

Sonoma Valley Fire District

Board of Directors Meeting

October 11, 2022





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**MEETING AGENDA
SONOMA VALLEY FIRE DISTRICT
BOARD OF DIRECTORS**

Tuesday, October 11, 2022 at 6:00 P.M.
Location: Sonoma Valley Fire District Station 1
630 2nd Street W., Sonoma, CA 95476

This meeting is being conducted in person and via videoconference in compliance with AB 361, effective September 16, 2021. Agendas and board packet materials are available at the following website: <http://sonomavalleyfire.org>

Join by phone: 1-669-900-9128

Meeting ID: 914 153 1767

Meeting Passcode: 3300

1. Call to Order

2. Roll Call and Determination of a Quorum

Board of Directors: President William Norton, Vice President John (Matt) Atkinson, Treasurer Mark Johnson, Brian Brady, Mark Emery, Nick Greben, Terrence Leen.

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

a) Consideration to approve of videoconference option under AB 361. Board will consider approval of findings that there remains a State proclaimed COVID 19 health emergency and local officials continue to impose or recommend measures to promote social distancing. **Action item**

b) Approval of minutes from the regular meeting held on, September 20, 2022.
Action Item

8. Fire Chief's Monthly Report

Report for September

9. **Old Business**

10. **New Business**

- a) Resolution 2022/2023-02 to approve the AB1600 annual report of SVFD's imposed development impact fees for fiscal year 2021/2022.
- b) Resolution 2022/2023-03 acknowledging and accepting the Chief's report on SB1205 State Mandated Inspections for 2020-2022

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 the regular Board meeting on November 8, 2022 at 6:00 p.m. Meeting access will be determined based on COVID-19 restrictions in place at that time.

Copies of all staff reports and documents subject to disclosure that relate to any item of business referred to on the agenda are available at the following website at <http://sonomavalleyfire.org>.



Sonoma Valley Fire District
Board of Directors Meeting
 Agenda Item Summary
 October 11, 2022

Agenda Item No.	Staff Contact
7a	Maci Bettencourt, Clerk of the Board

Agenda Item Title
 AB 361 Compliance

Recommended Actions
 Review local officials currently imposed or recommended measures to promote social distancing.

Executive Summary

Since the Governor’s COVID-19 emergency orders issued in March 2020, local public agencies, such as our Board of Directors, have been authorized to conduct videoconference meetings without compliance with Brown Act teleconference and videoconference requirements in Government Code section 54953.

The Governor’s order expired on 9/30/21, and the California legislature passed AB 361, signed by the Governor on 9/16/21, which authorizes continued videoconference meetings without Brown Act compliance, provided the local agencies Board of Directors make a finding, every 30 days at its monthly meeting, that (1) there is still a State proclaimed COVID 19 health emergency; and (2) local officials (such as the County health officer) continue to impose or recommend measures to promote social distancing.

The Board is to have an updated discussion regarding current COVID 19 protocols, with public comment and concluded with a roll call vote to approve the findings discussed by the Board.

Alternative Actions
 No alternative actions are recommended.

Strategic Plan Alignment

Fiscal Summary – FY 22/23			
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)
 None

Attachments
 None



Sonoma Valley Fire District
Board of Directors Meeting
 Agenda Item Summary
 October 11, 2022

Agenda Item No.	Staff Contact			
7b	Maci Bettencourt, Clerk of the Board			
Agenda Item Title				
Approval of the regular meeting minutes held on September 20, 2022				
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				
Fiscal Summary – FY 22/23				
Expenditures				
Budgeted Amount	\$	Funding Source(s)	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				
1. Minutes for September 20, 2022 regular meeting				

SONOMA VALLEY FIRE DISTRICT

BOARD OF DIRECTORS MEETING MINUTES Tuesday, September 20, 2022

Meeting was held in person at Station 1, 630 2nd Street W, Sonoma, Ca. 95476 and via videoconference in compliance with AB 361, effective September 16, 2021.
Join by phone: 1-669-900-9128 | Meeting ID: 914 153 1767 | Meeting Passcode: 3300

1. Call to Order

President Norton called meeting to order at 6:04 p.m. in-person and via a zoom videoconference call.

2. Roll Call and Determination of a Quorum

Board of Directors present: President William Norton, Vice President John (Matt) Atkinson, Treasurer Mark Johnson, Mark Emery, and Nick Greben. Excused Directors: Brian Brady and Terrence Leen

3. Pledge of Allegiance

The Pledge of Allegiance was led by President Norton and recited by all.

