



Valley of the Moon Fire Protection District



Board of Directors Meeting

June 9, 2020



Valley of the Moon Fire Protection District

Board of Directors Meeting

June 9, 2020

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

Tuesday, June 9, 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: 952 6338 9664

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 May 12, 2020. **Action Item**

8. FIRE CHIEF'S MONTHLY REPORT

Chief's activity report for May 2020

9. OLD BUSINESS

10. NEW BUSINESS

a) Resolution 2019/2020-14 adopting Valley of the Moon Fire District Preliminary Budget and approving SVFRA Budget for FY 2020/21. **Action Item with roll call vote**

- b) Resolution 2019/2020-15 acknowledging Fire Chief's report regarding inspection of occupancies pursuant to state Health & Safety Code §13146.2 and §13146.3. **Action Item with roll call vote**
- c) Resolution 2019/2020-16: side letters of agreement between the Valley of the Moon Fire Protection District and the Management and Administrative Employees and General Employees. **Action Item with roll call vote**
- d) Draft Resolution 2019/2020-17: draft side letter of agreement between the Valley of the Moon Fire Protection District and the Sonoma Valley Professional Firefighters' Association, Local 3593. **Action Item with roll call vote**

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 special meeting on July 1, 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

June 9, 2020



Agenda Item No.		Staff Contact	
7		Georgette Darcy, Finance Officer/Secretary to Board	
Agenda Item Title			
Approval of minutes for regular meeting of May 12, 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 May 12, 2020 regular meeting			

VALLEY OF THE MOON FIRE PROTECTION DISTRICT

BOARD OF DIRECTORS MEETING MINUTES

May 12, 2020

1. CALL TO ORDER

President Norton called the meeting to order at 6:05 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

None

7. CONSENT CALENDAR

Approval of minutes for regular meeting of April 14, 2020, 2020

M/S/P Brady/Greben to approve minutes for regular meeting of April 14, 2020. Passed 5 ayes

8. FIRE CHIEF'S MONTHLY REPORT

Chief Akre gave his activity report for April 2020.

9. OLD BUSINESS

Side Letter of Agreement for Human Resources/Payroll Technician position

M/S/P Greben/Leen to approve Side Letter of Agreement for Human Resources/Payroll Technician position. Passed 5 ayes

10. NEW BUSINESS

FY 2019/20 fund balance allocations

M/S/P Brady/Norton to approve fund balance allocations for FY 2019/20. Passed 5 ayes

11. OTHER BUSINESS TO COME BEFORE THE BOARD

None

12. COMMENTS FROM THE FLOOR

Georgette congratulated Maci Jerry on her promotion to Human Resources/Payroll Technician.

13. COMMENTS/REPORTS FROM THE BOARD

None

14. CLOSED SESSION

None

15. ADJOURNMENT

The meeting was adjourned at 6:34 p.m. 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>.

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 9, 2020



Agenda Item No.	Staff Contact		
10A	Steve Akre, Fire Chief		
Agenda Item Title			
Resolution 2019/2020-14 adopting Valley of the Moon Fire District Preliminary Budget and approving SVFRA Budget for FY 2020/21			
Recommended Actions			
Adopt preliminary budget and approve SVFRA budget			
Executive Summary			
Chief Akre will present the Fiscal Year 2020/21 Valley of the Moon Fire Protection District Preliminary Budget and the Fiscal Year 2020/21 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 20/21 Valley of the Moon District Preliminary Budget			
Expenditures		Funding Source(s)	
Budgeted Amount	\$7,209,925	District General Fund	\$7,209,925
Add. Appropriations Req'd.	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
		Contingencies	\$
		Grants	\$
Total Expenditure	\$7,209,925	Total Sources	\$7,209,925
Fiscal Summary – FY 20/21 SVFRA Budget			
Expenditures		Funding Source(s)	
Budgeted Amount	\$9,490,379	District General Fund	\$4,056,568
Add. Appropriations Req'd.		Fees/Other	\$5,433,811
		Use of Fund Balance	\$
		Contingencies	
		Grants	
Total Expenditure	\$9,490,379	Total Sources	\$9,490,379
Narrative Explanation of Fiscal Impacts (if required)			
Attachments			
<ol style="list-style-type: none"> 1. VOM Fire District Recommended Preliminary Budget FY 20/21 2. SVFRA Recommended Budget FY 20/21 3. Resolution 2019/2020-14 			

