

# Sonoma Valley Fire District

Board of Directors Meeting

February 11, 2025





# Sonoma Valley Fire District

## Board of Directors Meeting

February 11, 2025

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

Tuesday, February 11, 2025 at 6:00 P.M.  
Location: Sonoma Valley Fire District Station 1  
630 2<sup>nd</sup> 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, January 14, 2025. **Action Item**

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

January 2025 Chief's Report

9. **Old Business**

10. **New Business**

a) Review proposed update to the SVFD Procurement Policy. **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 Board meeting on March 11, 2025 at 6:00 p.m. in the Training Room of Sonoma Valley Fire District, Station 1, located at 630 2<sup>nd</sup> 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  
 February 11, 2025

<b>Agenda Item No.</b>	<b>Staff Contact</b>		
7a	Maci Bettencourt, Clerk of the Board		
<b>Agenda Item Title</b>			
Approval of the regular meeting minutes held on January 14, 2025.			
<b>Recommended Actions</b>			
Approve the minutes			
<b>Executive Summary</b>			
The minutes have been prepared for Board review and approval.			
<b>Alternative Actions</b>			
Correct or amend minutes prior to approval			
<b>Strategic Plan Alignment</b>			
<b>Fiscal Summary – FY 24/25</b>			
<b>Expenditures</b>			
Budgeted Amount	\$	<b>Funding Source(s)</b>	\$
Add. Appropriations Req'd.	\$	District General Fund	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
		Grants	\$
<b>Total Expenditure</b>	<b>\$</b>	<b>Total Sources</b>	<b>\$</b>
<b>Narrative Explanation of Fiscal Impacts (if required)</b>			
Not Required			
<b>Attachments</b>			
1. Minutes for January 14, 2025 regular meeting			

# SONOMA VALLEY FIRE DISTRICT

## BOARD OF DIRECTORS MEETING MINUTES

Tuesday, January 14, 2025

**Meeting was held in person at Station 1, 630 2<sup>nd</sup> 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

President Norton called meeting to order at 6:02 PM

### 2. Roll Call and Determination of a Quorum

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

### 3. Pledge of Allegiance

The Pledge of Allegiance was led by VP Atkinson and recited by all.

### 4. Confirmation of Agenda

No changes

### 5. Comments from the Public

Public and staff present/virtual: Chief Steve Akre, BC Sean Lacy, TO Luke Loftus, Captain Gary Johnson, Captain Chris Derner, Captain Laura Banuelos, Volunteer Chris Landry, and Allison Ash with the MVFF.

No comments heard from the public.

### 6. Presentations

None

### 7. Consent Calendar

a) Board reviewed and approved the meeting minutes from the regular board meeting held on December 10, 2024. **M/S/P Brady/Johnson - 6 ayes/1 excused**

### 8. Fire Chief's Monthly Report

Monthly Chief's Report attached.

### 9. Old Business

None

### 10. New Business

a) Director Johnson motioned to accept the amendment to the Property Tax Allocation Agreement between the Sonoma Valley Fire District and County of Sonoma. **M/S/P Johnson/Norton - 6 ayes/1 excused**

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

Chief Akre announced the LAFCO application will go before the commission on, February 5<sup>th</sup>; the SCFDA dinner on January 23<sup>rd</sup> has been postponed; and the Annual Association Crab Feed has been scheduled for, February 28<sup>th</sup>.

**12. Comments from the Floor**

None

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

Director Norton and Greben thanked Captain Johnson for all his work on the new SVFD Newsletter.

**14. Closed Session**

None

**15. Adjournment**

**M/S Greben/Atkinson – 6 ayes/1 excused**

Meeting was adjourned at 6:49pm to a regular Board meeting on February 11, 2025, 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

*Proudly Serving the Communities of*

Sonoma, Valley of the Moon, Glen Ellen, Kenwood, and  
Mayacamas



DATE: 1/14/2025  
TO: Sonoma Valley and Kenwood Board of Directors  
FROM: Chief Akre  
SUBJECT: Monthly Activity Report – December 2024

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## A. ADMINISTRATIVE:

1. SDC: We have fully executed the contract extension for one more (and final) year through 7/1/2025. At the request of the State we are currently staffing SDC (Station 10) on Saturdays and Sundays. We are up to date on billing now.
2. KWD: Staffing service continues to go very well. We are continuing to move forward with the process of re-organization with the Board approved application for re-organization submitted and accepted by LAFCO. We are scheduled to have our application considered by the LAFCO Commission on Wednesday 2/5.
3. REDCOM Update: The SCFCA is working with REDCOM to craft the funding agreement and determine budget figures post transition – both one-time and ongoing increases and how the SCFCA's Measure H portion will be directed to REDCOM fees. The preliminary REDCOM 25-26 Budget will be presented at the next meeting as well. Our next special meeting will be on 1/16 at 2 pm.
4. Measure H update: We continue to move forward with all implementation plans. The Deputy Chief process will take place later this month as will promotions to fill behind these positions. A separate item is an amendment to our tax exchange agreement with the County.
5. I attended the monthly Cal Chiefs E-Board and Legislative Task Force meetings.
6. I will be attending a FRMS Special Meeting on 1/13.
7. BC's Lacy and Andreis and I attended the monthly SCFCA Meetings. Dec at Gold Ridge, Jan at Rancho Adobe. February's meeting will be at Petaluma and will be the annual Installation and Retiree luncheon.

## B. INCIDENTS:

1. We have deployed OES 2101 and E3385 to the Palisades Fire, both with crews of 4. Additionally, BC Cyr and Capt. Campbell are leading a rainbow strike team from Humboldt and Mendocino at the Eaton Fire.

630 Second Street West • Sonoma • California • 95476-6901  
Business: (707) 996-2102 • [svfra@svfra.org](mailto:svfra@svfra.org) • Fax: (707) 996-2868





# Sonoma Valley Fire District

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Mayacamas



2. Monthly Incident sheets for November are attached.

C. BUDGET/FINANCE:

1. We continue working on Measure H revenues and expenses both for SVFD as well as the SCFCA.
2. We had our auditors here in December for their work on the annual audit.

D. PERSONNEL:

1. Mike Montgomery has been officially promoted to Captain as of Dec 10, 2024.
2. We are conducting an entry level Firefighter test next week with nine candidates.
3. We have 11 FFs in the latest Detox Program.

E. TRAINING:

1. Target Hazard walkthrough with all the shifts of Temelec Hall
2. Active shooter planning meeting with SCSO for a future drill
3. School Inspections during xmas break
4. Multi agency training with Petaluma at Cattlemen's, Truck operations
5. Volunteers starting annual structural taskbooks and auto extrication.

F. EQUIPMENT:

1. We received confirmation that our two new type 1's on order with Smeal will have the X-12 motor in them! This was a high priority for us and we weren't certain if we could secure them or not.

G. BUILDINGS & LAND:

1. The New Station 2 project: we are working on our application to LAFCO through PRMD to be annexed into the Sanitation District. We are also working on developing an RFQ for a progressive design build model. This will come to the Board in the near future.
2. The landscaping portion of the Station 1's project has been completed, and work is being done on the Honor/Memorial Garden Design.

H. PREVENTION & COMMUNITY OUTREACH:

1. Our first "Community Firewire Newsletter" is attached. A huge thank you to Captain Johnson for his idea, initiative, and excellent work to make this a reality! It will be published on a quarterly basis and posted on our website and distributed throughout our Communities. It will be in both English and Spanish – Thank you Teresa!



# Sonoma Valley Fire District

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Mayacamas



2. See attached monthly activity report.
3. SVFD ISO Ratings:
  - a. City: Class 1
  - b. Unincorporated valley, including GE, VOM & Eldridge: Class 2 (Class 10 if over 5 miles from a fire station)
  - c. Mayacamas Service Area: Class 8B (Class 10 if over 5 miles from a fire station)

#### I. ASSOCIATION NEWS AND UPCOMING EVENTS:

1. KFA's Crab Feed is on Saturday February 8<sup>th</sup>.
2. SVFA's Bud Keechler Firefighter Appreciation Crab Feed will be on Friday February 28<sup>th</sup>.
3. FDAC Conference is 4/1-4/4 in Napa.
4. SCFDA is still looking for an Elected Director to serve as the Vice President.
5. Uncertain if there will be an SCFDA Dinner/Meeting this month.



