLIC HEARING ITEM – None

G. REPORTS

From Directors
From District Counsel
From General Manager

H. PUBLIC COMMENTS

Audience members will be invited to speak regarding matters not on the agenda but only upon items that are within the subject matter jurisdiction of the Board of Directors. The Board cannot act on new public comment items. Speakers may be limited to **three minutes**.

I. DIRECTORS' RESPONSE TO PUBLIC COMMENTS

(Responses will generally be brief; directors may call upon General Manager to respond. Items may be placed on a future agenda for a more in-depth response.)

J. CONSENT CALENDAR

5. The Board may approve all items on the Consent Calendar in one motion or move to pull separate items for individual approval.
 - a) Review and Approval of Accounts Payable Report and Authorization to Issue Checks on or about April 23, 2025

K. AGENDA ITEMS FOR DISCUSSION AND POSSIBLE ACTION –

6. Consideration of Memorandum of Understanding with Mendocino County FireSafe Council for Vegetation Abatement on Nuisance Parcels in Brooktrails
7. Consideration of Dissolution of Brooktrails Community Emergency Response Team (CERT) and Acceptance of its Assets

L. CLOSED SESSION

8. Per Government Code §54956.9(c), Conference with Legal Counsel: Anticipated Litigation (One Case)

M. ADJOURNMENT

9. The Board will consider a motion to adjourn.

UPCOMING BOARD MEETINGS

Tuesday, May 27, 2025 – Regular Meeting

Tuesday, June 10, 2025 – Regular Meeting (Public Hearing for Budget and Fire Assessment)

UPCOMING HOLIDAYS

Memorial Day Holiday – May 26, 2025

Last Resolution Adopted: 2025-04

Last Ordinance Adopted: 167

IMPORTANT INFORMATION ABOUT BOARD MEETINGS:

***MANDATORY ADJOURNMENT.** Pursuant to Section 3.18 of Ordinance No. 93, if consideration of all matters on the agenda is not complete by 10:30 p.m., the President shall adjourn to the next regular meeting, at which time those matters shall be taken up for consideration first. By motion of the Board, the meeting may be extended beyond 10:30 p.m. to a stated time.

RIGHT OF APPEAL. People who are dissatisfied with decisions of the Board of Directors may have the right of review of that decision by a state court. The District has adopted Section 1094.6 of the Code of Civil Procedure, which generally limits to 90 days the time within which decisions of the District Board and agencies may be judicially challenged in state court.

AGENDA MATERIALS. The agendas for Board meetings contain a brief description of those items to be considered at the meetings. Agendas and materials related to an agenda item (including materials distributed to the Board after the agenda is posted) are available in the District Office, 24860 Birch Street, Willits, CA, during normal business hours (8:00 a.m.–5:00 p.m. Monday-Friday) and on the Township Website Home Page at www.btcscd.org.

AMERICANS WITH DISABILITIES ACT COMPLIANCE. The meeting room is ADA accessible. If you are a person with a disability and need disability-related modifications or accommodations to participate in this meeting, please contact the District Office at (707)459-2494. Requests for such modifications or accommodations must be made at least two full business days before the start of the meeting.

**BROOKTRAILS TOWNSHIP COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS MEETING MINUTES – APRIL 22, 2025**

The Board of Directors of Brooktrails Township Community Services District met in regular session April 22, 2025 at 7:00 p.m. in person and remotely via <https://us02web.zoom.us/j/7794192028>

A. PLEDGE OF ALLEGIANCE

B. ROLL CALL

1. Roll call at 7:00 p.m. by VP Williams showing directors Horrick, and Ziady present noting Director Mahoney's presence on zoom, and President Tyler-O'Shea's absence. Also present were General Manager Alaniz, Chief Donaldson, and Counsel Neary. Additionally, from the public was Barbara O'Reardon.

C. ADDITIONS/ADJUSTMENTS TO THE AGENDA/REPORT ON CLOSED SESSION:

- 2. There was none.
- 3. There was none.

D. MINUTES OF PREVIOUS MEETINGS:

4. Director Horrick moved to approve the Regular Meeting minutes of April 8, 2025; Director Ziady seconded the motion. The motion to approve the minutes passed unanimously 4-0. Director Horrick moved to approve the Regular Meeting minutes of April 12, 2025; Director Ziady seconded the motion. The motion to approve the minutes passed unanimously 4-0.

E. SPECIAL PRESENTATIONS: There was none.

F. PUBLIC HEARING ITEM: There was none.

G. REPORTS:

From Directors: There was none.

From District Counsel: Reported on his progress with the MOU for vegetation abatement by other agencies in Brooktrails using the district nuisance abatement ordinance.

From General Manager: GM Alaniz reported on the par course project making progress, a small storm is blowing in for Friday and Saturday, public hearing notices are out for June 10th meeting on the annual budget and proposal for 3% COLA on fire department special benefit assessment. May 6th is the Planning Committee meeting at 3:30, and Golf Course Committee meeting is on May 15th.

H. PUBLIC COMMENTS: There was none.

I. DIRECTORS' RESPONSE TO PUBLIC COMMENT: There was none.

J. CONSENT CALENDAR

5. VP Williams called for a motion for approval of the Consent Calendar Director Horrick moved to approve the Consent Calendar; Director Ziady seconded the motion. The motion to approve the Consent Calendar passed unanimously 4-0.

K. AGENDA ITEMS FOR DISCUSSION AND POSSIBLE ACTION:

6. Consideration of CEQA Notice of Exemption for the Willits Airport to FirCo Road Trail Clearance: GM Alaniz gave an overview of the item, VP Williams called for a motion. Director Horrick moved to approve Notice of Exemption (NOE) for the Willits Airport to FirCo Road Trail Clearance, Director Ziady seconded the motion. The motion to approve the FirCo Road Trail Clearance NOE passed unanimously 4-0.

7. Consideration of LAFCo Special District Alternate Seat Ballot: GM Alaniz gave an overview of the item, noting that she wasn't making a recommendation on which candidate to choose as they both had merit for serving in the seat. Director discussion ensued with the Board noting the validity of both candidates, one being from the coast and the other in agriculture/water, neither have representation currently on LAFCo. VP Williams called for a motion. Director Horrick moved to vote for Dave Shpak, Director Mahoney seconded the motion. The motion to mark the ballot in favor of Shpak passed unanimously 4-0.

8. Consideration of First Amendment to Memorandum of Understanding (MOU) with Willits Area Cyclists (WAC) Establishing the Duration of the Agreement: GM Alaniz gave an overview of the item and its value to grant writing by the WAC. VP Williams called for a motion. Director Horrick moved to approve the first amendment to MOU with WAC establishing the duration of the agreement; Director Ziady seconded the motion. The motion to approve the first amendment to the MOU with WAC passed unanimously 4-0.

L. CLOSED SESSION: There was none.

M. ADJOURNMENT

9. Director Horrick moved to adjourn the regular meeting at 7:31 p.m.

ATTEST:

Tina Tyler-O'Shea, President

Tamara Alaniz, Secretary

Report Criteria:

Detail report.
Invoice detail records above \$0.00 included.
Paid and unpaid invoices included.

