



Valley of the Moon Fire Protection District



Board of Directors Meeting

March 10, 2020



Valley of the Moon Fire Protection District

Board of Directors Meeting

March 10, 2020

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**MEETING AGENDA
VALLEY OF THE MOON FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS**

Tuesday, March 10, 2020 at 6:00 P.M.
Location: Sonoma Valley Fire & Rescue Authority Station 1
630 2nd Street West, Sonoma, California 95476

(This agenda is posted in accordance with the Ralph M. Brown Act,
California Government Code Section 54950, et seq.)

1. CALL TO ORDER

2. ROLL CALL & DETERMINATION OF A QUORUM

Board of Directors: President Norton, Director Brunton, Director Greben, and Director Brady.
Director Leen is excused.

3. PLEDGE OF ALLEGIANCE

4. CONFIRMATION OF AGENDA

Opportunity for the Board to reorder agenda items

5. COMMENTS FROM THE PUBLIC

(At this time, members of the public may comment on any item not appearing on the agenda. It is recommended that you keep your comments to three minutes or less. Under State Law, matters presented under this item cannot be discussed or acted upon by the Board at this time. For items appearing on the agenda, the public will be invited to make comments at the time the item comes up for consideration by the Board of Directors.)

6. PRESENTATIONS

7. CONSENT CALENDAR

Approval of minutes for regular meeting of February 11, 2020. **Action Item**

8. FIRE CHIEF'S MONTHLY REPORT

Chief's activity report for February 2020

9. OLD BUSINESS

- a) Discussion on the next steps to be taken in the reorganization leading to the formation of the Sonoma Valley Fire District.

10. NEW BUSINESS

- a) Appointment of an ad hoc committee to participate in managing reorganization for the Sonoma Valley Fire District.
- b) Approve initiation of contract for purchase of new Type 6 engine for Station 4. **Action Item**

- c) Resolution 2019/2020-13 approving the creation of Human Resources/Payroll Technician position and pay schedule. **Action Item with roll call vote**
- d) Authorize the Fire Chief to approve payment for paramedic school tuition and books for newly-hired, limited-term Firefighter EMTs at a cost of approximately \$6,000 per student. **Action Item**

11. OTHER BUSINESS TO COME BEFORE THE BOARD

The Sonoma County Fire Districts' Association meeting will be hosted by Sonoma County Fire on April 23rd.

12. COMMENTS FROM THE FLOOR

13. COMMENTS/REPORTS FROM THE BOARD

14. CLOSED SESSION

15. ADJOURNMENT

This meeting will be adjourned to a regular meeting on April 14, 2020 at 6:00 p.m. in the Training Room of Sonoma Valley Fire & Rescue Authority Station 1, located at 630 2nd Street West, Sonoma.

Copies of all staff reports and documents subject to disclosure that relate to any item of business referred to on the agenda are available for public inspection the Monday before each regularly scheduled meeting during regular business hours, 8:00 a.m. to 5:00 p.m. Monday through Friday, at Sonoma Valley Fire & Rescue Authority's Station 1, located at 630 2nd Street West, Sonoma, California.

Any documents subject to disclosure that are provided to all, or a majority of all, of the members of the Board of Directors regarding any item on this agenda after the agenda has been distributed will be made available for inspection at the location listed above during regular business hours. If you challenge the action of the Board in court, you may be limited to raising only those issues you or someone else raised at the public hearing described on the agenda, or in written correspondence delivered to the Valley of the Moon Fire Protection District Board of Directors, at or prior to the public hearing.

In accordance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the secretary for the Board at (707) 996-2102. Notification 48 hours before the meeting will enable the Valley of the Moon Fire Protection District to make reasonable arrangements to ensure accessibility to this meeting.



