



**CAZADERO COMMUNITY SERVICES DISTRICT  
PO BOX 508  
CAZADERO CA 95421-0508**

Board Meeting Agenda  
March 12, 2025 ~ 6:30PM  
Location ~ Fire Station #1  
5980 Cazadero Hwy, Cazadero, CA 95421

*The Board meeting agenda and all supporting documents are available for public review on the website at [www.cazadero-csd.org](http://www.cazadero-csd.org) and upon prior appointment at 5980 Cazadero Hwy, Cazadero CA, 72 hours in advance of a scheduled board meeting. Materials related to an item on this Agenda submitted to the Board after distribution of the agenda packet, and not otherwise exempt from disclosure, will be made available for public inspection at the District Office upon prior appointment at 5980 Cazadero Hwy, Cazadero and on the website at [www.cazadero-csd.org](http://www.cazadero-csd.org). Copies of supplemental materials distributed at the Board meeting will be available for public inspection at the meeting location.*

*In accordance with the Americans with Disabilities Act, anyone needing special assistance to participate in this meeting should contact District Administrative Assistant Sherry Kulczewski at (707) 591-1015. Notification 48-hours before the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting.*

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

President P. Barry

Director M. Berry

Director H. Canelis

Director D. DeBeaune

Director S. Griswold

**OPEN TIME FOR PUBLIC EXPRESSION**

*This is an opportunity for any member of the public to briefly address the District Board on any matter that does not appear on this agenda and is restricted to matters within the Board's jurisdiction. Items that appear to warrant a more-lengthy presentation or Board consideration may be placed on the agenda for discussion at a future meeting. Please limit comments to three hundred (300) words.*

**AGENDA ADJUSTMENTS**

*An opportunity for the Board President to approve adjustments to the current agenda.*

**DIRECTOR REPORTS**

*An opportunity for Directors to report on their individual activities related to District Business.*

## STAFF REPORTS

1. Administrative Assistant
2. Fire Department and Firefighters Association Report
  - a. Operations
  - b. Administration
  - c. Training
  - d. Special Projects
3. Park & Rec Maintenance
4. Facilities

## CONSENT CALENDAR ITEMS

*These items can be acted on in one consolidated motion or may be removed from the Consent Calendar and separately considered at the request of any Director*

1. Approval of Meeting Minutes – January 8, 2025

## ACTION ITEMS

1. Webmaster services for our website – Discussion/Action –
2. Measure H Funding Agreement and Annual Report – Discussion/Action –
3. Legal Representation – Discussion/Action –
4. Trees on District property hanging over Dennis Elliott house – Discussion/Action –

## DISCUSSION ITEMS

1. USDA Funding for Purchasing Type 6 fire Truck – Discussion –
2. Firehall fencing – Discussion –
3. Fiber Optic Grant and Emergency Communications – Discussion – Update on implementation of Emergency Radio Communications in Cazadero –
4. Update on Grants – Discussion –

## COMMITTEE REPORTS

1. Real Estate Ad Hoc 2024

## FINANCIAL REPORTS

## COMMUNICATIONS

Mail from: Fire Chief's Fire Service Working Group

## ADJOURNMENT

# **STAFF REPORTS**

Nancy Caplan <dnccaplan@comcast.net>

3/7/2025 10:44 AM

## report

To CAZADERO COMM SVS DISTRICT <cazaderocsd@comcast.net>

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Hello This is my report: I mopped the floors several times a week. Also checked the paper products and refilled them as necessary. I took mop heads, rags and dish towels home to wash. I ordered paper towels and toilet paper. I wiped down the counters several times a week, along with the refrigerator and microwave. I washed windows and cob webbed. I cleaned both bathrooms several times a week including the toilets, sinks and floors. I used the leaf blower to sweep the front. I also washed the table tops several times a week. I took the trash out to be collected. I also washed the floors in both offices several times a week. I also cleaned the window tracks. Hours-18

# CONSENT ITEMS



## *Cazadero Community Services District Meeting Minutes – January 8, 2025*

### **1. Call to Order and Roll Call**

The regular meeting of the Cazadero CSD Board was called to order at 6:37 PM on January 8, 2025. Director P. Barry led the Pledge of Allegiance. The following Directors were present: P. Barry, M. Berry, H. Canelis, and D. DeBeaune. Director S. Griswold was absent. Lower Russian River Municipal Advisory Council (River MAC) Representative Tony Goodwin and AA Kulczewski were also present.