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
120-612-5210								
4990	MENDO MILL & LUMBER CO.	255144/2	primer/brush	04/24/2025	4.35	.00		
4990	MENDO MILL & LUMBER CO.	255466/2	paint for comm center	04/29/2025	3.31	.00		
8640	UMPQUA	250430	DEPARTMENT PURCHASES	04/30/2025	818.25	.00		
Total 120-612-5210:					825.91	.00		
120-612-5250								
3470	FERRELLGAS	1130353175	Propane	04/15/2025	53.16	.00		
Total 120-612-5250:					53.16	.00		
120-612-5260								
1500	AT&T	000023421922	TELEPHONE SERVICES	05/03/2025	186.48	.00		
9472	Mathew Caine	250502	staff photos	05/02/2025	30.77	30.77	05/02/2025	
Total 120-612-5260:					217.25	30.77		
120-612-5270								
8640	UMPQUA	250430	DEPARTMENT PURCHASES	04/30/2025	77.68	.00		
Total 120-612-5270:					77.68	.00		
120-612-5300								
1240	ALLEN'S JANITORIAL	12044	JANITORIAL SERVICES	04/30/2025	170.00	.00		
2460	CASELLE INC	140952	Split distribution	05/01/2025	207.40	.00		
2750	COMPUTER WORKS OF UKIAH	0005625	IT SERVICES	05/01/2025	119.54	.00		
Total 120-612-5300:					496.94	.00		
120-612-5301								
3220	EDWARD R HORRICK	250501	DIRECTOR FEES	05/01/2025	250.00	.00		
9468	MARY ZIADY	250501	DIRECTOR FEES	05/01/2025	375.00	.00		
9160	R. RICHARD WILLIAMS	250501	DIRECTOR FEES	05/01/2025	375.00	.00		
9458	SUSAN MAHONEY	250501	DIRECTOR FEES	05/01/2025	375.00	.00		
8550	TINA M TYLER-O'SHEA	250125	DIRECTOR FEES	05/01/2025	250.00	.00		
Total 120-612-5301:					1,625.00	.00		
120-612-5302								
5460	NEARY AND O'BRIEN	8996	APRIL RETAINER	04/30/2025	2,147.75	.00		
Total 120-612-5302:					2,147.75	.00		
120-612-5340								
1090	ACWA/JPIA	0706050	ADMIN TWN HEALTH INSURAN	05/02/2025	6,301.66	.00		
8640	UMPQUA	250430	DEPARTMENT PURCHASES	04/30/2025	506.51	.00		
Total 120-612-5340:					6,808.17	.00		
120-612-5360								
5090	MENDOCINO COUNTY CLERK-	250429	LIEN RELEASE 2018-05644, 201	04/29/2025	40.00	40.00	04/29/2025	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
5090	MENDOCINO COUNTY CLERK-	RELEASE OF	LIEN RELEASE 2024-00212	05/09/2025	20.00	20.00	05/09/2025	
Total 120-612-5360:					60.00	60.00		
120-612-5430								
9230	XEROX CORPORATION- EFT	023488012	OFFICE COPIER LEASE	05/01/2025	49.54	49.54	06/01/2025	
Total 120-612-5430:					49.54	49.54		
120-614-5230								
5495	NICK BARBIERI TRUCKING LLC	1203773-IN	Gas/Diesel	04/22/2025	84.21	.00		
5495	NICK BARBIERI TRUCKING LLC	1205235-IN	Gas/Diesel	04/29/2025	140.10	.00		
5495	NICK BARBIERI TRUCKING LLC	1206899-IN	Gas/Diesel	05/06/2025	104.84	.00		
Total 120-614-5230:					329.15	.00		
120-614-5340								
1090	ACWA/JPIA	0706050	ADMIN REC HEALTH INSURANC	05/02/2025	1,341.50	.00		
Total 120-614-5340:					1,341.50	.00		
120-651-5230								
5495	NICK BARBIERI TRUCKING LLC	1203773-IN	Gas/Diesel	04/22/2025	1.49	.00		
5495	NICK BARBIERI TRUCKING LLC	1205235-IN	Gas/Diesel	04/29/2025	2.48	.00		
5495	NICK BARBIERI TRUCKING LLC	1206899-IN	Gas/Diesel	05/06/2025	1.86	.00		
Total 120-651-5230:					5.83	.00		
220-621-5180								
3780	GILBERT E. FUENTES	250424	UNIFORM allowance reim	04/24/2025	41.89	.00		
Total 220-621-5180:					41.89	.00		
220-621-5210								
4240	JENFITCH INC	12820	CATIONOC COAGALANT	04/28/2025	24,330.99	.00		
4990	MENDO MILL & LUMBER CO.	254788/2	drill bit, fasteners	04/21/2025	83.15	.00		
4990	MENDO MILL & LUMBER CO.	254997/2	spray paint, hole saw	04/23/2025	94.82	.00		
4990	MENDO MILL & LUMBER CO.	255144/2	primer/brush	04/24/2025	23.22	.00		
4990	MENDO MILL & LUMBER CO.	255466/2	paint for comm cntr	04/29/2025	17.66	.00		
6680	PACE SUPPLY	0210406867	fittings	04/24/2025	2,182.95	2,182.95	05/02/2025	
6680	PACE SUPPLY	0210406867-1	mech joint flange, flange	04/29/2025	1,153.55	1,153.55	05/02/2025	
6680	PACE SUPPLY	0210406867-1	FITTINGS	04/29/2025	23.54	.00		
6680	PACE SUPPLY	0210422104	DCFSPPOOL, EBAMEGAPVC	04/30/2025	228.07	.00		
8050	REDWOOD WASTE SOLUTIONS	1050D042	DUMP RUN	04/30/2025	28.50	.00		
7620	SAFEWAY INC	00436255-050	Kitchen Supplies	05/06/2025	35.16	.00		
8640	UMPQUA	250430	DEPARTMENT PURCHASES	04/30/2025	257.90	.00		
8740	USA BLUEBOOK	INV0069553	ph electrode, deionized water	04/29/2025	918.88	.00		
8740	USA BLUEBOOK	INV00701634	submersible transmitter	05/05/2025	766.35	.00		
8740	USA BLUEBOOK	INV0688993	turbidimeter, ph kit	04/22/2025	6,322.53	.00		
1420	Vestis - EFT	5080617658	SHOP TOWELS & MATS	05/01/2025	81.82	81.82	05/05/2025	
9090	WILLITS POWER EQUIPMENT	982134	engine control unit	04/08/2025	784.22	.00		
Total 220-621-5210:					37,333.31	3,418.32		
220-621-5230								
9456	Fleet Pride	125599484	AIR COMPRESSOR FOR DUMP	05/08/2025	582.64	.00		
4730	LITTLE LAKE AUTO PARTS	682668 B	SHORT PAID INV #682668 BY .0	04/04/2025	.01	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
4730	LITTLE LAKE AUTO PARTS	684775	V-BELT	05/01/2025	83.89	.00		
4990	MENDO MILL & LUMBER CO.	255885/2	tap & dlbt 3/8	05/05/2025	6.28	.00		
5495	NICK BARBIERI TRUCKING LLC	1203773-IN	Gas/Diesel	04/22/2025	224.56	.00		
5495	NICK BARBIERI TRUCKING LLC	1205235-IN	Gas/Diesel	04/29/2025	373.62	.00		
5495	NICK BARBIERI TRUCKING LLC	1206899-IN	Gas/Diesel	05/06/2025	279.62	.00		
8640	UMPQUA	250430	DEPARTMENT PURCHASES	04/30/2025	363.47	.00		
Total 220-621-5230:					1,914.09	.00		
220-621-5250								
1640	BADGER METER INC	80192471	MOBILE DATA COLLECTION	04/29/2025	107.94	.00		
3470	FERRELLGAS	1130353175	Propane	04/15/2025	68.35	.00		
Total 220-621-5250:					176.29	.00		
220-621-5260								
1500	AT&T	000023421922	TELEPHONE SERVICES	05/03/2025	148.37	.00		
9472	Mathew Caine	250502	staff photos	05/02/2025	24.69	24.69	05/02/2025	
Total 220-621-5260:					173.06	24.69		
220-621-5270								