# SONOMA VALLEY FIRE DISTRICT

Community Firewire Newsletter

First Quarter 2025

## Chief's Corner



Welcome to the inaugural edition of our quarterly newsletter! I'm Fire Chief Steve Akre, and I'm thrilled to have this opportunity to connect with you. This newsletter will serve as an important tool for keeping you informed about the latest developments within our fire department, upcoming safety initiatives, and key updates from our dedicated team. Our mission is to provide exceptional service and support to our community, and this publication will highlight the work we're doing to enhance public safety, respond to emergencies, and ensure the well-being of all residents. We'll also share valuable fire prevention tips, training opportunities, and ways you can get involved in making our community a safer place. As we continue to work together, I want to thank you for your trust and support. Your safety is our top priority, and we're committed to keeping you informed every step of the way. We hope you find this newsletter both informative and helpful. Sincerely, Steve Akre- Fire Chief

# Sonoma Valley Fire News



## Promotional Testing

We are excited to announce that the District has successfully completed an Engineer's promotion assessment, with seven candidates demonstrating outstanding performance. These individuals have

earned the opportunity to take the next steps in their careers with us, and we look forward to their continued growth and contributions to the team. Congratulations to all!

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## Prescribed Burning



We are proud to announce the successful completion of our first prescribed burn (18 acres) in the Diamond A area, organized and operations, in partnership with the Audubon Canyon Ranch Fire Forward program. This important project will help reduce fuel loads, improve local ecology, remove invasive species, and create a fuel break for resident evacuations. If you're interested in having a prescribed burn on your property, please don't hesitate to reach out to us.

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## 2024 October - December Call Volume

Our top priority is the safety and well-being of our community.

Medical- 761

Fire- 25

Public Assist- 298

False Alarms- 47

Total<sup>11</sup> Calls- 1,171

# Training

## Total Training Hours

- October 2024-December 2024- 2,388
- YTD Total for 2024- 11,502

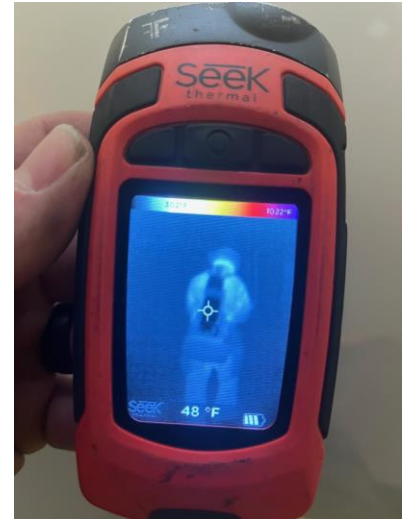
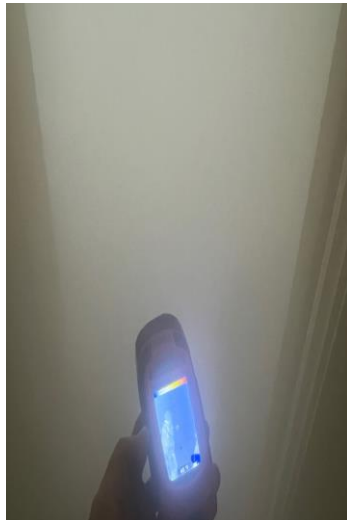
## Training Highlights

- Ladder truck operations
- Search drills
- Wildland training
- EMS symposium



## Training to rescue victims

Using the vacant buildings at the Sonoma Development Center, our crews conducted search drills to simulate real-life scenarios. Old furniture was brought in to recreate conditions typically encountered during actual emergencies. Wearing full personal protective equipment (PPE), including breathing apparatus masks to mimic blackout conditions, the crews trained in zero-visibility environments. They practiced navigating rooms on their hands and knees, using their bodies, ropes, and hand tools to locate potential victims effectively.



# Congratulations

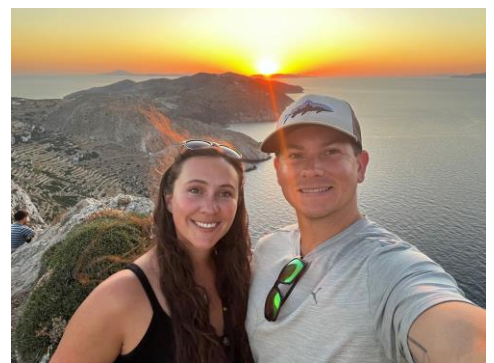
Sonoma Valley Fire District recently promoted these individuals for their dedication and service to our community. Fire Captain Rodd Kneeland, instrumental in revitalizing multiple stations throughout the years to provide a better environment for our crews. Fire Captain Ryan McCracken, a vital contributor to our Hands-only community CPR program as well as implementation into community AED's. Fire Captain Michael Montgomery, for his GIS skills to keep our mapping and programs up to date. These Captains will continue to serve our community with distinction as front-line supervisors.



Capt. Kneeland



Capt. McCracken



Capt. Montgomery

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## Completion of Probation

The Sonoma Valley Fire District proudly congratulates Firefighter/Paramedic Hunter Van Emmerik and Firefighter/Paramedic Varian Bartolini on successfully completing their probationary period. Please join us in celebrating these exceptional individuals as valued members of our SVFD family!



# Fire Prevention

The Sonoma Valley Fire Prevention Bureau reminds everyone to prioritize safety as we ring in the New Year. Simple precautions like keeping flammable materials away from heat sources, ensuring smoke alarms are functioning, and properly disposing of fireplace ashes can prevent accidents and save lives. Residents are encouraged to review their emergency plans and clear defensible space around their homes to reduce wildfire risks. By staying vigilant and responsible, we can all contribute to a safer, more enjoyable start to the year.



Use a metal bucket to safely store ashes. Fill the bucket with water and let the ashes soak for at least three days before disposal. Avoid placing ashes in plastic garbage bins, as they can easily ignite. A safe alternative is to spread the fully cooled ashes in your garden.

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## **New Regional Vegetation Management Coordinator**

Thanks to your support in approving the County-wide sales tax for fire services, we are excited to announce the hiring of our first Vegetation Management Coordinator. This new position is dedicated to handling all aspects of wildland fire preparedness. Responsibilities include working with Firewise and Fire Safe Councils, securing grants and managing projects, overseeing the SVFD chipper program, coordinating prescribed burns, conducting defensible space inspections, and providing public education. This role is vital in enhancing our community's resilience to wildfires.



# Firehouse Favorites: Recipes Straight from the Crew



TITLE: Peruvian Chicken

By: Firefighter Ortiz

PREP TIME: 2 hours

COOK TIME: 40

SERVINGS: 2-4

#### INGREDIENTS:

2 lbs. chicken  
1 lime  
3 cloves garlic-grated  
¼ Tbsp. cumin  
¼ Tbsp. paprika  
¼ Tbsp. ground thyme  
¼ Tbsp. oregano  
1 Tbsp. soy sauce  
1 Tsp. Dijon  
1 cup sweet chili sauce

#### DIRECTIONS:

In a large bowl combine mustard, lime juice, soy sauce, garlic, spices, sweet chili sauce. Add chicken and marinate for a few hours. Oven to 450 degrees. Place chicken on a baking sheet with parchment paper and drizzle olive oil over chicken.

Serve over rice with green sauce.

Green Sauce- Bushel of cilantro, ½ cup sour cream, ¼ cup of mayo, 1 serrano pepper, 1-2 garlic cloves, S&P to taste, 1 lime juice. Blend all ingredients. Chill in refrigerator to thicken.

## New Fire Station #2

We are thrilled to announce the purchase of land for our new Fire Station #2, made possible by your support in approving the county-wide sales tax for fire services (Measure H). This new station will significantly improve response times in our District 2 response zone and include a department training facility and a community hall. This marks our first new station in over 25 years, and we look forward to keeping you updated throughout this exciting project!





