



Valley of the Moon Fire Protection District



Board of Directors Meeting

May 12, 2020

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

Tuesday, May 12, 2020 at 6:00 P.M.
Location: Sonoma Valley Fire & Rescue Authority Station 1
630 2nd Street West, Sonoma, California 95476

Due to COVID-19 precautions, board meetings will be open to the public via phone-in conference calls only. No public gatherings will be held at this site until further notice. Agendas and board packets are available at our website: <http://svfra.org>

Join by phone: 1-669-900-9128

Meeting ID: 914 153 1767

1. CALL TO ORDER

2. ROLL CALL & DETERMINATION OF A QUORUM

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

Approval of minutes for regular meeting of April 14, 2020. **Action Item**

8. FIRE CHIEF'S MONTHLY REPORT

Chief's activity report for April 2020

9. OLD BUSINESS

Side Letter of Agreement for Human Resources/Payroll Technician position. **Action Item**

10. NEW BUSINESS

FY 2019/20 fund balance allocations. **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 June 9, 2020 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 on our website at <http://svfra.org>.



Valley of the Moon Fire Protection District

Board of Directors Meeting

Agenda Item Summary

May 12, 2020



Agenda Item No.		Staff Contact	
7		Georgette Darcy, Finance Officer/Secretary to Board	
Agenda Item Title			
Approval of minutes for regular meeting of April 14, 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 April 14, 2020 regular meeting			

VALLEY OF THE MOON FIRE PROTECTION DISTRICT

BOARD OF DIRECTORS MEETING MINUTES

April 14, 2020

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 Brunton, Director Greben, Director Brady, and Director Leen

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

4. CONFIRMATION OF AGENDA

No changes were made to the agenda.

5. COMMENTS FROM THE PUBLIC

None

6. PRESENTATIONS

District auditor Sheldon Chavan presented the 2018/19 Valley of the Moon Fire Protection District Financial Audit.

Mr. Chavan mentioned that GASB 88 was new to this fiscal year, but it did not impact our district.

7. CONSENT CALENDAR

Approval of minutes for regular meeting of March 10, 2020

M/S/P Brunton/Brady to approve minutes for regular meeting of March 10, 2020. Passed 4 ayes

8. FIRE CHIEF'S MONTHLY REPORT

Chief Akre gave his activity report for March 2020.

9. OLD BUSINESS

- a) Decide which four (4) board members will continue to the reorganized board for the Sonoma Valley Fire District

Director Nick Greben volunteered to step down from the board, and the VOM District members that will transition to the new Sonoma Valley Fire District Board will be President Norton, Director Brunton, Director Brady, and Director Leen.

M/S/P Leen/Brady decided which four (4) VOM District Board members would transition to the Sonoma Valley Fire District Board. Passed 5 ayes

- b) Appointment of an ad hoc committee to participate in managing reorganization for the Sonoma Valley Fire District

President Norton appointed Director Brunton and Director Brady to serve on the ad hoc committee for the reorganization.

10. NEW BUSINESS

- a) Accept 2018/19 VOM District financial audit

M/S/P Leen/Greben to accept 2018/19 VOM District financial audit. Passed 5 ayes

- b) Board direction to Fire Chief for developing an RFP for ambulance billing services

M/S/P Brady/Leen directed the Fire Chief to develop an RFP for ambulance billing services. Passed 5 ayes

- c) Vote for four (4) candidates in the FASIS Board of Directors election for positions expiring on June 30, 2020

M/S/P Norton/Brady to vote for the four (4) incumbents in the FASIS Board of Directors election. Passed 5 ayes

11. OTHER BUSINESS TO COME BEFORE THE BOARD

None

12. COMMENTS FROM THE FLOOR

None

13. COMMENTS/REPORTS FROM THE BOARD

- a) Director Leen thanked Chief Akre and SVFRA staff for their participation in safe Easter Sunday celebrations and for all they are doing to support community safety during the COVID-19 pandemic.

- b) President Norton thanked Director Greben for his years of service to the Board.

14. CLOSED SESSION

None

15. ADJOURNMENT

The meeting was adjourned at 7:04 p.m. to a regular meeting on May 12, 2020, 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 on our website at <http://svfra.org>.