### **2. Public Comment**

Tony Goodwin introduced himself as the MAC Representative for our area. He is working to keep autonomy for Cazadero and our fire department and for our rights to our property, and would like to have a town hall in Cazadero with the County Supervisors.

### **3. Agenda Adjustments**

None.

### **4. Director Reports**

None.

### **5. Staff Reports**

Park and Rec Maintenance report is in the Board Packet. Director P. Barry also reported that he spoke to Steve Parmeter about the water going down Austin Creek Road due to plugged culvert.

Facilities report is in the Board Packet.

Fire Department report given by Director P. Barry, who reported that REDCOM fees are going up, Measure H funds are supposed to cover them, he will ask at the Fire Chiefs meeting tomorrow night; a presentation on new fire station construction will be held on 1/21/25 at the Monte Rio Community Center, will include costs, permitting, financing, etc.

### **6. Consent Calendar Items**

On a motion by Director M. Berry, Seconded by Director D. DeBeaune, the Board moved to approve the minutes for the December 11, 2024, meeting and the financials for the month of November, 2024. VOTE: 5-0-0

### **7. Action Items**

**Measure H Funding Agreement and Annual Report** – Director P. Barry will attend the Fire Chiefs meeting tomorrow night for more information. After further discussion, item tabled to February meeting.

### **8. Discussion Items**

a. **USDA Funding for Purchasing Type 6 Fire Truck** – Nothing new at this time.

b. **Firehall Fencing** – Director P. Barry reported the fences are done and he will pick them up.

c. **Fiber Optic Grant and Emergency Communications** – Tony Goodwin reported the Teravana repeater site went down, he would like to install solar and batteries there.

d. **Update on grants** – No update at this time.

# **ACTION ITEMS**

Maureen Berry &lt;maureen@caz95421.com&gt;

2/21/2025 4:14 PM

## Fwd: Transfer of Representation to Acevedo & Longfellow

To Paul Barry <cazhwy@gmail.com> • Sherry Kulchewski <cazaderocsd@comcast.net> •  
Daina DeBeaune <debeauned@gmail.com>

Please add this correspondence to our next agenda as an action item.

- Maureen

Begin forwarded message:

**From:** Emily Longfellow <emily@alpubliclaw.com>  
**Subject:** Transfer of Representation to Acevedo & Longfellow  
**Date:** February 20, 2025 at 3:05:52 PM PST  
**To:** Maureen Berry <Maureen@caz95421.com>  
**Cc:** Robyn Christo <robyn@ehc.law>, Rob Epstein <rob@ehc.law>, Bob Holtzapple <bob@ehc.law>, lisa@ehc.law, Megan Acevedo <megan@alpubliclaw.com>

Maureen,

As you know, Megan Acevedo, and I have launched our own public law firm, Acevedo & Longfellow. We will go live on March 1.

I understand the Cazadero CSD board will be considering the transfer of representation to Acevedo & Longfellow at its March 12, 2025 meeting. Upon approval of a new agreement, representation will continue uninterrupted.

I have attached a letter from Epstein, Holtzapple & Christo terminating its relationship with the CSD effective March 17, and encouraging the transfer to Acevedo & Longfellow.

Our new information is: Acevedo & Longfellow; P.O. Box 72; Corte Madera, CA 94925; EIN 33-3228712. Website to follow.

Thanks again, and do not hesitate to contact me with any questions or concerns.

