



NORTHERN SONOMA COUNTY FIRE PROTECTION DISTRICT

20975 Geyserville Avenue • PO Box 217 • Geyserville • California • 95441 • (707) 857-4373 • www.nosocofire.org

September 19, 2024

TO: Board of Directors

FROM: Michael Pigoni

RE: Adoption of Fiscal Year 2024/2025 Budget

Before the Board of Directors is a recommendation to adopt the preliminary budget for FY-2024/2025 for both the General Fund and the Vegetation Management Program. This year in addition to property tax related revenue, the District is anticipating revenue from the Measure H sales tax measure that was voted on earlier this year. The actual tax will not go into effect until October 1, 2024, and the District is not anticipating funds from this tax till March 2025. More information is detailed below as well as will be presented during the meeting.

General Fund

In reviewing the previous fiscal year, revenue was \$3,602,436.00 of which \$3,075,236.00 was property tax transfer from the County. The funds received from the annexed area was \$1,654,631.00 plus \$244,441.00 that was retained by the County as part of the CSA 40 shared funds. This was the first full year of receiving funds from the expanded district area. Revenue details are provided in the preliminary budget documents under the **“2023/2024 Actual”** column.

Expenditures last year was \$3,602,436.00 which included a transfer of \$1,172,202.00 to Capital Asset Reserves. Almost 50% (\$1,486,370.00) of these expenditures were for personnel and benefits. \$260,241 was spent on professional services for the various projects and services as well as \$262,500 for apparatus and staff vehicles. Expenditure details are provided in the preliminary budget documents under the **“2023/2024 Actual”** column.

Revenue for FY-2024/2025, property tax revenue is projected to be \$3,178,306.00 which represents approximately a 3% increase over last year. Additional revenue including Measure H funding (\$1,500,000.00) is projected to be approximately \$2,124,196.00 which with the property tax will provide a total revenue of \$5,302,502.00 for the General Fund. Revenue details are provided in the preliminary budget documents under the **“2024/2025 Preliminary”** column and is highlighted in yellow.

Expenditures for this fiscal year are budgeted at \$5,302,502.00. Personnel costs including benefits are projected to be \$2,961,490.00. The increases include the addition of our Administrative Assistant, and additional Fire Prevention Officer and an increase in our contract to Cloverdale for the additions of an Assistant Chief and additional firefighters funded by Measure H funds.

Professional Services has also increased based on the additional contracts approved by the Board which include:

Cloverdale Healthcare:	\$ 50,000.00
Bells Ambulance:	\$150,000.00
Cloverdale Fire Protection District:	\$275,000.00
Healdsburg Fire Department:	\$200,000.00

Kieser Advisory Services:	\$ 25,000.00
Calistoga Fire Department:	\$ 30,000.00
Dreiling Terrones Architecture:	<u>\$100,000.00</u>
Total:	\$830,000.00

There is also an increase in the budget for mobile equipment which has been on order and scheduled for delivery this fiscal year. These include:

6171: This apparatus was originally financed at the time of order and was paid off in July for a sum of \$236,313.73 to save on interest costs. While the apparatus has been paid off, delivery is still not anticipated till the 2025/2026 fiscal year.

6156: This apparatus, which is a replacement for the Type 6 that was involved in an accident, is scheduled for delivery this fiscal year. The chassis was bought last year for a total of \$63,860.04. Upon delivery, there will be a payment of \$255,103.39 including sales tax required. The District did receive an insurance settlement payment of approximately \$190,000 last fiscal year. These funds are included in this budget's revenue.

Staff Pickups: Two Ford F-150 pickups were purchased last fiscal year and have been delivered. While the pickups were paid for in FY-2023/2024, an additional \$24,000.00 was approved by the Board for radios and lights.

Staff SUV: The District purchased a new SUV last fiscal year for a cost of \$80,656. A payment of 56,656 was made when ordered leaving a balance of \$31,259.00 including sales tax. Delivery is expected this fiscal year.

Revenue details are provided in the preliminary budget documents under the **"2024/2025 Preliminary"** column and is highlighted in yellow and further details will be presented during the meeting.

Vegetation Management Fund

The other budget being presented for the Boards approval is the Vegetation Management Fund. This year the District will also be receiving funds from the Measure H sales tax. These revenues are intended to provide vegetation reduction throughout the County. As with the General Fund, actual receipt of these revenues will not be till March 2025. Details on the Vegetation Management Budget is provided in a summary form this year that encompasses all the projects.

Last year the Vegetation Management Team worked on more than 14 grant, tax and privately funded fuel reduction projects throughout the District. Total revenue for the "Fuel Crew" was \$1,646,744.00 from all sources. These included local, County State and Federal grants, private contributions and the special tax area. Revenue details are provided in the preliminary budget documents under the **"2023/2024 Actual"** column.

Expenditures last year were \$1,646,744.00 which included \$762,822.00 in salary and benefits for the fuel crews and \$717,908.00 for services including outside contractors performing fuel removal and reduction and consultants working on vegetation treatment plans and other environmental studies. Expenditure details are provided in the preliminary budget documents under the **"2023/2024 Actual"** column.

The project income for this fiscal is projected at \$2,867,000.00. This includes \$830,000 from grants, \$50,000 from the special tax area and \$487,000 from reserves for County grants that were fully funded at time of award prior to this fiscal year. The revenue also includes \$1,500,000.00 from the Measure H sales tax. Revenue details are provided in the preliminary budget documents under the **"2024/2025 Preliminary"** column and is highlighted in yellow.

Expenditures are estimated at \$2,867,000.00 which includes salary and benefits of \$855,225 for a minimum of 7 crew members. Services including outside contractors and administrative fees total \$1,402,000.00. Supplies which total \$135,000 covers personal protective equipment, tools, fuel and maintenance. The District is also planning to purchase an additional self-propelled chipper as well as the two flatbed trucks for a total of \$157,609.46. Expenditure details are provided in the preliminary budget documents under the “**2024/2025 Preliminary**” column and is highlighted in yellow.

Next month staff will be presenting policies for discussion on establishing “Reserve Funds” for both the General Fund and the Vegetation Management Fund. Additionally, a preliminary fee schedule to cover costs associated with the Fuel Crews and use of District owned equipment for projects outside the District boundaries. I will cover these items and further details of this budget during the presentation at the Board Meeting.