## Upcoming Events

**April: Hands-Only CPR trainings– Sonoma Station**

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**May 11<sup>th</sup> : Mother's Day Breakfast- Glen Ellen Station**

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**June 15<sup>th</sup> : Father's Day Breakfast- Kenwood Station**

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**July 4<sup>th</sup> : Sonoma's Fourth of July Celebration & Parade**

## Thank you!

The Sonoma Valley Fire District extends our heartfelt gratitude to our incredible community for your continued support. As we launch the first edition of our newsletter, we are excited to keep you informed about our projects, services, and initiatives. This platform will allow us to share updates, celebrate milestones, and connect with you on the work we do to keep Sonoma Valley safe. Thank you for being an essential part of our journey, and we look forward to staying connected!

*Thank  
you*



**Sonoma Valley Fire District**

630 Second St. West

Sonoma, CA 95476

(707)996-2102

[www.SonomaValleyFire.org](http://www.SonomaValleyFire.org)





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**Administration Monthly Report - Strategic Plan Alignment (V1\_5\_30\_24)**

Date	Sub-Category	** Description **	Staff	Strategic Plan Alignment
<b>Section: Administration</b>				
12/09/2024	Meeting (Other)	Safety Committee Meeting	Bob Norrbom, Jason Campbell, Luke Loftus, Kyle Lely, Gary Johnson, Joe Morrison, Joe Neely	Objective 4C Evaluate current training practices and implement new standards to ensure operations are performed safely and effectively.
<b>Section: Prevention Division</b>				
12/04/2024	Meeting	Interview for FI 20563 Broadway	Jason Stayton	None
12/05/2024	Special Project Work	FI report for SCH24000688	Jason Stayton	None
12/13/2024	Vegetation/Fuels	Webinar with the California Wildfire and Forest Resilience Task Force. Covering the latest Scientific studies concerning communities resilience to Wildfire, Land Management and need for additional Prescribed fire as the best option for resilience. Additional topics included best practices for home hardening and reforestation/ management of Fire scared areas.	Mason Lewis	Objective 3D Integrate and cooperate with entities participating in wildfire preparedness and prevention to enhance community and firefighter safety.
12/07/2024	Safety/Fair Display	Captain Mason, Firefighter Ortiz attended a public event. the Springs Winter Festival. Public event located at the new Springs Plaza. Tabled from 11-3pm. The audience was primarily Spanish speakers and FF Ortiz's presence was highly beneficial and appreciated.	Mason Lewis, Carlos Uriel Ortiz	Objective 3B Diversify and broaden our community outreach to provide access and information to all cross-sections of our community.
12/12/2024	Administrative	Zoom with Fire Safe Sonoma/ Firewise communities	Mason Lewis, Gary Johnson	Objective 3D Integrate and cooperate with entities participating in wildfire preparedness and prevention to enhance community and firefighter

Date	Sub-Category	** Description **	Staff	Strategic Plan Alignment
12/11/2024	Vegetation/Fuels	3363 staffed with Captain Lewis, FF Kerrie Jacobsen, FF Audrey Garrison attended a prescription burn at Sonoma Valley Regional Park. The Burn was led by regional parks staff and supported by Cal Fire along with Sonoma Valley Fire District. This burn helped to strengthen relations between all agencies and provide valuable training in a less restrictive environment. It also was held while the Park was open and in view of Highway 12. Helping to educate the public on the benefit of Land management both ecologically and fire fuels reduction. Total acreage burned was 12 acres.	Mason Lewis, Kerrie Jacobsen, Audrey Garrison	safety. Objective 3A Improve social media engagement, content, and frequency to ensure continued public awareness., Objective 3C Continue to seek opportunities to collaborate with local and regional stakeholders to cultivate and unify services for a shared benefit., Objective 3D Integrate and cooperate with entities participating in wildfire preparedness and prevention to enhance community and firefighter safety., Objective 4D Pursue and develop collaborative training efforts to enhance service delivery among regional partners., Objective 5A Continue to engage with regional stakeholders regarding proposed consolidation opportunities.
12/11/2024	Wildland Task Book Skills (T)	Prescribed Burn/ Firing/ Holding	Mason Lewis, Kerrie Jacobsen, Audrey Garrison	Objective 3A Improve social media engagement, content, and frequency to ensure continued public awareness., Objective 3B Diversify and broaden our community outreach to provide access and information to all cross-sections of our community., Objective 3D Integrate and cooperate with entities participating in wildfire preparedness and prevention to enhance community and firefighter safety.



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 707-996-2102  
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**SVFD Monthly Incident Report**

Basic Incident Type Code And Description (FD1.21)	Total Incidents	Total Incidents Percent of Incidents	Total Property Loss	Total Content Loss	Total Loss	Total Loss Percent of Total
<b>Incident Type Category (FD1.21): 1 - Fire</b>						
112 - Fires in structure other than in a building	1	0.20%	40,000.00	4,000.00	44,000.00	52.38%
113 - Cooking fire, confined to container	1	0.20%	0.00	0.00	0.00	0.00%
114 - Chimney or flue fire, confined to chimney or flue	2	0.41%	0.00	0.00	0.00	0.00%
122 - Fire in motor home, camper, recreational vehicle	1	0.20%				
131 - Passenger vehicle fire	1	0.20%	20,000.00	20,000.00	40,000.00	47.62%
140 - Natural vegetation fire, other	1	0.20%				
	<b>Total: 7</b>	<b>Total: 1.43%</b>	<b>Total: 60,000.00</b>	<b>Total: 24,000.00</b>	<b>Total: 84,000.00</b>	<b>Total: 100.00%</b>
<b>Incident Type Category (FD1.21): 3 - Rescue &amp; Emergency Medical Service Incident</b>						
311 - Medical assist, assist EMS crew	1	0.20%				
320 - Emergency medical service, other	2	0.41%				
320A - ALS Inter-Facility Transport	2	0.41%				
321 - EMS call, excluding vehicle accident with injury	308	63.11%				
322 - Motor vehicle accident with injuries	11	2.25%				
323 - Motor vehicle/pedestrian accident (MV Ped)	1	0.20%				
324 - Motor vehicle accident with no injuries.	7	1.43%				
342 - Search for person in water	1	0.20%				
	<b>Total: 333</b>	<b>Total: 68.24%</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00%</b>
<b>Incident Type Category (FD1.21): 4 - Hazardous Condition (No Fire)</b>						
400 - Hazardous condition, other	13	2.66%				
412 - Gas leak (natural gas or LPG)	4	0.82%				
424 - Carbon monoxide incident	1	0.20%				
444 - Power line down	1	0.20%				
	<b>Total: 19</b>	<b>Total: 3.89%</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00%</b>
<b>Incident Type Category (FD1.21): 5 - Service Call</b>						
500 - Service call, other	1	0.20%				
520 - Water problem, other	1	0.20%				
531 - Smoke or odor removal	2	0.41%	0.00	0.00	0.00	0.00%
550 - Public service assistance, other	6	1.23%				
552 - Police matter	2	0.41%				
553 - Public service	1	0.20%				
5531 - Tree Down	4	0.82%				
554 - Assist invalid	44	9.02%				
	<b>Total: 61</b>	<b>Total: 12.50%</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00%</b>
<b>Incident Type Category (FD1.21): 6 - Good Intent Call</b>						
600 - Good intent call, other	4	0.82%				
600A - Accidental Medical Alarm Button Push	1	0.20%				
600F - False Medical Call	1	0.20%				
611 - Dispatched and cancelled en route	37	7.58%				