8640	UMPQUA	250430	DEPARTMENT PURCHASES	04/30/2025	200.23	.00		
Total 220-621-5270:					200.23	.00		
220-621-5300								
1260	ALPHA ANALYTICAL LAB	5048242-BCS	WATER ANALYSIS	04/29/2025	355.00	.00		
1260	ALPHA ANALYTICAL LAB	5048308-BCS	WATER ANALYSIS	04/30/2025	297.00	.00		
1260	ALPHA ANALYTICAL LAB	5053974-BCS	WATER ANALYSIS	05/05/2025	662.00	.00		
2460	CASELLE INC	140952	Contract Services	05/01/2025	829.60	.00		
7910	SILVA SEPTIC INC	118814	ADA PORTABLE RESTROOM	05/05/2025	728.16	.00		
Total 220-621-5300:					2,871.76	.00		
220-621-5340								
1090	ACWA/JPIA	0706050	WATER HEALTH INSURANCE	05/02/2025	4,243.47	.00		
Total 220-621-5340:					4,243.47	.00		
220-621-5390								
9420	AMERICAN EXPRESS - EFT	APRIL 2025	april 2025	05/05/2025	11.64	11.64	04/30/2025	
Total 220-621-5390:					11.64	11.64		
220-621-5430								
9230	XEROX CORPORATION- EFT	023488012	OFFICE COPIER LEASE	05/01/2025	99.08	99.08	06/01/2025	
Total 220-621-5430:					99.08	99.08		
320-631-5180								
3780	GILBERT E. FUENTES	250424	UNIFORM allowance reim	04/24/2025	41.89	.00		
Total 320-631-5180:					41.89	.00		
320-631-5210								
4990	MENDO MILL & LUMBER CO.	254788/2	drill bit, fasteners	04/21/2025	83.15	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
4990	MENDO MILL & LUMBER CO.	255144/2	primer/brush	04/24/2025	20.47	.00		
4990	MENDO MILL & LUMBER CO.	255466/2	paint for comm cntr	04/29/2025	15.57	.00		
4990	MENDO MILL & LUMBER CO.	256414/2	electrical supplies	05/12/2025	21.30	.00		
7620	SAFEWAY INC	00436255-050	Kitchen Supplies	05/06/2025	35.16	.00		
8640	UMPQUA	250430	DEPARTMENT PURCHASES	04/30/2025	257.90	.00		
1420	Vestis - EFT	5080617658	SHOP TOWELS & MATS	05/01/2025	81.81	81.81	05/05/2025	
9090	WILLITS POWER EQUIPMENT	982134	engine control unit	04/08/2025	784.22	.00		
Total 320-631-5210:					1,299.58	81.81		
320-631-5230								
9456	Fleet Pride	125599484	AIR COMPRESSOR FOR DUMP	05/08/2025	582.63	.00		
4730	LITTLE LAKE AUTO PARTS	684775	V-BELT	05/01/2025	83.89	.00		
4990	MENDO MILL & LUMBER CO.	255885/2	tap & dbt 3/8	05/05/2025	6.28	.00		
5495	NICK BARBIERI TRUCKING LLC	1203773-IN	Gas/Diesel	04/22/2025	252.76	.00		
5495	NICK BARBIERI TRUCKING LLC	1205235-IN	Gas/Diesel	04/29/2025	420.53	.00		
5495	NICK BARBIERI TRUCKING LLC	1206899-IN	Gas/Diesel	05/06/2025	314.73	.00		
8640	UMPQUA	250430	DEPARTMENT PURCHASES	04/30/2025	1,063.45	.00		
Total 320-631-5230:					2,724.27	.00		
320-631-5250								
3470	FERRELLGAS	1130353175	Propane	04/15/2025	68.35	.00		
Total 320-631-5250:					68.35	.00		
320-631-5260								
1500	AT&T	000023421922	TELEPHONE SERVICES	05/03/2025	178.49	.00		
9472	Mathew Caine	250502	staff photos	05/02/2025	21.46	21.46	05/02/2025	
Total 320-631-5260:					199.95	21.46		
320-631-5270								
8640	UMPQUA	250430	DEPARTMENT PURCHASES	04/30/2025	177.69	.00		
Total 320-631-5270:					177.69	.00		
320-631-5300								
2460	CASELLE INC	140952	Contract Services	05/01/2025	829.60	.00		
Total 320-631-5300:					829.60	.00		
320-631-5340								
1090	ACWA/JPIA	0706050	SEWER HEALTH INSURANCE	05/02/2025	4,569.53	.00		
Total 320-631-5340:					4,569.53	.00		
320-631-5371								
2580	CITY OF WILLITS	250423	treatment plant clarifier unit	04/23/2025	56,343.12	.00		
Total 320-631-5371:					56,343.12	.00		
320-631-5390								
9420	AMERICAN EXPRESS - EFT	APRIL 2025	april 2025	05/05/2025	11.65	11.65	04/30/2025	
Total 320-631-5390:					11.65	11.65		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
320-631-5430								
9230	XEROX CORPORATION- EFT	023488012	OFFICE COPIER LEASE	05/01/2025	99.08	99.08	06/01/2025	
Total 320-631-5430:					99.08	99.08		
420-641-5210								
4690	LIFE ASSIST, INC	1585517	heartstart frx aed ready-pack	03/31/2025	2,874.65	.00		
4730	LITTLE LAKE AUTO PARTS	684043	fuse	04/22/2025	10.77	.00		
4990	MENDO MILL & LUMBER CO.	255144/2	primer/brush	04/24/2025	10.27	.00		
4990	MENDO MILL & LUMBER CO.	255466/2	paint for comm cntr	04/29/2025	7.81	.00		
7620	SAFEWAY INC	00436255-050	Kitchen Supplies	05/06/2025	35.17	.00		
Total 420-641-5210:					2,938.67	.00		
420-641-5230								
5495	NICK BARBIERI TRUCKING LLC	1203773-IN	Gas/Diesel	04/22/2025	222.44	.00		
5495	NICK BARBIERI TRUCKING LLC	1205235-IN	Gas/Diesel	04/29/2025	370.09	.00		
5495	NICK BARBIERI TRUCKING LLC	1206899-IN	Gas/Diesel	05/06/2025	276.98	.00		
8640	UMPQUA	250430	DEPARTMENT PURCHASES	04/30/2025	1,834.92	.00		
Total 420-641-5230:					2,704.43	.00		
420-641-5250								
3470	FERRELLGAS	1130353175	Propane	04/15/2025	189.88	.00		
Total 420-641-5250:					189.88	.00		
420-641-5260								
1500	AT&T	000023421922	TELEPHONE SERVICES	05/03/2025	88.40	.00		
9472	Mathew Caine	250502	staff photos	05/02/2025	23.08	23.08	05/02/2025	
Total 420-641-5260:					111.48	23.08		
420-641-5270								
8640	UMPQUA	250430	DEPARTMENT PURCHASES	04/30/2025	103.76	.00		
Total 420-641-5270:					103.76	.00		
420-641-5300								
2460	CASELLE INC	140952	Contract Services	05/01/2025	207.40	.00		
2750	COMPUTER WORKS OF UKIAH	0005625	IT SERVICES	05/01/2025	119.54	.00		
Total 420-641-5300:					326.94	.00		
420-641-5340								
1090	ACWA/JPIA	0706050	FIRE HEALTH INSURANCE	05/02/2025	8,330.96	.00		
Total 420-641-5340:					8,330.96	.00		
420-641-5360								
8640	UMPQUA	250430	DEPARTMENT PURCHASES	04/30/2025	52.50	.00		
Total 420-641-5360:					52.50	.00		
420-641-5430								
9230	XEROX CORPORATION- EFT	023488013	FD COPIER LEASE	05/01/2025	43.33	43.33	06/01/2025	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 420-641-5430:					43.33	43.33		
420-641-5602								
8640	UMPQUA	250430	DEPARTMENT PURCHASES	04/30/2025	728.80	.00		
Total 420-641-5602:					728.80	.00		
Grand Totals:					142,998.16	3,974.45		