Valley of the Moon Fire Protection District

Board of Directors Meeting

Agenda Item Summary

March 10, 2020



Agenda Item No.		Staff Contact	
7		Georgette Darcy, Finance Officer/Secretary to Board	
Agenda Item Title			
Approval of minutes for regular meeting of February 11, 2020			
Recommended Actions			
Approve the minutes			
Executive Summary			
The minutes have been prepared for Board review and approval.			
Alternative Actions			
Correct or amend minutes prior to approval			
Strategic Plan Alignment			
Not applicable			
Fiscal Summary – FY 19/20			
Expenditures		Funding Source(s)	
Budgeted Amount	\$	District General Fund	\$
Add. Appropriations Req'd.	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
		Grants	\$
Total Expenditure	\$	Total Sources	\$
Narrative Explanation of Fiscal Impacts (if required)			
Not required			
Attachments			
Minutes for February 11, 2020 regular meeting			

VALLEY OF THE MOON FIRE PROTECTION DISTRICT

BOARD OF DIRECTORS MEETING MINUTES
February 11, 2020

1. CALL TO ORDER

President Norton called the meeting to order at 6:00 p.m.

2. ROLL CALL & DETERMINATION OF A QUORUM

Board of Directors: President Norton, Director Brady, Director Greben, and Director Leen. Director Brunton was excused.

3. PLEDGE OF ALLEGIANCE

Director Leen led the Pledge of Allegiance.

4. CONFIRMATION OF AGENDA

No changes were made to the agenda.

5. COMMENTS FROM THE PUBLIC

None

6. PRESENTATIONS

None

7. CONSENT CALENDAR

Approval of minutes for regular meeting of January 14, 2020

M/S/P Leen/Norton to approve minutes for regular meeting of January 14, 2020. Passed 4 ayes

8. FIRE CHIEF'S MONTHLY REPORT

Battalion Chief Andreis gave the Fire Chief's activity report for January 2020.

9. OLD BUSINESS

None

10. NEW BUSINESS

a) Resolution 2019/2020-10 supporting Sonoma County Measure G

M/S/P Greben/Brady to support Sonoma County Measure G. Passed 4 ayes

- b) Authorize the Fire Chief to execute agreement with SCI Consulting Group to provide a Fire Impact Fee Nexus Study and consulting services

**M/S/P Brady/Leen to authorize Fire Chief to execute agreement with SCI Consulting Group.
Passed 4 ayes**

- c) Resolution 2019/2020-11 adopting Sonoma County Board of Supervisors' Ordinance 6295

**M/S/P Brady/Norton to adopt Sonoma County Board of Supervisors' Ordinance 6295.
Passed 4 ayes**

- d) Resolution 2019/2020-12 adopting Sonoma County Board of Supervisors' Ordinance 6296

**M/S/P Brady/Norton to adopt Sonoma County Board of Supervisors' Ordinance 6296.
Passed 4 ayes**

11. OTHER BUSINESS TO COME BEFORE THE BOARD

The annual FDAC conference will take place at the Napa Valley Marriott Hotel and Spa April 14th to 16th. Please let Georgette know if you will be attending.

12. COMMENTS FROM THE FLOOR

None

13. COMMENTS/REPORTS FROM THE BOARD

None

14. CLOSED SESSION

None

15. ADJOURNMENT

The meeting was adjourned at 6:25 p.m. to a regular meeting on March 10, 2020, at 6:00 p.m., in the Training Room of Station 1, located at 630 2nd Street West in Sonoma.