Basic Incident Type Code And Description (FD1.21)	Total Incidents	Total Incidents Percent of Incidents	Total Property Loss	Total Content Loss	Total Loss	Total Loss Percent of Total
622 - No incident found on arrival at dispatch address	2	0.41%				
651 - Smoke scare, odor of smoke	7	1.43%				
652 - Steam, vapor, fog or dust thought to be smoke	1	0.20%				
<b>Total: 53</b>		<b>Total: 10.86%</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00%</b>
<b>Incident Type Category (FD1.21): 7 - False Alarm &amp; False Call</b>						
700 - False alarm or false call, other	3	0.61%				
733 - Smoke detector activation due to malfunction	2	0.41%				
735 - Alarm system sounded due to malfunction	3	0.61%				
743 - Smoke detector activation, no fire - unintentional	1	0.20%				
745 - Alarm system activation, no fire - unintentional	4	0.82%				
746 - Carbon monoxide detector activation, no CO	1	0.20%				
<b>Total: 14</b>		<b>Total: 2.87%</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00%</b>
<b>Incident Type Category (FD1.21): 9 - Special Incident Type</b>						
90010 - Report Property / Equipment Damage	1	0.20%				
<b>Total: 1</b>		<b>Total: 0.20%</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00%</b>
<b>Total: 488</b>		<b>Total: 100.00%</b>	<b>Total: 60,000.00</b>	<b>Total: 24,000.00</b>	<b>Total: 84,000.00</b>	<b>Total: 100.00%</b>

**Description**

This report will be sent monthly to selected list



Sonoma Valley Fire District  
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 Sonoma, CA 95476  
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 www.sonomavalleyfire.org

**SVFRA District 6 (KFPD) Incidents Within the District - by Type**

Basic Incident Type Code And Description (FD1.21)	Total Incidents	Total Incidents Percent of Incidents	Total Property Loss	Total Content Loss	Total Loss	Total Loss Percent of Total
<b>Incident Type Category (FD1.21): 1 - Fire</b>						
111 - Building fire	1	0.33%	100,000.00	15,000.00	115,000.00	98.29%
113 - Cooking fire, confined to container	1	0.33%				
140 - Natural vegetation fire, other	2	0.65%				
143 - Grass fire	1	0.33%				
<b>Total: 5</b>	<b>Total: 1.63%</b>	<b>Total: 100,000.00</b>	<b>Total: 15,000.00</b>	<b>Total: 115,000.00</b>	<b>Total: 98.29%</b>	
<b>Incident Type Category (FD1.21): 3 - Rescue &amp; Emergency Medical Service Incident</b>						
300 - Rescue, EMS incident, other	1	0.33%				
311 - Medical assist, assist EMS crew	2	0.65%				
321 - EMS call, excluding vehicle accident with injury	163	53.09%				
322 - Motor vehicle accident with injuries	8	2.61%				
324 - Motor vehicle accident with no injuries.	6	1.95%	2,000.00		2,000.00	1.71%
381 - Rescue or EMS standby	1	0.33%				
<b>Total: 181</b>	<b>Total: 58.96%</b>	<b>Total: 2,000.00</b>	<b>Total: 0.00</b>	<b>Total: 2,000.00</b>	<b>Total: 1.71%</b>	
<b>Incident Type Category (FD1.21): 4 - Hazardous Condition (No Fire)</b>						
400 - Hazardous condition, other	16	5.21%				
412 - Gas leak (natural gas or LPG)	2	0.65%				
440 - Electrical wiring/equipment problem, other	1	0.33%				
444 - Power line down	2	0.65%				
445 - Arcing, shorted electrical equipment	2	0.65%				
<b>Total: 23</b>	<b>Total: 7.49%</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00%</b>	
<b>Incident Type Category (FD1.21): 5 - Service Call</b>						
511 - Lock-out	1	0.33%				
520 - Water problem, other	1	0.33%				
550 - Public service assistance, other	7	2.28%				
552 - Police matter	1	0.33%				
5531 - Tree Down	6	1.95%				
554 - Assist invalid	26	8.47%				
<b>Total: 42</b>	<b>Total: 13.68%</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00%</b>	
<b>Incident Type Category (FD1.21): 6 - Good Intent Call</b>						
600 - Good intent call, other	4	1.30%				
600A - Accidental Medical Alarm Button Push	2	0.65%				
611 - Dispatched and cancelled en route	22	7.17%				
622 - No incident found on arrival at dispatch address	1	0.33%				
651 - Smoke scare, odor of smoke	3	0.98%				
<b>Total: 32</b>	<b>Total: 10.42%</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00%</b>	
<b>Incident Type Category (FD1.21): 7 - False Alarm &amp; False Call</b>						
700 - False alarm or false call, other	6	1.95%				
733 - Smoke detector activation due to malfunction	4	1.30%				

Basic Incident Type Code And Description (FD1.21)	Total Incidents	Total Incidents Percent of Incidents	Total Property Loss	Total Content Loss	Total Loss	Total Loss Percent of Total
735 - Alarm system sounded due to malfunction	9	2.93%				
736 - CO detector activation due to malfunction	1	0.33%				
745 - Alarm system activation, no fire - unintentional	3	0.98%				
746 - Carbon monoxide detector activation, no CO	1	0.33%				
	<b>Total: 24</b>	<b>Total: 7.82%</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00%</b>
	<b>Total: 307</b>	<b>Total: 100.00%</b>	<b>Total: 102,000.00</b>	<b>Total: 15,000.00</b>	<b>Total: 117,000.00</b>	<b>Total: 100.00%</b>

**Report Criteria**

Basic Incident Type (Fd1.21): Is Not Blank

Agency Name: Is Equal To Sonoma Valley Fire District

Basic Incident Zone/District Number (Fd1.32): Is Equal To SONG(33) - SVFD District 06 KW

**Description**

All incidents in District 6



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**SVFD District 5 (Glen Ellen) Monthly Incident Report**

Basic Incident Type Code And Description (FD1.21)	Total Incidents	Total Incidents Percent of Incidents	Total Property Loss	Total Content Loss	Total Loss	Total Loss Percent of Total
<b>Incident Type Category (FD1.21): 1 - Fire</b>						
114 - Chimney or flue fire, confined to chimney or flue	1	3.70%	0.00	0.00	0.00	0.00%
131 - Passenger vehicle fire	1	3.70%	20,000.00	20,000.00	40,000.00	100.00%
<b>Total: 2</b>	<b>Total: 7.41%</b>	<b>Total: 20,000.00</b>	<b>Total: 20,000.00</b>	<b>Total: 40,000.00</b>	<b>Total: 100.00%</b>	
<b>Incident Type Category (FD1.21): 3 - Rescue &amp; Emergency Medical Service Incident</b>						
321 - EMS call, excluding vehicle accident with injury	13	48.15%				
324 - Motor vehicle accident with no injuries.	1	3.70%				
342 - Search for person in water	1	3.70%				
<b>Total: 15</b>	<b>Total: 55.56%</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00%</b>	
<b>Incident Type Category (FD1.21): 4 - Hazardous Condition (No Fire)</b>						
400 - Hazardous condition, other	3	11.11%				
412 - Gas leak (natural gas or LPG)	1	3.70%				
<b>Total: 4</b>	<b>Total: 14.81%</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00%</b>	
<b>Incident Type Category (FD1.21): 5 - Service Call</b>						
550 - Public service assistance, other	1	3.70%				
553 - Public service	1	3.70%				
5531 - Tree Down	1	3.70%				
554 - Assist invalid	1	3.70%				
<b>Total: 4</b>	<b>Total: 14.81%</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00%</b>	
<b>Incident Type Category (FD1.21): 6 - Good Intent Call</b>						
600F - False Medical Call	1	3.70%				
611 - Dispatched and cancelled en route	1	3.70%				
<b>Total: 2</b>	<b>Total: 7.41%</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00%</b>	
<b>Total: 27</b>	<b>Total: 100.00%</b>	<b>Total: 20,000.00</b>	<b>Total: 20,000.00</b>	<b>Total: 40,000.00</b>	<b>Total: 100.00%</b>	

**Report Criteria**

Basic Incident Type (Fd1.21): Is Not Blank  
 Basic Incident Date Original (Fd1.3): Is Within last\_32\_days  
 Agency Name: Is Equal To Sonoma Valley Fire District  
 Basic Incident Zone/District Number (Fd1.32): Is Equal To SON5(33) - SVFD District 05

