



# NORTHERN SONOMA COUNTY FIRE PROTECTION DISTRICT

20975 Geyserville Avenue • PO Box 217 • Geyserville • California • 95441 • (707) 857-4373 • [northernsonomacountyfire.org](http://northernsonomacountyfire.org)

## REGULAR BOARD OF DIRECTORS' MEETING

Thursday, February 15, 2024 at 6:00 PM

Geyserville Fire Station - 20975 Geyserville Avenue, Geyserville, CA 95541

Meeting Access via Zoom	Meeting Access via Telephone
<a href="https://us02web.zoom.us/j/87188747711?pwd=Y2J2RmlHanJKVWVzSjVySnYvZHZUZz09">https://us02web.zoom.us/j/87188747711?pwd=Y2J2RmlHanJKVWVzSjVySnYvZHZUZz09</a>	1 (669) 900-6833
Meeting ID: 871 8874 7711	Meeting ID: 871 8874 7711

This meeting will be conducted in person at the address listed above. As a convenience to the public, members of the public may also participate virtually. However, in the event there is a disruption of service or equipment difficulties/failures which prevent the District from broadcasting the meeting to members of the public, the meeting will not be postponed or rescheduled but will continue without remote participation. Remote participation is provided as a convenience to the public and is not required. Members of the public are encouraged to attend the meeting in person.

### 1. OPENING GREETING:

- a. Meeting Called to Order by President Scott Newman
- b. Pledge of Allegiance
- c. Roll Call: Rob Stewart [ ] Fred Peterson [ ] Larry Heiges [ ] Scott Newman [ ] Pat Abercrombie [ ]
- d. Approval of the Agenda

**2. PUBLIC DISCUSSION:** The public is welcomed and encouraged to address the Board at this time on matters not on the Agenda. Please be advised that pursuant to Government Code Section 54954.2, the Board is not permitted to take action on any matter not on the Agenda unless it determines that an emergency exists or the need to take action arose after the posting of the Agenda. This period will be limited to thirty minutes and individual speakers will be limited to five minutes.

**3. OLD BUSINESS:** This time is set aside for continued discussion and possible action on any issue held over from the last meeting.

#### a. CITY AND PLANNING UNIT OUTREACH

The Board will receive a verbal update from Chief Turbeville and Directors Peterson and Newman on the meeting held with Healdsburg City Manager Jeff Kay and Healdsburg Fire Chief Jason Boaz on Wednesday, February 14th.

#### b. STRATEGIC PLANNING

The Board will receive a report from Directors Abercrombie and Newman on the progress of the strategic plan.

#### c. FIRE STATION UPDATES

This time is set aside for comment/discussion on matters relating to the acquisition of land, architectural designs, construction plans, building and landscaping maintenance, funding sources, and site suitability of current and future firehouses.

- i. The Board will consider identifying key people in the identification and acquisition of fire station site(s).
- ii. The Fire Chief will present a draft Request for Proposal to hire an architect for the remodel of the Geyserville Fire Station.

**d. COUNTY TAX EXCHANGE AGREEMENT AUDIT**

The Board will review and consider approving a Request for Proposal to engage an auditor/auditor firm to review current structure and payments.

**e. PROPOSED SALES TAX MEASURE**

Director Peterson will address the 5% of the sales tax that will go to county wide vegetation management and the draft framework for its administration with Fire Safe Sonoma and the District.

**f. APPROVE ADMINISTRATIVE ASSISTANT POSITION**

The Board will consider approving the position of Administrative Assistant and establishing the wages for the position.

- i. Proposed hourly pay of \$31.35
- ii. Total estimated annual cost to District is \$102,000
- iii. Reference proposed organizational chart in Policy 217

**g. FENCE REPAIR**

The Board will consider authorizing the Fire Chief to sign a contract for fence repairs not to exceed \$15,000. This cost will be taken from the Fuels Crew Budget, account 51249, which will need to be adjusted accordingly.

**h. APPROVE ASSISTANT CHIEF POSITION**

The Board will consider approving the position of Assistant Chief and establishing the wages for that position.

**4. NEW BUSINESS:** Presentation and discussion of new issues brought before the Board or continued discussion of issues not on the previous month's agenda.

