



Valley of the Moon Fire Protection District



Board of Directors Meeting

June 12, 2018



Valley of the Moon Fire Protection District

Board of Directors Meeting

June 12, 2018

TABLE OF CONTENTS



Regular Meeting Agenda	Page 2
Item 7A Agenda Summary – Re-approval of meeting minutes of 3/13/18.....	Page 4
Item 7A – 3/13/18 meeting minutes	Page 5
Item 7B Agenda Summary – Approval of meeting minutes of 5/8/18.....	Page 8
Item 7B – 5/8/18 meeting minutes	Page 9
Item 9 Agenda Summary – Unit of Risk for Special Tax Campaign 2018.....	Page 11
Item 9 – Placeholder for Unit of Risk staff report.....	Page 12
Item 10A Agenda Summary – Resolution 2017/2018-13 – Prelim District and SVFRA budgets	Page 13
Item 10A – Prelim District Budget 2018/19.....	Page 15
Item 10A – SVFRA Budget 2018/19	Page 17
Item 10A – Resolution 2017/2018-13.....	Page 20
Item 10B Agenda Summary – Resolution 2017/2018-14 – Surplus U-3.....	Page 21
Item 10B – Resolution 2017/2018-14.....	Page 22
Item 10C Agenda Summary – Fire Marshal draft job description	Page 23
Item 10C – Draft job description for Fire Marshal.....	Page 24
Item 10D Agenda Summary – Fire Mechanic draft job description	Page 26
Item 10D – Draft job description for Fire Mechanic.....	Page 27
Item 10E Agenda Summary – Support Volunteer draft job description.....	Page 30
Item 10E – Placeholder for draft job description for Support Volunteer.....	Page 31

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

Tuesday, June 12, 2018 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 Greben, Director Brady, and Director Leen.
Director Brunton 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

Re-approval of minutes for regular meeting of March 13, 2018. **Action Item**

Approval of minutes for regular meeting of May 8, 2018. **Action Item**

8. FIRE CHIEF'S MONTHLY REPORT

Chief's activity report for May 2018

9. OLD BUSINESS

Set Unit of Risk for Special Tax Campaign 2018. **Action Item**

10. NEW BUSINESS

a) Resolution 2017/2018-13 adopting Valley of the Moon Fire District Preliminary Budget and approving SVFRA Budget for FY 2018/19. **Action Item with roll-call vote**

b) Resolution 2017/2018-14 declaring surplus status for Utility 3340 (U-3). **Action Item with roll call vote**

- c) Approve job description for Fire Marshal. **Action Item**
- d) Approve job description for Fire Mechanic. **Action Item**
- e) Approve job description for Support Volunteer. **Action Item**
- 11. OTHER BUSINESS TO COME BEFORE THE BOARD
- 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 July 10, 2018 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

June 12, 2018



Agenda Item No.		Staff Contact	
7A		Georgette Darcy, Admin. Analyst/Secretary to Board	
Agenda Item Title			
Re-approval of minutes for meeting of March 13, 2018			
Recommended Actions			
Approve the minutes			
Executive Summary			
The minutes have been prepared for Board review and approval. Only two Board members were present from the March 13 th meeting on April 10 th and May 8 th . The three members present on March 13 th will need to approve these minutes.			
Alternative Actions			
Correct or amend minutes prior to approval			
Strategic Plan Alignment			
Not applicable			
Fiscal Summary – FY 17/18			
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 March 13, 2018 meeting			

VALLEY OF THE MOON FIRE PROTECTION DISTRICT

BOARD OF DIRECTORS MEETING MINUTES

March 13, 2018

1. CALL TO ORDER

President Norton called the meeting to order at 6:02 p.m.

2. ROLL CALL & DETERMINATION OF A QUORUM

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

3. PLEDGE OF ALLEGIANCE

President Norton led the Pledge of Allegiance.

4. CONFIRMATION OF AGENDA

Item 14 was moved to follow Item 4.

5. COMMENTS FROM THE PUBLIC

None

6. PRESENTATIONS

Chief Akre presented a report on Post-October 2017 Fire Activity

7. CONSENT CALENDAR

Approval of minutes for regular meeting of January 9, 2018

M/S/P Brady/Greben to approve minutes for January 9, 2018. Passed 3 ayes

8. FIRE CHIEFS' MONTHLY REPORT

Fire Chief Akre gave an oral activity report for January and February 2018.