**Description**

This report will be sent monthly to selected list





**Sonoma Valley Fire District**  
**Board of Directors Meeting**  
 Agenda Item Summary  
 February 11, 2025

<b>Agenda Item No.</b>	<b>Staff Contact</b>			
8a	Steve Akre, Fire Chief			
<b>Agenda Item Title</b>				
Monthly Fire Chief's Report				
<b>Recommended Actions</b>				
None				
<b>Executive Summary</b>				
<p>The monthly Fire Chief's report is crucial for maintaining transparency and accountability within the District. It provides an overview of current administrative updates, incident responses, budget and financial status, personnel changes, training activities, and the status of buildings and land. Additionally, it covers equipment readiness, fire prevention initiatives, community outreach efforts, and events hosted by the fire association. This comprehensive report ensures that all stakeholders are informed about the department's operations, challenges, and achievements, fostering better decision-making and community trust.</p>				
<b>Alternative Actions</b>				
None needed				
<b>Strategic Plan Alignment</b>				
<b>Fiscal Summary – FY 24/25</b>				
<b>Expenditures</b>				
Budgeted Amount	\$	<b>Funding Source(s)</b>	District General Fund	\$
Add. Appropriations Req'd.	\$	Fees/Other		\$
	\$	Use of Fund Balance		\$
	\$	Contingencies		\$
		Grants		\$
<b>Total Expenditure</b>	<b>\$</b>	<b>Total Sources</b>		<b>\$</b>
<b>Narrative Explanation of Fiscal Impacts (if required)</b>				
Not Required				
<b>Attachments</b>				
1. Monthly Fire Chief's Report - 02.11.25				



# Sonoma Valley Fire District

*Proudly Serving the Communities of*  
Sonoma, Valley of the Moon, Glen Ellen, Kenwood, and  
Mayacamas



DATE: 2/11/2025  
TO: Sonoma Valley and Kenwood Board of Directors  
FROM: Chief Akre  
SUBJECT: Monthly Activity Report – January 2025

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A. ADMINISTRATIVE:

1. SDC: We have fully executed the contract extension for one more (and final) year through 7/1/2025. At the request of the State we are currently staffing SDC (Station 10) on Saturdays and Sundays. We continue to monitor and engage on the proposed development. FM Smith and DC Norrbom attended the most recent meeting of the GE Forum.
2. KWD: Staffing service continues to go very well. We had our application considered by the LAFCO Commission on Wednesday 2/5 and it was unanimously approved. Staff is working with LAFCO to develop the protest mailers. The protest period will be for approximately 45 days and the results will be heard at the LAFCO Meeting on April 2.
3. REDCOM Update: The SCFCA is working with REDCOM to craft the funding agreement and how the SCFCA's Measure H portion will be directed to REDCOM fees. The Board approved a revised FY 24/25 budget which includes the new and transition costs. The REDCOM 25-26 Budget will be considered for approval at the next meeting as well. Our next meeting will be on 3/6 at 2 pm.
4. Measure H update: We continue to move forward with all implementation plans. The funding agreements and amendment to the SON Tax exchange agreement will go to the BOS on 2/11.
5. I attended the monthly Cal Chiefs E-Board and Northern Area Division meetings.
6. I attended a Sister Cities Assoc. welcome event for the new Mayor on 1/28.
7. February's SCFCA meeting will be at Petaluma and will be the annual Installation and Retiree luncheon.

B. INCIDENTS:

1. All resources have returned from So. Cal. A lot of positive PR exposure of our people doing great work!
2. We had a very busy February 4<sup>th</sup> with the storms.

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# Sonoma Valley Fire District

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- a. We had three engines and 2 Chief Officers at the Meadowbrook Mobile Home Park Flooding. 3 units were red tagged by County building due to an extreme risk of a large tree falling on them. We deployed three rescue swimmers in order to ensure evacuation of all the units in the affected areas.
  - b. We also deployed three engines, a sandbag pickup, three Chiefs and two Captains to the City of Sonoma to assist PD and PW with significant flooding and traffic issues. Crews placed sandbags at Plaza businesses and throughout the East side of the City in the most affected areas.
  - c. Lastly, we had a report of a structure fire on Riddle Rd in GE during this time. Units responded quickly and the fire was contained to the fireplace and chimney.
3. We assisted the Alameda FD and Local 689 with the Memorial Service for FF Sean Gillion on 1/24. Sean was a former Explorer and Volunteer with VOM and Schell-Vista, and a lifelong Sonoman. Both Alameda and Local 689 were incredibly grateful for our assistance. A big thank you to BC Johnson, TO Loftus, and DC Norrbom for their efforts in planning and coordinating this event.
  4. Monthly Incident sheets for January are attached.
- C. BUDGET/FINANCE:
1. We continue working on Measure H revenues and expenses both for SVFD as well as the SCFCA.
  2. We are also starting the preliminary budget process with both City Contract and District budget.
- D. PERSONNEL:
1. The following personnel have been promoted through the Command Staff re-organization:
    - a. Bob Norrbom, Spences Andreis, and Trevor Smith to Deputy Fire Chief
    - b. Sean Lacy to Training Battalion Chief
    - c. Jennifer Jason, Chief Financial Officer
    - d. Gary Johnson and Gabe Stirnus to Battalion Chief
    - e. Matt Norrbom and Travis Paolini to Engineer
  2. We have extended conditional job offers to two FF/PM candidates. They are now in the pre-employment process.
- E. TRAINING:
1. Sonoma County Active Attacker Training Program
  2. HAZMAT and Swiftwater Rescue Refresher classes: FFs Suter and Bartolini
  3. Volunteers continuing with annual structural taskbooks.

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F. EQUIPMENT:

1. With 3396 out of service for an extended time, we have relocated 3395 to KWD and also relocated 3398 to Station 1.

G. BUILDINGS & LAND:

1. The New Station 2 project: we are working on our application to LAFCO through PRMD to be annexed into the Sanitation District. We are also working on developing an RFQ for a progressive design build model. This will come to the Board in the near future. We have also enlisted the support of Kitchell and Associates to assist us with Public Outreach and messaging to the Community and neighbors.
2. The new SVFD sign has been installed at Station 1, and work is being done on the Honor/Memorial Garden Design.

H. PREVENTION & COMMUNITY OUTREACH:

1. See attached report
2. SVFD ISO Ratings:
  - a. City: Class 1
  - b. Unincorporated valley, including GE, VOM & Eldridge: Class 2 (Class 10 if over 5 miles from a fire station)
  - c. Mayacamas Service Area: Class 8B (Class 10 if over 5 miles from a fire station)

I. ASSOCIATION NEWS AND UPCOMING EVENTS:

1. SVFA's Bud Keechler Firefighter Appreciation Crab Feed will be on Friday February 28th.
2. FDAC Conference is 4/1-4/4 in Napa.
3. SCFDA is still looking for an Elected Director to serve as the Vice President.
4. There will be an SCFDA Dinner/Meeting this month hosted by KWD and SON at the KWD Fire Station on 2/27. There will be a program from the USDA on grant and loan programs. Salt and Stone will cater. A huge thank you to DAO Ghisla for his efforts to make this happen!





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**Administration Monthly Report - Strategic Plan Alignment (V1\_5\_30\_24)**

JANUARY 2025

Date	Sub-Category	** Description **	Staff	Strategic Plan Alignment
<b>Section: Administration</b>				
01/09/2025	Special Project Work	Attended the State of The Valley address	Gary Johnson, Stephen Akre	Objective 3C Continue to seek opportunities to collaborate with local and regional stakeholders to cultivate and unify services for a shared benefit.
01/20/2025	Special Project Work	Gillion Memorial Planning	Stephen Akre, Gary Johnson	Objective 3C Continue to seek opportunities to collaborate with local and regional stakeholders to cultivate and unify services for a shared benefit.
01/30/2025	Meeting (Other)	Attended the City of Sonoma, City Council - Goal setting meeting. 9-5 1/30/2025	Trevor Smith	Objective 3B Diversify and broaden our community outreach to provide access and information to all cross-sections of our community., Objective 3C Continue to seek opportunities to collaborate with local and regional stakeholders to cultivate and unify services for a shared benefit., Objective 5A Continue to engage with regional stakeholders regarding proposed consolidation opportunities.
<b>Section: Prevention Division</b>				
01/15/2025	Meeting	Boys and Girls Club quarterly safety meeting	Gary Johnson	Objective 3B Diversify and broaden our community outreach to provide access and information to all cross-sections of our community., Objective 3C Continue to seek opportunities to collaborate with local and regional stakeholders to cultivate and unify services for a shared benefit.
01/28/2025	Meeting	Meet with FIs from Allstate FC&A @ 20563 Broadway	Jason Stayton	None
01/22/2025	Evidence Collection (T)	Introduction and Review of Finger Print collection @ SCSO Main	Jason Stayton, Trevor Smith, Gary Johnson, Gary Uboldi	None
01/22/2025	Meeting (Other)	FITF Meeting @ SCSO Main	Jason Stayton, Trevor	None