Valley of the Moon Fire District
 Recommended Preliminary Budget FY 2020 - 2021



Account Number	Description	Approved Budget 2019-2020	Recommended Preliminary Budget 2020-2021	Increase (Decrease)
Revenue Budget				
799-00000-000-30010	Property Taxes - Secured	4,586,592.00	4,701,256.00	114,664.00
799-00000-000-30011	Property Taxes - Unsecured	137,515.00	140,952.00	3,437.00
799-00000-000-30012	RDA Pass Through (AB 1290 / RPTTF)	57,054.00	58,480.00	1,426.00
799-00000-000-30014	Property Taxes-Supplemental	93,231.00	93,231.00	0.00
799-00000-000-30015	Property Tax - HOPTR	30,027.00	30,583.00	556.00
799-00000-000-30016	County Collection Fee	-52,241.00	-52,241.00	0.00
799-00000-000-30017	Redevelopment Increment	-416,318.00	-431,542.00	-15,224.00
799-00000-000-30018	Direct Charges	324,721.00	324,721.00	0.00
799-00000-000-30019	Cost Reimbursement Coll	-1,907.00	-1,907.00	0.00
	Contract Revenue (MVFC, SDC, & SAFER match- GLE/City)		896,845.00	896,845.00
799-00000-000-31514	Grant Revenue (SAFER)		1,371,267.00	1,371,267.00
799-00000-000-35004	Reimbursement	75,280.00	75,280.00	0.00
	Taxes	4,833,954.00	7,206,925.00	2,372,971.00
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	4,836,954.00	7,209,925.00	2,372,971.00
Expense Budget				
799-68900-110-40110	Regular Employees	76,038.00	2,112,851.00	2,036,813.00
799-68900-119-40119	District Board	5,000.00	5,000.00	0.00
	Salary and Wages	81,038.00	2,117,851.00	2,036,813.00
799-68900-201-40201	Emply Insurance - District Share	153,222.00	153,222.00	0.00
799-68900-202-40202	Workers Compensation	202.00	110,000.00	109,798.00
799-68900-117-40417	Medicare (District Share)	0.00	17,601.00	17,601.00
	Employee Benefits	153,424.00	280,823.00	127,399.00

Valley of the Moon Fire District
 Recommended Preliminary Budget FY 2020 - 2021



Account Number	Description	Approved Budget 2019-2020	Recommended Preliminary Budget 2020-2021	Increase (Decrease)
799-68900-310-50310	Legal	20,000.00	30,000.00	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	29,000.00	29,000.00	0.00
799-68900-354-50354	SVFRA Contract	4,127,176.00	4,056,568.00	-70,608.00
799-68900-480-60480	Special Consulting Projects	30,000.00	30,000.00	0.00
Professional Services		4,213,226.00	4,152,618.00	-60,608.00
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
799-68900-551-70551	Major Equipment Fire	0.00	125,000.00	125,000.00
Operations		1,500.00	126,500.00	125,000.00
799-68900-702-70702	Engineering Design	10,000.00	10,000.00	0.00
799-68900-703-70703	Construction/Materials	157,528.00	157,528.00	0.00
Capital Assets		167,528.00	167,528.00	0.00
799-68900-750-70750	Transfer to Long Term Building Reserve	45,639.00	62,506.00	16,867.00
799-68900-760-70760	Transfer to Equipment Reserve	127,500.00	255,000.00	127,500.00
Transfers to Reserves		173,139.00	317,506.00	144,367.00
799-68900-801-80801	Principal Lease Purchase	43,720.00	43,720.00	0.00
799-68900-802-80802	Interest Lease Purchase	3,379.00	3,379.00	0.00
Debt Service		47,099.00	47,099.00	0.00
Expense Totals		4,836,954.00	7,209,925.00	2,372,971.00

Sonoma Valley Fire and Rescue Authority
 Recommended Budget Fiscal Year 2020-2021