9. OLD BUSINESS

None

10. NEW BUSINESS

a) Resolution 2017/2018-10 approving pensionable holiday pay benefit for Apprentice Firefighters

M/S/P Brady/Greben to approve pensionable holiday pay benefit for Apprentice Firefighters. Passed 3 ayes

- b) Resolution 2017/2018-11 ordering an election to be held and requesting consolidation with the November 6, 2018 General Election

Item tabled to next regular meeting.

11. OTHER BUSINESS TO COME BEFORE THE BOARD

None

12. COMMENTS FROM THE FLOOR

Chief Akre announced that former District Administrative Assistant, Joan Kunce, passed away on March 5th.

13. COMMENTS/REPORTS FROM THE BOARD

None

14. CLOSED SESSION

The meeting was adjourned at 6:05 p.m. for a closed session.

a) PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Fire Chief

Pursuant to California Government Code Section 54957

b) CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION: Significant exposure to litigation pursuant to Subdivision D of Government Code Section 54956.9; one potential case.

Report on closed session:

The Board emerged from closed session at 7:20 p.m. President Norton announced that there were no reportable actions by the Board on these items.

15. ADJOURNMENT

The meeting was adjourned at 7:42 p.m. to a regular meeting on April 10, 2018 at 6:00 p.m. in the Training Room at 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

Board of Directors Meeting

Agenda Item Summary

June 12, 2018



Agenda Item No.		Staff Contact	
7B		Georgette Darcy, Admin. Analyst/Secretary to Board	
Agenda Item Title			
Approval of minutes for meeting of May 8, 2018			
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 17/18			
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 May 8, 2018 meeting			

VALLEY OF THE MOON FIRE PROTECTION DISTRICT

BOARD OF DIRECTORS MEETING MINUTES

May 8, 2018

1. CALL TO ORDER

President Norton called the meeting to order at 6:12 p.m.

2. ROLL CALL & DETERMINATION OF A QUORUM

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

a) Re-approval of minutes for regular meeting of March 13, 2018

Tabled to next meeting.

b) Approval of minutes for regular meeting of April 10, 2018

Tabled to next meeting.

8. FIRE CHIEFS' MONTHLY REPORT

Fire Chief Akre gave his activity report for April 2018.

9. OLD BUSINESS

Approval of terms in Part A. of Delphi MOU for Special Tax Campaign 2018

M/S/P Brady/Greben to approve terms in Part A. of Delphi MOU.

10. NEW BUSINESS

None

11. OTHER BUSINESS TO COME BEFORE THE BOARD

None

12. COMMENTS FROM THE FLOOR

None

13. COMMENTS/REPORTS FROM THE BOARD

None

14. CLOSED SESSION

None

15. ADJOURNMENT

The meeting was adjourned at 7:17 p.m. to a regular meeting on June 12, 2018 at 6:00 p.m. in the Training Room at 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

Board of Directors Meeting

Agenda Item Summary

June 12, 2018



Agenda Item No.	Staff Contact			
9	Steve Akre, Fire Chief			
Agenda Item Title				
Set Unit of Risk for Special Tax Campaign 2018				
Recommended Actions				
Staff recommends that the Unit of Risk be set at \$50.00				
Executive Summary				
<p>The District is working with consultant firm Delphi on a special tax submission for the 2018 general election in November. A \$50 Unit of Risk will bring in an additional \$1.6 million in revenue, which will be used to provide additional staffing on SVFRA engines and enhance fire prevention services through the establishment of a full-time position to conduct fire inspections and expand the District's public education efforts.</p>				
Alternative Actions				
Propose an alternative Unit of Risk				
Strategic Plan Alignment				
<p>This effort is in alignment with Goal 1, Objective 1A: Develop a revised staffing model to meet current and future community and operational demands. It is also in alignment with Goal 4, Objective 4C: Explore future budgetary opportunities.</p>				
Fiscal Summary – FY 17/18				
Expenditures				
Budgeted Amount	\$	Funding Source(s)	District General Fund (799)	\$
Add. Appropriations Req'd.	\$	Fees/Other		\$
	\$	Use of Fund Balance		\$
		Contingencies		\$
		Grants		\$
Total Expenditure	\$	Total Sources		\$
Narrative Explanation of Fiscal Impacts (if required)				
Attachments				
Staff report on 2018 Special Tax Campaign				