In conclusion, both budgets are balanced and provide reserves for long term planning and capital asset replacement. Please contact me if you have any questions.

Sincerely,

Michael Pigoni
(510) 812-4503
mpigoni@nosocofire.com

**FY 2024-25 Final Budget Summary
Northern Sonoma County Fire Protection District**

(1)* Estimated Beginning Fund Balance @7/01/24:	\$3,143,036
(2) Plus: Budgeted FY 2024-25 Revenues: (total from attached worksheet)	5,302,502
(3) Less: Budgeted FY 2024-25 Expenditures: (total from attached worksheet)	5,302,502
(4)* Estimated Ending Fund Balance @6/30/25:	\$3,143,036
(5) Preliminary Budget Approval Date: (Please have your Board Members sign below or attach resolution confirming approval)	19-Sep-24

Board Member

Board Member

Board Member

Board Member

Board Member

Board Member

Board Member

Board Member

*** If District Fund Balance is separated into multiple categories, each district should keep records to identify how much beginning and ending fund balance is available for each fund balance category and should work with their external auditors to identify appropriate GASB 54 fund balance classifications.**

Northern Sonoma County Fire FY 24/25 Budget

Revised 9/12/2024

GENERAL FUND REVENUE

Property Taxes

Account	Description	2024/2025 Prelim	2024/2025 Final	Notes
40002	Property Taxes - Current Year	3,200,000	3,110,488	
40003	Property Taxes - Direct Charges (Current Year)	150,000	160,320	
40004	Property Tax - Dry Creek Fund	-	-	
40005	Prop Tax - Special Fire Zone	-	-	
40012	Property Taxes - Admin Fee	(35,000)	(32,160)	
40101	Property Taxes - Current Year Unsecured	100,000	92,645	
40105	Property Taxes - Collection for Delinquent Taxes	-	-	
40111	Property Taxes - Supplemental	45,000	65,831	
40201	Property Taxes - Previous Fiscal Year	(1,000)	(800)	
40202	Property Taxes - Direct Charges (Prior Year)	1,000	1,000	
40211	Property Taxes - Previous Fiscal Year (Unsecured)	500	1,000	
40221	Property Taxes - Previous Fiscal Year (Secured)	(100)	(100)	
40404	Timber Yield Tax	1,000	819	
Total Property Taxes		3,461,400	3,399,043	

Intergovernmental Refund

Account	Description	2024/2025 Prelim	2024/2025 Final	Notes
42111	State - Other In-Lieu Tax	100	100	
42291	State Homeowners Property Tax Exemption Reimbursement	7,000	9,137	
42292	HOPTR- Special Districts	-	-	
42627	IRP 61 Geysers Revenue	(250,000)	(251,774)	
42372	State Property Tax Backfill	-	-	
Total Intergovernmental Refund		(242,900)	(242,537)	

Use of Money / Property

Account	Description	2024/2025 Prelim	2024/2025 Final	Notes
44002	Interest on Pooled Cash from County	250	1,800	
44003	Other Interest Earnings - CDRS	20,000	20,000	
Total Use of Money / Property		20,250	21,800	

NCPA Fees for Government Services

Account	Description	2024/2025 Prelim	2024/2025 Final	Notes
45008	CSA40/NSCFPD	-	-	
Total NCPA Fees for Government Services		-	-	

Other Financing Sources

Account	Description	2024/2025 Prelim	2024/2025 Final	Notes
46002	Government Revenue- Fuel Reduction	-	-	
46003	OES Strike Team/Incident Reimbursements	10,000	10,000	
46004	ABH Reimbursements	1,500	1,500	
46007	Defensible Space Inspections	16,000	16,000	
46010	Measure H - Current Year	1,500,000	1,500,000	
46022	Public Record Requests - report fees	100	100	
46023	Sale of Fixed Assets - surplus	50,000	50,000	
46027	Workers Comp Reimbursement	-	5,000	
46028	Misc. Revenue, Other	50,000	50,000	
46029	Reimbursements/Donations/Contributions	1,000	1,000	
47000	Grant & Contract Admin. Reimbursement (transfer In from grants)	567,790	300,000	
4701	Project Manager-Reimbursement	-	-	
49003	Transfers In from Reserves	(1,696)	190,596	
Other Financing Sources Total		2,194,694	2,124,196	

TOTAL REVENUE	5,433,444	5,302,502	
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GENERAL FUND EXPENDITURES

Salaries / Employee Benefits

Account	Description	2024/2025 Prelim	2024/2025 Final	Notes
50701	Permanent Employees - Chief/Admin	425,000	265,000	
50702	Extra Help - Stipend, Special Event Staffing	25,000	25,000	
50703	Intern & Seasonal Overtime	25,000	25,000	
50704	FLSA Overtime	2,000	6,000	
50705	Strike Team Overtime - Interns & Seasonal	1,000	1,000	
50706	Uniform Allowance - Intern & Seasonal FF	5,000	5,000	
50708	Contract Employees- Cloverdale JPA	2,500,000	2,000,000	
50709	Temporary Help - Intern FF & Seasonal	200,000	220,000	
50712	Fire Prevention Officer	150,000	150,000	
50753	FICA Retirement for all salaries	43,988	31,748	
50754	457 Employer Contributions- Retirement	43,125	31,125	
50755	457 Plan Management Fees- Retirement	5,000	5,000	
50756	Medicare	11,963	9,933	
50801	Health Insurance - Kaiser	45,000	61,000	
50803	Dental Insurance - Delta Dental	8,000	4,800	
50805	Vision Insurance - VSP	1,500	1,200	
50806	Unemployment Insurance	24,025	19,685	
50808	Workers Comp - FRMS	100,000	100,000	
Salaries / Employee Benefits Total		3,615,600	2,961,490	

