

Sonoma Valley Fire District

Board of Directors Meeting

April 9, 2024





Sonoma Valley Fire District

Board of Directors Meeting

April 9, 2024

TABLE OF CONTENTS

Regular Meeting Agenda Page 2

Item 7a - Agenda Summary - Approval of Meeting Minutes..... Page 4

Item 7a - 03.12.23 Regular Meeting Minutes..... Page 5

Item 10a - Agenda Summary - Fund Balance Allocation Page 7

Item 10a - Recommended Fund Balance Allocations Page 8

###



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

Tuesday, April 9, 2024 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 with videoconference capabilities in accordance with the Ralph M. Brown Act, California Government Code Section 54950, et seq. Agenda, Zoom link, and board packet materials are available at the following website: <http://sonomavalleyfire.org>

To 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) Approval of minutes from the regular meeting held on, March 12, 2024. **Action Item**

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

March/April Chief's Report

9. **Old Business**

10. **New Business**

- a) Fund Balance Reallocations. **Action Item**

11. **Other Business to Come before the Board**

12. **Comments from the Floor**

13. **Comments/Reports from the Board**

14. **Closed Session**

- a) Real Property Negotiations: Conference with Real Property Negotiators; 19154 Arnold Drive, 19220 Arnold Drive, Sonoma CA; Agency Negotiator – Fire Chief (Govt Code section 54956.8).

15. **Adjournment**

This meeting will be adjourned to a regular Board meeting on May 14, 2024 at 6:00 p.m. in the Training Room of Sonoma Valley Fire District, Station 1, located at 630 2nd Street West, Sonoma, CA.

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
 April 9, 2024

Agenda Item No.	Staff Contact		
7a	Maci Bettencourt, Clerk of the Board		
Agenda Item Title			
Approval of the regular meeting minutes held on March 12, 2024.			
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			
Fiscal Summary – FY 23/24			
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 March 12, 2024 regular meeting			

SONOMA VALLEY FIRE DISTRICT

BOARD OF DIRECTORS MEETING MINUTES

Tuesday, March 12, 2024

**Meeting was held in person at Station 1, 630 2nd Street W, Sonoma, Ca. 95476
and via video conference for general public access.
Join by phone: 1-669-900-9128 | Meeting ID: 914 153 1767 | Meeting Passcode: 3300**

1. Call to Order

Vice President Atkinson called meeting to order at 6:01 PM

2. Roll Call and Determination of a Quorum

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

3. Pledge of Allegiance

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

4. Confirmation of Agenda

None

5. Comments from the Public

Public and staff present/virtual: Chief Steve Akre, Sean Lacy, Dusty Garcia, Bob Norrbom, Brian Cyr, Laura Bañuelos, Mason Lewis, Jason Campbell, Gary Johnson, Paul Pham, and David Gleba.

No comments heard from the public.

6. Presentations

a) Paul Pham with Chavan & Associates, LLC presented the SVFD FY 22/23 audit to the board.

b) Chief Akre and Vice President Atkinson presented newest SVFD member, Michael Garrett, with his firefighter badge, welcoming Mike and his wife, Meredith, into the SVFD Fire Family.

7. Consent Calendar

a) Board reviewed and approved the meeting minutes from the regular board meeting held on February 13, 2024. **M/S/P Emery/Brady - 5 ayes/1 abstention/1 excused**

8. Fire Chief's Monthly Report

Chief Akre gave a monthly report to the board.

9. Old Business

None

10. New Business

- a) Director Johnson motioned to accept the District's FY 22/23 financial audit completed by Chavan & Associates, LLC. **M/S/P Johnson/Leen - 6 ayes/1 excused**
- b) Director Johnson motioned to approve the hiring of a new Fire Mechanic position. **M/S/P Johnson/Leen - 6 ayes/1 excused**

11. Other Business to come before the Board

Chief Akre reminded the Board of upcoming calendar dates; FDAC Conference April 22nd – 26th in Monterey and the County Chief's dinner, April 18th at Rancho Adobe.

12. Comments from the Floor

Director Emery took a moment to congratulate Finance Officer, Jennifer Jason, and Family on the arrival of Rylan Jason Cleary.

13. Comments/Reports from the Board

None

14. Closed Session

None

15. Adjournment

M/S Leen/Brady– 6 ayes/1 excused

Meeting was adjourned at 7:15pm to a regular Board meeting on April 9, 2024, at 6:00 p.m. This meeting will be conducted in person with videoconference capabilities available to the public. *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: <http://sonomavalleyfire.org> under the Governance tab.*

Respectfully submitted,

Maci Bettencourt
Clerk of the Board



Sonoma Valley Fire District
Board of Directors Meeting
 Agenda Item Summary
 April 9, 2024

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

Agenda Item Title
 Fund balance allocations based on SVFD FY22/23 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 prior to approval.

Strategic Plan Alignment
 Goal 3 and Goal 4

Fiscal Summary – FY 23/24			
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)
 Undetermined, pending Board Direction

Attachments
 1. Recommended Fund Balance Allocations, June 30, 2023

Sonoma Valley Fire District

Recommended Fund Balance Allocations

Account	Basis of Allocation	SVFD Approved Allocation 8/9/2022	SVFD Approved Allocation 8/8/2023	SVFD Recommended Allocation 4/9/2024	
Unassigned	2 months of operating expenses (Annual Budget / 6). Updated to reflect FY 23-24 Operating Budget.	\$ 2,614,370	\$ 2,780,865	\$ 319,320	Target \$3193202
Committed for Emergency / Contingency	10% of Annual Operating Budget. Updated to reflect FY 2023-24 Operating Budget.	\$ 1,568,622	\$ 1,668,519	\$ 1,915,921	
Committed for Compensated Absences	Estimated Compensated Absence liability for employees. Updated based on FY 2023 Annual Financial Audit Report	\$ 340,458	\$ 340,458	\$ 1,091,201	
Committed for Other Post-Employment Benefits Liability	Based on current GASB 45 Report and 2023 Annual Financial Audit Report	\$ 843,900	\$ 843,900	\$ 843,900	
Committed for Buildings and Improvements	Based on schedule of maintenance and new Station 2 construction	\$ 2,213,839	\$ 2,432,520	\$ 4,377,600	
Committed for Capital Equipment	Based on depreciation schedule	\$ 3,044,881	\$ 3,044,881	\$ 3,485,664	
		\$ 10,626,070	\$ 11,111,143	\$ 12,033,606	