**Placeholder for
Staff Report on 2018 Special Tax Campaign**



Valley of the Moon Fire Protection District

Board of Directors Meeting

Agenda Item Summary

June 12, 2018



Agenda Item No.		Staff Contact	
10A		Steve Akre, Fire Chief	
Agenda Item Title			
Resolution 2017/2018-13 adopting Valley of the Moon Fire District Preliminary Budget and approving SVFRA Budget for FY 2018/19			
Recommended Actions			
Adopt preliminary budget and approve SVFRA budget			
Executive Summary			
Chief Akre will present the Fiscal Year 2018/19 Valley of the Moon Fire Protection District Preliminary Budget and the Fiscal Year 2018/19 Sonoma Valley Fire & Rescue Authority (SVFRA) budget to the Board. The Board is asked to adopt the preliminary District budget and approve the SVFRA budget.			
Alternative Actions			
Request information or changes to budgets before adoption			
Strategic Plan Alignment			
Not applicable			
Fiscal Summary – FY 18/19 Valley of the Moon District Preliminary Budget			
Expenditures		Funding Source(s)	
Budgeted Amount	\$4,547,011	District General Fund	\$4,547,011
Add. Appropriations Req'd.	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
		Contingencies	\$
		Grants	\$
Total Expenditure	\$4,547,011	Total Sources	\$4,547,011
Fiscal Summary – FY 18/19 SVFRA Budget			
Expenditures		Funding Source(s)	
Budgeted Amount	\$9,266,872	General Fund	\$3,964,330
Add. Appropriations Req'd.		Fees/Other	\$5,302,542
		Use of Fund Balance	\$
		Contingencies	
		Grants	
Total Expenditure	\$9,266,872	Total Sources	\$9,266,872

Narrative Explanation of Fiscal Impacts (if required)
Attachments
<ol style="list-style-type: none">1. VOM Fire District Recommended Preliminary Budget FY 18/192. SVFRA Recommended Budget FY 18/193. Resolution 2017/2018-13

Valley of the Moon Fire District
 Recommended Preliminary Budget FY 2018 - 2019



Account Number	Description	Approved Budget 2017 - 2018	Recommended Preliminary Budget 2018 - 2019	Increase (Decrease)
Revenue Budget				
799-00000-000-30010	Property Taxes - Secured	4,072,342.00	4,214,874.00	142,532.00
799-00000-000-30011	Property Taxes - Unsecured	133,855.00	138,540.00	4,685.00
799-00000-000-30012	RDA Pass Through (AB 1290 / RPTTF)	46,346.00	47,968.00	1,622.00
799-00000-000-30014	Property Taxes-Supplemental	78,380.00	81,123.00	2,743.00
799-00000-000-30015	Property Tax - HOPTR	30,220.00	30,220.00	0.00
799-00000-000-30016	County Collection Fee	-48,886.00	-48,886.00	0.00
799-00000-000-30017	Redevelopment Increment	-351,368.00	-351,368.00	0.00
799-00000-000-30018	Direct Charges	325,600.00	325,600.00	0.00
799-00000-000-30019	Cost Reimbursement Coll	-2,353.00	-2,353.00	0.00
799-00000-000-31514	Grant Revenue			
799-00000-000-35004	Reimbursement	108,294.00	108,294.00	0.00
Taxes		4,392,430.00	4,544,012.00	151,582.00
799-00000-000-37200	Operating Transfers In	0.00	0.00	0.00
Transfers		0.00	0.00	0.00
799-00000-000-30600	Interest Income on Pooled Investments	3,000.00	3,000.00	0.00
Interest and Rents		3,000.00	3,000.00	0.00
Revenue Totals		4,395,430.00	4,547,012.00	151,582.00
Expense Budget				
799-68900-110-40110	Regular Employees	0.00	0.00	0.00
799-68900-119-40119	District Board	5,000.00	5,000.00	0.00
Salary and Wages		5,000.00	5,000.00	0.00
799-68900-201-40201	Emply Insurance - District Share	122,101.00	153,222.00	31,121.00
799-68900-202-40202	Workers Compensation	202.00	202.00	0.00
799-68900-117-40417	Medicare (District Share)	0.00	0.00	0.00
Employee Benefits		122,303.00	153,424.00	31,121.00