Services

Account	Description	2024/2025 Prelim	2024/2025 Final	Notes
51021	Phone Costs	9,744	9,744	
51032	Janitorial - carpet cleaning, ALSCO, pest control	8,000	8,000	
51041	FAIRA Liability Insurance (annual)	70,000	80,000	
51060	Vehicle Maintenance & Outfitting	50,000	50,000	
51061	SCBA Maintenance	2,500	2,500	
51062	Field Equip Maintenance - chipper maint, PPE repair, chainsaw maint	38,000	38,000	
51063	Office Equipment Maintenance - computer & network maintenance	9,000	9,000	
51071	Station Maint- electric, pest, generator, dishwasher, hood, plymovent	10,000	10,000	
51202	Election Costs	-	-	
51205	IBS Payroll Costs	4,000	4,000	
51206	Bookkeeping/Audit Costs - IBS & Blomberg, CGC Report	7,000	8,000	
51211	Legal Services	15,000	15,000	
51221	Employment Physicals - new employees plus every 3 years	1,500	5,000	
51225	Training Costs - supplies, class fees, books, videos etc.	30,000	30,000	
51235	Dispatch Services- REDCOM	100,000	50,000	
51241	Printing Services - signs, newsletters, vehicle striping	7,000	8,000	
51242	Bank Fees	100	100	
51249	Professional Services	700,000	830,000	
51250	Planning & Mapping - GIS, GPS etc.	3,500	3,500	
51301	Publications, Legal Notices	1,000	1,000	
51401	Rent/Lease Costs -	6,000	6,000	
51602	Travel expenses - lodging costs of trainings, strike teams, etc.	10,000	10,000	
51902	Communications- mobile and portable radios and pagers	30,000	35,000	
51916	County Services - LAFCO, mosquito/assessment taxes, generator	10,000	10,000	
Services Total		1,122,344	1,222,844	

Supplies

Account	Description	2024/2025 Prelim	2024/2025 Final	Notes
52021	Safety Clothing - PPE	80,000	40,000	
52022	Boot & Clothing Reimbursement	1,000	3,000	
52031	Food & Beverages	2,000	2,000	

52041	Household Supplies - lightbulbs, cleaning supplies, paper towels	4,500	6,000	
52061	Fuel - diesel, gasoline and oil for small tools and vehicles	50,000	60,000	
52081	Medical Supplies - includes oxygen	6,000	8,000	
52091	Memberships - associations, organizations	7,000	7,000	
52111	Office Supplies/Equipment	2,000	2,000	
52115	Subscriptions - books, magazines, newsletters	16,000	16,000	
52117	Mail/Postage	2,000	2,500	
52141	Small Tools & Minor Equipment (<\$1,000.00)	30,000	30,000	
52142	Computer Equipment/Accessories - computers, keyboards, printers	20,000	20,000	
52143	Computer Software/Licensing - QB, Office 365, website, photos, storage	6,000	15,000	
52191	Utilities -Propane, garbage, water & sewer bills	5,000	5,000	
52193	Electrical & Natural Gas - PG&E	14,000	14,000	
Supplies Total		245,500	230,500	

Building/Capital Expenditures

Account	Description	2024/2025 Prelim	2024/2025 Final	Notes
54305	Capital Assets - Furniture, Fixtures, Field & Shop Equipment	50,000	100,000	
54331	Capital Assets - Mobile Equipment (>\$1,000.00)	400,000	600,000	
54405	Capital Assets - Purchase/Major Improvements to District buildings	-	-	
59003	Transfer - Apparatus Reserve Fund	-	-	
59004	Transfer - Building Reserve Fund	-	-	
59005	Transfer - Grant Reserve Fund	-	-	
Building/Capital Expenditures Total		450,000	700,000	

Capital Assets/Contingency Reserves

Account	Description	2024/2025 Prelim	2024/2025 Final
85001	Transfer to Operational Reserves	-	187,668
85005	Transfer to Long Term Building Fund Reserves	-	-
85010	Transfer to Equipment Reserves	-	-
85015	Transfer to Measure H Reserves	-	-
Capital Assets/Contingency Reserves		-	187,668

GENERAL FUND TOTAL EXPENDITURES	5,433,444	5,302,502
GENERAL FUND TOTAL REVENUE	5,433,444	5,302,502
GENERAL FUND TOTAL NET	-	-

**FY 2024-25 Final Budget Summary - Vegetation Management Fund
Northern Sonoma County Fire Protection District**

(1)* Estimated Beginning Fund Balance @7/01/24:	\$0
(2) Plus: Budgeted FY 2024-25 Revenues: (total from attached worksheet)	2,867,000
(3) Less: Budgeted FY 2024-25 Expenditures: (total from attached worksheet)	2,867,000
(4)* Estimated Ending Fund Balance @6/30/25:	\$0
(5) Preliminary Budget Approval Date: (Please have your Board Members sign below or attach resolution confirming approval)	19-Sep-24

Board Member

Board Member

Board Member

Board Member

Board Member

Board Member

Board Member

Board Member

* If District Fund Balance is separated into multiple categories, each district should keep records to identify how much beginning and ending fund balance is available for each fund balance category and should work with their external auditors to identify appropriate GASB 54 fund balance classifications.

Vegetation Management Summary FY 24/25 Budget

Revised 9/12/2024

VEGETATION MANAGEMENT REVENUE

Account	Description	2024/2025 Prelim	2024/2025 Final	Notes
46001	Government Revenue- Grant Revenue	612,000	830,000	
46002	Government Revenue- Fuel Reduction	-	-	
40003	Property Taxes - Direct Charges (Current Year) NoSoCo Special Tax	50,000	50,000	
46015	Measure H	1,500,000	1,500,000	
46021	Fuel Reduction Reimbursement from Private Landowners/Communities	-	-	
46027	Worker's Comp Reimbursement	-	-	
46028	Misc. Revenue, Other	138,950	-	
46029	Reimbursements	80,000	-	
49003	Transfers In from Reserves (Grant funding already received)	533,000	487,000	
Total Revenue		2,913,950	2,867,000	

VEGETATION MANAGEMENT EXPENDITURES

Salaries / Employee Benefits

Account	Description	2024/2025 Prelim	2024/2025 Final	Notes
50701	Permanent Employees	-	529,557	7 Full Time
50703	Intern & Seasonal Overtime	-	2,500	
50706	Uniform Allowance - Intern & Seasonal FF	-	10,000	
50708	Contract Employees	-	-	
50709	Temporary Help: Interns & Seasonal	584,500	50,000	
50712	Fire Prevention Officer	-	-	
50753	FICA Retirement for all salaries	36,239	36,708	6.20%
50754	457 Employer Contributions- Retirement	43,838	39,717	7.50%
50756	Medicare	8,475	8,134	1.45%
50801	Health Insurance - Kaiser	134,825	111,842	\$13200/Annual Estimate
50803	Dental Insurance - Delta Dental	-	8,134	\$960/Annual Estimate
50805	Vision Insurance - VSP	-	2,033	\$240/Annual Estimate
50806	Unemployment Insurance	21,042	21,314	3.60%
50808	Workers Comp - FRMS	34,836	35,287	5.96%
50900	Fuel Crew Project Credit	-	-	
Fuel Crew Salaries / Employee Benefits Total		863,755	855,225	