4. Confirmation of Agenda

No changes

5. Comments from the Public

No public present.

6. Presentations

None

7. Consent Calendar

- a) AB 361 legislation: Conditions within the County regarding current recommended social distancing requirements were evaluated by the Board. All members agreed to continue both in person and videoconference availability for the October 11, 2022 meeting. Conditions will be reviewed again in 30 days in compliance with new AB 361 legislation. **M/S/P Johnson/Greben - All in favor**
- b) Board reviewed and approved the meeting minutes from the regular board meeting held on August 9, 2022 and the special meeting held on August 30, 2022. **M/S/P Emery/Johnson - All in favor**

8. Fire Chief's Monthly Report

Monthly Chief's report attached

9. Old Business

None

10. New Business

- a) President Norton opened a public meeting at 6:38pm to hear public comment on the proposed adoption of the SVFD Final Budget for FY 22/23. The public hearing was closed at 6:38pm with no public present for comment. Director Johnson motioned to accept and adopt the SVFD's final budget for FY 22/23. **M/S/P Johnson/Emery with 5 ayes and 2 members excused.**
- b) Chief Akre presenting the Board with the Districts finalized Community Driven Strategic Plan report. The Board unanimously agreed to adopt the new five year Strategic Plan. **M/S/P Johnson/Greben**

11. Other Business to come before the Board

None

12. Comments from the Floor

None

13. Comments/Reports from the Board

President Norton gave a brief report on the last LAFCO meeting to the Board.

14. Closed Session

None

15. Adjournment

M/S Greben/Johnson - All in favor

Meeting was adjourned at 6:57 pm to a regular Board meeting on October 20, 2022, at 6:00 p.m. This meeting will be conducted in person with videoconference capabilities available based on local COVID-19 restrictions in place and within compliance of new AB361 legislation. *Copies of all staff reports and documents subject to disclosure that relate to any item of business referred to on the agenda are available at the following website at <http://sonomavalleyfire.org>*

Respectfully submitted,

Maci Bettencourt



Sonoma Valley Fire District

Proudly Serving the communities of

Sonoma, Valley of the Moon, Glen Ellen, and Mayacamas

DATE: 9/20/2022
TO: Sonoma Valley Board of Directors
FROM: Chief Akre
SUBJECT: Monthly Activity Report – August/September 2022

A. ADMINISTRATIVE:

1. SDC: working on District's response to Draft EIR.
2. KWD: Met 2 times with each shift and again with Vols to share info and ask questions of KWD contract. KWD's Board approved contract. Ad-Hoc for consolidation is meeting Friday with 3 members of the SVFD Board.
3. The Fire Service Working Group continues to meet to work on important fire service issues. Initiative potential, REDCOM and Upstaffing fees, helping Districts with the LAFCO process.
4. Waiting to hear from County Planning on the District's comments on Springs Specific Plan Draft EIR, focusing on impacts to Fire/EMS service delivery.
5. The EMS subcommittee continues to be actively working with County DHS staff regarding changes to the RFP for EOA-1.
6. Attended SCFCA Monthly Meeting. There was no SCFDA meeting this month. Next meeting is this Thursday 9/22.
7. Attended the Mayacamas VFF monthly meetings.
8. FM Smith, BC Lacy, BC Cyr and I attended the Cal Chiefs Conference last week in Sacramento. Great conference learning sessions and networking opportunities. I have been selected for a position on the Cal Chiefs' Executive Board.
9. FM Smith Capt. Johnson and I are attending the After the Fire Leadership Summit Sept 20-22.

B. INCIDENTS:

1. Structure Fire on HWY 12. Second floor of converted restaurant. Crews did an outstanding job of fire attack and confining fire to area of involvement.
2. Two recent fatal traffic collisions. One on Arnold Dr near Petaluma Ave, and another on HWY 12 near the Atwood Ranch.
3. Sent 3 engines and 4 overhead on Strike teams to Mosquito Fire. All engines and 3 overhead home now.



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C. BUDGET/FINANCE:

1. Jennifer is continuing to work on the new finance software system with MIP company.
2. Working on identifying the "Gap funding" that might be required as KWD explores consolidation.