**a. FIREFIGHTER LIVING WAGE INCREASE**

The Board will consider adopting the County's Living Wage Ordinance of \$18.10 per hour for Seasonal and Intern Firefighters, effective to the start of the current pay period.

**b. RESOLUTION 23/24-0215-01**

The Board will consider adopting Resolution 23/24-0215-01 Establishing the Guidelines for the Finance Committee and Payment of Obligations. This resolution revises the guidelines established in Resolution 15/16-0413-02 Appointing a District Treasurer.

**c. PROGRAM PLANNING DESIGN AND MANAGEMENT SERVICES**

- i. The Chief will field any questions about the Cloverdale Fire FEMA grant staff report.
- ii. The Board will consider authorizing the Fire Chief to sign the Agreement for Program Planning Design and Management services with Dreiling Terrones Architecture, Inc. (DTA) for the Vegetation Management Projects in support of Strategic Control Network in the Cloverdale Fire Protection District (Phase 1: Program/Project Development), for an amount

not to exceed \$100,000. This cost will be taken from the Fuels Crew Budget, account 51249, which will need to be adjusted accordingly.

**d. POLICIES**

The following policies will be introduced tonight for consideration for adoption at the March Board meeting:

- i. 217 Organization Structure (this replaces SOPA-05)
- ii. 301 Emergency Driving
- iii. 317 Child Abuse Reporting
- iv. 318 Disposition of Valuables
- v. 319 Carrying Weapons On-Duty
- vi. 320 Performance of Duties
- vii. 321 Adult Abuse
- viii. 326 Grocery Shopping On-Duty
- ix. 703 Use of District Vehicles
- x. 707 Communications Operations
- xi. 708 Public Alerts
- xii. 800 Records Management
- xiii. 802 Subpoenas
- xiv. 904 High Visibility Safety Vests
- xv. 905 Apparatus/Vehicle Backing
- xvi. 908 Personal Alarm Devices
- xvii. 910 Vehicle Safety Belts
- xviii. 913 Automated External Defibrillators
- xix. 1000 Recruitment and Selection (this replaces SOPA-16A)
- xx. 1007 Tuition Reimbursement
- xxi. 1008 Reporting for Duty
- xxii. 1010 Overtime
- xxiii. 1011 Discriminatory Harassment
- xxiv. 1012 Conduct and Behavior
- xxv. 1015 On-Duty Voting in Statewide Elections
- xxvi. 1021 Workplace Violence
- xxvii. 1022 Lactation Breaks
- xxviii. 1023 Drug and Alcohol Free Workplace (this replaces SOPA-19)
- xxix. 1026 Badges
- xxx. 1027 Identification Cards
- xxxi. 1029 Temporary Modified Duty Assignments
- xxxii. 1030 Return to Work
- xxxiii. 1034 Funerals
- xxxiv. 1038 Driver License Requirements
- xxxv. 1042 Anti-Retaliation

**e. REPLACE OLD POLICIES**

The following “old” policies should be removed from our policy manual since they have been replaced by Lexipol policies:

- i. SOPA-01 Preface (replaced with 102 Policy Manual)
- ii. SOPA-03 Responsibilities (replaced with 100 Fire Service Authority)
- iii. SOPA-26 Record Release (replaced with 801 Release of Records)

5. **MINUTES:** Review and approval of January 18, 2023, regular meeting minutes.
6. **FINANCIAL REPORT:** Presentation by the Board Treasurer on the past month's income and total expenditures.
7. **CONSENT CALENDAR:**
  - a. Review and approval of the January/February bills to be paid.
  - b. Review and approval of budget adjustments for the current budget period.
8. **CHIEF'S REPORT:** Review and questions regarding the Chief's monthly report and any verbal updates on the status of the District and matters pertaining to the operation of the Department.
9. **CORRESPONDENCE:** This time is set aside to read any letters or related correspondence to District business.
10. **GOOD OF THE ORDER:** This time is set aside for announcements of any events that may be of interest to District board members or personnel.
11. **ADJOURNMENT OF THE MEETING:** Set date and time of the next meeting.

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.