Account Number	Description	Approved Budget 2019-2020	Approved Budget 2020-2021	Increase (Decrease)
Revenue Budget				
798-00000-000-31407	SVFRA Mechanic Services	7,500.00	1,500.00	(6,000.00)
798-00000-000-31409	SVFRA Contract For Fire Services (City & VOM)	9,598,084.00	9,433,879.00	(164,205.00)
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	55,000.00	55,000.00	0.00
798-00000-000-31108	Special Fire Svs-State Reimbursement	0.00	0.00	0.00
Charges for Services		9,660,584.00	9,490,379.00	(170,205.00)
Revenue Totals		9,660,584.00	9,490,379.00	(170,205.00)
Expense Budget				
798-68901-110-40110	Regular Employee	4,748,646.00	4,810,407.00	61,761.00
798-68901-120-40120	Part Time Worker Salary	261,235.00	209,708.00	(51,527.00)
798-68901-130-40130	Overtime	650,000.00	650,000.00	0.00
Salary and Wages		5,659,881.00	5,670,115.00	10,234.00
798-68901-115-40115	Retirement	1,589,663.00	1,628,742.00	39,079.00
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	893,360.00	869,535.00	(23,825.00)
798-68901-202-40202	Workers Compensation	452,313.00	398,822.00	(53,491.00)
798-68901-223-40223	Unemployment	1,000.00	1,000.00	0.00
Employee Benefits		3,019,987.00	2,981,750.00	(38,237.00)

Sonoma Valley Fire and Rescue Authority
 Recommended Budget Fiscal Year 2020-2021



Account Number	Description	Approved Budget 2019-2020	Approved Budget 2020-2021	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	275,101.00	278,899.00	3,798.00
798-68901-350-50350	Other-Prof/Tech	9,500.00	9,500.00	0.00
Professional Services		304,101.00	307,899.00	3,798.00
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	70,000.00	10,000.00
798-68901-406-60406	Rental-Equipmen	4,000.00	4,000.00	0.00
798-68901-407-60407	Contract Services / Property Related	33,680.00	33,680.00	0.00
798-68901-420-60420	Building Maintenance	30,000.00	30,000.00	0.00
Property Services		208,580.00	218,580.00	10,000.00
798-68901-451-60451	Insurance Property / Liability	62,000.00	62,000.00	0.00
798-68901-452-60452	Communications	27,500.00	30,000.00	2,500.00
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	10,000.00	(45,000.00)
798-68901-460-60460	Permit/Fees/Tax	3,035.00	3,035.00	0.00
Operations		155,535.00	113,035.00	(42,500.00)

Sonoma Valley Fire and Rescue Authority
 Recommended Budget Fiscal Year 2020-2021



Account Number	Description	Approved Budget 2019-2020	Approved Budget 2020-2021	Increase (Decrease)
798-68901-501-70501	Minor Supplies / Equipment	25,500.00	25,500.00	0.00
798-68901-505-70505	Fuel	60,000.00	60,000.00	0.00
798-68901-507-70507	Books & Periodicals	3,500.00	3,500.00	0.00
798-68901-508-70508	Safety Clothing / Uniforms	55,000.00	8,500.00	(46,500.00)
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	0.00	(40,000.00)
Supplies		275,500.00	189,000.00	(86,500.00)
798-68901-606-70606	Software	15,000.00	5,000.00	(10,000.00)
798-68901-607-70607	Computer Equipment / Maintenance	22,000.00	5,000.00	(17,000.00)
Software & Computer Equipment		37,000.00	10,000.00	(27,000.00)
Expense Totals		9,660,584.00	9,490,379.00	(170,205.00)

Resolution Number: 2019/2020-14
Dated: June 9, 2020

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE VALLEY OF THE MOON
FIRE PROTECTION DISTRICT, SONOMA COUNTY, STATE OF CALIFORNIA,
ADOPTING FISCAL YEAR 2020/21 PRELIMINARY BUDGET FOR THE
DISTRICT AND APPROVING THE FISCAL
YEAR 2020/21 SVFRA BUDGET**

WHEREAS, the fiscal year 2020/21 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 2020/21 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 \$7,209,925, attached hereto, is found and determined to be the 2020/21 Preliminary Budget of the District; and

BE IT FURTHER RESOLVED that the SVFRA Budget in the amount of \$9,490,379, attached hereto, is found and determined to be the 2020/21 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 9th day of June 2020, 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 9, 2020