Dated: _____

Board President: _____

General Manager: _____

**Board Meeting
Agenda Item K-6**

DATE: May 13, 2025



**BROOKTRAILS
TOWNSHIP**

COMMUNITY SERVICES DISTRICT

24860 Birch Street
Willits, CA 95490

707-459-2494

TO: Board of Directors
FROM: General Manager Tamara Alaniz
RE: Consideration of Memorandum of Understanding with Mendocino County
FireSafe Council for Vegetation Abatement on Nuisance Parcels in Brooktrails

BACKGROUND

The Board of Directors heard public comment from Mendocino County Supervisor John Haschak, and a few members of the Sherwood Firewise Communities and Mendocino County FireSafe Council on February 11, 2025. A request was made to determine if available grant funding to these groups could use the process laid out in the Brooktrails Ordinance 98 (the Ordinance) for vegetation abatement on nuisance parcels to reduce wildfire risk. Nuisance parcels are typically properties with overgrown and dead vegetation whose owners have been non-responsive to abatement letters. Many of these property owners have been contacted by Sherwood Firewise Communities with an offer of program assistance to abate hazardous vegetation on their nuisance parcels to no avail.

While an attempt to create a template for use of the Ordinance for vegetation abatement by any or all of the groups who spoke up during public comment was made, the specificity of each group's grant or program funding will require a unique Memorandum of Understanding (MOU) between each group and the district. This MOU is specific to Mendocino County FireSafe Council and a Coastal Conservancy Grant that has funding ready to spend on this project.

DISCUSSION

Nuisance parcels in Brooktrails are a significant wildfire risk to the community. The adoption of this MOU with FireSafe Council represents an opportunity to work with a group that is skilled in vegetation abatement and performs work throughout Mendocino County. It is also a way to offset these risks without the district incurring abatement debt or establishing property liens that will not be repaid by non-responsive owners whose property taxes are already in arrears.

The FireSafe Council was awarded a Coastal Conservancy grant to abate overgrown vegetation in Mendocino County. They have had difficulty spending the full grant

amount since they cannot get permission from nuisance parcel owners to do the work on their properties. By cooperating with the district and operating under the process established in the Ordinance for abating public nuisances on privately owned parcels, overgrown vegetation hazards can be mitigated to reduce wildfire risk.

In cooperation with Director Scott Cratty of FireSafe Council, District Council Neary developed the attached MOU for board consideration. The insurance coverage for the FireSafe Council exceeds the minimum standards for liability and indemnification language that benefits the district has been included. Adoption of the MOU will allow the district to notify nuisance parcel owners that they must abate dead and hazardous vegetation by a 30-day deadline or FireSafe Council may go onto the property and perform abatement work.

With notification, the ideal scenario would be that the property owners abate their own hazardous vegetation by the 30-day deadline. However, it is anticipated that nuisance parcel owners will continue to be non-responsive, which would prompt FireSafe Council to start their work. In particular, they will identify nuisance parcels that impede adjacent property owners from implementing defensible space to reduce the danger of wildfire to improved properties. They will work with district staff to document hazards with “before” photographs and follow up on site and/or provide “after” photographs when the property is abated.

This process will accomplish the abatement of hazardous vegetation in key neighborhoods in Brooktrails and create a mutually beneficial relationship between FireSafe Council and the district. If funding to Sherwood Firewise Communities or the County of Mendocino comes along that can be used for a similar purpose, establishing this process and its measured outcomes will give the board information to help make decisions and agreements for comparable work in the future.

RECOMMENDATION

Move to approve the MOU with Mendocino County FireSafe Council and direct staff to start the 30-day notification period.

ATTACHMENTS

- ~ MOU with FireSafe Council
- ~ Nuisance Parcel Abatement Letter
- ~ Ordinance 98

AGREEMENT FOR THE ABATEMENT OF NUISANCE PARCELS

This agreement is by and between Brooktrails Township Community Services District ("BROOKTRAILS"), a local agency, and the Mendocino County FireSafe Council (the "COUNCIL"), a corporation formed under the California Nonprofit Law, dated this ____ day of May 2025.

RECITALS

1. BROOKTRAILS is a residential community located in a heavily forested area with approximately 6,600 residentially zoned parcels, with a high proportion of non-developed parcels, some of which have accumulated vegetative material which, by manner of its size, location, and accumulation manner of growth, constitutes a fire hazard and a hazardous condition, herein after referred to as the "Nuisance Parcels".
2. The Nuisance Parcels are commonly one-third of an acre in size are not only a nuisance per se but also thwart the ability of adjacent property owners of developed parcels to comply with California Public Resources Code §4291 and similar statutes and regulations to maintain defensible space around structures; and, are also complicated by the regular non-responsiveness of the Nuisance Parcels' owners, who are often located outside the County of Mendocino.
3. The COUNCIL has received a Coastal Conservancy Grant dedicating funding to ameliorate wildfire risk and to provide a shaded fuel break to remove dead, dying vegetation, to limb trees to a height sufficient to reduce ladder fuels, and to otherwise remove nuisance vegetation.
4. BROOKTRAILS duly enacted its Ordinance #98 on July 25, 1997, a true copy of which is attached hereto as Exhibit A and hereinafter referred to as the "Ordinance," which is incorporated herein as though fully set forth at length.
5. The purpose of this Memorandum of Understanding is to document a process by which the COUNCIL and BROOKTRAILS will collaborate to reduce the threat of wildfire in Brooktrails by using the process laid out in the Ordinance and the funding available for vegetation management to reduce wildfire risk.

IT IS THEREFORE AGREED AS FOLLOWS:

1. For the period of one year commencing on May 13, 2025, the COUNCIL will perform the following Scope of Work:
 - (a) To assist the Brooktrails Chief Administrative Officer of the Fire Department, or her delegatee (the "Fire Department CAO") in identifying Nuisance Parcels within Brooktrails that impede adjacent owners of improved properties from implementing the minimum 100' of defensible space needed to reduce the danger of wildfire and threats to improved properties by documenting the conditions necessitating abatement.
 - (b) To assist the Fire Department CAO in processing and complying with the procedural requirements of the Ordinance; and,
 - (c) To cause the abatement of the nuisance conditions on Nuisance Parcels to be accomplished.
2. In causing the abatement of the Nuisance Parcels, the COUNCIL shall contract with contractors who carry insurance in such amounts as shall reasonably be approved and required by the Fire Department CAO.
3. The COUNCIL shall notify the Fire Department CAO in writing when such abatement work is accomplished and the Fire Department CAO shall thereafter either inspect the abated Nuisance Parcels or delegate such inspection in order to assure compliance with the Ordinance.
4. The COUNCIL shall indemnify and hold BROOKTRAILS and the Nuisance Parcel Owners harmless from losses, liabilities, claims, and causes of action arising out of or related to COUNCIL performance of the Scope of Work. The COUNCIL shall maintain an insurance policy, naming BROOKTRAILS as an additional insured in a format approved by the Fire Department CAO. The policy issued by Nonprofits Insurance Alliance of California, Progressive Insurance Company and State Compensation Insurance fund as evidenced by that certain certificate issued November 22, 2024 insuring the Mendocino County Fire Safe Council, Inc. is approved through the 2025-26 fiscal year, provided that BROOKTRAILS is added as an Additional Insured.
5. The COUNCIL shall maintain records of its activities under this agreement and will make such records available for inspection by BROOKTRAILS upon request.
6. This agreement shall not be assigned by any party without the prior written consent of all parties to this agreement, except to the extent that delegation is expressly authorized by this agreement.