Valley of the Moon Fire District
 Recommended Preliminary Budget FY 2018 - 2019



Account Number	Description	Approved Budget 2017 - 2018	Recommended Preliminary Budget 2018 - 2019	Increase (Decrease)
799-68900-310-50310	Legal	10,000.00	20,000.00	10,000.00
799-68900-311-50311	Accounting / Audit	6,800.00	6,800.00	0.00
799-68900-321-50321	Elections	250.00	250.00	0.00
799-68900-351-50351	Special Accounting Services	21,000.00	29,000.00	8,000.00
799-68900-354-50354	SVFRA Contract	3,899,879.00	3,899,879.00	0.00
799-68900-480-60480	Special Consulting Projects	1,000.00	1,000.00	0.00
Professional Services		3,938,929.00	3,956,929.00	18,000.00
799-68900-453-60453	Publications and Notices	500.00	500.00	0.00
799-68900-455-60455	Travel & Mileage	1,000.00	1,000.00	0.00
Operations		1,500.00	1,500.00	0.00
799-68900-702-70702	Engineering Design	10,000.00	10,000.00	0.00
799-68900-703-70703	Construction/Materials	104,933.00	207,393.00	102,460.00
Capital Assets		114,933.00	217,393.00	102,460.00
799-68900-750-70750	Transfer to Long Term Building Reserve	45,639.00	45,639.00	0.00
799-68900-760-70760	Transfer to Equipment Reserve	120,027.00	120,027.00	0.00
Transfers to Reserves		165,666.00	165,666.00	0.00
799-68900-801-80801	Principal Lease Purchase	41,810.00	42,437.00	627.00
799-68900-802-80802	Interest Lease Purchase	5,288.00	4,662.00	-626.00
Debt Service		47,098.00	47,099.00	1.00
Expense Totals		4,395,429.00	4,547,011.00	151,582.00

Sonoma Valley Fire and Rescue Authority
 Recommended Budget Fiscal Year 2018 - 2019



Account Number	Description	Approved Budget 2017 - 2018	Recommended Budget 2018 - 2019	Increase (Decrease)
Revenue Budget				
798-00000-000-31407	SVFRA Mechanic Services	7,500.00	7,500.00	0.00
798-00000-000-31409	SVFRA Contract For Fire Services (City & VOM)	9,069,486.00	9,219,372.00	149,886.00
798-00000-000-37201	SVFRA Transfer from Fund Balance	0.00	0.00	0.00
798-00000-000-35004	Reimbursement	0.00	0.00	0.00
798-00000-000-31514	Grant Revenue	0.00	0.00	0.00
798-00000-000-30116	Fire Inspection & Processing Fee	40,000.00	40,000.00	0.00
798-00000-000-31108	Special Fire Svs-State Reimbursement	0.00	0.00	0.00
Charges for Services		9,116,986.00	9,266,872.00	149,886.00
Revenue Totals		9,116,986.00	9,266,872.00	149,886.00
Expense Budget				
798-68901-110-40110	Regular Employee	4,510,736.00	4,531,861.00	21,125.00
798-68901-120-40120	Part Time Worker Salary	315,382.00	251,326.00	(64,056.00)
798-68901-130-40130	Overtime	650,000.00	650,000.00	0.00
Salary and Wages		5,476,118.00	5,433,187.00	(42,931.00)
798-68901-115-40115	Retirement	1,429,780.00	1,572,142.00	142,362.00
798-68901-117-40117	Medicare -	79,351.00	79,351.00	0.00
798-68901-118-40118	Income Protection	4,300.00	4,300.00	0.00
798-68901-201-40201	Employee Insurance	725,745.00	766,908.00	41,163.00
798-68901-202-40202	Workers Compensation	442,864.00	452,313.00	9,449.00
798-68901-223-40223	Unemployment	1,000.00	1,000.00	0.00
Employee Benefits		2,683,040.00	2,876,014.00	192,974.00

Sonoma Valley Fire and Rescue Authority
 Recommended Budget Fiscal Year 2018 - 2019