Agenda Item No.		Staff Contact	
10B		Steve Akre, Fire Chief	
Agenda Item Title			
Resolution 2019/2020-15 acknowledging 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.			
Alternative Actions			
Request further information prior to acknowledgment			
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			
Resolution 2019/2020-15			

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE VALLEY OF THE MOON
FIRE PROTECTION DISTRICT, SONOMA COUNTY, STATE OF CALIFORNIA,
ACKNOWLEDGING RECEIPT OF A REPORT MADE BY THE FIRE CHIEF
OF THE SONOMA VALLEY FIRE & RESCUE AUTHORITY 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 & Rescue Authority (SVFRA), 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 SVFRA, 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 SVFRA's compliance with California Health and Sections 13146.2 and 13146.3.

NOW, THEREFORE, BE IT RESOLVED that the Valley of the Moon Fire Protection District Board of Directors expressly acknowledges the measure of compliance of the SVFRA with California Health and Safety Code Sections 13146.2 and 13146.3 in the area encompassed by the SVFRA service area, including the City of Sonoma, Glen Ellen Fire Protection District, and the Valley of the Moon Fire Protection District, 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 City of Sonoma, Glen Ellen Fire Protection District, and the Valley of the Moon Fire Protection District, there lie twenty-two (22) Group E occupancies, buildings, structures and/or facilities.

During calendar year 2019, the SVFRA completed the annual inspection of eleven (11) Group E occupancies, buildings, structures and/or facilities. This is a compliance rate of 50% 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 City of Sonoma, Glen Ellen Fire Protection District, and the Valley of the Moon Fire Protection District, there lie one hundred sixty eight (168) Group R (and their associated sub-categories) occupancies of this nature.

During calendar year 2019, the SVFRA completed the annual inspection of twenty-six (26) Group R occupancies, buildings, structures, and/or facilities. This is a compliance rate of 15% 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 Valley of the Moon Fire Protection District this 9th day of June 2020, on regular roll call vote of the members of said Board:

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

WHEREUPON, the President declared the foregoing resolution adopted, and

SO ORDERED:

ATTEST:

William Norton, President

Brian Brady, Clerk



Valley of the Moon Fire Protection District

Board of Directors Meeting

Agenda Item Summary

June 9, 2020

**Agenda Item No.**

10C

Staff Contact

Stephen Akre, Fire Chief

Agenda Item Title

Resolution 2019/2020-16: side letters of agreement between the Valley of the Moon Fire Protection District and the Management and Administrative Employees and General Employees

Recommended Actions

Approve side letters

Executive Summary

Two designated Board members met a representative of the Management and Administrative Employees group and the Fire Chief met with the employees covered by the General Employee Agreement. The resulting side letters are being presented to the Board for approval.

Approval of the side letters extends the term of these agreements to June 30, 2021 and has the effect of extending Appendix 'A' for each agreement, which relates to wage information.

Alternative Actions

Reject side letters or request additional information or changes 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**

1. Side Letter of Agreement for the Management and Administrative Employees Agreement
2. Revised Appendix 'A' for the Management and Administrative Employees Agreement
3. Side Letter of Agreement for the General Employee Agreement
4. Revised Appendix 'A' for the General Employee Agreement
5. Resolution 2019/2020-17

SIDE LETTER OF AGREEMENT
BETWEEN THE VALLEY OF THE MOON FIRE PROTECTION DISTRICT
AND
MANAGEMENT AND ADMINISTRATIVE EMPLOYEES

The Valley of the Moon Fire Protection District (“District”) and the Management and Administrative Employees (“Administration”) have met and conferred in good faith pursuant to the Meyers-Milias-Brown Act concerning their current agreement with the term of July 1, 2018 to June 30, 2020. The District and Administration have mutually agreed to extend the expiration date of their current agreement from June 30, 2020 to June 30, 2021. The District and Administration therefore amend their current agreement as follows:

ARTICLE 30 TERM

The term of this Agreement shall be July 1, 2018 through June 30, 2021.

The extension of the expiration date in the current agreement also has the effect of extending the terms of the incorporated Appendix ‘A’ to the current agreement from an end date of June 30, 2020 to June 30, 2021.