7. Notices and reports under this agreement may be given by electronic mail, with read receipt requested as follows:

COUNCIL

Scott Cratty at
director@firesafemendocino.org

BROOKTRAILS

Tamara Alaniz at
tamaraa@btcsd.org

8. The parties may not amend this agreement, except in writing executed by a party's governing board. This agreement may not be amended orally or by any other means than by a writing executed by a party's governing board.
9. If any provision of this Agreement is determined to be invalid, illegal, or unenforceable, the remaining provisions of this Agreement remain in full force and effect if the essential terms and conditions of this Agreement for each party remain valid, binding and enforceable. To the extent permitted by law, the parties to the same extent waive any provision of law rendering any provision of this agreement invalid, illegal, or unenforceable in any respect.
10. In entering into this Agreement no party has relied upon any statement, representation, warranty, or agreement of the other party except those expressly contained in this Agreement.

This agreement shall become effective May 1, 2025.

BROOKTRAILS

FIRESAFE COUNCIL

By: _____
TINA TYLER-O'SHEA
Its President

By _____
SCOTT CRATTY
Its Director

Attest: _____
TAMARA ALANIZ,
Its Board Secretary

BEFORE THE BOARD OF DIRECTORS
of
BROOKTRAILS TOWNSHIP COMMUNITY SERVICES DISTRICT

IN THE MATTER OF:

Ordinance No. 98

An Ordinance Prescribing a Procedure
For Abatement of Conditions Constituting a
Public Nuisance upon Private Property; and
For Recovering the Expense of Such Abatement.

BE IT ORDAINED by the Board of Directors of Brooktrails Township Community
Services District as follows:

Section 1 Findings and Determination:

The Board of Directors of the Brooktrails Township Community Services District find
and determine as follows:

(a) The maintenance of certain hazardous conditions constituting a public nuisance
have been found from place to place throughout the District;

(b) The existence of these conditions is injurious and inimical to the public health,
safety and welfare of the residents of this District and contributes substantially and increasingly
to the necessity for protection against hazards and diminutions of property values, most
particularly for the protection against the hazard of fire and wildfire in this District with its
admixture of forest immediately adjacent and contiguous to its many residential parcels;

(c) Unless corrective measures are undertaken to alleviate these hazardous conditions
and particularly to avoid future problems in this regard, the public health, safety and general
welfare is threatened. The abatement of these conditions will substantially decrease the threat

1 of fire and wildfire.

2 (d) The abatement procedures set forth herein are reasonable and afford a maximum
3 of due process and procedural guarantees.

4 **Section 2 Authority for Adoption and Application:**

5 This ordinance is authorized pursuant to Title 6, Page 5, Chapter 2 of the Government
6 Code and Part 5, Division 12 of the Health and Safety Code. The procedure set forth in this
7 ordinance is not exclusive and is in addition to the procedure for abatement conferred upon the
8 District by other lawful authority.

9 **Section 3 Definition of Hazardous Conditions:**

10 Each of the following conditions upon real property are declared to be a fire hazard and
11 public nuisance and may be abated as provided herein:

12 (a) Accumulations upon or in front of private property within this District of weeds
13 as defined in Health and Safety Code Section 14875, dry grass, stubble, brush, dry or dead
14 shrub, dead tree or limbs or any vegetacious material, dead or alive, which by manner of its
15 size, manner of accumulation, manner of growth or location constitutes a fire hazard, or when
16 dry, will in reasonable probability constitute a fire hazard;

17 (b) Rubbish, which by reason of its location, character and accumulated size
18 constitutes a fire hazard, or when dry in reasonable probability will constitute a fire hazard.
19 Rubbish means unused or discarded matter and material having no substantial market value, and
20 which consists of such matter and material as: litter, refuse, waste, debris and matter of any
21 kind included but not limited to rubble, asphalt, plaster, building materials, automobile parts,
22 crates, cartons, containers, boxes, trimmings from plants and trees, bottles and barrels.

23 **Section 4 Resolution of Abatement:**

24 Whenever the proscribed conditions are found to exist on private land in the District, the
25

1 Board of Directors may by resolution declare the condition a public nuisance. Such resolution
2 shall refer to each parcel of private property by its street address and in such further specificity
3 to identify the parcel upon or near which the proscribed conditions are found to exist, including
4 but not limited to, reference to the street, highway or road upon which the parcel fronts or abuts
5 or nearest to which the parcel of private property is located and further describing the property
6 by reference to the tract, block, lot and assessor's parcel number as used in the records of the
7 Mendocino County Assessor. Any number of parcels of private property may be included in
8 one resolution. Such Resolution shall be referred to as the Resolution of Abatement.
9

10 **Section 5 Notice to Abate Nuisance:**

11 The Board of Directors shall by its Resolution of Abatement authorize the Fire Chief,
12 or the Fire Chief's designee, to give notice to the property owner to abate the nuisance.
13

14 **Section 6 Contents of Notice:**

15 Notices to be given hereunder shall be headed "NOTICE TO ABATE NUISANCE, in
16 letters not less than one inch in height. The notice shall be substantially in the following form:
17

18 **NOTICE TO ABATE NUISANCE**

19 Notice is hereby given that on the ____ day of _____ ,
20 19 ____ , the Board of Directors of the Brooktrails Township
21 Community Services District passed a resolution declaring that
22 conditions defined in District Ordinance 98 are found to exist upon
23 the property described as _____ Street, Assessor's
24 Parcel Number _____ nearest to _____
25 Street, in said District and more particularly described in said
26 resolution and that the same constitute a public nuisance which
27 may be abated by the removal of such condition, otherwise they
28 will be removed and the nuisance will be abated by District
authorities, in which case the cost of removal shall be assessed
upon the lots and lands from which such conditions are removed,
and such costs will constitute a lien upon such lots or lands until
paid. Reference is hereby made to said resolution for further
particulars.

All property owners having any objections to the proposed removal

1 of such conditions are hereby notified to attend the meeting of the
2 Board of Directors of said District, to be held _____,
3 19 ____ when their objections will be heard and given due
4 consideration.

5 A copy of the Resolution is attached and incorporated herein.

6 Dated this ____ of _____, 19 ____.

7 _____
8 Secretary of the Board

9 **Section 7 Service of Notice:**

10 Notice in the form specified herein shall either be personally served or mailed by
11 certified mail, return receipt requested, to the property owners of an affected parcel, addressed
12 as their names and addresses appear from the last equalized assessment roll, and to such other
13 address as known by the Secretary of the District to be reasonably calculated to result in actual
14 delivery to the addressee.

15 **Section 8 Hearing on Notice:**

16 At the time stated in the notices the Board of Directors shall hear and consider all
17 objections or protests, if any, to the proposed removal of the conditions found to be proscribed
18 herein, and the Board of Directors may continue the hearing from time to time. Upon the
19 conclusion of the hearing the Board shall acquire jurisdiction to abate the nuisance and the
20 decision of the Board on this matter is final, except as provided in Sections 16 and 17 herein.

21 **Section 9 Abatement Order:**

22 After final action is taken by the Board on the disposition of any protests or objections,
23 or in case no protest or objections are received, the Board shall order the Fire Chief, by and
24 through fire department assistants, deputies, employees or contracting agent to abate the public
25 nuisance.
26
27
28

1
2 **Section 10 Recurring Public Nuisance:**

3 (a) Declaration of Recurring Public Nuisance.

4 In the event that an Abatement Order as authorized by this ordinance is issued for a
5 specific property three or more times within a one year period the Board of Directors may
6 declare the nuisance as a Recurring Public Nuisance and the procedures of this section shall
7 apply.
8

9 (b) When a nuisance comes within the definition herein for "recurring public
10 nuisance" all notices and resolutions provided for in this Ordinance shall identify the public
11 nuisance as a Recurring Public Nuisance subject to this section.
12

13 (c) The Resolution of Abatement for a Recurring Public Nuisance shall include a
14 reasonable repeating schedule for abatement of the recurring nuisance which abatement may be
15 performed without the requirement of further order or notice of hearing for each abatement for
16 a period for up to one year from the date of the Order of Abatement of Recurring Public
17 Nuisance.
18

19 **Section 11 Abatement by Owner:**

20 Any property owner may abate the conditions that have been declared a public nuisance
21 at the owner's expense if the owner is completed with the abatement prior to the arrival of the
22 Fire Chief or his designee upon the property to abate the public nuisance.
23

24 **Section 12 Authority to Enter Private Property:**

25 The Board of Directors, Fire Chief, and its or his assistants, deputies, employees, or
26 contracting agents, or other designees may enter upon private property for the purpose of abating
27 the public nuisance by authority of this ordinance which in turn is specifically authorized by
28 Section 14901 of the Health and Safety Code.