Account Number	Description	Approved Budget 2017 - 2018	Recommended Budget 2018 - 2019	Increase (Decrease)
798-68901-310-50310	Legal	5,000.00	5,000.00	0.00
798-68901-311-50311	Acctng/Audit	2,000.00	2,000.00	0.00
798-68901-312-50312	Recruitment	10,000.00	10,000.00	0.00
798-68901-313-50313	Consulting	2,500.00	2,500.00	0.00
798-68901-347-60347	Professional Contract Services	266,713.00	264,056.00	(2,657.00)
798-68901-350-50350	Other-Prof/Tech	15,000.00	9,500.00	(5,500.00)
Professional Services		301,213.00	293,056.00	(8,157.00)
798-68901-401-60401	Utilities	65,900.00	65,900.00	0.00
798-68901-403-60403	Custodial	15,000.00	15,000.00	0.00
798-68901-404-60404	Repair & Mainte	60,000.00	60,000.00	0.00
798-68901-406-60406	Rental-Equipmen	4,000.00	4,000.00	0.00
798-68901-407-60407	Contract Services / Property Related	32,680.00	33,680.00	1,000.00
798-68901-420-60420	Building Maintenance	30,000.00	30,000.00	0.00
Property Services		207,580.00	208,580.00	1,000.00
798-68901-451-60451	Insurance Property / Liability	50,000.00	50,000.00	0.00
798-68901-452-60452	Communications	27,500.00	27,500.00	0.00
798-68901-453-60453	Publications and Notices	1,500.00	1,500.00	0.00
798-68901-454-60454	Printing & Bind	1,500.00	1,500.00	0.00
798-68901-456-60456	Memberships	5,000.00	5,000.00	0.00
798-68901-457-60457	Training/Conferences	55,000.00	55,000.00	0.00
798-68901-460-60460	Permit/Fees/Tax	11,035.00	3,035.00	(8,000.00)
Operations		151,535.00	143,535.00	(8,000.00)
798-68901-501-70501	Minor Supplies / Equipment	25,500.00	25,500.00	0.00
798-68901-505-70505	Fuel	55,000.00	60,000.00	5,000.00

Sonoma Valley Fire and Rescue Authority
 Recommended Budget Fiscal Year 2018 - 2019



Account Number	Description	Approved Budget 2017 - 2018	Recommended Budget 2018 - 2019	Increase (Decrease)
798-68901-507-70507	Books & Periodicals	3,500.00	3,500.00	0.00
798-68901-508-70508	Safety Clothing / Uniforms	45,000.00	55,000.00	10,000.00
798-68901-540-70540	Rents / Leases	1,500.00	1,500.00	0.00
798-68901-550-70550	Major Equipment / EMS Supplies	90,000.00	90,000.00	0.00
798-68901-551-70551	Major Equipment / Fire Supplies	40,000.00	40,000.00	0.00
Supplies		260,500.00	275,500.00	15,000.00
798-68901-606-70606	Software	15,000.00	15,000.00	0.00
798-68901-607-70607	Computer Equipment / Maintenance	22,000.00	22,000.00	0.00
Software & Computer Equipment		37,000.00	37,000.00	0.00
Expense Totals		9,116,986.00	9,266,872.00	149,886.00

Resolution Number: 2017/2018-13
Dated: June 12, 2018

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE VALLEY OF THE MOON
FIRE PROTECTION DISTRICT, SONOMA COUNTY, STATE OF CALIFORNIA,
ADOPTING FISCAL YEAR 2018/19 PRELIMINARY BUDGET FOR THE
DISTRICT AND DIRECTING STAFF TO PUBLISH A NOTICE
AS REQUIRED BY LAW AND APPROVING THE FISCAL
YEAR 2018/19 SVFRA BUDGET**

WHEREAS, the fiscal year 2018/2019 Preliminary Budget has been presented to the Board of Directors of the Valley of the Moon Fire Protection District of Sonoma County; and

WHEREAS, said Preliminary Budget has been reviewed and established on this date as being the Preliminary Budget of the District; and

WHEREAS, the fiscal year 2018/19 Sonoma Valley Fire & Rescue Authority (SVFRA) Budget has been presented to the Board of Directors of the Valley of the Moon Fire Protection District.

