

Sonoma Valley Fire District

Board of Directors Meeting

August 9, 2022





Sonoma Valley Fire District

Board of Directors Meeting

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

Tuesday, August 9, 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

- a) Proclamation presentation to Toby Ford-Monroe, Nathan Jordan, Mason Matulaitis and their families
- b) Proclamation presentation to Kristy & Bob Brindley of just1mike Foundation
- c) Proclamation presentation to Rodd Kneeland

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 June 14, 2022 **Action Item**

8. **Fire Chief's Monthly Report**

Report for June and July 2022

9. **Old Business**

10. **New Business**

- a) Fund balance allocation based on SVFD FY 20/21 Audit.

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 September 13, 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
 August 9, 2022

Agenda Item No.	Staff Contact		
7a	Maci Jerry, 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			
<p>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.</p> <p>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.</p> <p>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.</p>			
Alternative Actions			
No alternative actions are recommended.			
Strategic Plan Alignment			
Fiscal Summary – FY 22/23			
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)			
None			
Attachments			
None			



Sonoma Valley Fire District
Board of Directors Meeting
 Agenda Item Summary
 August 9, 2022

Agenda Item No.	Staff Contact		
7b	Maci Jerry, Clerk to the Board of Directors		
Agenda Item Title			
Approval of the regular meeting minutes held on June 14, 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)	\$
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)			
Not Required			
Attachments			
1. Minutes for June 14, 2022 regular meeting			

SONOMA VALLEY FIRE DISTRICT

BOARD OF DIRECTORS MEETING MINUTES

Tuesday, June 14, 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 6:01 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, Brian Brady, Mark Emery, and Terrence Leen

3. Pledge of Allegiance

The Pledge of Allegiance was led by Director Leen and recited by all.

4. Confirmation of Agenda

Chief recommended that agenda item “g” be moved prior to agenda item “e”. The Board approved.

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 July 12, 2022 meeting. Conditions will be reviewed again in 30 days in compliance with new AB 361 legislation. **M/S/P Leen/Johnson 6 ayes**

b) Board reviewed and approved the meeting minutes from the board meeting held on May 10, 2022 and the special meeting held on May 18, 2022. **M/S/P Leen/Johnson 6 ayes**

8. Fire Chief's Monthly Report

Monthly Chief's report attached

9. Old Business

None

10. New Business

- a) Resolution 2021/2022-12: After review on the submitted application for the open board seat, Director Leen motioned to appoint Nick Greben to fill the vacancy left by Director Brunton. **M/S/P Leen/Brady 6 ayes**
- b) Resolution 2021/2022-13: President Norton motioned to approve the resolution setting the District's Treasurer and defined duties of the office. **M/S/P Norton/Leen 7 ayes**
- c) Resolution 2021/2022-14: Director Emery motioned to approve the resolution amending the salary and benefits schedule of the SVPFA, IAFF Local 3593's memorandum of understanding, effective June 27, 2022. **M/S/P Emery/Leen 7 ayes**
- d) Resolution 2021/2022-15: Director Johnson motioned to approve the resolution amending the salary and benefits schedule of employees cover by the Administrative agreement between Management and General Employees, effective June 27, 2022. **M/S/P Johnson/Brady 7 ayes**

Public Hearing Items

Agenda item 10e: opened for public comment at 6:57pm and closed at 6:57pm with no public comment to be heard.

- e) Resolution 2021/2022-16: Director Brady motioned to approve the resolution adopting the SVFD's preliminary budget with amendments to increase fuel budget and the addition of a line item for Fire Impact Fees. **M/S/P Brady/Leen 7 ayes**

Agenda item 10f: opened for public comment at 7:15pm and closed at 7:15pm with no public comment to be heard.

- f) Resolution 2021/2022-17: Director Emery motioned to adopt the District's Proposition 4 Limit for fiscal year 2022/2023 without change. **M/S/P Emery/Leen 7 ayes**

Agenda item 10g: opened for public comment at 6:42pm and closed at 6:43pm with no public comment to be heard.

- g) Resolution 2021/2022-18: Director Johnson motioned to adopt the District's fiscal year 2022/2023 special tax be set at 92.5% +inflation for each parcel of real property in the District. **M/S/P Johnson/Norton 7 ayes**

11. Other Business to come before the Board

None

12. Comments from the Floor

Captain Chris Derner, Engineer C. Kirkwood, and Firefighters D. Deely, J. Branconi, and C. Ortiz stated their appreciation to the Board for their efforts across the District and for the seamless negotiation process.

Chief thanked Bill Adams, District legal counsel, for all his help with tonight's meeting preparation.

13. Comments/Reports from the Board

Director Leen took a moment to acknowledge the level of personnel on staff, not just our safety personnel, but our department as a whole. He thanked Maci for her willingness to stop and help set up chairs for the Memorial Day Celebration at the Veterans Memorial Park last month.

Director Emery thanked the on-duty crew for coming down and participating in tonight's meeting and gave a big thank you to admin staff for their efforts in tonight's meeting preparation.

14. Closed Session

None

15. Adjournment

**President Norton adjourned the meeting in honor of Jenise Kneeland and Paul Gorce
M/S Johnson/Atkinson 7 ayes**

Meeting was adjourned at 7:21 pm to a regular Board meeting on July 12, 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 Jerry



Sonoma Valley Fire District
Board of Directors Meeting
 Agenda Item Summary
 August 9, 2022

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

Agenda Item Title
 Fund balance allocation based on SVFD FY20/21 audit

Recommended Actions
 Approve new allocations

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

Alternative Actions
 Request information or changes to allocations before approval.

Strategic Plan Alignment
 Goal 3 and Goal 4

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

1. Recommended fund balance allocations June 30, 2021

Sonoma Valley Fire District

Recommended Fund Balance Allocations November 9, 2021

Account	Basis of Allocation	GE Audit Allocation as of 6/30/2020	VOM Allocation as of 6/30/2020	SVFD Approved Allocation 11/9/2021	SVFD Recommended Allocation 8/9/2022
Unassigned	2 months of operating expenses (Annual Budget / 6). Updated to reflect FY 21-22 Operating Budget.	\$ 3,553,428	\$ 806,159	\$ 1,509,762	\$ 2,614,370
Committed for Emergency / Contingency	10% of Annual Operating Budget. Updated to reflect FY 2021-22 Operating Budget.	\$ 34,580	\$ 483,695	\$ 905,857	\$ 1,568,622
Committed for Compensated Absences	Estimated District Share of Compensated Absence liability for employees. Updated based on FY 2021 Annual Financial Audit Report	\$ 40,000	\$ 272,722	\$ 312,722	\$ 340,458
Committed for Other Post-Employment Benefits Liability	Based on current GASB 45 Report and 2021 Annual Financial Audit Report	\$ -	\$ 766,110	\$ 843,900	\$ 843,900
Committed for Buildings and Improvements	Based on schedule of maintenance with estimated costs and timeline	\$ 231,826	\$ 745,349	\$ 2,017,570	\$ 2,213,839
Committed for Capital Equipment	Based on depreciation schedule	\$ -	\$ 1,317,085	\$ 2,661,143	\$ 3,044,881
		\$ 3,859,834	\$ 4,391,120	\$ 8,250,954	\$ 10,626,070