Emily

Emily Longfellow  
**Acevedo & Longfellow**  
510-318-1794  
Attorney

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- EHC Termination of Representation, transfer to A&L - Cazadero CSD.pdf (102 KB)



Emily B. Longfellow  
emily@ehc.law

February 20, 2025

**VIA ELECTRONIC MAIL ONLY**

Ms. Maureen Berry  
Cazadero Community Services District  
5980 Cazadero Hwy  
Cazadero, CA 95421  
mberry@cazadero-csd.org

**Re: Termination of Epstein, Holtzapple & Christo Representation of the  
Cazadero CSD; Transfer to Acevedo & Longfellow Upon Board  
Approval**

Dear Maureen:

This letter serves as notice of Epstein, Holtzapple & Christo's ("EHC") withdrawal of representation of the Cazadero Community Services District ("CSD") effective March 17, 2025. I understand the CSD board will be considering approval of a new agreement at its March 12, 2025 meeting. Upon board approval of a new agreement legal representation by Emily Longfellow will continue without interruption with Acevedo & Longfellow. Alternatively, the CSD can select other counsel.

In June 2023, the CSD entered into an agreement for legal representation by Emily Longfellow with Megan Acevedo assisting as needed. EHC, copied here, desires to terminate EHC's relationship with the CSD and encourage the transfer of representation to Acevedo & Longfellow.

This letter will confirm that no attorneys at EHC will provide legal services to the CSD as of March 17, 2025. Upon the approval of a new agreement, representation with current legal counsel Emily Longfellow, through Acevedo & Longfellow, will continue without interruption. Please do not hesitate to contact me should you have any questions or wish to discuss.

Very truly yours,



Emily B. Longfellow

cc: Robyn Christo, Rob Epstein, Bob Holtzapple, and Lisa Poncia  
Megan Acevedo

www.ehc.law

Maureen Berry <maureen@caz95421.com>

2/21/2025 4:35 PM

## Fwd: Acevedo & Longfellow; CSD counsel

To Paul Barry <cazhwy@gmail.com> • Sherry Kulchewski <cazaderocsd@comcast.net> •  
Daina DeBeaune <debeauned@gmail.com>

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Additional information pertaining to the agenda item I requested.

- Maureen

Begin forwarded message:

**From:** Emily Longfellow <emily@alpubliclaw.com>  
**Subject:** Re: Acevedo & Longfellow; CSD counsel  
**Date:** February 19, 2025 at 11:29:46 AM PST  
**To:** Maureen Berry <Maureen@caz95421.com>

Maureen,

Attached please find an engagement letter upon the same terms as the CSD's current agreement. Additionally, please find a draft staff report template that we have been sending our clients for your use, should you choose.

Thank you and please let me know if I may provide further information.

Emily

Emily Longfellow  
**Acevedo & Longfellow**  
510-318-1794  
Attorney

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**From:** Maureen Berry <Maureen@caz95421.com>  
**Date:** Friday, February 14, 2025 at 11:39 PM  
**To:** Emily Longfellow <emily@alpubliclaw.com>  
**Subject:** Re: Acevedo & Longfellow; CSD counsel

Hello Emily,

Congratulations on your new firm. Please send an engagement letter, and I will present it for approval at our next meeting.

Maureen

On Feb 14, 2025, at 7:53 PM, Emily Longfellow <[emily@alpubliclaw.com](mailto:emily@alpubliclaw.com)> wrote:

Maureen,

My colleague, Megan Acevedo, and I are opening our own law firm to launch March 2025. Megan and I have worked together for years, and we both specialize in local public entity law. We will continue to offer the same services at the same rates that the CSD approved in June of 2023.

I am hopeful that the Cazadero Community Services District will continue to consider us as counsel in our new firm. If you agree, I can send you a new engagement letter, with the same terms as prior, for your consideration.

Please let me know and I hope you are doing well.

Best, Emily

Emily Longfellow  
**Acevedo & Longfellow**  
510-318-1794  
Attorney

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- Draft Staff Report General Counsel .docx (18 KB)
- Legal Services Agreement Cazadero 2.19.25.pdf (148 KB)

**[organization name]**  
**Staff Report**

**To:** Members of the Board

**From:** \_\_\_\_\_

**Subject:** Authorize entering into agreement to retain existing general counsel at new law firm upon same terms.

**Meeting Date:** March \_\_\_\_\_, 2025

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**Background and Discussion**

In June 2023, the Board approved the retention of Emily Longfellow as general counsel. Emily, who began practice in 2000, and her colleague Megan Acevedo have many years of experience in representing local public entities. They currently represent public agency clients including, but not limited to, the Ross Valley Paramedic Authority, the Muir Beach Community Services District, the Town of San Anselmo, the Marin Wildfire Prevention Authority, and the Sleepy Hollow Fire Protection District. Their hourly rate is \$280.