Respectfully submitted,

Georgette Darcy

President Norton

Director Brunton

Director Greben

Director Brady

Director Leen



Valley of the Moon Fire Protection District

Special Board of Directors Meeting

Agenda Item Summary

March 10, 2020



Agenda Item No.		Staff Contact	
10B		John Franceschi, Battalion Chief	
Agenda Item Title			
Approve initiation of contract for purchase of new Type 6 fire engine for Station 4			
Recommended Actions			
Commit to initiation of contract process			
Executive Summary			
Fundraising efforts of the Diamond A Neighborhood Association and the Sonoma Volunteer Firefighters' Association have assisted the District in the planned purchase of a Type 6 engine for Station 4.			
Diamond A is providing \$145,416 toward the purchase and the Volunteer Firefighters are providing \$75,000. As the total cost will be more than the combined donations, staff will return to the Board to ask that an application of funds from the Capital Equipment fund balance be authorized to complete the purchase.			
Alternative Actions			
Decline to commit to contract process or suggest alternatives			
Strategic Plan Alignment			
This purchase is in alignment with Goal 3: Continue to provide well-maintained facilities, equipment, and technology to enable personnel to perform their jobs safely and efficiently.			
Fiscal Summary – FY 19/20			
Expenditures		Funding Source(s)	
Budgeted Amount	\$	District General Fund	\$
Add. Appropriations Req'd.	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
		Contingencies	\$
		Grants	\$
Total Expenditure	\$	Total Sources	\$
Narrative Explanation of Fiscal Impacts (if required)			
Attachments			



Valley of the Moon Fire Protection District

Special Board of Directors Meeting

Agenda Item Summary

March 10, 2020



Agenda Item No.	Staff Contact		
10C	Stephen Akre, Fire Chief		
Agenda Item Title			
Resolution 2019/2020-13 approving the creation of Human Resources/Payroll Technician position and pay schedule			
Recommended Actions			
Approve new position			
Executive Summary			
<p>With the upcoming retirement of the Finance Officer and a plan to restructure the administrative office with a view to providing adequate support for future reorganization of the District, a new position has been developed to perform human resources and payroll duties. This position will also act as secretary to the District Board.</p> <p>Staff is requesting that the Board approve the position of Human Resources/Payroll Technician and the proposed pay schedule.</p>			
Alternative Actions			
Deny approval for new position			
Strategic Plan Alignment			
This position is in alignment with Goal 1, Objective 1A: Develop a revised staffing model to meet current and future community and operational demands; and Objective 1C: Provide additional training and opportunities to prepare employees for career advancement.			
Fiscal Summary – FY 19/20			
Expenditures		Funding Source(s)	
Budgeted Amount	\$	District General Fund	\$
Add. Appropriations Req'd.	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
		Contingencies	\$
		Grants	\$
Total Expenditure	\$	Total Sources	\$
Narrative Explanation of Fiscal Impacts (if required)			
Attachments			
<ol style="list-style-type: none"> 1. Human Resources/Payroll Technician job description 2. Pay schedule 3. Resolution 2019/2020-13 			

Human Resources/Payroll Technician **Secretary to the Board**

1. Definition:

Under direction of the Finance Manager, is responsible for the development of payroll every two weeks. Performs a variety of responsible analytical and administrative duties, assists in a variety of administrative details. This position must display in-depth knowledge of the payroll functions of the District. This position is the Secretary to the Fire Board and takes notes of actions at each board meeting. Responsible for benefits administration and processing of workers compensation claims.

Supervision Received and Exercised:

This position reports to the Finance Manager and has no supervisory responsibilities.

2. Duties and Responsibilities:

The following tasks are typical for the position assigned to the classification.

- a) Under the direction of the Finance Manager, performs a variety of administrative support functions related to District programs and projects.
- b) Answers phones, and greets the public.
- c) Conducts all processing of new employees, both career and volunteer.
- d) Primary contact point with SCERA for retirement issues.
- e) Responsible for benefits administration and processing of workers compensation claims. Demonstrates familiarization with risk management of health, dental, vision, retirement, workers compensation, liability, and general insurances.
- f) Participates in the work of clerical staff, including training the staff, assisting the staff in solving work problems, enforcing District regulations and policies, and promoting work efficiency.
- g) Assists when required in conducting surveys and performs research and statistical analyses on administrative, fiscal, personnel issues.
- h) Designs and prepares forms, databases, informational materials, procedures and tracking systems as necessary in relation to assigned projects and programs.
- i) Acts as Secretary to the Fire Board in taking notes of actions at the meetings.

- j) Responsible for all payroll functions, payroll information, payroll records, and performs the requisite audits.
- k) Submits payroll to Finance Manager every two weeks for final approval to proceed.
- l) Makes all necessary arrangements for travel by scheduling visits, making reservations, and processing per diem payments.
- m) Prepares various reports, letters and mailings; maintains a variety of District files and records.
- n) Makes arrangements for meetings and assists in the preparation of the logistics.
- o) Attends meetings, takes summary notes, and creates an audio recording, if directed, and prepares and distributes the minutes of the meeting.
- p) Other Duties as assigned.