Date	Sub-Category	** Description **	Staff	Strategic Plan Allignment
			Smith,Gary Johnson,Gary Uboldi,Scott Maxwell	
01/22/2025	General Fire Investigation (T)	Sonoma County FITF Meeting and Fingerprint lifting / dusting training provided by Rohnert Park Public Safety / Sonoma County District Attorney's Officer.	Trevor Smith,Gary Johnson,Scott Maxwell,Jason Stayton	None
01/20/2025	Administrative	Trevor Smith and Scott Maxwell were requested to Assist in a fire investigation In the city of Petaluma as part of the Sonoma county fire investigation task force.	Trevor Smith,Scott Maxwell	Objective 3C Continue to seek opportunities to collaborate with local and regional stakeholders to cultivate and unify services for a shared benefit.



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JANUARY 2025

SVFD District 5 (Glen Ellen) Monthly Incident Report

Basic Incident Type Code And Description (FD1.21)	Total Incidents	Total Incidents Percent of Incidents	Total Property Loss	Total Content Loss	Total Loss	Total Loss Percent of Total
<b>Incident Type Category (FD1.21): 1 - Fire</b>						
150 - Outside rubbish fire, other	1	5.88%				
	<b>Total: 1</b>	<b>Total: 5.88%</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00%</b>
<b>Incident Type Category (FD1.21): 3 - Rescue &amp; Emergency Medical Service Incident</b>						
321 - EMS call, excluding vehicle accident with injury	6	35.29%				
322 - Motor vehicle accident with injuries	1	5.88%				
363 - Swift water rescue	1	5.88%				
	<b>Total: 8</b>	<b>Total: 47.06%</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00%</b>
<b>Incident Type Category (FD1.21): 4 - Hazardous Condition (No Fire)</b>						
400 - Hazardous condition, other	1	5.88%				
	<b>Total: 1</b>	<b>Total: 5.88%</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00%</b>
<b>Incident Type Category (FD1.21): 5 - Service Call</b>						
5531 - Tree Down	1	5.88%				
554 - Assist invalid	1	5.88%				
	<b>Total: 2</b>	<b>Total: 11.76%</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00%</b>
<b>Incident Type Category (FD1.21): 6 - Good Intent Call</b>						
611 - Dispatched and cancelled en route	1	5.88%				
622 - No incident found on arrival at dispatch address	1	5.88%				
	<b>Total: 2</b>	<b>Total: 11.76%</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00%</b>
<b>Incident Type Category (FD1.21): 7 - False Alarm &amp; False Call</b>						
700 - False alarm or false call, other	1	5.88%				
736 - CO detector activation due to malfunction	1	5.88%				
743 - Smoke detector activation, no fire - unintentional	1	5.88%				
	<b>Total: 3</b>	<b>Total: 17.65%</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00%</b>
	<b>Total: 17</b>	<b>Total: 100.00%</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00%</b>

Report Criteria

Basic Incident Type (Fd1.21): Is Not Blank  
 Basic Incident Date Original (Fd1.3): Is Within last\_32\_days  
 Agency Name: Is Equal To Sonoma Valley Fire District  
 Basic Incident Zone/District Number (Fd1.32): Is Equal To SON5(33) - SVFD District 05

Description

This report will be sent monthly to selected list







Sonoma Valley Fire District  
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SVFD Monthly Incident Report

ALL DISTRICTS - JANUARY 2025

Basic Incident Type Code And Description (FD1.21)	Total Incidents	Total Incidents Percent of Incidents	Total Property Loss	Total Content Loss	Total Loss	Total Loss Percent of Total
<b>Incident Type Category (FD1.21): 1 - Fire</b>						
100 - Fire, other	1	0.20%				
111 - Building fire	5	1.00%	30,000.00	10,000.00	40,000.00	100.00%
118 - Trash or rubbish fire, contained	1	0.20%	0.00	0.00	0.00	0.00%
141 - Forest, woods or wildland fire	3	0.60%				
150 - Outside rubbish fire, other	1	0.20%				
<b>Total: 11</b>		<b>Total: 2.20%</b>	<b>Total: 30,000.00</b>	<b>Total: 10,000.00</b>	<b>Total: 40,000.00</b>	<b>Total: 100.00%</b>
<b>Incident Type Category (FD1.21): 3 - Rescue &amp; Emergency Medical Service Incident</b>						
311 - Medical assist, assist EMS crew	1	0.20%				
320 - Emergency medical service, other	4	0.80%				
320A - ALS Inter-Facility Transport	4	0.80%				
320B - BLS Inter-Facility Transport	1	0.20%				
321 - EMS call, excluding vehicle accident with injury	312	62.40%				
322 - Motor vehicle accident with injuries	5	1.00%				
323 - Motor vehicle/pedestrian accident (MV Ped)	1	0.20%				
324 - Motor vehicle accident with no injuries.	3	0.60%				
363 - Swift water rescue	1	0.20%				
<b>Total: 332</b>		<b>Total: 66.40%</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00%</b>
<b>Incident Type Category (FD1.21): 4 - Hazardous Condition (No Fire)</b>						
400 - Hazardous condition, other	5	1.00%				
411 - Gasoline or other flammable liquid spill	1	0.20%				
412 - Gas leak (natural gas or LPG)	2	0.40%				
421 - Chemical hazard (no spill or leak)	1	0.20%				
440 - Electrical wiring/equipment problem, other	2	0.40%				
<b>Total: 11</b>		<b>Total: 2.20%</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00%</b>
<b>Incident Type Category (FD1.21): 5 - Service Call</b>						
511 - Lock-out	1	0.20%				
522 - Water or steam leak	2	0.40%				
531 - Smoke or odor removal	2	0.40%				
550 - Public service assistance, other	5	1.00%				
551 - Assist police or other governmental agency	4	0.80%				
5531 - Tree Down	1	0.20%				
554 - Assist invalid	64	12.80%				
561 - Unauthorized burning	1	0.20%				
<b>Total: 80</b>		<b>Total: 16.00%</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00%</b>
<b>Incident Type Category (FD1.21): 6 - Good Intent Call</b>						
600 - Good intent call, other	3	0.60%				
600F - False Medical Call	7	1.40%				
611 - Dispatched and cancelled en route	27	5.40%				
622 - No incident found on arrival at	3	0.60%				

Basic Incident Type Code And Description (FD1.21)	Total Incidents	Total Incidents Percent of Incidents	Total Property Loss	Total Content Loss	Total Loss	Total Loss Percent of Total
dispatch address						
650 - Steam, other gas mistaken for smoke, other	3	0.60%				
651 - Smoke scare, odor of smoke	7	1.40%				
	<b>Total: 50</b>	<b>Total: 10.00%</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00%</b>
<b>Incident Type Category (FD1.21): 7 - False Alarm &amp; False Call</b>						
700 - False alarm or false call, other	2	0.40%				
733 - Smoke detector activation due to malfunction	3	0.60%				
735 - Alarm system sounded due to malfunction	7	1.40%				
736 - CO detector activation due to malfunction	1	0.20%				
743 - Smoke detector activation, no fire - unintentional	2	0.40%				
745 - Alarm system activation, no fire - unintentional	1	0.20%				
	<b>Total: 16</b>	<b>Total: 3.20%</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00%</b>
	<b>Total: 500</b>	<b>Total: 100.00%</b>	<b>Total: 30,000.00</b>	<b>Total: 10,000.00</b>	<b>Total: 40,000.00</b>	<b>Total: 100.00%</b>