Ms. Longfellow and Ms. Acevedo have recently established their own law firm, Acevedo & Longfellow. It is requested that the Board authorize entering into a new engagement agreement with Acevedo & Longfellow to retain Ms. Longfellow as general counsel upon the same terms as the existing agreement.

**Recommendation**

It is recommended that the Board direct entering into an agreement to retain existing general legal counsel at the new law firm of Acevedo & Longfellow upon the same terms as the existing contract for general counsel services.

Respectfully submitted,

\_\_\_\_\_

**ACEVEDO & LONGFELLOW LLP**  
P.O. Box 72  
Corte Madera, CA 94925

Emily B. Longfellow  
emily@elpubliclaw.com  
direct: (510) 318-1794

February 19, 2025

**VIA ELECTRONIC MAIL ONLY**

Ms. Maureen Berry  
Cazadero Community Services District  
5980 Cazadero Hwy  
Cazadero, CA 95421  
mberry@cazadero-csd.org

**Re: Engagement for Legal Services**

Dear Ms. Berry:

In June 2023, the Cazadero Community Services District Board approved the retention of myself, Emily Longfellow then with Epstein, Holtzapple and Christo, for general counsel services. My colleague, Megan Acevedo, and I have formed our own law firm specializing in representing local public entities, Acevedo & Longfellow LLP ("A&L"). By execution of this engagement letter agreement, the Cazadero Community Services District agrees with the following terms and conditions of service with Acevedo & Longfellow, and acknowledges the termination of its agreement with Epstein, Holtzapple and Christo. The terms of this agreement remain the same as the prior agreement, and the services provided also remain unchanged.

**Client and Scope of Representation**

Our client in this matter is the Cazadero Community Services District ("CSD" or "you"). The scope of our engagement will be to provide general counsel services to you as requested.

**Communication**

The relationship between attorney and client is based on the candid exchange of information and ideas. Accordingly, you agree to keep us informed of any information or developments that may come to your attention that relate in any way to our

Acevedo & Longfellow  
P.O. Box 72, Corte Madera, CA 94925

Maureen Berry, Cazadero CSD  
February 19, 2025  
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representation and to keep us advised of any changes in your address, telephone numbers, and email addresses. We welcome any suggestions you may have at any time as to how we might be of better service to you.

As you know, communications between an attorney and client are generally privileged. To maintain the privileged nature of our communications, it is important that they stay confidential, meaning that they should not be shared by you with any third party.

### Hourly Rate

I, Emily Longfellow, will be the attorney with primary responsibility for this matter. Attorney Megan Acevedo may also provide legal services from time to time in our discretion. **On this matter, we will charge \$280 per hour for general counsel services.** A&L charges its time in increments of one tenth of an hour. A&L's hourly rates may change during the course of this engagement. Any such rate change would require CSD approval. By signing this letter, you acknowledge that A&L has made no promises or representations about the total amount of fees that will be incurred under this agreement.

Although we do not anticipate any, you agree to pay for any out-of-pocket expenses incurred under this agreement, including but not limited to, mediator's fees, filing fees, court reporter fees, photocopying, and travel. Where the out-of-pocket costs are significant, we may forward the invoices for such goods or services to you for direct payment to the third-party provider; if we forward such invoices to you, you agree to make prompt, direct payment to the originator of such bills.

### Disposition of Papers

We prefer to receive documents in PDF or other electronic format. Otherwise, A&L may scan physical documents received and destroy them after they are scanned.

### Deposit and Payment of Statements

We will send you monthly statements indicating amounts due. If no fees or costs are incurred for a particular month, or if they are minimal, the statement may be held and combined with that from the following month unless you request a statement. You agree to pay any balance in full within 30 days after the statement is mailed.

