



# NORTHERN SONOMA COUNTY FIRE PROTECTION DISTRICT

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## MINUTES OF THE BOARD OF DIRECTORS' MEETING

October 19, 2023 AT 6:00 PM

### 1. OPENING GREETING:

- a. Meeting Called to Order by Director Fred Peterson at 6:00 PM
- b. Pledge of Allegiance
- c. Roll Call: Directors Rob Stewart, Pat Abercrombie, Larry Heiges, Fred Peterson and Scott Newman were present. Fire Chief Marshall Turbeville and Administrative Manager Anneke Turbeville were also present.
- d. Approval of the Agenda: **A motion was made and seconded (Stewart/Abercrombie) to approve the agenda. All ayes.**

### 2. PUBLIC DISCUSSION: None.

### 3. OLD BUSINESS:

- a. City and Planning Unit Outreach Efforts Update: Fred Peterson reported that he will have a discussion with the District's neighbors to the north and south to share the District's vision. Larry Heiges reported there is a Special Tax Zone meeting on November 4<sup>th</sup>.
- b. Strategic Planning Update: Scott Newman and Pat Abercrombie will resume meetings with Walter Kieser.
- c. Fire Station Updates: ~~Stewart reported that the Northern Sonoma County Fire Foundation granted \$2500 for the Chalk Hill Station project.~~ He hopes to approach the new property owner of a potential location to see if the District could use a piece. Scott Newman reported that the contract and budget for Alexander Valley Fire Station are ready and the project is close to permit approval.
- d. FEMA Grant Bridge Funding: No report.
- e. Fire Sales Tax Measure: Fred Peterson announced that ~~board members~~ *the Foundation* can lobby for the sales tax ~~through the Foundation.~~
- f. Policies: **A motion was made and seconded (Stewart/Heiges) to approve the following policies: Policy 204: Liability Claims; Policy 205: Electronic Mail; Policy 206: Administrative Communications; and Policy 210: Solicitation of Funds. All ayes.**

### 4. NEW BUSINESS:

- a. Tree Removal Contract: **A motion was made and seconded (Heiges/Stewart) to approve the contract with MM Miller Construction, Inc and authorize Evan Bradish to sign and administer the contract. All ayes.**
- b. Introduction of New Policies: Policy 215: Board of Directors Code of Ethics was introduced.
- c. Consulting Services Agreement: Scott Newman explained that he and Pat Abercrombie wish to retain Walter Kieser to keep the strategic plan a living document for a monthly retainer fee. Additionally, Kieser may be used for extra services at a rate of \$125 per hour. **A motion was made and seconded (Stewart/Heiges) to approve the Consulting Services Agreement with Kieser Advisory Services. All ayes.** Fred Peterson and Walter Kieser announced that they are working together on a vegetation management plan for the fire sales tax funds. *Chief Turbeville and*
- d. CAL FIRE Grant Agreement: **A motion was made and seconded (Abercrombie/Stewart) to** *Pat Abercrombie* **approve the Westside Community Roadside Clearance Project agreement. All ayes.**

- e. LSW Strategic Control Line Network Phase 2 Las Lomas / Tombs Creek Rd Project: **A motion was made and seconded (Stewart/Heiges) to approve the Agreement Between District and Contractor (Schmidt Land Management). All ayes.**
  - f. Raises: **A motion was made and seconded (Newman/Stewart) to approve a 2.5% cost of living wage adjustment for the permanent fuel crew members for the start of the next pay period, and to put together a plan for raises. All ayes.**
  - g. Assistant Fire Chief Position: Chief Turbeville explained the need for a 40-hour administrative fire chief position. The Board is in favor of developing this position.
  - h. Photos: The Board approves the cost of additional photo sessions for any board members that are unable to attend the makeup session on October 27<sup>th</sup>.
5. **MINUTES:** A motion was made and seconded (Stewart/Heiges) to approve the minutes from the September 21, 2023 Regular Meeting. All ayes.
  6. **FINANCIAL REPORT:** Director Stewart reviewed the financial statements.
  7. **CONSENT CALENDAR:** Anneke Turbeville passed around the updated check detail that matches the summary page. **A motion was made and seconded (Abercrombie/Newman) to approve the bills. All ayes.**
  8. **CHIEF'S REPORT:** See written report.
  9. **PRESIDENT'S REPORT:** President Peterson announced that the Board should not be in charge of where the sales tax funds are spent and he is working on a model so the Board is not involved .
  10. **NORTHERN SONOMA COUNTY FIRE FOUNDATION:** Chief Turbeville played the video the foundation funded. October 29<sup>th</sup> is the date for the Pancake Breakfast.
  11. **NORTHERN SONOMA COUNTY FIRE JPA COMMITTEE REPORT:** The QRV is operational, and November 9<sup>th</sup> is the next JPA meeting.
  12. **CORRESPONDENCE:** None.
  13. **FUTURE/POTENTIAL AGENDA ITEMS:** Fred Peterson wants to see updates on the fire sales tax vegetation management plan.
  14. **GOOD OF THE ORDER:** Fred Peterson acknowledged the passing of Scott Newman's father. Pat Abercrombie reported that the fuels crew just finished a well-done operation on Fitch Mountain.
  15. **ADJOURNMENT OF THE MEETING:** A motion was made and seconded (Newman/Stewart) to adjourn the meeting at 7:56 PM. All ayes.

Minutes approved as <sup>amended</sup> ~~written~~- Motion/Second: Stewart/ Newman

Clerk of the Board: Anneke Turbeville Date: 11/16/2023

The District does not transcribe its proceedings. Anyone who desires a verbatim record of this meeting should arrange for attendance by a court reporter or for other acceptable means of recordation. The public is allowed to use any form of audio or video recording, absent a reasonable finding by the Board that this action will disrupt proceedings. Such arrangements will be at the sole expense of the individual requesting the recordation. Questions about this agenda – call the Fire District's Office at 707/857-4373.