



Valley of the Moon Fire Protection District



Board of Directors Meeting

February 14, 2017



Valley of the Moon Fire Protection District

Board of Directors Meeting

February 14, 2017

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

Tuesday, February 14, 2017 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, 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.)

PUBLIC HEARING

The Board will hold a public hearing to repeal Ordinance 2015/2016-01 and establish a revised schedule of fees to offset the cost of service provided.

6. PRESENTATIONS

7. CONSENT CALENDAR

a) Approval of minutes for regular meeting of January 10, 2017. **Action Item**

b) Approval of minutes for special meeting of February 1, 2017. **Action Item**

8. FIRE CHIEF'S MONTHLY REPORT

Chief's activity report for January 2017

9. OLD BUSINESS

10. NEW BUSINESS

- a) Ordinance 2015/2016-01 revising the schedule of fees for the District to cover the cost of providing services, issuing permits, and enforcing regulations within the District. **Action Item with roll call vote**
- b) Election of Board officers. **Action Item**
- c) Authorize legal review of contract with Glen Ellen Fire Protection District. **Action Item**
- d) Authorize legal review of RFP for Station 2 parking lot. **Action Item**

11. OTHER BUSINESS TO COME BEFORE THE BOARD

- a) President Norton will appoint Board designates for 2016 in the categories of Budget (2), Equipment (1), Facilities (1), and Personnel (2).

Current designates are:

Budget – President Norton/Director Brunton
Equipment – Director Leen
Facilities – Director Brady
Personnel – Director Greben/Director Brady

- b) The annual FDAC conference will be held April 5-7 in Monterey. Please inform Georgette if you will be attending by February 22nd.
- c) The Sonoma County Fire Districts Association will be hosting free Ethics and Sexual Harassment training on Saturday, March 11th at Windsor High School, from 10 a.m. to 2 p.m., taught by attorneys Bill Arnone and Bill Adams. All VOM District Board members are due for this training. Please let Georgette know if you will be attending. (Training may also be taken online.)

12. COMMENTS FROM THE FLOOR

13. COMMENTS FROM THE BOARD

14. CLOSED SESSION

15. ADJOURNMENT

This meeting will be adjourned to a regular meeting on March 14, 2017 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

February 14, 2017



Agenda Item No.		Staff Contact	
7A		Georgette Darcy, Admin. Analyst/Secretary to Board	
Agenda Item Title			
Approval of minutes for regular meeting of January 10, 2017			
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 16/17			
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 January 10, 2017 regular meeting			

VALLEY OF THE MOON FIRE PROTECTION DISTRICT

BOARD OF DIRECTORS MEETING MINUTES

January 10, 2017

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 Brunton, Director Greben, Director Brady, and Director Leen.

3. PLEDGE OF ALLEGIANCE

Director Leen led the Pledge of Allegiance.

4. CONFIRMATION OF AGENDA

Item 11 was moved to precede Item 7.

5. COMMENTS FROM THE PUBLIC

None

6. PRESENTATIONS

None

7. CONSENT CALENDAR

Approval of minutes for regular meeting of December 13, 2016

M/S/P Leen/Greben to approve minutes for December 13, 2016. Passed 4 ayes

8. FIRE CHIEFS' MONTHLY REPORT

Fire Chief Freeman gave an oral activity report for December 2016.

9. OLD BUSINESS

10. NEW BUSINESS

a) Contract for services renewal with the City of Sonoma

M/S/P Brunton/Leen to renew contract for services with the City of Sonoma. Passed 5 ayes

b) Fire Chief shared service agreement with Glen Ellen Fire Protection District

M/S/P Greben/Leen to direct Fire Chief to enter into negotiations and construct a shared service agreement with legal consultation. Passed 5 ayes

11. OTHER BUSINESS TO COME BEFORE THE BOARD

Director Brunton was sworn in for another 4-year term on the Board.

12. COMMENTS FROM THE FLOOR

None

13. COMMENTS FROM THE BOARD

Director Brady thanked retiring Fire Chief Mark Freeman for his years of service to the District.

14. CLOSED SESSION

None

15. ADJOURNMENT

The meeting was adjourned at 6:20 p.m. to a regular meeting on February 14, 2017 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

February 14, 2017



Agenda Item No.		Staff Contact	
7B		Georgette Darcy, Admin. Analyst/Secretary to Board	
Agenda Item Title			
Approval of minutes for special meeting of February 1, 2017			
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 16/17			
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 1, 2017 special meeting			

VALLEY OF THE MOON FIRE PROTECTION DISTRICT

SPECIAL BOARD OF DIRECTORS MEETING MINUTES

February 1, 2017

1. CALL TO ORDER

President Norton called the meeting to order at 9:05 a.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

Director Leen led the Pledge of Allegiance.