Services Total

Account	Description	2024/2025 Prelim	2024/2025 Final	Notes
51010	Grant & Contract Administration Costs (Transfer Out to General Fund)	567,790	300,000	
51011	Project Manager	-	-	
51060	Vehicle Maintenance & Outfitting	42,356	16,000	
51062	Field Equip Maintenance - chipper maint, PPE repair, chainsaw maint	64,161	35,000	
51071	Maintenance - Buidlings & Improvements	-	-	
51211	Legal Services - County Counsel	6,000	6,000	
51221	Medical/Laboratory Servcies	-	-	
51225	Training Services	-	-	
51241	Outside Printing and Binding	-	-	
51242	Bank Charges	-	-	
51249	Professional Services - consultants, backgrounds, alarm co, contract fuels	541,400	945,000	
51301	Publications and Legal Notices	-	-	
51401	Rent/Lease Costs - office equip, water coolers, portable restrooms, etc.	6,000	100,000	
Services Total		1,227,707	1,402,000	

Supplies

Account	Description	2024/2025 Prelim	2024/2025 Final	Notes
52021	Safety Clothing - PPE	22,000	22,000	
52022	Boot & Clothing Reimbursement	40,000	25,000	
52031	Food & Beverages	500	5,000	
52041	Household Supplies - lightbulbs, cleaning supplies, paper towels	-	10,000	
52061	Fuel - diesel, gasoline and oil for small tools and vehicles	35,122	36,000	
52081	Medical/Laboratory Supplies	-	-	
52091	Memberships/Certifications	-	-	
52111	Office Supplies/Equipment	-	2,000	

52115	Books/Media/Subscriptions	-	-	
52117	Mail and Postage Supplies	-	-	
52141	Small Tools & Minor Equipment (<\$1,000.00)	24,381	25,000	
52143	Computer/Software/Licensing	-	-	
52145	Grant Acquired Tools & Equipment (does not include wages)	483	10,000	
Supplies Total		122,486	135,000	

Building/Capital Expenditures Total

Account	Description	2024/2025 Prelim	2024/2025 Final	Notes
54305	Capital Assets - Furniture, Fixtures, Field & Shop Equipment	200,001	100,000	
54331	Capital Assets - Mobile Equipment (>\$1,000.00)	500,000	350,000	
Building/Capital Expenditures Total		700,001	450,000	

Capital Assets/Contingency Reserves

Account	Description	2024/2025 Prelim	2024/2025 Final	Notes
85001	Transfer to Operational Reserves	-	24,775	
85010	Transfer to Equipment Reserves	-	-	
85020	Transfer to Measure H Vegetation Reserves	-	-	
Capital Assets/Contingency Reserves		-	24,775	

TOTAL EXPENDITURES	2,913,949	2,867,000
TOTAL REVENUE	2,913,950	2,867,000
VEGETATION MANAGEMENT NET	1	(0)

RESOLUTION 24/25-0919-01

RESOLUTION OF THE BOARD OF DIRECTORS OF THE NORTHERN SONOMA COUNTY FIRE PROTECTION DISTRICT, SONOMA COUNTY, STATE OF CALIFORNIA ADOPTING THE PROPOSITION 4 APPROPRIATION LIMIT FOR THE FISCAL YEAR 2024/2025.

WHEREAS, each fiscal year a "Proposition 4" limit must be established; and

WHEREAS, on April 6, 2023, the areas commonly referred to as The Geysers, Fitch Mountain and Lower Dry Creek were annexed into the Northern Sonoma County Fire Protection District with a two-month prorated pass through of property and special taxes; and

WHEREAS, Proposition 111, Article XIII B, requires the Board of Directors of the Northern Sonoma County Fire Protection District to choose and adopt a certain method to increase this limit every year; and

WHEREAS, the Northern Sonoma County Fire Protection District had approved and adopted an Appropriation Limit of \$2,300,000 for the Fiscal Year of 2023/2024 based on a two-month prorated period of the annexation; and

WHEREAS, the Northern Sonoma County Fire Protection District has chosen the California Per capita Personal Income (CPI) factor which is 1.0362 and the Sonoma County Population Percentage (CPC) factor which is 0.9973 as well as the consideration of a full year of the annexed area and assumes a \$1,283,226 revenue increase due to the encumbrance of the annexed response areas in establishing the 2024/2025 base appropriation limit; and

WHEREAS, the Board of Directors of the Northern Sonoma County Fire Protection District calculates the new Appropriation Limit to be \$3,660,054 based on the CPI, CPC factors, anticipated revenue and growth factors for the annexed areas; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Northern Sonoma County Fire Protection District hereby adopts a new Appropriation Limit in the amount of \$3,660,054 for the Fiscal Year 2024/2025,

THE FOREGOING RESOLUTION was introduced by Director _____, who moved its adoption, seconded by Director _____, and then adopted by the following vote on September 19, 2024:

Larry Heiges: ____ Pat Abercrombie: ____ Fred Peterson: ____ Scott Newman: ____ Robert Stewart: ____

AYES: ____ **NOES** ____ **ABSTAIN:** ____ **ABSENT:** ____

WHEREUPON, the President declared the foregoing resolution adopted and
SO ORDERED

Scott Newman; President of the Board

Witnessed: _____
Anneke Turbeville, Clerk of the Board



NORTHERN SONOMA COUNTY FIRE PROTECTION DISTRICT

20975 Geyserville Avenue • PO Box 217 • Geyserville • California • 95441 • (707) 857-4373 • www.nosocofire.com

STAFF REPORT

CAL FIRE Volunteer Fire Capacity Grant

September 19, 2024 Meeting

The District applied for a CAL FIRE Volunteer Fire Capacity Grant (Grant) (<https://www.fire.ca.gov/what-we-do/fire-protection/cooperative-efforts>) in May 2024. The Grant is a 50% cost share grant “to provide assistance to rural areas in upgrading their capability to organize, train, and equip local forces for fire protection”. CAL FIRE awarded the Grant to the District in September 2024. The Grant is for the following items:

Item	Quantity	Unit Cost	Item Total	Grant Funding	District Funding
Structural Firefighting Gloves	8	\$95	\$760	\$380	\$380
Structural Firefighting Pants and Coats	5	\$3,500	\$17,500	\$8,750	\$8,750
Structural Firefighting Boots	5	\$300	\$1,500	\$750	\$750
Structural Firefighting Hoods	10	\$40	\$400	\$200	\$200
Wildland Firefighting Pants	10	\$400	\$4,000	\$2,000	\$2,000
Wildland Headlamps	10	\$50	\$500	\$250	\$250
TOTAL:				\$12,330	\$12,330

CAL FIRE requires the District submit the following documents by December 1, 2024:

- Signed Grant Agreement
- Signed Board Resolution
- Signed AD-1048 Form

The District will order the items once the agreement is signed by the District and CAL FIRE. The District will incur a cost of \$24,660 and then submit to CAL FIRE for reimbursement in the amount of \$12,330.