**Description**

This report will be sent monthly to selected list



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JANUARY 2025

**SVFRA District 6 (KFPD) Incidents Within the District - by Type**

Basic Incident Type Code And Description (FD1.21)	Total Incidents	Total Incidents Percent of Incidents	Total Property Loss	Total Content Loss	Total Loss	Total Loss Percent of Total
<b>Incident Type Category (FD1.21): 3 - Rescue &amp; Emergency Medical Service Incident</b>						
321 - EMS call, excluding vehicle accident with injury	12	75.00%				
324 - Motor vehicle accident with no injuries.	1	6.25%				
	<b>Total: 13</b>	<b>Total: 81.25%</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00%</b>
<b>Incident Type Category (FD1.21): 5 - Service Call</b>						
561 - Unauthorized burning	1	6.25%				
	<b>Total: 1</b>	<b>Total: 6.25%</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00%</b>
<b>Incident Type Category (FD1.21): 6 - Good Intent Call</b>						
600 - Good intent call, other	1	6.25%				
651 - Smoke scare, odor of smoke	1	6.25%				
	<b>Total: 2</b>	<b>Total: 12.50%</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00%</b>
	<b>Total: 16</b>	<b>Total: 100.00%</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00%</b>

**Report Filters**  
 Basic Incident Date - Derived (Fd1.3): is between '1/1/2025' and '1/31/2025'

**Report Criteria**  
 Basic Incident Type (Fd1.21): Is Not Blank  
 Agency Name: Is Equal To Sonoma Valley Fire District  
 Basic Incident Zone/District Number (Fd1.32): Is Equal To SON6(33) - SVFD District 06 KW

**Description**  
 All incidents in District 6





Sonoma Valley Fire District  
 630 2nd St. W.  
 Sonoma, CA 95476  
 707-996-2102  
 www.sonomavalleyfire.org

TOTAL FOR 2024

SVFRA District 6 (KFPD) Incidents Within the District - by Type

Basic Incident Type Code And Description (FD1.21)	Total Incidents	Total Incidents Percent of Incidents	Total Property Loss	Total Content Loss	Total Loss	Total Loss Percent of Total
<b>Incident Type Category (FD1.21): 1 - Fire</b>						
111 - Building fire	1	0.31%	100,000.00	15,000.00	115,000.00	98.29%
113 - Cooking fire, confined to container	1	0.31%				
140 - Natural vegetation fire, other	2	0.62%				
143 - Grass fire	1	0.31%				
<b>Total: 5</b>	<b>Total: 1.55%</b>	<b>Total: 100,000.00</b>	<b>Total: 15,000.00</b>	<b>Total: 115,000.00</b>	<b>Total: 98.29%</b>	
<b>Incident Type Category (FD1.21): 3 - Rescue &amp; Emergency Medical Service Incident</b>						
300 - Rescue, EMS incident, other	1	0.31%				
311 - Medical assist, assist EMS crew	2	0.62%				
321 - EMS call, excluding vehicle accident with injury	175	54.18%				
322 - Motor vehicle accident with injuries	8	2.48%				
324 - Motor vehicle accident with no injuries.	7	2.17%	2,000.00		2,000.00	1.71%
381 - Rescue or EMS standby	1	0.31%				
<b>Total: 194</b>	<b>Total: 60.06%</b>	<b>Total: 2,000.00</b>	<b>Total: 0.00</b>	<b>Total: 2,000.00</b>	<b>Total: 1.71%</b>	
<b>Incident Type Category (FD1.21): 4 - Hazardous Condition (No Fire)</b>						
400 - Hazardous condition, other	16	4.95%				
412 - Gas leak (natural gas or LPG)	2	0.62%				
440 - Electrical wiring/equipment problem, other	1	0.31%				
444 - Power line down	2	0.62%				
445 - Arcing, shorted electrical equipment	2	0.62%				
<b>Total: 23</b>	<b>Total: 7.12%</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00%</b>	
<b>Incident Type Category (FD1.21): 5 - Service Call</b>						
511 - Lock-out	1	0.31%				
520 - Water problem, other	1	0.31%				
550 - Public service assistance, other	7	2.17%				
552 - Police matter	1	0.31%				
5531 - Tree Down	6	1.86%				
554 - Assist invalid	26	8.05%				
561 - Unauthorized burning	1	0.31%				
<b>Total: 43</b>	<b>Total: 13.31%</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00%</b>	
<b>Incident Type Category (FD1.21): 6 - Good Intent Call</b>						
600 - Good intent call, other	5	1.55%				
600A - Accidental Medical Alarm Button Push	2	0.62%				
611 - Dispatched and cancelled en route	22	6.81%				
622 - No incident found on arrival at dispatch address	1	0.31%				
651 - Smoke scare, odor of smoke	4	1.24%				
<b>Total: 34</b>	<b>Total: 10.53%</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00%</b>	
<b>Incident Type Category (FD1.21): 7 - False Alarm &amp; False Call</b>						
700 - False alarm or false call, other	6	1.86%				

Basic Incident Type Code And Description (FD1.21)	Total Incidents	Total Incidents Percent of Incidents	Total Property Loss	Total Content Loss	Total Loss	Total Loss Percent of Total
733 - Smoke detector activation due to malfunction	4	1.24%				
735 - Alarm system sounded due to malfunction	9	2.79%				
736 - CO detector activation due to malfunction	1	0.31%				
745 - Alarm system activation, no fire - unintentional	3	0.93%				
746 - Carbon monoxide detector activation, no CO	1	0.31%				
	<b>Total: 24</b>	<b>Total: 7.43%</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00%</b>
	<b>Total: 323</b>	<b>Total: 100.00%</b>	<b>Total: 102,000.00</b>	<b>Total: 15,000.00</b>	<b>Total: 117,000.00</b>	<b>Total: 100.00%</b>

**Report Criteria**

Basic Incident Type (Fd1.21): Is Not Blank

Agency Name: Is Equal To Sonoma Valley Fire District

Basic Incident Zone/District Number (Fd1.32): Is Equal To SON6(33) - SVFD District 06 KW

**Description**

All incidents in District 6



**Sonoma Valley Fire District**  
**Board of Directors Meeting**  
 Agenda Item Summary  
 February 11, 2025

<b>Agenda Item No.</b>	<b>Staff Contact</b>		
10a	Steve Akre, Fire Chief		
<b>Agenda Item Title</b>			
Updated SVFD Procurement Policy.			
<b>Recommended Actions</b>			
Review and institute updated policy.			
<b>Executive Summary</b>			
The Board is asked to institute the updated procurement policy in observance of current purchasing standards established by law and District best practices including best practices for construction projects.			
<b>Alternative Actions</b>			
Request information or changes to policy before approval			
<b>Strategic Plan Alignment</b>			
Not applicable			
<b>Fiscal Summary – FY 24/25</b>			
<b>Expenditures</b>			
Budgeted Amount	\$	<b>Funding Source(s)</b>	
Add. Appropriations Req'd.	\$	District General Fund	\$
	\$	Fees/Other	\$
		Use of Fund Balance	\$
		Contingencies	\$
		Grants	\$
<b>Total Expenditure</b>	<b>\$</b>	<b>Total Sources</b>	<b>\$</b>
<b>Narrative Explanation of Fiscal Impacts (if required)</b>			
<b>Attachments</b>			
1. SVFD Procurement Policy			



# Procurement Policy

## 212.1 PURPOSE AND SCOPE

This policy is provided to provide purchasing guidelines and applies to all District purchases.

## 212.2 POLICY STATEMENT

District purchases and contracts (including rentals and leases) will be made pursuant to these guidelines and consistent with the Fire Protection District Law of 1987 (Health and Safety Code section 13800 et seq.) and California law. Applicable competitive bidding categories, authorization limits, or contract award procedures will be based on unit cost, total purchase cost for consolidated bid items, or fiscal year aggregates in the case of blanket purchase orders or similar ongoing purchase arrangements.

## 212.3 DEFINITIONS

The Fire Chief or designee/s has purchase authority under this policy.