Valley of the Moon
Fire Protection District

Management and Administrative
Employees

William Norton, President

Spencer Andreis

Date: _____

Date: _____

MANAGEMENT & ADMINISTRATIVE EMPLOYEES

SALARY PLAN

January 1, 2019 through June 30, 2020

EXTENDED

January 1, 2019 through June 30, 2021

Finance Officer

		Step A	Step B	Step C	Step D	Step E
<i>Dec. 30, 2019</i>	Monthly:	7,770	8,003	8,243	8,490	8,745
	Hourly:	44.83	46.17	47.56	48.98	50.45

Fire Marshal

		Step A	Step B	Step C	Step D	Step E
<i>Dec. 31, 2018</i>	Monthly:	10,356	10,666	10,986	11,315	11,654
	Hourly:	59.75	61.53	63.38	65.28	67.23
<i>July 1, 2019</i>	Monthly:	10,563	10,879	11,206	11,541	11,887
	Hourly:	60.94	62.76	64.65	66.58	68.58

Battalion Chief

		Step A	Step B	Step C	Step D	Step E
<i>Dec. 31, 2018</i>	Monthly:	10,356	10,666	10,986	11,315	11,654
	Hourly:	42.56	43.83	45.15	46.50	47.89
<i>July 1, 2019</i>	Monthly:	10,563	10,879	11,206	11,541	11,887
	Hourly:	43.41	44.71	46.05	47.43	48.85

Fire Chief

		Step A	Step B	Step C	Step D	Step E
<i>Dec. 31, 2018</i>	Monthly:	12,005	12,364	12,735	13,118	13,511
	Hourly:	69.26	71.33	73.47	75.68	77.95
<i>July 1, 2019</i>	Monthly:	12,245	12,611	12,990	13,380	13,781
	Hourly:	70.64	72.76	74.94	77.19	79.51

SIDE LETTER OF AGREEMENT
BETWEEN THE VALLEY OF THE MOON FIRE PROTECTION DISTRICT
AND
GENERAL EMPLOYEES

The Valley of the Moon Fire Protection District (“District”) and the General Employees have met and conferred in good faith pursuant to the Meyers-Milias-Brown Act concerning their current agreement with the term of July 1, 2018 to June 30, 2020. The District and General Employees have mutually agreed to extend the expiration date of their current agreement from June 30, 2020 to June 30, 2021. The District and General Employees therefore amend their current agreement as follows:

ARTICLE 25 TERM

The term of this Agreement shall be July 1, 2018 through June 30, 2021.

The extension of the expiration date in the current agreement also has the effect of extending the terms of the incorporated Appendix ‘A’ to the current agreement from an end date of June 30, 2020 to June 30, 2021.

Valley of the Moon
Fire Protection District

General Employees

Stephen Akre, Fire Chief

Sandra Walters

Date: _____

Date: _____

Maci Jerry

Date: _____

GENERAL EMPLOYEES

SALARY PLAN

January 1, 2019 through June 30, 2020

EXTENDED

January 1, 2019 through June 30, 2021

Administrative Clerk

		Step A	Step B	Step C	Step D	Step E
<i>Dec. 31, 2018</i>	Monthly:	4,367	4,498	4,633	4,772	4,915
	Hourly:	25.19	25.95	26.73	27.53	28.36
<i>July 1, 2019</i>	Monthly:	4,454	4,588	4,726	4,867	5,013
	Hourly:	25.70	26.47	27.27	28.08	28.92

Administrative Assistant

		Step A	Step B	Step C	Step D	Step E
<i>Dec. 31, 2018</i>	Monthly:	5,063	5,215	5,371	5,532	5,698
	Hourly:	29.21	30.09	30.99	31.92	32.87
<i>July 1, 2019</i>	Monthly:	5,164	5,319	5,478	5,643	5,812
	Hourly:	29.79	30.69	31.60	32.56	33.53

Certified Ambulance Billing Coder

		Step A	Step B	Step C	Step D	Step E
<i>Dec. 31, 2018</i>	Monthly:	5,063	5,215	5,371	5,532	5,698
	Hourly:	29.21	30.09	30.99	31.92	32.87
<i>July 1, 2019</i>	Monthly:	5,164	5,319	5,478	5,643	5,812
	Hourly:	29.79	30.69	31.60	32.56	33.53