3. **Education and Experience:**

Sufficient experience and education to successfully perform the duties of the position. A typical way of obtaining the required qualifications is to possess the equivalent of four years of increasingly responsible experience in an administrative position involving personnel management and financial or program analysis, including the preparation of reports. An ability to accurately prepare payroll documents on a regular basis. A Bachelor's Degree from an accredited college or university with a major in public or business administration or a closely related field is desirable.

Knowledge of: District policies, rules, administrative regulations and procedures; practices and procedures related to the efficient operation of an office; principles, practices and methods of public administration as they relate to District activities and functions, including personnel management, record keeping, budget preparation and administration, and financial projection; pertinent Federal, State and local laws, codes and regulations related to areas of responsibility; principles and techniques of data collection, statistical analysis, and report preparation; computer equipment, word processing, spreadsheet, and database software; correct English usage, spelling, grammar, and punctuation.

Ability to: plan, organize and conduct administrative and analytical studies related to various administrative, personnel and financial issues, problems, and operations; collect, compile and analyze qualitative and quantitative data, evaluate alternatives and recommend effective courses of action; prepare clear, concise reports, correspondence and other written materials; prepare and analyze contracts, resolutions, agreements, and other documents; use financial, statistical, graphic and database software and other data to analyze problems, identify solutions and prepare reports and presentation materials to District management; interpret and apply administrative policies and procedures; make effective presentations; effectively represent the District with individuals, groups, and government agencies;

establish and maintain cooperative working relationships; communicate clearly and concisely, orally and in writing; design and maintain records and files; make sound decisions based on all available knowledge; independently initiate, compose, and draft clear and concise memoranda and correspondence requiring selection of materials and references from a variety of sources; keep complex records and files and maintain confidential files.

4. Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position requires working in a standard office environment and involves sitting, standing, walking, reaching, twisting, turning, kneeling, bending, and squatting in the performance of daily activities; grasping, repetitive hand movement, and fine coordination in writing reports, conducting financial and statistical analysis using a computer keyboard; near vision in reading reports and using a computer; hearing and speaking is required when interacting with the public and others.

5. Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The position is considered as a Disaster Service Worker and is subject to emergency recall in the event of a disaster.

The noise level in the work environment is usually moderate.

HUMAN RESOURCES/PAYROLL TECHNICIAN

RECOMMENDED PAY SCHEDULE

	Step A	Step B	Step C	Step D	Step E
Monthly:	5,938	6,116	6,299	6,488	6,683
Hourly:	34.26	35.28	36.34	37.43	38.56

Resolution No: 2019/2020-13
Dated: March 10, 2020

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE VALLEY OF THE MOON
FIRE PROTECTION DISTRICT, SONOMA COUNTY, STATE OF CALIFORNIA,
APPROVING THE CREATION OF THE HUMAN RESOURCES/PAYROLL
TECHNICIAN POSITION AND PAY SCHEDULE**

WHEREAS, the SVFRA is working on a restructuring plan for the administrative support staff; and

WHEREAS, after a review of current and future needs and in consideration of the impact of the upcoming retirement of the Finance Officer, it has been determined that there is a need for a Human Resources/Payroll Technician position to take on some of the responsibilities that are now being performed by the Finance Officer; and

WHEREAS, this position will be funded with a combination of the Special Accounting Services section of the District budget, account 799-68900-351-50351, and a portion of administrative fees from both the Glen Ellen Fire Protection District and Mayacamas Volunteer Fire Department; and

WHEREAS, this position will also serve as the secretary to the District Board; and

NOW, THEREFORE, BE IT RESOLVED, the Board of Directors of the Valley of the Moon Fire Protection District approves the creation of the Human Resources/Payroll Technician position and pay schedule.