D. PERSONNEL:

1. Staffing will begin in KWD on 9/28. Filling 2 positions with OT and 2 with P/Ts. Acting positions filled as well.

E. TRAINING:

1. Volunteer drills on After Action (Structure Fire), ECEs, and mapping.
2. Focus on company training, ECEs, EMS and area familiarization – Jack London

F. EQUIPMENT:

1. New BC3 Tahoe is finished being outfitted and in service.
2. New Type 3's chassis has arrived at Hi-Tech and is being built up.

G. BUILDINGS & LAND:

1. Continuing to work on Station 5 seismic upgrade project. Grant submitted to Cal OES.
2. New compressor and shed installed at Station 3.
3. Water tanks connected to hydrant at Station 9. Concrete pad poured at Station 9 for new generator, and repair of trusses in the works.

H. PREVENTION:

1. Chipper program is actively working in the community. Will receive reimbursements from County for Chipper and VMI. Second round of VMI inspections will start next week.
2. All State mandated inspections in 2, 3, & 5 are completed for 2022. Working on 1 now – 97% complete for initial inspections.
3. Code adoption is being developed now, with hopes of bringing to Board next month.
4. Community Education participation at Preparedness Fair on 9/10 at Larson Park, two SoCo Ready events at Atwood Ranch.

I. ASSOCIATION:

1. Gearing up for both the Vintage Festival (10/8) and GE Village Fair on 10/9



Sonoma Valley Fire District
Board of Directors Meeting
 Agenda Item Summary
 October 11, 2022

Agenda Item No.	Staff Contact
10a	Jennifer Jason, Finance Officer

Agenda Item Title
Annual AB1600 Report FY21/22

Recommended Actions
Approve report and adopt by Resolution 2022/2023-02

Executive Summary
State law requires any local agency that imposes development impact fees to prepare an annual report providing specific information about those fees. Therefore, in accordance with the provisions of the California Government Code Section 66006 (b) and 66001 (d), as amended by Assembly Bill (AB) 518 and Senate Bill (SB) 1693, I hereby submit the Development Impact Fee (DIF) Report for Sonoma Valley Fire District, California for the fiscal year (FY) ended June 30, 2022.

Alternative Actions
Request revisions to document being presented

Strategic Plan Alignment
Goal 1- Objective 1B

Fiscal Summary – FY 22/23			
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. AB1600 Annual Report FY21-22 2. AB1600 Financial Summary FY21-22 3. Resolution 2022/2023-02



Sonoma Valley Fire District
Board of Directors Meeting
 Agenda Item Summary
 October 11, 2022

Agenda Item No.	Staff Contact
10b	Steve Akre, Fire Chief

Agenda Item Title
 Resolution 2022/2023-03 acknowledging the Fire Chief's report regarding inspection of occupancies pursuant to state Health & Safety Code §13146.2 and §13146.3

Recommended Actions
 Acknowledge Fire Chief's report

Executive Summary

Every city and county fire department and every fire district providing fire protection services is required to annually inspect every building used as a public or private school and certain group occupancies for compliance with building standards.

California Senate Bill 1205, approved on September 27, 2018, added Section 13146.4 to the Health and Safety Code, which requires every city and county fire department and every fire district conducting these inspections to submit an annual compliance report to its administering authority.

We are pleased to report with the additional fire prevention capacity approved by the Board we have been able to achieve 100 percent compliance with all California State Mandated Inspections. While this agenda item requires we report specifically on residential and educational occupancies, the State mandates annual fire inspections in all; Organized camps, Day care facility, 7+ clients not requiring assistance, Public and private schools, Health care facilities/nursing homes/detox centers, Detention facilities, Day care facilities, 7+ clients requiring assistance, Multi-family housing (hotel/motel/apartments), Residential care facilities, Residential care facilities, and High rise buildings.

Alternative Actions
 Request further information prior to acknowledgment

Strategic Plan Alignment

Fiscal Summary – FY 22/23			
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)
 None

- Attachments**
1. SVFD SB1205 Summary 2020-2022
 2. Resolution 2022/2023-03



Sonoma Valley Fire District

Serving the communities of

Sonoma, Valley of the Moon, Glen Ellen, and Mayacamas

Trevor Smith, Fire Marshal
630 Second Street West
Sonoma CA 95476
707-996-2102

Board of Directors
Sonoma Valley Fire District

October 11, 2022

**Subject: Summary of State Required Mandated Annual Inspections Completed
California Health & Safety Code Sections 13146.2 and 13146.3**

2022 YTD (CURRENT)		
Occupancy	Total Required	Total Completed
E – Schools	29	29*
R- Residential	254	254

* Some school inspections are scheduled for December during winter break. All inspections will be completed by 12/31/2022

2021 YTD		
Occupancy	Total Required	Total Completed
E – Schools	27	4
R- Residential	301	131

2020 (utilized mailers during Covid-19 lockdown)		
Occupancy	Total Required	Total Completed
E – Schools	27	3
R- Residential	298	19

The reduction in residential occupancies is secondary to onsite field work and database reconciliation.