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

RESOLUTION OF THE BOARD OF DIRECTORS OF THE VALLEY OF THE MOON FIRE PROTECTION DISTRICT, SONOMA COUNTY, STATE OF CALIFORNIA, APPROVING SIDE LETTERS OF AGREEMENT BETWEEN THE VALLEY OF THE MOON FIRE PROTECTION DISTRICT AND THE MANAGEMENT AND ADMINISTRATIVE EMPLOYEES AND GENERAL EMPLOYEES

WHEREAS, the Board of Directors of the Valley of the Moon Fire Protection District, by approval of Resolution 2018/2019-08, dated February 12, 2019, amended the salary and benefit schedule of employees covered by the Administrative Agreement for Management and Administrative Employees and employees covered by the General Employee Agreement effective July 1, 2018 through June 30, 2020; and

WHEREAS, representatives of the Management and Administrative Employees have met and conferred with the District, and members of the General Employees have met with the Chief; and

WHEREAS, Side Letters of Agreement have been created to adjust Article 30 in the Administrative Agreement for Management and Administrative Employees and Article 25 in the General Employee Agreement; and

WHEREAS, approval of Resolution 2019/2020-16 extends the terms of the Administrative Agreement for Management and Administrative Employees and the General Employee Agreement to June 30, 2021.

NOW, THEREFORE, BE IT RESOLVED, the Board of Directors approves the Side Letters of Agreement for the Administrative Agreement and the General Employee Agreement.

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 9th day of June, 2020, on regular roll call vote of the members of said Board:

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

WHEREUPON, the President declared the foregoing resolution adopted, and

SO ORDERED:

William Norton, President

ATTEST:

Brian Brady, Clerk



Valley of the Moon Fire Protection District

Board of Directors Meeting

Agenda Item Summary

June 9, 2020



Agenda Item No.		Staff Contact	
10D		Stephen Akre, Fire Chief	
Agenda Item Title			
Draft Resolution 2019/2020-17: draft side letter of agreement between the Valley of the Moon Fire Protection District and the Sonoma Valley Professional Firefighters’ Association, Local 3593			
Recommended Actions			
Approve side letter			
Executive Summary			
Two designated Board members met a representative of the Sonoma Valley Professional Firefighters’ Association, Local 3593. The resulting side letter is being presented to the Board for approval.			
Approval of the side letter extends the term of this agreement to August 31, 2020 and has the effect of extending Appendix ‘A’, which relates to wage information.			
The side letter also removes Article 7, which is unconstitutional.			
Alternative Actions			
Reject side letter or request additional information or changes 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			
<ol style="list-style-type: none"> Draft Side Letter of Agreement for the Sonoma Valley Professional Firefighters’ Association, Local 3593 Draft revised Appendix ‘A’ for MOU Draft Resolution 2019/2020-17 			

SIDE LETTER OF AGREEMENT
BETWEEN THE VALLEY OF THE MOON FIRE PROTECTION DISTRICT
AND
SONOMA VALLEY PROFESSIONAL FIREFIGHTERS ASSOCIATION
IAFF LOCAL 3593

The Valley of the Moon Fire Protection District (“District”) and the Sonoma Valley Professional Firefighters Association (“Association”) have met and conferred in good faith pursuant to the Meyers-Milias-Brown Act concerning their current Memorandum of Understanding (“MOU”) with the term of July 1, 2018 to June 30, 2020. The District and the Association have mutually agreed to extend the expiration date of their current MOU from June 30, 2020 to August 31, 2020. The District and the Association therefore amend their current MOU pursuant to their authority to do so expressed in Article 4(3) of the current MOU as follows:

ARTICLE 38 TERM

The term of this Memorandum of Understanding shall be July 1, 2018 through August 31, 2020.

The extension of the expiration date in the current MOU also has the effect of extending the terms of the incorporated Appendix ‘A’ to the current MOU from an end date of June 30, 2020 to August 31, 2020.

ARTICLE 7 AGENCY SHOP

The Parties also acknowledge that Article 7 of the current MOU is unconstitutional, and by this side letter the Parties remove that article from the current MOU. All provisions in the current MOU that are not specifically addressed in this Side Letter remain unchanged. This Side Letter constitutes the Parties’ complete Agreement concerning negotiations for a successor MOU during fiscal year 2020-2021.