IN REGULAR SESSION, the foregoing resolution was introduced by Director _____, who moved its adoption, seconded by Director _____, and passed by the Board of Directors of the Valley of the Moon Fire Protection District this 10th day of March 2020, on regular roll call vote of the members of said Board:

President Norton	Aye_____	No_____	Absent_____
Director Brunton	Aye_____	No_____	Absent_____
Director Greben	Aye_____	No_____	Absent_____
Director Brady	Aye_____	No_____	Absent_____
Director Leen	Aye_____	No_____	Absent_____
Vote:	Aye_____	No_____	Absent_____

WHEREUPON, the President declared the foregoing resolution adopted, and

SO ORDERED:

ATTEST:

William Norton, President

Brian Brady, Clerk



Valley of the Moon Fire Protection District

Special Board of Directors Meeting

Agenda Item Summary

March 10, 2020



Agenda Item No.	Staff Contact		
10D	Stephen Akre, Fire Chief		
Agenda Item Title			
Authorize the Fire Chief to approve payment for paramedic school tuition and books for newly-hired, limited-term Firefighter EMTs at a cost of approximately \$6,000 per student			
Recommended Actions			
Authorize Fire Chief to approve payment for this program			
Executive Summary			
<p>The SVFRA has recently hired Firefighter EMTs with substantial funding through the FEMA Staffing for Adequate Fire and Emergency Response (SAFER) Grant. Recruitment efforts to secure the requisite number of qualified Firefighter Paramedics were unsuccessful, and the SVFRA found it necessary to staff these positions with personnel possessing a lower level of certification.</p> <p>So that these employees may reach the level of certification that is desired by the SVFRA, the Chief is asking that the Board approve District funding of their paramedic education.</p>			
Alternative Actions			
Deny approval for funding of this program			
Strategic Plan Alignment			
This position is in alignment with Goal 1, Objective 1B: Study recruitment and retention practices to attract the highest quality workforce; and Objective 1C: Provide additional training and opportunities to prepare employees for career advancement.			
Fiscal Summary – FY 19/20			
Expenditures		Funding Source(s)	
Budgeted Amount	\$	District General Fund	\$
Add. Appropriations Req'd.	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
		Contingencies	\$
		Grants	\$
Total Expenditure	\$	Total Sources	\$
Narrative Explanation of Fiscal Impacts (if required)			
Attachments			
Limited-Term FF/EMT Employment Agreement			

Limited-Term FF/EMT Employment Agreement

Description

The limited-term (LT) firefighter/EMT position is an at-will trainee position that allows an employee a one-time opportunity to complete all portions of paramedic training and license while working as a FF/EMT with the SVFRA.

Unless expressly stated in this contract, the limited-term employee will be under the terms and conditions of the L3593 MOU.

Requirements

Within the first 24 months of the contract, the LT employee will have successfully earned a paramedic license and be accredited in Sonoma County as a practicing Paramedic.

Upon successful completion of accreditation, the candidate will be promoted to a full-time position as a FF/PM.

Length of Term

60 months total. Paramedic accreditation must be earned within 24 months from date of appointment. The Fire Chief may extend the term in an extenuating circumstance.

Compensation

Until paramedic accreditation, the limited-term trainee position will be compensated at the FF/EMT A-Step wage according to the District's wage schedule. Upon completion and promotion, the successful candidate will be assigned as a FF/PM at B-Step and begin a 12-month probationary period.

The District will pay for paramedic school tuition, including registration and books.

Contract Provisions

This employment contract is for a total of five (5) years. After successful accreditation, and appointment as a full-time FF/PM, the employee is required to maintain full-time employment with the SVFRA for the necessary length of time until 5 years of service is completed. If the employee does not successfully:

- Complete 5 years of service with the SVFRA
- Complete Sonoma County paramedic accreditation
- Pass probation
- The employee leaves for any other reason

The LT contract employee will be required to reimburse the District for all paramedic school tuition and books as well as any additional paid time off that the District may have provided to complete paramedic training. This reimbursement will be taken first from any compensable leave balances or final pay due at time of separation.

Employee Signature

Date

Fire Chief Signature

Date