4. CONFIRMATION OF AGENDA

There were no changes to the agenda.

5. COMMENTS FROM THE PUBLIC

None

6. PRESENTATIONS

None

7. CONSENT CALENDAR

No items for the consent calendar.

8. FIRE CHIEFS' MONTHLY REPORT

9. OLD BUSINESS

Fire Chief shared service agreement with Glen Ellen Fire Protection District.

M/S/P Greben/Brady to approve shared service agreement with GEFPD. Passed 5 ayes

10. NEW BUSINESS

11. OTHER BUSINESS TO COME BEFORE THE BOARD

12. COMMENTS FROM THE FLOOR

13. COMMENTS FROM THE BOARD

14. CLOSED SESSION

None

15. ADJOURNMENT

The meeting was adjourned at 9:15 a.m. to a regular meeting on February 14, 2017 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

February 14, 2017



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

Agenda Item Title

Ordinance 2016/2017-01 revising the schedule of fees for the District to cover the cost of providing services, issuing permits, and enforcing regulations within the District.

Recommended Actions

Approve Ordinance 2016/2017-01

Executive Summary

The Sonoma Valley Fire & Rescue Authority is proposing to revise its fees for 2017. If approved, the new schedule will become effective on March 15, 2017.

Alternative Actions

Suggest revisions to 2017 schedule prior to approval

Strategic Plan Alignment

Not applicable

Fiscal Summary – FY 16/17

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

1. 2017 SVFRA Schedule of Fees
2. Ordinance 2016/2017-01

Sonoma Valley Fire & Rescue Authority



Schedule of Fees Effective March 15, 2017

TYPE	REF.	TITLE	DESCRIPTION	FEE	EFFECTIVE
Admin.	ADM-01	Document copy charges	Cost recovery of producing photocopies.	\$0.25 per page	2/10/2017
Admin.	ADM-02	Fire/EMS reports	Cost recovery of producing incident reports	\$20.00	2/10/2017
Admin.	ADM-03	Refund Processing Fee	Time and expenses involved in calculating, routing, paying, mailing, handling, and processing a refund. Fee is due and payable at time refund has been calculated and prior to issuance of refund. Fee is only applicable to certain fire prevention services.	\$45.00	2/10/2017
EMS	EMS-01	Advanced Life Support Ambulance Base Rate (ALS1)	Cost recovery for delivery of Paramedic-level medical treatment meeting ALS1 criteria.	\$1,420.00 (Resident) \$1,633.00 (Non-resident)	2/10/2017
EMS	EMS-02	Advanced Life Support Ambulance Base Rate (ALS2)	Cost recovery for delivery of Paramedic-level medical treatment meeting ALS2 criteria.	\$1,928.00 (Resident) \$2,217.00 (Non-resident)	2/10/2017
EMS	EMS-03	Basic Life Support Ambulance Base Rate (BLS)	Cost recovery for delivery of Emergency Medical Technician EMT-level medical care.	\$920.00 (Resident) \$1,058.00 (Non-resident)	2/10/2017
EMS	EMS-04	Mileage	Reimbursement for cost of operation of ambulance while transporting a patient.	\$25.83 per mile	2/10/2017
EMS	EMS-05	Oxygen	Cost recovery of materials and product associated with administration of oxygen to a patient.	\$127.00	2/10/2017
EMS	EMS-06	EKG (Heart Monitor)	Cost recovery of materials associated with use of a heart monitor as part of patient assessment and treatment.	\$100.00	2/10/2017
EMS	EMS-07	Standby Advanced Life Support Ambulance (ALS)	Cost recovery of Paramedic-staffed ambulance assigned to provide medical standby service at a contract event. NOTE: 3-hour minimum.	\$130.00 hr.	2/10/2017
EMS	EMS-08	Standby Basic Life Support Ambulance (BLS)	Cost recovery of Emergency Medical Technician-staffed ambulance assigned to provide medical standby service at a contract event. NOTE: 3 hour minimum.	\$116.00 hr.	2/10/2017
EMS	EMS-09	Advanced Life Support Treat & Release (ALS)	Cost recovery of staff, materials and equipment associated with assessing a patient's medical needs and providing ALS treatment without transportation.	\$402.00	2/10/2017