Trevor Smith
Fire Marshal

630 Second Street West • Sonoma • California • 95476-6901
Business: (707) 996-2102 • Fax: (707) 996-2868

sonomavalleyfire.org

RESOLUTION OF THE BOARD OF DIRECTORS OF THE SONOMA VALLEY FIRE DISTRICT, SONOMA COUNTY, STATE OF CALIFORNIA, ACKNOWLEDGING RECEIPT OF A REPORT MADE BY THE FIRE CHIEF OF THE SONOMA VALLEY FIRE DISTRICT REGARDING THE REQUIREMENT THAT ANNUAL INSPECTIONS BE PERFORMED ON CERTAIN OCCUPANCIES PURSUANT TO SECTIONS 13146.2 AND 13146.3 OF THE CALIFORNIA HEALTH AND SAFETY CODE

WHEREAS, California Health & Safety Code Sections 13146.2 and 13146.3 requires all fire departments, including the Sonoma Valley Fire District (SVFD), that provide fire protection services to perform annual inspections in every building used as a public or private school, hotel, motel, lodging house, apartment house, and certain residential care facilities for compliance with building standards, as provided; and

WHEREAS, California Health & Safety Code Section 13146.4 was added in 2018, and became effective on January 1, 2019; and

WHEREAS, California Health & Safety Code Section 13146.4 requires all fire departments, including the SVFD, that provide fire protection services to report annually to its administering authority on its compliance with Sections 13146.2 and 13146.3; and

WHEREAS, the Board of the Valley of the Moon Fire Protection District intends this Resolution to fulfill the requirements of the California Health & Safety Code regarding acknowledgment of the SVFD's compliance with California Health and Sections 13146.2 and 13146.3.

NOW, THEREFORE, BE IT RESOLVED that the Sonoma Valley Fire District Board of Directors expressly acknowledges the measure of compliance of the SVFD with California Health and Safety Code Sections 13146.2 and 13146.3 in the area encompassed by the SVFD service area, including the communities of Agua Caliente, Boyes Hot Springs, City of Sonoma, Diamond-A, El Verano, Fetters Hot Springs, Glen Ellen, Mayacamas, Temelec, and Seven Flags, as follows:

A. EDUCATIONAL GROUP E OCCUPANCIES:

Educational Group E occupancies are generally those public and private schools, used by more than six persons at any one time for educational purposes through the 12th grade. Within the Sonoma Valley Fire District, there lie twenty nine (29) Group E occupancies, buildings, structures and/or facilities.

During calendar year 2022, the SVFD completed the annual inspection of twenty nine (29) Group E occupancies, buildings, structures and/or facilities. This is a compliance rate of 100% for this reporting period.

B. RESIDENTIAL GROUP R OCCUPANCIES:

Residential Group R occupancies, for the purposes of this resolution, are generally those occupancies containing sleeping units, and include hotels, motels, apartments (three units or more), etc. as well as other residential occupancies (including a number

of residential care facilities). These residential care facilities have a number of different sub-classifications, and they may contain residents or clients that have a range of needs, including those related to custodial care, mobility impairments, cognitive disabilities, etc. The residents may also be non-ambulatory or bedridden. Within the Sonoma Valley Fire District, there lie two hundred and fifty four (254) Group R (and their associated sub-categories) occupancies of this nature.

During calendar year 2022, the SVFD completed the annual inspection of two hundred and fifty four (254) Group R occupancies, buildings, structures, and/or facilities. This is a compliance rate of 100% for this reporting period.

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 Sonoma Valley Fire District this 11th day of October 2022, on regular roll call vote of the members of said Board:

President Norton	Aye_____	No_____	Absent_____
Vice President Atkinson	Aye_____	No_____	Absent_____
Treasurer Johnson	Aye_____	No_____	Absent_____
Director Brady	Aye_____	No_____	Absent_____
Director Emery	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

Maci Bettencourt, Clerk