ACTIONS REQUESTED:

- Authorize a Board Member or District Employee to sign Grant Agreement
- Approve and sign Board Resolution
- Authorize Anneke Turbeville to complete and sign AD-1048 Form
- Authorize spending \$12,330 from Account 52021

**BEFORE THE BOARD OF DIRECTORS OF THE
NORTHERN SONOMA COUNTY FIRE PROTECTION DISTRICT,
COUNTY OF SONOMA, STATE OF CALIFORNIA**

IN THE MATTER OF: Resolution Number 2024/2025-0919-02

Approving the Department of Forestry and Fire Protection Agreement # 7GF24310 for services from the date of last signatory on page 1 of the Agreement to June 30, 2025, under the Volunteer Fire Assistance Program of the Infrastructure Investment and Jobs Act of 2021.

BE IT RESOLVED by the Board of Directors of the Northern Sonoma County Fire Protection District, that said Board does hereby approve the Agreement with the California Department of Forestry and Fire Protection dated as of the last signatory date on page 1 of the Agreement, and any amendments thereto. This Agreement provides for an award, during the term of this Agreement, under the Volunteer Fire Assistance Program of the Infrastructure Investment and Jobs Act of 2021 during the State Fiscal Year 2024-25 up to and no more than the amount of \$ 12,330.00.

BE IT FURTHER RESOLVED that Carlos Mendez, Fire Captain of said District, be and hereby is authorized to sign and execute said Agreement and any amendments on behalf of the Northern Sonoma County Fire Protection District.

The foregoing resolution was duly passed and adopted by the Board of Directors of the Northern Sonoma County Fire Protection District, at a regular meeting thereof, held on the 19th day of September 2024 by the following vote:

AYES:

Signature, Board of Directors Member

NAYS:

ABSENT:

Printed Name and Title

Signature, Board of Directors Member

Printed Name and Title

-----**CERTIFICATION OF RESOLUTION**-----

ATTEST:

I Anneke Turbeville, Clerk of the Northern Sonoma County Fire Protection District, County of Sonoma, California do hereby certify that this is a true and correct copy of the original Resolution Number 2024/2025-0919-01.

WITNESS MY HAND OR THE SEAL OF THE NORTHERN SONOMA COUNTY FIRE PROTECTION DISTRICT,
on this 19th day of September 2024.

**OFFICIAL SEAL
OR NOTARY CERTIFICATON**

Signature

Clerk of the Board, Northern Sonoma County Fire Protection District
Title and Name of Local Agency



NORTHERN SONOMA COUNTY FIRE PROTECTION DISTRICT

20975 Geyserville Avenue • PO Box 217 • Geyserville • California • 95441 • (707) 857-4373 • www.nosocofire.org

STAFF REPORT Office of Traffic Safety Grant

September 19, 2024 Meeting

The District applied for a California Office of Traffic Safety (OTS) grant funded by the National Highway Traffic Safety Administration in January 2024. OTS awarded the Grant to the District in September 2024 for a total of \$91,002. The Grant does not require a match. Estimated prices, without shipping and tax, are listed below and total \$81,872, leaving \$9,130 for shipping and taxes.

Item	Quantity	Unit Cost	Item Total
Combi-Tool	1	\$15,503	\$15,503
Spreader	1	\$14,996	\$14,996
Cutter	1	\$14,542	\$14,542
Ram	2	\$12,333	\$24,666
Batteries	10	\$976	\$9,760
Charger	3	\$647	\$1,941
Charging Cord	4	\$116	\$464
TOTAL:			\$81,872

The District will order the items once the agreement is signed by the District and OTS. The District will incur a cost of \$91,002 and then submit to OTS for reimbursement in the amount of \$91,002.

ACTIONS REQUESTED:

- Authorize Marshall Turbeville to sign Grant Agreement as Grant Director
- Authorize Scott Newman to sign Grant Agreement as Authorizing Official
- Authorize Ashlee Romero to sign Grant Agreement as Fiscal Official
- Authorize spending \$91,002 from Account 52141



Northern Sonoma County Fire – Cloverdale

451 S Cloverdale Blvd. • Cloverdale, CA 95425 • Phone: 707-894-3545 • Fax: 707-894-2014

August 19, 2024

Board President Scott Newman: Northern Sonoma County Fire Protection District

Dear President Newman

I hope this letter finds you well. I am writing to formally request that the Northern Sonoma County Fire Protection District memorialize a tax share agreement with the Cloverdale Fire Protection District, reflecting the discussions and agreements that have evolved over the past several years. This tax sharing agreement request is specifically related to the property tax revenue received as a result of annexation of the Geysers area.

To provide background, this process began in 2010 under the guidance of (then) Supervisor Mike McGuire. In collaboration with the Local Agency Formation Commission (LAFCO) and the Sonoma County Board of Supervisors, and countless meetings by officials of both Northern Sonoma County Fire and Cloverdale Fire, we have made significant progress towards ensuring that our fire protection services are adequately funded and equitably supported across the region. This was initially agreed to and supported by both District Boards as an ultimate revenue split by single annexation officially undertaken by Northern Sonoma County Fire as an adjunct to other areas of annexation (Fitch, Knights Valley, etc.) as recommended by LAFCO.

The partnership between our districts has been built on a shared commitment to providing the highest level of fire protection and emergency response services to our communities. To ensure the sustainability of this commitment, the Cloverdale Fire Protection District is requesting that the Board formalize an agreement to transfer 40% of the annual tax revenue from the Northern Sonoma County Fire Protection District to the Cloverdale Fire Protection District. This agreement should also account for future tax growth in the area, ensuring that both districts can continue to meet the growing needs of our communities commencing with the 2024-25 fiscal year. By solidifying this tax share agreement, we can further strengthen our collaboration and ensure that our districts are well-positioned to serve our constituents effectively in the years to come.