All checks are to be made payable to "Acevedo and Longfellow LLP" (EIN: 33-3228712).

### Termination of Representation

Clients have the absolute right to terminate our representation at any time and for any reason. Any such termination will be effective immediately upon our receipt of your

Acevedo & Longfellow  
P.O. Box 72, Corte Madera, CA 94925

Maureen Berry, Cazadero CSD  
February 19, 2025  
Page 3 of 3

written notice of termination. Unless specifically agreed in writing, we will provide no further services and advance no further costs on your behalf after receipt of such notice. Notwithstanding the termination, you remain obligated to pay all outstanding fees incurred prior to termination.

Although it is extremely rare for us to do so, to the extent permitted by law and the rules of professional conduct, we also retain the right to withdraw from representation with or without cause. This includes, without limitation, the right to withdraw if our invoices are not paid when due, if you refuse to cooperate or follow our advice, or it otherwise becomes impractical for us to continue our representation. Notwithstanding our withdrawal, you remain obligated to pay for all fees and costs incurred before the withdrawal became effective.

**Entire Agreement; Effective Date**

This agreement contains the entire agreement between us regarding our representation of you. No other agreement made on or before the effective date of this agreement will be binding on the parties. This agreement's effective date is the date on which a copy of this agreement executed by you is received by us. This letter engagement agreement may be executed in counterpart originals and by electronic signature. Thank you again for engaging us. Our goal is to provide quality legal services and to maintain a valuable client relationship. If at any time you have questions or concerns please do not hesitate to contact me. I look forward to working with you.

Very truly yours,



Emily B. Longfellow

By signing below, I acknowledge that I have reviewed and understand the foregoing agreement and agree to the terms and conditions set forth herein.

Dated: \_\_\_\_\_, \_\_\_\_ 2025

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By: Maureen Berry  
Cazadero Community Services District

Acevedo & Longfellow  
P.O. Box 72, Corte Madera, CA 94925

# **DISCUSSION ITEMS**

# COMMITTEE REPORTS

# FINANCIALS

# **CORRESPONDENCE**



## Fire Chiefs' Fire Service Working Group

March 5th, 2025

**Steve Akre**  
Chief, Sonoma Valley FD  
& County Chiefs' Association  
President

**Mark Heine**  
Chief, Sonoma County FPD

**Matt Ryan**  
Chief, Sonoma-Lake-Napa Unit  
CAL FIRE

**Jeff Schach**  
Chief, Petaluma FD  
South County

**Shepley Schroth-Cary**  
Chief, Gold Ridge FPD  
West County

**Robert Taylor**  
Director, Cloverdale FPD  
Fire Districts' Association

**Matt Tognozzi**  
President, Fire Fighters of  
Sonoma County, L1401  
Labor

**Marshall Turbeville**  
Chief, NSCFPD  
North County

**Scott Westrope**  
Chief, Santa Rosa FD  
Cities' Representative

### Objective:

Efficient, Effective, and Sustainable county-wide fire delivery system

To: Sonoma County Fire Chiefs' Association  
Sonoma County Fire Districts' Association  
Sonoma County Fire Fighters Labor Groups and Associations

The FSWG will continue to provide updates at the SCFCA and Districts Assn meetings, to our Labor partners, and through email blasts when there are significant Measure H updates.

First, I would like to take this opportunity to say congratulations and thank you. A year ago today, Measure H was passed by voters. That was a historic moment. The Measure will afford the transformational change needed for fire and emergency services here in Sonoma County. This could not have happened without all of your unity, support and hard work. Thank you to the SCFCA, the current and former FSWG members, labor, the SCFDA, our elected officials, County staff, the countywide fire service, and last but not least, the Sonoma County voters. We look forward to our first Measure H distributions within the next week.

Following are some highlights since our previous update:

- All the funding agreements are in place to allow receipt of the first distributions within the next week.
- Finance Updates:
  - The Oct-Dec 2024 Measure H Sales Tax Revenue actuals: \$15,578,119.76
  - The 2025 SCFCA budget was approved by the Board of Directors
- Oversight Committee:
  - [Link to apply](#) on the County website
  - SCFCA nominations will be voted on in the March membership meeting. The SCFDA nominations will be voted on in late March.
  - All nominations will go to the BOS in May.