**Best Value** - A value determined by evaluation of objective criteria that relate to price, features, functions, life-cycle costs, experience, and past performance. A best value determination may involve the selection of the lowest cost proposal meeting the interests of the District and meeting the objective of the project, selection of the best proposal for a stipulated sum established by the District, or a combination of price and other specified factors

## 212.4 PROVISIONS/PROCEDURES

### A. GENERAL PURCHASING PROCEDURES

1) Petty Cash Petty Cash Funds will be maintained at an amount, not to exceed \$100.00. Petty Cash claims must be approved by the Division Chief or designee/s and accompanied by supporting documentation. The maximum amount that can be expended on a petty cash receipt is \$50.00. Petty Cash funds are to be used for reimbursement only.

2) Credit Card District credit cards, issued through the Cal Card Program, are to be tracked and maintained by the Finance Officer. Cards will be issued to the Fire Chief, Battalion Chiefs and the Training Officer and other such managers as directed by the Fire Chief or the District Board. Credit cards should never be used to circumvent established competitive purchasing procedures. This means no purchases for goods or services should be made in excess of \$5,000 that would otherwise require competitive bidding. Purchases must not be split to circumvent purchasing regulations. The card is issued for official District business and may not be used for personal purchases.

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### *Procurement Policy*

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#### B. COMPETITIVE BIDDING GUIDELINES FOR THE PURCHASE OF INVENTORY MATERIALS, SUPPLIES, EQUIPMENT AND SERVICES

Guidelines shall be structured for the purchase of inventory materials, supplies, equipment and services (refer to section G below for State purchasing or “piggyback” purchases). The guidelines stated herein shall be made in accordance with the Adopted Budget of the District. Any unbudgeted purchases must be approved by action of the Board of Directors prior to proceeding with any bidding structure. The following guidelines shall apply:

1) Purchases of five thousand (\$5,000.00) dollars or less may be authorized by the Fire Chief or designee/s and may be made based on informal quotes, either in writing or taken verbally.

2) When required by the Fire Chief or designee/s, purchases greater than five thousand (\$5,000.01) dollars up to twenty-five thousand (\$25,000.00) dollars shall be made based on written quotations from vendors. The formal sealed bid procedures may be followed except that the award of contract or rejection of bids may be made by the Fire Chief or designee/s.

3) For purchases with an approved budget and cost estimate greater than twenty-five thousand (\$25,000.01) dollars up to twenty-five thousand (\$50,000.00) dollars, the Fire Chief is authorized to invite bids or request proposals, approve specifications, and award the contract or bid. This provision shall be under the exclusive authority of the Fire Chief.

4) For purchases greater than fifty thousand (\$50,000.01) dollars, the purchase shall be approved by the Board of Directors through a sealed competitive bid process as outlined below:

(a) Notice inviting bids shall include a general description of the services and/or articles to be purchased or sold, where bid blanks and specifications may be obtained, the time and place for bid openings, and whether a bid deposit or bond will be required.

(b) Notice inviting bids shall be advertised in a newspaper of general circulation.

(c) The Fire Chief or designee/s shall also directly solicit sealed bids from known responsible prospective suppliers whose names are on the bidders list or who have requested their names be added thereto and may advertise the notice inviting bids in applicable publications.

(d) When deemed necessary by the Fire Chief or Board of Directors, any person or entity entering into a contract with the District may be required to furnish a faithful performance deposit bond in an amount determined by the Fire Chief or Board of Directors.

(e) Sealed bids shall be submitted to the District Clerk and shall be identified as bids on the envelope. Bids shall be opened in public at the time and place stated in the public notices. A tabulation of all bids received shall be open for public inspection during regular business hours for a period of not less than thirty (30) calendar days after the bid opening.

(f) At its discretion, the Board of Directors may reject all bids presented and re-advertise for bids.

(g) Contracts shall be awarded by the Board of Directors to the lowest responsible bidder **that provides the best value to the District**, except as otherwise provided herein.

## *Procurement Policy*

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(h) If two (2) or more bids received from responsible bidders are for the same total amount or unit price, quality and service being equal, preference shall be given to the local vendor, or the Board of Directors may accept the lowest bid made by negotiation with the tie bidders and the Fire Chief or designee/s at the time of bid opening.

### 5) GUIDELINES FOR EVALUATING BIDS SHALL INCLUDE:

(a) **The Best Value to the District.**

(b) The skill of the bidder to perform the contract or provide the service required.

(c) The ability of the bidder to perform the contract or provide the service promptly or within the time specified, without delay or interference.

(d) The reputation and experience of the bidder, including the District's previous experience with the bidder.

(e) The quality, availability and adaptability of the supplies or contractual services to the particular use required.

(f) The ability and availability of the bidder to provide future maintenance and service for the use of the subject of the contract.

(g) The conditions attached to the bid by the bidder

C. COMPETITIVE BIDDING GUIDELINES FOR THE PUBLIC WORKS CONSTRUCTION CONTRACTS Guidelines shall be structured for all contracts for the construction or completion of any building, structure, or improvement, when the expenditure is greater than ten thousand (\$10,000.01) dollars. The District shall use the sealed competitive bid process and guidelines for evaluating bids, as outlined in sections B(4) and (5) above. **See California Public Contracts Code section 22160 et seq. regarding Design-Build contracts.**

D. REQUEST FOR PROPOSALS AND PROFESSIONAL CONSULTANT SERVICES Request for Proposals and Contracts for Professional Consultant Services will be awarded pursuant to the following guidelines:

1) Request for Proposals (RFP's) for consultant services estimated to be more than twenty-five thousand (\$25,000.00) dollars shall be approved by the Board of Directors before they are issued. The Board may authorize the Fire Chief to award the contract if it is less than or equal to the Board-approved budget cost estimate and there are no substantive changes to the approved work scope.. This provision shall be under the exclusive authority of the Fire Chief. 2) In the event that the timely evaluation and selection of a consultant precludes the approval of the RFP before it is issued, the RFP may be approved and distributed by the Fire Chief; however, the award of the contract will be made by the District Board. This provision shall be under the exclusive authority of the Fire Chief.

3) Contracts for Professional Consultant Services estimated to cost less than twenty-five thousand (\$25,000.00) may be awarded by the Fire Chief or designee/s. Although no specific purchasing requirements are established for this level of contract, proposals should be solicited whenever practical.

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4) Cost shall not be the sole criteria in selecting the successful bidder. Consultant proposals will be evaluated based on a combination of factors that result in the best value to the District, including but not limited to:

- (a) Understanding of the work required by the District.
- (b) Quality and responsiveness of the proposal.
- (c) Demonstrated competence and professional qualifications necessary for satisfactory performance of the work required by the District.
- (d) Recent experience in successfully performing similar services.
- (e) Proposed methodology for completing the work
- (f) References (g) Background and related experience of the specific individuals to be assigned to the project.

#### E. RECURRING SERVICE CONTRACTS

1) For services which are purchased repeatedly throughout a year, the bidding procedures used shall be consistent with the estimated cumulative expenditures during a twelve (12) month period. All contracted services shall be formalized in a contract, signed by the Fire Chief or designee/s.

2) For the purchase of contracted services the District's competitive Bidding Guidelines are applicable and shall be followed.

F. SOLE SOURCE PURCHASES Commodities and services which can be obtained from only one vendor are exempt from competitive bidding. Sole source purchases may include proprietary items sold directly from the manufacturer, items that have only one distributor authorized to sell in this area or a certain product has been proven to be the only product that has proven to be acceptable. All sole source purchases shall be supported by written documentation signed by the Fire Chief or designee/s. An example of sole source is where equipment or supplies are required in order to be compatible with existing equipment or to perform a complex or unique function. Final determination that an item is a valid sole source purchase will be made by the Fire Chief. Final determination shall not be delegated.

G. COOPERATIVE PURCHASING The District will utilize to the maximum extent possible State Cooperative Purchasing; the League of California Purchasing Pool; and other public agencies operating local pools or allowing piggy-back purchasing. When utilizing such pools, bidding requirements set forth herein shall be deemed to be met.

#### **212.5 RESPONSIBILITIES AND REVIEW**

A. Responsibility for Review: Fire Chief and District Treasurer

B. Review Period: 5 Years