I appreciate your attention to this matter and look forward to discussing this proposal in more detail. Please do not hesitate to contact President Carol Pigoni or Chief Jenkins, if you have any questions or require further information. Thank you for your continued leadership and commitment to our community.

Sincerely,

Carol Pigoni, Board President

A handwritten signature in blue ink, appearing to read "C. Pigoni", written over a horizontal line.

Jason Jenkins, Fire Chief

A handwritten signature in blue ink, appearing to read "J. Jenkins", written over a horizontal line.

CC: NSCFPD Board of Directors
Chief Marshall Turbeville



NORTHERN SONOMA COUNTY FIRE PROTECTION DISTRICT

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STAFF REPORT

Cloverdale Fire Protection District Tax Sharing Agreement for The Geysers Area

September 19, 2024 Meeting

The District received a letter from the Cloverdale Fire Protection District Board President Carol Pigoni and Fire Chief Jason Jenkins via an email to Scott Newman, Marshall Turbeville, and Anneke Turbeville on August 20, 2024. A similar letter later arrived via US Mail. The letter was addressed to Board President Scott Newman. The letter requests the District enter in to a tax share agreement with the Cloverdale Fire Protection District related to The Geysers area of County Service Area (CSA) 40.

The only existing agreement between the Cloverdale Fire Protection District and Northern Sonoma County Fire Protection District (District) is a Joint Powers Agreement (JPA) for Mutual Fire Protection that was signed in March and April of 2020. The JPA does not contain a tax share agreement between the two districts. The JPA created a JPA Oversight Committee that was intended to meet quarterly and as needed. The two designated Oversight Committee Board Members are Fred Peterson and Rob Stewart.

The Oversight Committee last met on August 2, 2024. The District was represented at the meeting by Scott Newman and Pat Abercrombie as Fred Peterson and Rob Stewart were both unavailable. The funding request was initially discussed at this meeting with no decision made. Scott Newman and Pat Abercrombie's one time attendance at an Oversight Committee meeting and the letter being sent to Scott Newman has resulted in four district board members needing to discuss the tax share agreement at a Board meeting.

Existing JPA Payments, Cost Sharing, and Other Financial Arrangements

The current JPA financial arrangements are:

- The District reimburses Cloverdale Fire Protection District for all employee related costs assigned to Geyserville Fire Station and provides the following payments:
 - 5% fee, based on monthly base pay
 - 50% cost-share for a shared mechanic/heavy fire equipment operator position that is assigned to Cloverdale Fire Station

The District, independent of the JPA, also pays for the following employee related services for employees assigned to the Geyserville and Cloverdale Fire Stations:

- Vector Solutions (online training and documentation program)
- Lexipol (policy subscription)

The District funds an advanced life support (paramedic) quick response vehicle in partnership with the Cloverdale Health Care District. The vehicle responds to more emergencies in the Cloverdale Fire Protection District than the District. The District also

provides funding to Bells Ambulance for an ambulance that increases the availability of an ambulance in Northern Sonoma County which is a benefit to both districts.

Coordination and Collaboration

The two Fire Chiefs coordinate operational decisions, however both districts are operating, more or less independent of one another in compliance with the JPA. The JPA appears to position the Cloverdale Fire Protection District in a more dominant position for the following reasons:

- Cloverdale Fire Protection District is the employer for all paid staffing and the District policies and procedures do not apply to employees assigned to the Geyserville Fire Station
- The District covers a significantly larger area yet is not able to independently hire additional firefighters to meet service demands without approval from the Cloverdale Fire Protection District

The only method to mitigate this perceived dominant position is through coordination and collaboration including regularly scheduled Oversight Committee meetings. The lack of regularly scheduled meetings has resulted in the appearance of meetings only being called to address specific immediate/urgent issues such as employee MOU discussions, engineer promotions, and contracts for enhanced services with Cloverdale Health Care District.

Funding to Cloverdale Fire Protection District

The JPA was written after the following two funding changes:

- Both Districts receive \$275,000, annually, from the County of Sonoma for enhanced services, specifically to employ a second person to be on duty at the Cloverdale and Geyserville Fire Stations. The County of Sonoma also desired to consolidate fire agencies and the JPA served as a demonstration of current and future collaboration and coordination between the two Districts in lieu of a consolidation. A reason for Cloverdale Fire Protection District being the employing district was for only one district to provide firefighter pay and benefits, not necessarily one district providing funding to another district. And long term to support consolidation.
- District's annexation of the Knights Valley Volunteer Fire Company area of CSA 40 in November 2019. The annexation of the Knights Valley Volunteer Fire Company also ensured no other fire agency was contiguous to The Geysers portion of CSA 40.

The District completed annexation of The Geysers, Sotoyome Fire Service Area, and parts of "Integrated Response Area 61" of CSA 40 in late 2023. The District has borne the cost for all annexations including significant mapping and legal fees as well as staff time. The associated tax exchange agreement between the District and the County of Sonoma voided the annual \$275,000 payment to the District. The tax exchange agreement did not specifically designate that Cloverdale Fire Protection District could not continue to receive the funding. During the second annexation process, the District did discuss providing Cloverdale Fire Protection District funding in the amount of \$275,000 if the County of Sonoma stopped providing funding. The District believes the County of Sonoma no longer provides \$275,000 to the Cloverdale Fire Protection District.

The District met with property owners and community groups during both annexation processes. The District's purpose for annexation was to increase the level of service being provided with a focus on prevention and preparedness rather than emergency response. The District remains available and responsible to the constituents in these areas as it has jurisdiction.

The request for tax sharing appears to shift the JPA to be more focused on funding and necessitates the JPA be reviewed. Funding must be for each District to meet individual and shared goals.

Need for Increased Collaboration and Coordination at the JPA Oversight Committee

Each District is unique. Annexation and Measure H funding has created the need for additional Cloverdale Fire Protection District employees to be assigned to the Geyserville Fire Station and a future staffed fire station. The Oversight Committee has not taken up these discussions. The District received the Cloverdale Fire Protection District's letter at a time when there has been little movement on hiring an "Assistant Chief" position to be assigned to the Geyserville Fire Station. The uniqueness of each District, associated needs and opportunities, must be discussed at the Oversight Committee for decisions to be made. Each District must be responsive to its constituents.