Valley of the Moon
Fire Protection District

Sonoma Professional Firefighters’
Association IAFF Local 3593

William Norton, President

William Harper, President

Date: _____

Date: _____

APPENDIX 'A'

SALARY PLAN

January 1, 2019 through June 30, 2020

EXTENDED

January 1, 2019 through August 31, 2020

All classifications reflect salary increase or modification as follows:

Fire Mechanic

		Step A	Step B	Step C	Step D	Step E
<i>Dec. 31, 2018</i>	Monthly:	6,065	6,247	6,435	6,628	6,824
	Hourly:	34.99	36.04	37.13	38.24	39.37
<i>July 1, 2019</i>	Monthly:	6,186	6,372	6,564	6,761	6,960
	Hourly:	35.69	36.76	37.87	39.01	40.15

Firefighter

		Step A	Step B	Step C	Step D	Step E
<i>Dec. 31, 2018</i>	Monthly:	6,065	6,247	6,435	6,628	6,824
	Hourly:	24.92	25.67	26.45	27.24	28.04
Medic	Monthly:	6,368	6,559	6,757	6,959	7,145
	Hourly:	26.17	26.95	27.77	28.60	29.36
<i>July 1, 2019</i>	Monthly:	6,186	6,372	6,564	6,761	6,960
	Hourly:	25.42	26.19	26.98	27.78	28.60
Medic	Monthly:	6,495	6,690	6,892	7,098	7,288
	Hourly:	26.69	27.49	28.32	29.17	29.95

Engineer

		Step A	Step B	Step C	Step D	Step E
<i>Dec. 31, 2018</i>	Monthly:	7,032	7,243	7,460	7,683	7,914
	Hourly:	28.90	29.77	30.66	31.57	32.52
Medic	Monthly:	7,384	7,605	7,833	8,067	8,310
	Hourly:	30.35	31.25	32.19	33.15	34.15
<i>July 1, 2019</i>	Monthly:	7,173	7,388	7,609	7,837	8,072
	Hourly:	29.48	30.36	31.27	32.21	33.17
Medic	Monthly:	7,532	7,757	7,990	8,228	8,476
	Hourly:	30.95	31.88	32.84	33.81	34.83

Captain

		Step A	Step B	Step C	Step D	Step E
<i>Dec. 31, 2018</i>	Monthly:	8,152	8,396	8,649	8,907	9,175
	Hourly:	33.50	34.50	35.54	36.60	37.71
Medic	Monthly:	8,560	8,816	9,081	9,352	9,634
	Hourly:	35.18	36.23	37.32	38.43	39.59
<i>July 1, 2019</i>	Monthly:	8,315	8,564	8,822	9,085	9,359
	Hourly:	34.17	35.19	36.25	37.34	38.46
Medic	Monthly:	8,731	8,992	9,263	9,539	9,827
	Hourly:	35.88	36.95	38.07	39.20	40.38

RESOLUTION OF THE BOARD OF DIRECTORS OF THE VALLEY OF THE MOON FIRE PROTECTION DISTRICT, SONOMA COUNTY, STATE OF CALIFORNIA, APPROVING A SIDE LETTERS OF AGREEMENT BETWEEN THE VALLEY OF THE MOON FIRE PROTECTION DISTRICT AND THE SONOMA VALLEY PROFESSIONAL FIREFIGHTERS' ASSOCIATION, IAFF LOCAL 3593

WHEREAS, the Board of Directors of the Valley of the Moon Fire Protection District, by approval of Resolution 2018/2019-08, dated February 12, 2019, amended the salary and benefit schedule of employees covered by the Memorandum of Understanding (MOU) effective July 1, 2018 through June 30, 2020; and

WHEREAS, representatives of the Valley of the Moon Professional Firefighters' Association, IAFF Local 3593, have met and conferred with the District; and

WHEREAS, a Side Letter of Agreement has been created to remove Article 7 and adjust Article 38 in the MOU; and

WHEREAS, approval of Resolution 2019/2020-17 extends the term of the MOU to August 31, 2020.

NOW, THEREFORE, BE IT RESOLVED, the Board of Directors approves the Side Letter of Agreement for the MOU.

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 9th day of June, 2020, on regular roll call vote of the members of said Board:

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

WHEREUPON, the President declared the foregoing resolution adopted, and

SO ORDERED:

ATTEST:

William Norton, President

Brian Brady, Clerk