1 **Section 13 Expense of Abatement by District:**

2 The Fire Chief abating the nuisance shall keep an account of the cost of the abatement
3 on each separate parcel of land and shall render an itemized report in writing to the Board of
4 Directors showing the cost of abating the nuisance on or before July 1 each year. This Report
5 shall be known as the Abatement Report.
6

7 **Section 14 Hearing on Abatement Expense:**

8 (a) Before the Abatement Report mentioned in Section 13 is submitted to the Board
9 of Directors, a copy of it shall be posted in three public places, with a notice of the time when
10 the report will be submitted to the Board for confirmation. Concurrently to such posting, the
11 Secretary of the District shall mail a copy of the report and notice of the time when the report
12 will be submitted to the Board for confirmation to the property owners of affected parcels by
13 first class mail addressed as provided in Section 7 herein.
14

15 (b) At the time fixed for receiving and considering the report, the Board shall hear
16 it and any objections of the property owners liable to be assessed for the work of abatement.
17 Thereupon the Board may make such modifications in the report as it deems necessary after
18 which by resolution the report shall be confirmed and thereafter referred to as the Resolution
19 of Confirmation.
20

21 **Section 15 Special Assessment and Lien:**

22 The amount of the cost for abating the nuisance upon the various parcels of the land
23 mentioned in the Abatement Report as confirmed and the amount of the costs incurred by the
24 District in enforcing abatement upon the parcels, including investigation, boundary
25 determination, measurement, clerical and other related costs shall constitute special assessments
26 against the respective parcels of land, and are a lien on the property for the amount of the
27 respective assessments. Such lien attached upon recordation of a certified copy of the Resolution
28

1 of Confirmation in the office of the Recorder of the County of Mendocino. The assessment may
2 be collected at the same time and in the same manner as ordinary ad valorem taxes are collected,
3 and shall be subject to the same penalties for such taxes. All laws applicable to the levy,
4 collection and enforcement of ordinary ad valorem taxes shall be applicable to such assessments,
5 except that if any real property to which such lien would attach has been transferred or conveyed
6 to a bona fide purchaser for value, or if a lien of a bona fide encumbrancer for value has been
7 created and attaches thereon, prior to the date that the Resolution of Confirmation is recorded,
8 Then the lien which would otherwise be imposed by the section shall not attach the real property
9 in the costs of abatement, as confirmed, relating to such property shall be transferred to the
10 unsecured roll for collection, or otherwise collected by the District by action for recovery.
11

12 **Section 16 Collection of Expenses:**

13
14 (a) A copy of the Resolution of Confirmation shall be delivered to the Auditor of the
15 County of Mendocino, on or before the tenth day of August following such confirmation, and
16 the Auditor shall enter the amounts of the respective assessments against the respective parcels
17 of land as they appear on the current assessment roll pursuant to the provisions of Section 14915
18 of the Health and Safety Code.
19

20 (b) The Tax Collector of the County of Mendocino shall include the amount of the
21 assessments on bills for taxes levied against the respective lots and parcels of land.

22 (c) Thereafter the amounts of the assessments shall be collected at the same time and
23 in the same manner as the District taxes are collected, and are subject to the same penalties and
24 the same procedure and sale in case of delinquency as provided for ordinary ad valorem taxes.
25

26 (d) The Tax Collector of the County of Mendocino may in his discretion, issue
27 separate bills for such special assessment taxes and separate receipts for collection on account
28 of such assessments.

1 **Section 17 Cancellation or Refund of Assessment.**

2 All or any portion of any such special assessment, penalty or costs heretofore or hereafter
3 entered, shall on order of the Board of Directors be canceled by the Auditor if uncollected, or,
4 except in the case provided for in subdivision (e) hereof, refunded by the County Treasurer if
5 collected, if it or they entered, charged or paid: (a) more than once; (b) through clerical error;
6 (c) through the error or mistake of the Board of Directors or of the Officer designated by them
7 to give notice or to abate the nuisance, in respect to any material fact, including the case where
8 the cost report rendered and confirmed as hereinbefore provided shows that the District
9 accomplished such abatement but such is not the actual fact; (d) illegally; (e) on property
10 acquired after the lien date by the State or by an county, city, school district or other political
11 subdivision and because of this public ownership not subject to sale for delinquent taxes.
12

13
14 **Section 18 Claim for Refund:**

15 No order for a refund under the foregoing section shall be made except on a claim: (a)
16 certified by the person who paid the special assessment, his guardian, executor or administrator;
17 (b) filed within three years after making of the payment sought to be refunded.
18

19 The provisions of this section do not apply to cancellations.

20 **Section 19 Priority of Lien:**

21 The lien, whether bonds issued to represent the assessment or otherwise, shall be
22 subordinate to all fixed special assessment liens previously imposed upon the same property, but
23 it shall have priority over all fixed special assessment liens which may thereafter be created
24 against the property. The lien of a reassessment and a refunding assessment shall be the same
25 as the original assessment to which it relates. A supplemental assessment is a new assessment.
26

27 **Section 20 Partial Invalidity:**

28 If any provision in this ordinance is held by a Court of competent jurisdiction to be

1 invalid, void or unenforceable, the Board of Directors declares that it would have adopted the
2 remainder of such ordinance without the offending provisions and the remaining provisions shall
3 nevertheless continue in full force and effect without being impaired or invalidated in any way.

4 **Section 21 Repeal of Inconsistent Provisions:**

5 Section 3.105 of Ordinance 71 and Article 6 of the Brooktrails Architectural Code is
6 repealed as to any Resolutions of Abatement issued after the effective date of this Ordinance.

7 **Section 22 Effective Date:**

8 This Ordinance shall be effective thirty days upon its passage, and shall be published
9 once in the Willits News within ten (10) days after passage.

10
11
12 * * * * *

13
14 Introduced July 25, 1995 and adopted this 8th day of
15 August, 1995, at a regular meeting of the Board of Directors
16 of the Brooktrails Township Community Services District by the
17 following vote:

18 AYES: Directors: Horrick, Edmondson, Copeland, Orth, Eads
19 NOES: Directors: None
20 ABSENT: Directors: None

21 

22 RANDALL E. EADS, President

23 ATTEST:

24
25 
26 PAUL A. WILLIAMS, Secretary

May 8, 2025



«PROPERTY OWNER»
«PROPERTY OWNER MAILING ADDRESS»
«CITY», «STATE» «ZIP»

Re: NUISANCE VEGETATION ABATEMENT NOTICE FOR YOUR PROPERTY AT
«PROPERTY ADDRESS»

Dear «PROPERTY OWNER»:

Northern California has faced effects of devastating wildland fires that consume life and property. A substantial contributing factor to this destruction has been from the nuisance of overgrown vegetation.

The Brooktrails Township, in which you own property at «PROPERTY ADDRESS» (APN #«APN»), is rated VERY HIGH FIRE DANGER by the California Department of Forestry and Fire Protection (CalFIRE). If it is overgrown with flammable vegetation and dead or downed trees, your property is in violation of the requirements of Brooktrails Township Ordinance 98. This letter is your notice that failure to comply may lead to civil liability in the event of a fire that involves your property.