ACTIONS REQUESTED:

- Assign Directors Fred Peterson and Rob Stewart to provide a written response to be discussed at the October Board meeting to include:
 - Request to meet regarding tax sharing
 - Request for increased collaboration and coordination including the hiring of additional personnel to be assigned to the Geyserville Fire Station and/or future second staffed station
 - Discuss JPA renewal. The current JPA is set to expire in 2025.
- Authorize consulting with legal counsel if deemed necessary.

Northern Sonoma County Fire Protection District

Policy Committee Staff Report

September 12, 2024

1. To date, we have approved 129 policies.
2. There are currently an additional 27 policies going through the approval process.
3. There are 34 draft policies that the committee is working on. Some of those policies will be rejected if determined not applicable to our District.
4. We will be shifting our focus to the Organization and Administration policies section of the Policy Manual, which will include policies such as:
 - a. Investment Policy
 - b. Emergency Procurement Policy
 - c. Physical Asset Management
 - d. Credit Card Purchases
 - e. Purchasing and Procurement (currently under review by Michael Pigoni)
 - f. Financial Reserves (currently under review by Michael Pigoni)
 - g. Board of Directors Meetings
 - h. Brown Act Policy
 - i. Board of Directors
 - j. Officers of the Board
5. The committee is also working on the Lexipol Procedures manual. These procedures are generally the operational guidelines for implementing policies.
6. The committee is working on a plan to roll out the policies, including issuing, tracking acknowledgments, and annual reviews.
7. Other components of this process include:
 - Jim Barrios of North Bay Health and Safety is working on the prevention plans referenced in our policies.
 - Captain Mendez is working on a Career Development Guide, referenced in the Promotions and Transfers Policy.
 - Captain Stewart is working on a Performance Standards Guide for testing probationary members on many of the procedures we are developing.
 - A new, standardized performance evaluation form has been developed and adopted for all employees for use in accordance with the Performance Evaluations Policy.

Emergency Action Plan

200.1 PURPOSE AND SCOPE

The purpose of this policy is to provide for member and visitor safety in the event of an emergency at any district facility and ensure compliance with state regulations mandating all employers to develop and maintain an Emergency Action Plan (EAP) and a Fire Prevention Plan (FPP) (Labor Code § 142.3; 8 CCR 3220; 8 CCR 3221).

200.2 POLICY

The Fire District is committed to preparing for natural or human-created emergency incidents and providing for the safety of its members and visitors.

200.3 EMERGENCY ACTION PLAN AND FIRE PREVENTION PLAN

The Operations Division will develop and maintain an EAP and FPP to provide for the safety of district members and visitors in the event of an emergency. The EAP and FPP will address the specific requirements contained in 8 CCR 3220 and 8 CCR 3221, and will address all buildings, facilities and regular places of work or visitor access that are controlled by the District. The plan also will address actions that members of the District must take to ensure their safety and that of visitors from fire and other emergencies.

- (a) The EAP shall be in writing and its elements shall include, but are not limited to (8 CCR 3220):
 1. Emergency evacuation procedures, including escape procedures and emergency escape route assignments.
 2. Procedures to be followed by members who remain to conduct critical facility operations before they evacuate.
 3. Procedures to account for all members and visitors after an emergency evacuation has been completed.
 4. Rescue and medical duties.
 5. Means of reporting fires and other emergencies.
 6. Names and regular job titles of persons or departments that can be contacted for further information or an explanation of duties under the plan.
 7. The alarm system that will be used to notify members and visitors in the event of a fire or other emergency situation.
 8. The types of evacuations to be used in emergency circumstances.
- (b) The FPP shall be in writing and its elements shall include, but are not limited to (8 CCR 3221):

Northern Sonoma County Fire Protection District

Policy Manual

Emergency Action Plan

1. Potential fire hazards and their proper handling and storage procedures, potential ignition sources (e.g., welding, smoking) and their control procedures, and the type of fire protection equipment or systems that can control a fire involving them.
 2. Names and regular job titles of those responsible for maintaining the equipment and systems installed to prevent or control ignitions or fires.
 3. Names and regular job titles of those responsible for controlling the accumulation of flammable or combustible waste materials.
 4. Procedures to control the accumulation of flammable and combustible waste.
 5. Maintenance procedures for heat-producing equipment to prevent accidental ignition of combustible materials.
- (c) The written EAP and FPP shall be kept at each district workplace or facility and made available for member and visitor review.

200.4 TRAINING

The District will provide state-mandated training supporting the EAP and FPP to all members and also to those persons who become members at the time they are assigned to the facility, as described in the Emergency Action Plan and Fire Prevention Plan Training Policy (8 CCR 3220; 8 CCR 3221).

Post-Incident Analysis

209.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a uniform Post-Incident Analysis (PIA) to identify strengths and weaknesses within the Fire District. This policy describes the various types of PIA that can be used in the evaluation of District performance. A PIA may also be used to identify equipment needs, staffing deficiencies and training needs. The information collected during the PIA process also may be useful in justifying future funding requests for equipment, personnel and/or training.

209.2 POLICY

The PIA is a valuable tool to improve the overall operations of the fire service. It is the policy of this District to use the PIA as a tool for Incident Commanders (ICs), Training Officers and command staff to identify areas of strength and weakness within the District on an incident-by-incident basis, for the purpose of continuous improvement.

The PIA may additionally be utilized in District-wide training to communicate continuous improvement of emergency scene operations and fireground safety.

209.2.1 RESPONSIBILITIES

The Incident Commander (IC), Training Officer and command staff have shared responsibility for the overall effectiveness of the PIA process.

The IC should informally analyze every incident to improve personnel, unit and system performance. After every major incident or special event, the IC should develop a PIA to determine strengths, weaknesses and lessons learned about the incident operation.

Anyone may request a PIA of a particular incident. Any PIA requests must be made through the chain of command.

Any significant safety issue that is identified in the PIA should be addressed immediately, if it was not already resolved prior to the PIA being completed. If appropriate, a report should be sent to the International Association of Fire Chiefs (IAFC) Near-Miss Reporting System on any significant safety issues.