TYPE	REF.	TITLE	DESCRIPTION	FEE	EFFECTIVE
EMS	EMS-10	Ambulance Membership Program (AMP)	Voluntary membership for paramedic services, emergency ambulance transportation, and physician-ordered, ground ambulance transport.	\$49.00	2/10/2017
Emergency Response Services	ERS-01	Response to Incident Involving Impaired Driver	Cost recovery of response of Fire Department to accidents, rescues, and other incidents involving an impaired driver.	\$520.00 hr.	2/10/2017
Emergency Response Services	ERS-02	False Fire Alarm Response	Cost recovery of Fire Department response to recurring false fire alarms. This fee may be charged to a premises that has three or more such alarms within a twelve-month period.	\$520.00 hr.	2/10/2017
Vehicle Maintenance Services	VMS-01	Shop Rate	Cost recovery for repairs and maintenance on outside agency vehicles.	\$78.00 hr.	2/10/2017
Fire Prevention Services	FPS-01	Plan Review	Cost recovery of fire code compliance review of construction plans and specifications.	\$138.00 hr.	2/10/2017
Fire Prevention Services	FPS-02	Misc. Fire Prevention Activities	Cost recovery of providing "Fire Marshal" services. This fee is charged for miscellaneous services not otherwise specified in this schedule.	\$138.00 hr.	2/10/2017
Fire Prevention Services	FPS-03	Additional Fire Safety Re-inspections	Cost recovery of fire code compliance re-inspections after three initial contacts.	\$213.00 hr.	2/10/2017
Fire Prevention Services	FPS-04	Automatic Fire Suppression System Installation Re-inspections (including water sprinkler systems)	Cost recovery of fire code compliance re-inspections of fire suppression systems made necessary by contractor error or system deficiency found during initial inspection.	\$138.00 hr.	2/10/2017
Fire Prevention Services	FPS-05	Standby Fire Safety Officer	Cost recovery for providing fire safety standby services.	\$108.00 hr.	2/10/2017
Fire Prevention Services	FPS-06	Field Inspections	Cost recovery of Fire Marshal code-compliance inspections.	\$138.00 hr.	2/10/2017

TYPE	REF.	TITLE	DESCRIPTION	FEE	EFFECTIVE
Fire Prevention Services	FPS-07	State-Regulated Building Inspection Fees	Cost recovery of Fire Marshal code-compliance inspections.	\$138.00 hr	2/10/2017
Fire Prevention Services	FPS-08	State-Regulated Building Inspection Fees – Large Family Day Care	Cost recovery of Fire Marshal code-compliance inspections.	\$138.00 hr	2/10/2017
Fire Prevention Services	FPS-09	State-Regulated Buildings – Fire Clearance Pre-inspection	Cost recovery of Fire Marshal code-compliance inspections.	\$138.00 hr	2/10/2017
Fire Prevention Services	FPS-10	State-Regulated Buildings – Final Inspection Fee	Cost recovery of Fire Marshal code-compliance inspections.	\$138.00 hr	2/10/2017
Fire Prevention Services	FPS-11	Required Operational Permits	Operational permits required by the California Fire Code.	\$138.00 hr	2/10/2017
Fire Prevention Services	FPS-12	Required Construction Permits	Construction permits required by the California Fire Code.	\$138.00 hr.	2/10/2017
Fire Prevention Services	FPS-13	Fire Engine Standby (Emergency or Non-emergency)	Cost recovery for fire engine standby.	\$213.00 hr.	2/10/2017

AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE VALLEY OF THE MOON FIRE PROTECTION DISTRICT REVISING THE SCHEDULE OF FEES FOR THE DISTRICT TO COVER THE COSTS OF PROVIDING SERVICES, ISSUING PERMITS, AND ENFORCING REGULATIONS WITHIN THE DISTRICT

The Board of Directors of the Valley of the Moon Fire Protection District ordains as follows:

SECTION I. Schedule of Fees

The 2017 Fee Schedule, attached hereto and incorporated herein by this reference, is hereby adopted to cover the costs of providing services, issuing permits, and enforcing regulations within the District.

SECTION II. Collection of Fees

The fees provided for in this ordinance may be collected by employees of the District.

SECTION III. Repeal of conflicting ordinances and resolutions

All former ordinances and resolutions of the District or parts thereof conflicting or inconsistent with the provisions of this ordinance, including, but not limited to Ordinance 2015/2016-01, are hereby repealed.