NOW, THEREFORE, BE IT RESOLVED that the Preliminary Budget in the amount of \$4,547,011, attached hereto, is found and determined to be the 2018/19 Preliminary Budget of the District. Staff is authorized and directed to publish a notice of the adopted preliminary budget by June 30, 2018, that any interested taxpayer may review the budget at 630 Second Street West in Sonoma between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday; and

BE IT FURTHER RESOLVED on September 11, 2018 at the regular meeting room of the District located at 630 Second Street West in Sonoma, a Public Hearing will be held at 6:00 p.m. for the adoption of the final budget. Any person may appear and be heard regarding any item in the budget or regarding the addition of other items; and

BE IT FURTHER RESOLVED that the SVFRA Budget in the amount of \$9,266,872, attached hereto, is found and determined to be the 2018/19 Budget of the Sonoma Valley Fire & Rescue Authority.

IN SPECIAL 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 12th day of June 2018, on regular roll call vote of the members of said Board:

President Norton	Aye_____	No_____	Absent_____
Director Brunton	Aye_____	No_____	Absent_____
Director Brady	Aye_____	No_____	Absent_____
Director Greben	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

Board of Directors Meeting

Agenda Item Summary

June 12, 2018



Agenda Item No.		Staff Contact	
10B		John Franceschi, Division Chief	
Agenda Item Title			
Resolution 2017/2018-14 declaring surplus status for Utility 3340 (U-3)			
Recommended Actions			
Declare surplus status for Utility 3340			
Executive Summary			
The District has purchased a new utility vehicle to replace Utility 3340. The Board is asked to declare surplus property status for the vehicle being replaced.			
Alternative Actions			
Deny surplus status			
Strategic Plan Alignment			
Not applicable			
Fiscal Summary – FY 17/18			
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			
Resolution 2017/2018-14			

Resolution No: 2017/2018-14
Dated: June 12, 2018

RESOLUTION OF THE BOARD OF DIRECTORS OF THE VALLEY OF THE MOON FIRE PROTECTION DISTRICT OF SONOMA COUNTY, STATE OF CALIFORNIA, DECLARING SURPLUS PROPERTY STATUS FOR UTILITY 3340 (U-3)

WHEREAS, the Valley of the Moon Fire Protection District has purchased a 2018 Chevrolet Silverado 4x4, 2500 HD pickup to replace Utility 3340 (VIN No. 1GTEK19T81Z196558).

BE IT RESOLVED THAT, the Board of Directors of the Valley of the Moon Fire Protection District hereby changes the status of Utility 3340 (U-3) to surplus property.

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 12th day of June, 2018 on regular roll call vote of the members of said Board by the following vote:

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

Board of Directors Meeting

Agenda Item Summary

June 12, 2018



Agenda Item No.		Staff Contact	
10C		Stephen Akre, Fire Chief	
Agenda Item Title			
Approve job description for Fire Marshal			
Recommended Actions			
Approve job description			
Executive Summary			
District staff has developed a job description outlining duties and qualifications for the position of Fire Marshal as distinct from the position of Battalion Chief. This position will also be added to the District's Career Development Guide. The Board is asked to review the language in this document and approve it as written or provide suggestions for revisions.			
Alternative Actions			
Suggest additions or changes to the document			
Strategic Plan Alignment			
This position is in alignment with Goal 1: Develop a comprehensive and robust workforce plan that addresses staffing, recruitment, retention, and succession planning, Objective 1A: Develop a revised staffing model to meet current and future community and operational demands.			
Fiscal Summary – FY 17/18			
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			
Draft job description for Fire Marshal			

FIRE MARSHAL

The position assigned to this management classification is responsible for planning, scheduling, administering, and supervising a comprehensive fire prevention, investigation, and public education division. The Fire Marshal is a separate and distinct classification that is an equivalent position in the organization structure to the Battalion Chief rank. The Fire Marshall may apply for and competitively test for an open BC position if minimum qualifications are met. The position may, at the direction of the Fire Chief or his/her designee, assume fire suppression command responsibilities for major fires and/or emergencies. The Fire Marshal is expected to respond as needed to investigate fires both during and after regular work hours.