- Zone Reviews: Held very productive collaborative Zone reviews focused on Measure H implementation readiness. Several of the agencies have already started implementing Measure H by borrowing from agency reserves until funds are received. We have completed Zones 3,5,6,7,8 and 9. We are in the process of scheduling Zone 4's review.
- Held the first Board of Directors Mtg. with the new Board composition.
- Contracts:
  - The Fire Safe Sonoma contract was approved by the SCFCA Board. The contract will be brought to the membership for approval in the March meeting.
  - The REDCOM contract is on the REDCOM Board agenda for approval later this week. The contract will be brought to the SCFCA membership for approval at the March meeting.
  - The SCFD and SVFD tax exchange amendments to reduce the County obligation by \$1M were approved in the February 11<sup>th</sup> Board of Supervisors Mtg.
  - The SCFD and SVFD backfill agreements will be approved at the March SCFCA Mtg.
- Below is an updated list of FSWG leads/members of the workstream items along with some updates:
  - SCFCA Measure H operations & structure (contract staff, Bylaws update, etc.) – **Chief Akre, Chief Westrope, Dana Hampson, Bill Adams, and Chief Boaz** – Complete – we will no longer report on this item.
  - Financial resources for agencies, likely including potential workshops – **Chief Akre & Dana Hampson** – The Oversight Committee Annual report template and Measure H financial system tracking best practices were discussed in the February Admin Mtg.
  - Work with the County to update the tax collection agreements & funding contracts, if necessary. – **Chief Akre & Chief Heine** – See updates above. This will no longer be reported on.
  - Vegetation management process and structure – **Chief Turbeville & Chief Mosiurchak** – Fire Safe Sonoma has kicked off work on this item.
  - Work with the County to operationalize the oversight committee – **Chief Akre & Dana Hampson** – See updates above.
  - REDCOM: Dispatch fees and command center – **Chief Akre** – See updates above. This will no longer be reported on.
  - Lexipol fees funding process – **Chief Akre** – Complete – we will no longer report on this item.
  - One-time gap or discretionary funding process – **Dana Hampson, Chief Akre, Chief Heine** – Complete – we will no longer report on this item.
  - Fire Safe Sonoma contract – **Chief Turbeville and Bill Adams** – See update above. This will no longer be reported on.
  - Explore new standardized station “menu” – **Chief Heine** – Complete – we will no longer report on this item.

- Explore optimizing the permit process with PRMD – **Chief Akre, Chief Heine, & Chief Schroth-Cary** – Complete – we will no longer report on this item.
- Red flag & winter storm upstaffing funding process - **Chief Schroth-Cary, Chief Turbeville, and Chief Andreis** – Complete – we will no longer report on this item.

**Ongoing Sub-Committees (or work groups).**

- Communications, which could include a joint information center – **Dana Hampson, Paul Lowenthal, Krista Butts, & Gary Johnson** – The new website will go live in March. Kicked off communications work with [Pinchforth](#). They are working on the following:
  - Brand and logo design
  - One pager update
  - Messaging Plan
  - Website tune up with new logo, branding, and key messaging
  - Signage
- Recruitment & Retention - **Chief Schroth-Cary, Chief Bullard, Chief Mulas, & Chief Westergaard** – No update.
- Training programs - **Chief Schroth-Cary, Chief Bray, Chief Johnson, Chief Andreis, Chief Lacy, & Chief Westergaard** – No update.
- Ongoing new countywide technologies identification & implementation process – **Chief Schach, Ken Reese (REDCOM), Chief Costa, Chief Busch, Chief Andreis, Chief MacDonald, Chief Mosiurchak, Chief Smith, Chief Ricci, Chief Gloeckner and EMS Coordinator Leonelly** –The final recommendation will be brought to the March SCFCA meeting for approval. This item will no longer be reported on.

The team’s next meeting is scheduled for March 6th. Please reach out to a FSWG representative if you have any questions.