SECTION IV. Severability

If any section, subsection, sentence, clause, or phrase of this ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portion of the ordinance. The Board of Directors hereby declares that it would have passed this ordinance and every section, subsection, clause, or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared unconstitutional or invalid.

SECTION V. Effective date

This ordinance shall be and the same is hereby declared to be in full force and effect from and after thirty (30) days after the date of its passage and shall be published once before the expiration of fifteen (15) days after said passage, with the name of the directors voting for and against the same, in the *Sonoma Index-Tribune*, a newspaper of general circulation published within the County of Sonoma, State of California.

In regular session of the Board of Directors of the Valley of the Moon Fire Protection District, introduced on the 14th day of February, 2017, and finally adopted this 14th day of February, 2017, on regular roll call 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_____

WHEREUPON, the President declared the above and foregoing ordinance duly 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

February 14, 2017



Agenda Item No.		Staff Contact	
10B		Georgette Darcy, Admin. Analyst/Secretary to Board	
Agenda Item Title			
Election of Board Officers			
Recommended Actions			
The Board will vote for Directors to fill the positions of President, Vice President, and Clerk.			
Executive Summary			
The Board shall hold an election for officers of the Board following an election or upon the loss of an officer for a term of two years, according to the By-Laws of the Valley of the Moon Fire Protection District.			
Alternative Actions			
Table election to another meeting			
Strategic Plan Alignment			
Not applicable			
Fiscal Summary – FY 16/17			
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

Board of Directors Meeting

Agenda Item Summary

February 14, 2017



Agenda Item No.	Staff Contact		
10C	Steve Akre, Fire Chief		
Agenda Item Title			
Authorize legal review of contract with Glen Ellen Fire Protection District			
Recommended Actions			
Authorize legal review			
Executive Summary			
Chief Akre is requesting that the Board authorize the services of an attorney to examine the language in the contract with Glen Ellen Fire Protection District and provide an opinion.			
Alternative Actions			
Request more information before authorizing legal assistance			
Strategic Plan Alignment			
Not applicable			
Fiscal Summary – FY 16/17			
Expenditures			
Budgeted Amount	\$	Funding Source(s)	
Add. Appropriations Req'd.	\$	District General Fund	\$
	\$	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

Board of Directors Meeting

Agenda Item Summary

February 14, 2017



Agenda Item No.		Staff Contact	
10D		Steve Akre, Fire Chief	
Agenda Item Title			
Authorize legal review of RFP for Station 2 parking lot			
Recommended Actions			
Authorize legal review			
Executive Summary			
Battalion Chief Franceschi is working with Huffman Engineering on the renovation of the Station 2 parking lot. The firm has produced an RFP for the work, and Chief Akre is requesting that the Board authorize a legal review of the document before the District proceeds with the bid process.			
Alternative Actions			
Request more information before authorizing legal assistance			
Strategic Plan Alignment			
Not applicable			
Fiscal Summary – FY 16/17			
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			



Preliminary Agenda – 2017 FDAC Annual Conference

WEDNESDAY, APRIL 5, 2017

11:00 a.m. – 5:00 p.m.

- *President's Welcome – Attendee Greeting*
- *Morning General Session*
- *Post-Traumatic Stress Disorder (PTSD)*
- *Lunch / Afternoon General Session (Included in Conference Registration)*
- *Legal Update*
- *Little Hoover Commission Update*
- *FDAC Roundtable*
- *Reception (Included in Conference Registration) 5:00 p.m. – 6:00 p.m.*

THURSDAY, APRIL 6, 2017

8:00 a.m. – 5:30 p.m.

- Breakfast (Included in Conference Registration)
- Exhibit Halls with Refreshments
- Weed in the Workplace: Prop 64
- FDAC Annual Meeting
- Lunch (Included in Conference Registration)
- Afternoon Breakout Sessions I
 - o Retirement Transition
 - o Behavioral Hiring Practices
- Afternoon Breakout Sessions II
 - o LAFCO
 - o Brown Act and Electronic Communications: Principles, Traps and TBD Upon Selection
 - o Board Governance
- Reception (Included in Conference Registration) 5:00 p.m. – 6:00 p.m.

FRIDAY, APRIL 7, 2017

8:00 a.m. – 10:45 a.m.

- General Sessions
- State Fire Officials
- Management / Labor Collaboration
- Closing Keynote (TBD)
- Closing Remarks