REQUIRED QUALIFICATIONS

- Possession of a High School Diploma or equivalent
- Two years paid, full-time experience at the rank of Fire Captain
- Possession and maintenance of a valid California driver license with a Firefighter's Endorsement
- Certification as a Fire Investigator 1 or equivalent, CFSTES
- Certification as a Fire Officer, CFTSES
- Certified by the California State Board of Fire Services in the following 5 Courses or their equivalent:
 1. Chief Fire Officer 3A
 2. Chief Fire Officer 3B
 3. Chief Fire Officer 3C
 4. Chief Fire Officer 3D
 5. ICS 300
- Completion of CFSTES course work as a Fire Inspector I
- Completion of CFSTES course work for Plans Examiner:
 1. Plan Examiner 1A: Building Plan Review
 2. Plan Examiner 1B: Fire Protection and Life Safety Systems Plan Review
 3. Plan Examiner 1C: Hazards and Special Operations Plan Review
 4. CA Statutes and Regulations (SFT FSTEP course)

DESIRED QUALIFICATIONS

- NFPA Certified Fire Plan Examiner

- Possession of a minimum of an A.A. or A.S. Degree
- CFSTES Coursework working towards certification for Fire Inspector II

EXAMINATION

A total personnel assessment technique will be used to competitively evaluate each candidate. A total combined score of 70% or higher on the assessment lab will place the candidate on the eligibility list.

The examination for Fire Marshal is:

- Assessment lab (70% passing) Weighted 100%
- Chief's oral

PREPARATION

Candidates for Fire Marshal should actively participate in fire prevention and public education programs throughout their career. This includes the extra help position in fire prevention.

Suggested courses for candidates applying for Fire Marshal are:

Instructional Methodology
 Time management
 Personnel management
 Firefighting tactics and strategy
 Technical writing
 Hazardous materials
 Fire prevention techniques
 Fire investigation
 ICS classes
 Fire Prevention classes

APPOINTMENT

An appointment to this position will be made by the Fire Chief or his/her designee using the Personnel Selection and Hiring Rules.

PROBATIONIONARY PERIOD

12-month probationary period. A successful evaluation at the end of the 12-month probationary period must be received in order to earn permanent status. Bi-annual evaluations will be given thereafter.



Valley of the Moon Fire Protection District

Board of Directors Meeting

Agenda Item Summary

June 12, 2018



Agenda Item No.		Staff Contact	
10D		Stephen Akre, Fire Chief	
Agenda Item Title			
Approve job description for Fire Mechanic			
Recommended Actions			
Approve job description			
Executive Summary			
District staff has developed a job description outlining duties and qualifications for the position of Fire Mechanic. This position will also be added to the District’s Career Development Guide. The Board is asked to review the language in this document and approve it as written or provide suggestions for revisions.			
Alternative Actions			
Suggest additions or changes to the document			
Strategic Plan Alignment			
This position is in alignment with Goal 1: Develop a comprehensive and robust workforce plan that addresses staffing, recruitment, retention, and succession planning, Objective 1A: Develop a revised staffing model to meet current and future community and operational demands.			
Fiscal Summary – FY 17/18			
Expenditures		Funding Source(s)	
Budgeted Amount	\$	District General Fund	\$
Add. Appropriations Req’d.	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
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Total Expenditure	\$	Total Sources	\$
Narrative Explanation of Fiscal Impacts (if required)			
Attachments			
Draft job description for Fire Mechanic			

FIRE MECHANIC

DEFINITION

Under the direction of the Battalion Chief of Logistics, this civilian (non-safety) position performs highly skilled mechanical work in the inspection, diagnosis, repair, and preventative maintenance of specialized District fire and rescue vehicles and apparatus, fire pumps, aerial ladders, small engines, and related equipment in addition to performing other duties as required.

ESSENTIAL FUNCTIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required.

Example of duties:

Assists in planning, scheduling, and conducting the maintenance of all vehicles; performs repairs to gas and diesel powered fire apparatus, utility cars, and trucks; diagnoses valves, hydraulic cylinders, and swivels; diagnoses, repairs, and/or overhauls manual and automatic transmissions, differentials, air and hydraulic brakes, hydraulic systems, clutch systems and related components, steering, electrical, and radio systems; tests and repairs a variety of non-vehicular equipment, including hoses, nozzles, generators, pumps, electrical cords, and headsets; fabricates parts and apparatus for special use; purchases fluids, parts, and stock items; inspects fire apparatus to ensure they meet acceptable state requirements; coordinates the movement and temporary replacement of equipment scheduled for repair or maintenance with appropriate shift commander; maintains vehicle and equipment maintenance and repair records; provides input on equipment specifications for the purchase of new fire apparatus and fire apparatus refurbishing; maintains inventory control system on stock items and equipment; assists in budget process for capital expenditures based on the evaluation of projected vehicle replacement needs and in the preparation of the vehicle maintenance division budget; responds Code 2 to the scene of an Incident, as requested by the Incident Commander while on and off duty for vehicle and equipment problems and incident support in non-IDLH environments; provides training to fire district personnel pertaining to maintenance and operation of fire apparatus and related equipment; maintains and repairs shop equipment.