Therefore, we are also notifying you to reduce and maintain the vegetation on your property and have this work completed within the next 30 days. Information on how and what must be abated is attached. **If you do not comply with this notice within 30 days, Mendocino County FireSafe Council will be granted access to your property and will abate the nuisance vegetation.**

Sincerely,
Tamara Alaniz
General Manager
(Fire Department Chief Administrative Officer)

Standards for Abating Nuisance Vegetation (from BTCSD Ordinance 98)

This is the attachment about how and what must be abated on your property.

- **All dead vegetation or other flammable material must be removed from the parcel or destroyed in an approved manner. Any dead vegetation, such as an accumulation of branches, leaves, or smaller trees must be chipped, burned on-site (subject to valid burn permit in conjunction with permissive burn days), or hauled away. Existing fallen trees greater than 6 inches in diameter may remain on the parcel provided all limbs have been removed and properly handled as identified above.**
- **Cut and remove all under-brush material, also known as ladder fuels, which carry fire to treetops. This material must be completely removed as flush to the ground as possible, and must be disposed of by burning, chipping, or hauling away in an approved manner.**
- **All trees must be trimmed of branches to a height of 10 feet above ground level. All lower branches must be removed as they directly contribute to the transfer of fire from the ground to treetops.**
- **All trees less than 8 inches in diameter at breast height shall be removed.**

**Board Meeting
Agenda Item K-7**

DATE: May 13, 2025



**BROOKTRAILS
TOWNSHIP**

COMMUNITY SERVICES DISTRICT

24860 Birch Street
Willits, CA 95490

707-459-2494

TO: Board of Directors
FROM: General Manager Tamara Alaniz
RE: Consideration of Dissolution of Brooktrails Community Emergency Response Team (CERT) and Acceptance of its Assets

BACKGROUND

On April 26, 2005, the Board of Directors affirmed support by minute order for and an association between a new Community Emergency Response Team (CERT) in Brooktrails and the Fire Department. Upon inception, the Brooktrails CERT grew and adapted to changing conditions in the community, participatory collaboration, and other organizational logistics. Over the last few years, Brooktrails CERT participation has significantly waned and many of the outreach activities spearheaded by them in the past have been assumed by the Sherwood Firewise Communities group. Consequently, the Brooktrails CERT met twice to vote on dissolution and the majority of the votes cast were in favor of dissolution. Representatives from CERT have asked the district to accept the dissolution request and receive assets orphaned by the dissolution.

DISCUSSION

Representatives Tim Hanna and Brian Ferri-Taylor from Brooktrails CERT met with the General Manager and Fire Chief to discuss outcomes and expectations for equipment and other assets held by the group. A detailed inventory identifying what was in CERT's possession and the source of each was provided for review. There are items purchased for Brooktrails CERT by North Coast Opportunities that will be offered back to them. Yet, many supplies, ham radio equipment and a Conex box stored at the airport need a home.

The Fire Department will be able to incorporate the orphaned assets into its inventory and district staff will determine the best use of the Conex box at the airport.

RECOMMENDATION

Move to accept their request for dissolution of Brooktrails CERT and receive orphaned assets into the Fire Department inventory.

ATTACHMENTS

- ~ Relevant Excerpts from CERT Constitution Articles 1 & 9
- ~ Minutes Excerpt from April 26, 2005 Organizing Brooktrails CERT

CONSTITUTION
BROOKTRAILS COMMUNITY EMERGENCY RESPONSE TEAM

ARTICLE 1 -- GENERAL

The name of this Organization shall be the BROOKTRAILS COMMUNITY EMERGENCY RESPONSE TEAM (hereinafter called CERT). The formation of this team was approved by resolution of the governing board of the Brooktrails Township Community Services District on April 26, 2005 with overall coordination and supervision of the team assigned to the Brooktrails Fire Department.

In this and other documents of the Brooktrails CERT, the verb "shall" or "must" indicates mandatory actions required by the officers and members of CERT while the verbs "will", "is", "are", or "may be" indicate optional action or information.

Section 1.1 Definitions Used in This and Other Brooktrails CERT Documents

Accountability Tag – Identification tag containing the members name to be applied to a deployment status board when the member is deployed in the field and recovered when the member returns.

Activated CERT Volunteer - A registered CERT volunteer that has been requested, or accepted at the assembly area, by the CERT Captain or by the Brooktrails Fire Department through the CERT Captain to assist in an emergency or a disaster operation.

American Red Cross – The non-profit organization chartered by Congress in 1905 and tasked with providing food and shelter to victims of disaster in accordance with the charter and the Disaster Relief Act of 1974 as amended.

Convergent Volunteer - Any individual who spontaneously provides assistance during a disaster or emergency without any expectation to do so placed on them by any entity. These individuals may or may not possess the training, equipment, or physical or psychological ability to handle the tasks they are undertaking. These volunteers are not members of the Brooktrails CERT program.

Constitution – This document that forms the basic organization structure and method of governance of the Brooktrails CERT.

Damage Assessment – The act of surveying the area to determine the extent of disaster damage to structures in order to determine the need for assistance from outside organizations.

Disaster - Any emergency situation of widespread destruction, or of a large enough magnitude to overwhelm the Fire Department's ability to handle it adequately. This may or may not be an officially declared disaster during the initial response.

Disaster Medical Operations -- Those activities that triage injured persons into treatment categories, establish treatment areas, and perform emergency medical aid on injured persons.

Disaster Service Worker – Public employee or volunteer (registered or convergent) as defined in California Code of Regulations, Title 19, Division 2, Chapter 2, Subchapter 3.

Emergency - Any situation threatening life or property that occurs suddenly or unexpectedly and creates an urgent need for action from a public safety agency.

ARTICLE 8 – STANDARD OPERATING PROCEDURES

The CERT shall create and maintain a Standard Operating Procedures (SOP) document for Brooktrails defining the procedures for all members operational activity including at least field exercises or drills, activation, safety, accountability, and CERT command organization.

The CERT shall create and maintain appropriate forms to cover Volunteer sign-up, training records, rosters for personnel assignment in the field, message records during radio communications, damage assessment, and others as a need is identified.

Proposed additions or changes to the SOP or to the forms may be submitted in writing by motion at any meeting of the CERT. If the motion is approved, with or without changes, by a majority of the members present and voting, the proposed changes will be included in the minutes distributed to all members. The proposal shall be accepted upon a majority affirmative vote of the members present and voting, at the next meeting or rejected if a majority vote is not obtained.

ARTICLE 9 – DISSOLUTION

The Brooktrails CERT may be dissolved by a majority of members present and voting at two successive meetings held not less than 28 days apart. The results of any preliminary resolution to dissolve the group shall be communicated by the Secretary to all members as found in the Secretary's records. Said communications shall be via email and shall be sent at least 14 days before the second confirming vote.

In the event of a confirming vote to dissolve the Brooktrails CERT group, the officers shall not incur any further debt, all outstanding debts shall be paid and no further expenditures shall be made. The assets of the group shall be disbursed as follows:

- 1) Preference shall be given to transfer all financial and material assets to a similar successor disaster recovery group in Brooktrails, if so organized. If no similar organization exists at the time of dissolution, assets shall be distributed as follows.
 - a) All funds shall be returned to our two local sponsoring organizations, the Brooktrails Township Community Services District (BTCSD) and the Brooktrails Property Owners Association (BPOA), in as equal an amount as possible with a recommendation that the funds be donated to the American Red Cross for use in Mendocino County.
 - b) All equipment purchased by the Brooktrails CERT or by the predecessor NEST shall be delivered to the BPOA for their use or disposition. This includes, but is not necessarily limited to: first aid kits, protective helmets, safety vests, vehicle identification signs, family radio service radios (walki-talkies), and any other purchased property. Said equipment in the possession of members shall be recovered by actions of the officers and captains of the Brooktrails CERT.
 - c) All equipment donated to the Brooktrails CERT shall be returned to the donor, if possible. This includes, but is not necessarily limited to, equipment provided by MESA and the communications station installed at the Brooktrails Fire Station for the benefit of the Brooktrails NEST and transferred to CERT.
- 2) All records of the Brooktrails CERT and of the actions specified during dissolution shall be turned over to the BTCSD.