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

May 12, 2020



Agenda Item No.		Staff Contact	
9		Stephen Akre, Fire Chief	
Agenda Item Title			
Side Letter of Agreement for Human Resources/Payroll Technician position			
Recommended Actions			
Approve side letter			
Executive Summary			
<p>Administrative Assistant CAC Maci Jerry was promoted to the new position of Human Resources/Payroll Technician, with an effective date of April 20, 2020. The position was approved by the District Board at the regular meeting of March 10, 2020 with Resolution 2019/2020-13.</p> <p>The expenditure to the remaining term of the 2019/20 SVFRA budget will be \$234.</p> <p>The Board is asked to approve a Side Letter of Agreement for the 2018-2020 General Employee Agreement.</p>			
Alternative Actions			
Deny approval for side letter			
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.	\$234.00	Fees/Other	\$234.00
	\$	Use of Fund Balance	\$
		Contingencies	\$
		Grants	\$
Total Expenditure	\$234.00	Total Sources	\$234.00
Narrative Explanation of Fiscal Impacts (if required)			
Attachments			
<ol style="list-style-type: none"> General Employee Agreement Side Letter of Agreement No. 2 Updated 'Appendix A' for the 2018-2020 General Employee Agreement 			

Valley of the Moon Fire Protection District
and
General Employees
2018 to 2020 General Employee Agreement
Side Letter of Agreement No. 2

Subject: Article 2, RECOGNITION, New Classification

The Human Resources/Payroll Technician position will be added to the General Employee Agreement, with an effective date of April 20, 2020. A revised Appendix 'A' is attached reflecting the salary schedule for the new classification.

Signed and agreed to this 12th day of May, 2020.

Valley of the Moon
Fire Protection District

General Employee Group

William Norton, President

Sandra Walters

Date _____

Date: _____

Maci Jerry

Date: _____

APPENDIX 'A'

GENERAL EMPLOYEES

SALARY PLAN

July 1, 2018 through June 30, 2020

(Updated April 20, 2020)

Administrative Clerk

		Step A	Step B	Step C	Step D	Step E
<i>July 2, 2018</i>	Monthly:	4,324	4,453	4,587	4,725	4,866
	Hourly:	24.95	25.69	26.46	27.26	28.07
<i>July 1, 2019</i>	Monthly:	4,410	4,542	4,679	4,820	4,963
	Hourly:	25.45	26.20	26.99	27.80	28.63

Administrative Assistant

		Step A	Step B	Step C	Step D	Step E
<i>July 2, 2018</i>	Monthly:	5,013	5,163	5,318	5,477	5,642
	Hourly:	28.92	29.79	30.68	31.60	32.55
<i>July 1, 2019</i>	Monthly:	5,113	5,266	5,424	5,587	5,755
	Hourly:	29.50	30.38	31.29	32.23	33.20

Certified Ambulance Billing Coder

		Step A	Step B	Step C	Step D	Step E
<i>July 2, 2018</i>	Monthly:	5,013	5,163	5,318	5,477	5,642
	Hourly:	28.92	29.79	30.68	31.60	32.55
<i>July 1, 2019</i>	Monthly:	5,113	5,266	5,424	5,587	5,755
	Hourly:	29.50	30.38	31.29	32.23	33.20

Human Resources/Payroll Technician

		Step A	Step B	Step C	Step D	Step E
<i>April 20, 2020</i>	Monthly:	5,938	6,116	6,299	6,488	6,683
	Hourly:	34.26	35.28	36.34	37.43	38.56



Valley of the Moon Fire Protection District

Special Board of Directors Meeting

Agenda Item Summary

May 12, 2020



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

Agenda Item Title
FY 2019/20 fund balance allocations

Recommended Actions
Approve new allocations

Executive Summary
Fund balances have been reallocated based on findings from the District’s Annual Financial Audit Report. The Board is asked is approve the new allocations.

Alternative Actions
Request information or changes to allocations before 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)

Attachments
Recommended fund balance allocations May 12, 2020

Valley of the Moon Fire District

Recommended Fund Balance Allocations May 12, 2020

Account	Basis of Allocation	Allocation as of 4/10/2018	Allocation as of 5/14/2019	Recommended Allocation
Unassigned	2 months of operating expenses (Annual Budget / 6). Updated to reflect FY 2020 Operating Budget.	\$ 732,572	\$ 776,182	\$ 806,159
Committed for Emergency / Contingency	10% of Annual Operating Budget. Updated to reflect FY 2020 Operating Budget.	\$ 439,543	\$ 465,709	\$ 483,695
Committed for Compensated Absences	Estimated District Share of Compensated Absence liability for employees. Updated based on FY 2019 Annual Financial Audit Report	\$ 200,245	\$ 200,245	\$ 272,722
Committed for Other Post-Employment Benefits Liability	Based on current GASB 45 Report and 2019 Annual Financial Audit Report	\$ 448,380	\$ 460,306	\$ 766,110
Committed for Buildings and Improvements	Based on schedule of maintence with estimated costs and timeline	\$ 562,793	\$ 608,432	\$ 699,710
Committed for Capital Equipment	Based on depreciation schedule	\$ 1,017,785	\$ 842,797	\$ 1,300,748
		\$ 3,401,318	\$ 3,353,671	\$ 4,329,144