Skills to:

Operate all fire apparatus; use hand, bench, and machining tools and equipment; design and fabricate equipment parts; perform diagnostics on vehicles and equipment, making detailed analysis of findings and preparing appropriate reports and recommendations; make accurate cost and repair time estimates; keep detailed records; enter and retrieve data using modern computer hardware and

software; establish and maintain effective working relationships with those contacted in the course of work; make oral presentations; understand and carry out instructions furnished in written, oral, or diagram form; respond promptly to call-backs.

Physical Characteristics:

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, or feel objects, tools, or controls. The employee is regularly required to stand, walk, sit, or reach with hands and arms, climb or balance, stoop, kneel, crouch, crawl. The employee will be required to perform moderate to heavy physical labor for extended periods of time. The employee must occasionally lift and/or move up to 150 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee must have the ability to drive vehicles, operate a personal computer, read small print on documents and maps, detect subtle shades of color, hear and speak well enough to communicate over the telephone, radio, and in person. The employee must be physically fit to load and unload vehicles.

While performing the duties of this job, the employee may occasionally be required to walk over rough terrain, climb hills, open and close heavy gates, and work outdoors for long periods of time in various weather conditions, which may include occasional exposure to wet, humid, hot, and inclement weather conditions. The employee may work near moving mechanical parts, in confined spaces, around crowds, with loud noises, and with limited visibility.

Other Characteristics:

The employee must work in accordance with District policy and procedures; is expected to exercise a great deal of independent judgment in performing a wide variety of technical and administrative fleet maintenance related duties with minimal supervision. Must be willing and have the ability to work such hours as are necessary to accomplish the job requirements, including occasional evenings and weekends; may be required to attend meetings, seminars, and conferences during or after work hours; may be required to travel out of town or out of state for several days at a time; will be required to consistently follow through with duties/assignments and work harmoniously with subordinates and superiors; will be required to wear approved uniform. The employee will be expected to report for work on a regular, consistent basis and maintain an acceptable attendance record in accordance with District policy.

MINIMUM QUALIFICATIONS

Knowledge of:

The principles, practices, and techniques of vehicle and fire apparatus maintenance; the principles of diesel engines, diagnostic equipment, hydraulics, emissions, and electrical systems; the laws, codes, and regulations related to the operation of fire apparatus and other motor vehicles within the State of California,

including but not limited to OSHA regulations; knowledge of fire apparatus construction; scheduling, coordinating, and supervising a complex vehicle and equipment maintenance program.

Required Certifications/Licenses:

- High school diploma/GED
- Valid California Class A, B, or C with a Fire Endorsement driver license
- ASE Certified Master Automobile Technician
- Fire Mechanic I certification

Desirable Qualifications:

- ASE Master Medium-Heavy Truck Technician
- Fire Mechanic II and Fire Mechanic III

DRAFT



Valley of the Moon Fire Protection District

Board of Directors Meeting

Agenda Item Summary

June 12, 2018



Agenda Item No.	Staff Contact		
10E	Stephen Akre, Fire Chief		
Agenda Item Title			
Approve job description for Support Volunteer			
Recommended Actions			
Approve job description			
Executive Summary			
District staff has created a job description for the additional Volunteer classification of Support Volunteer. This position is suitable for individuals that possess valuable skill sets that can be utilized in a support capacity during department operations.			
Alternative Actions			
Suggest additions or changes to the document			
Strategic Plan Alignment			
This position is in alignment with Goal 1: Develop a comprehensive and robust workforce plan that addresses staffing, recruitment, retention, and succession planning, Objective 1A: Develop a revised staffing model to meet current and future community and operational demands.			
Fiscal Summary – FY 17/18			
Expenditures		Funding Source(s)	
Budgeted Amount	\$	District General Fund	\$
Add. Appropriations Req'd.	\$	Fees/Other	\$
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Total Expenditure	\$	Total Sources	\$
Narrative Explanation of Fiscal Impacts (if required)			
Attachments			
Draft job description for Support Volunteer			

**Placeholder for
Draft Job Description for Support Volunteer**