MINUTES

BROOKTRAILS TOWNSHIP COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS Tuesday, April 26, 2005

The Board of Directors of Brooktrails Township Community Services District met in regular session April 26, 2005 at 7:00 p.m. in Brooktrails Community Center.

A. PLEDGE OF ALLEGIANCE

B. ROLL CALL

Roll call showed the following Directors present: Ziady, Horrick, Pohlson, and Orth. Director Skezas was absent with leave. Also present were General Manager Chapman and District Counsel Neary.

REPORT ON CLOSED SESSION

District Counsel Neary reported that the directors considered a real estate matter regarding APN 098-114-03 and directed the General Manager to agree to the purchase price of \$9,900.00.

C. ADDITIONS/ADJUSTMENTS TO THE AGENDA

None.

D. MINUTES OF PREVIOUS MEETINGS

1. April 9, 2005 – President Orth requested that the last sentence be corrected to state that Director Skezas had made the motion, and Director Horrick had seconded. Director Pohlson requested that on p. 3548 the General Manager provide an actual Willits sewer plant expansion cost figure; General Manager Chapman suggested \$11.1 million net. Director Pohlson then requested that in the last paragraph on p. 3548, the second sentence read as follows: "She said also that the sewer tax assessment ordinance needed to be changed. . . ." Director Pohlson moved to accept the minutes with the above amendments; Director Horrick seconded and the motion carried unanimously.

2. April 12, 2005 – Director Pohlson moved to approve; Director Ziady seconded, and the motion carried unanimously.

E. SPECIAL PRESENTATION

None.

F. PUBLIC HEARING

2. Public hearing on water availability charge for Fiscal Year 2005-06. General Manager Chapman briefed the assembly, stating that after the public hearing a resolution would be proposed for adoption fixing the charge at \$30.00 for undeveloped properties and \$5.00 for developed properties for FY 2005-06; he stated this money was used for maintenance of about 60 miles of water lines. President Orth opened the public hearing at 7:05 p.m. and requested questions from the public. There being none, the public hearing was closed at 7:06 p.m.

3. Public hearing on proposed Ord. 129 repealing Ord. 125 and establishing sewer standby charge for Fiscal year 2005-06. General Manager Chapman briefed the assembly, stating that after the public hearing an ordinance would be proposed for adoption fixing the charge at \$50.00 per parcel for FY 2005-06; he stated this money was used for maintenance of the sewer department, an example being this year's smoke-test of the system. President Orth opened the public hearing at 7:07 p.m. and requested questions from the public. There being none, the public hearing was closed at 7:08 p.m.

G. PUBLIC COMMENTS

President Orth stated that he wished to make a public comment himself, and said that the Brooktrails Board had never had a public hearing on the parking issue, and had never had a legal challenge on that issue either. Claudia Reed of the Willits News expressed confusion; President Orth suggested that she might retract that particular passage from her article. Ms. Reed said that she got the impression that a closed session had been held because she felt that every person on the Board suddenly had a completely different opinion, all at once, from the opinion they had had previously. President Orth stated that that might happen again, as the Board responds to information it receives.

H. CONSENT CALENDAR

4. Review of Accounts Payable Report and authorization to issue checks; Approval of issuance of newsletter postage check when amount is known. Director Horrick moved to authorize payment of checks. Director Pohlson seconded. The motion carried unanimously. Director Horrick moved to

authorize payment of the USPS postage charge for the spring newsletter up to the amount of \$2,000.00; Director Pohlson seconded and the motion carried unanimously.

I. ACTION AGENDA

5. Adoption of resolution establishing water availability charges for Fiscal Year 2005-06 and set public hearing for June 28, 2005. Director Horrick moved to waive further reading of the resolution setting a \$30.00 water availability/capability charge for undeveloped lots and a \$5.00 availability/capability charge for developed properties for Fiscal Year 2005-06 and to set the public hearing for protests for June 28, 2005. Director Ziady seconded. Roll-call vote was as follows:

AYES:	Directors:	Ziady, Horrick, Pohlson, Orth
NOES:	Directors:	None
ABSENT:	Directors:	Skezas

6. Adoption of Ord. 129 repealing Ord. 125 and establishing sewer standby charge for Fiscal Year 2005-06, and set public hearing for protests for June 28, 2005. Director Horrick moved to waive further reading of the ordinance setting a \$50.00 sewer standby charge for each parcel for Fiscal Year 2005-06 and to set the public hearing for protests for June 28, 2005. Director Ziady seconded. It was clarified for the audience that these rates have been the same since 1996, and that if the rates were changed an election would be required. Roll-call vote was as follows:

AYES:	Directors:	Ziady, Horrick, Pohlson, Orth
NOES:	Directors:	None
ABSENT:	Directors:	Skezas

7. Consideration of CERT (Community Emergency Response Team) disaster review. General Manager Chapman stated the matter was first discussed on February 8, 2005 and was back for further review. One item of concern was that insurance for the team of CERT volunteers acting under the auspices of the fire department, depending on the particular duties assigned, could cost \$480.00/year each. But if the role of CERT team members were defined differently than as outlined in the present outline, the cost would fall to the \$40.00/year category.

Bob Terry mentioned that MESA had decided to support CERTs in lieu of NEST. The discussion then turned to a target budget for CERT for \$1,000. Primarily the funds will be for publications, vests, helmets, masks, etc. He said typically CERT was within large fire departments; however, Brooktrails would have a stand-alone group under the auspices of the Fire Chief. The NEST program focused around specialized teams, while CERT focuses more on the individual volunteer.

Fire Chief Schoeppner came forward to say he felt an advantage would be that they could activate the CERT group locally rather than going through MESA, but that he saw it staying fairly close to the NEST program. He said they would not be expected to do search and rescue or recovery work or extinguish fires, etc. He advised that he would be talking about an equipped and supplied disaster management trailer that the Fire Department will be receiving at the next Board meeting, and that he would want the CERT program to analyze what else might be needed for the trailer. He said there were many logistical tasks they could perform.

Director Pohlson moved to accept the plan to activate a Community Emergency Response Team to be organized under the Brooktrails Township Fire Department; Director Ziady seconded.

John Lemmer said the volunteers were taking some CERT level training. He then reiterated that the CERT program volunteers should not do fire suppression, nor should they be trained in lifting and supporting things like falling walls. He said they would be taught triage, although they had not been trained in that yet, and a lower level of first aid than Red Cross first aid. He felt that the main difference was that we now do not have a direct connection to MESA. Mr. Lemmer addressed the issue of liability, and cited the State Disaster Service Worker law, which involves authorization by a disaster council, which was MESA in this county; he said anybody affiliated with the Red Cross is also a disaster service worker within the meaning of that law, and has coverage under the State Workers Compensation law.

Mr. Terry said there were four people willing to work on the Phase I committee. President Orth said the motion will authorize them to do that and work with the Fire Chief. Roll-call vote was as follows:

AYES:	Directors:	Ziady, Horrick, Pohlson, Orth
NOES:	Directors:	None
ABSENT:	Directors:	Skezas

8. Consideration of proposed increase in water/sewer monthly rates and changes in various fees, and schedule public hearings for June 24 and June 28, 2005. General Manager Chapman stated the proposal was to increase water monthly base rates by \$1.00 to \$28.10 and sewer monthly base rates by \$1.00 to \$29.43 and to schedule a hearing for June 28, 2005. He pointed out slight increases in golf course fees, a new \$13.00 returned check fee, photocopy costs increasing from \$.25 to \$1.00, increasing lot merger fees to cover costs of the program, and approved rental fees for the Ohl Grove. President Orth commented that the Board had discussed in their budget meeting upcoming projects for both sewer and