209.3 POST-INCIDENT ANALYSIS

A PIA should be completed within 30 days of an incident and may result in recommendations for changes to procedures, staffing, equipment use, policy and/or training to better enable the District to serve the community.

A PIA should include lessons learned from the observation of effective and efficient methods of mitigating a major incident. These include all strategic decisions, operational issues, built-in fire protection devices and anything else that assisted in mitigating the incident.

A PIA may include the following:

- Evaluation of the overall operational effectiveness

Post-Incident Analysis

- Evaluation of safety procedures
- Evaluation of the success or failure of tactical objectives
- Evaluation of the application and effectiveness of policies and/or procedures
- Specific knowledge that might be beneficial

The information gained from a PIA should be used by company officers and staff to:

- Reinforce the incident management system.
- Evaluate current training programs and/or identify training needs.
- Evaluate current policies and procedures.
- Identify and prioritize planning needs for the future.
- Identify equipment problems/concerns.
- Evaluate fire prevention inspection and public education effectiveness.

209.4 TYPES OF POST-INCIDENT ANALYSIS

209.4.1 HOT WASH

An incident “hot wash” should be performed at the incident scene prior to the release of equipment or personnel. A hot wash is a meeting of all involved personnel on-scene. It is an informal briefing of the incident, the actions taken and problems encountered. An IC may present an analysis with key companies or crews while they are on-scene. The advantage to this is that crews are present and all aspects of the call are still fresh. One disadvantage to a hot wash might occur at medical incidents, when some members may be caring for patients and are unable to participate.

If the analysis takes place while on-scene, it is the responsibility of the IC to:

- Meet in a safe area, even if it requires relocating to another area.
- Ensure that the meeting area is inaccessible by the public and media.
- Consider the impact of company downtime.
- Consider public perception.

209.4.2 INFORMAL PIA

An informal PIA is used following smaller multi-company incidents, such as structure fires, medical or special operations incidents. The Incident Commander or a designated representative should arrange for and conduct the informal analysis.

209.4.3 COMPANY-LEVEL PIA

A company-level PIA is highly encouraged and should be a standard communication tool for all company officers. It is appropriate for significant incidents involving single companies as well as multiple-company stations where more than one company participated in the incident.

Post-Incident Analysis

Company-level analysis promotes unity and teamwork, enhances communication, improves company performance and is a useful tool for evaluating the health and welfare of crew members following certain traumatic incidents. A company-level PIA can take place while returning from a call using the headsets, at the fire station or any location that provides privacy.

209.4.4 FORMAL PIA

A formal PIA should be conducted following all:

- Multiple alarm structure fires
- Multiple alarm brush fires
- Multiple alarm Emergency Medical Service (EMS) incidents
- Multiple alarm special operations incidents
- Major disaster drills
- Any unusual incident identified by the Incident Commander or other staff officers

A formal PIA should be considered for:

- A building fire in which three or more rooms are severely damaged by fire, or where unusual extinguishment problems existed.
- Any incident in which an unusual event occurs, (e.g., explosion, collapse).
- Any fire resulting in a fatality.
- Any fire resulting in injury to firefighters that is serious enough to require transport to a medical facility.
- Any “close call” incident where firefighters could have been injured.
- Any hazardous materials incident with multi-company involvement.
- Specialty rescue operations with multi-company involvement.
- Any incident, at the Incident Commander’s discretion or at the direction of a senior officer.

The Training Officer is responsible for scheduling and facilitating the presentation of all formal incident analyses. This will include:

- Setting a presentation date and location within three days (whenever possible) of the incident.
- Supervising the completion of an incident analysis packet that should include a summary of the incident, drawings and identification of any lessons learned.
- Notifying Shift Commanders.
- Coordinating/scheduling with other departments or outside agencies that worked the incident.

Northern Sonoma County Fire Protection District

Policy Manual

Post-Incident Analysis

- Arranging move-up and/or cover companies from other departments.
- Developing an After Action Report (AAR) summarizing the PIA and submitting it to the Fire Chief for approval and distribution.

The Shift Commander is responsible for notifications to all members of the shift who are scheduled to attend the PIA. All members should be notified within one week if a formal PIA is being arranged, to allow them to prepare or gather any necessary documentation.

Copies of the formal AAR should be posted at each fire station for all personnel to review.

Petty Cash Management

214.1 PURPOSE AND SCOPE

This policy provides for the establishment and administration of a district petty cash fund.

214.2 POLICY

The District will establish, administer, and maintain the petty cash fund according to this policy.

214.2.1 DEFINITIONS

Custodian - The individual designated by the Fire Chief as having custody of and responsibility for maintaining the petty cash fund.

Petty Cash Fund - A reserve of money established to make change available for sales transactions and make small purchases when payment by other means is not practical.

214.3 RESPONSIBILITIES

214.3.1 FIRE CHIEF RESPONSIBILITIES

The Fire Chief or the authorized designee is responsible for establishing and maintaining protocols for the operation of a petty cash fund. The protocols should include but are not limited to:

- (a) Designation of a petty cash custodian.
- (b) Initial and replenishment fund amounts. The petty cash fund should not exceed \$100.
- (c) Maximum dollar amount for purchases. Petty cash expenditures should be limited to no more than \$100.
- (d) A sales receipt for the sale of merchandise. The sales receipts should be sequentially numbered and include space for the following information:
 1. The date of sale
 2. The amount of sale
 3. The buyer's name
 4. The signature of the member selling merchandise.
- (e) A petty cash voucher for use by members to request cash from the custodian. The petty cash vouchers should be sequentially numbered and include space for the following information:
 1. The date of the disbursement
 2. The amount disbursed or reimbursed
 3. The budget expense account
 4. The vendor name
 5. The signature of the member receiving the cash

Petty Cash Management

- (f) An approved petty cash ledger for use by the custodian. The ledger may be maintained electronically or by hand and should require the following information for all transactions:
 - 1. The name of the member receiving cash
 - 2. The amount disbursed to the member
 - 3. The reason for the disbursement
 - 4. The amount of any cash returned
 - 5. The amount of any cash received to replenish the account
 - 6. A copy of any purchase receipt
- (g) A requirement that the custodian provides a full accounting and reconciliation of all fund transactions.
- (h) A requirement that the petty cash fund is audited by the Fire Chief's authorized designee at least quarterly and that the results of the audit are provided to the Fire Chief.
- (i) Established disciplinary guidelines for situations where the custodian has violated this policy or the Petty Cash Procedure, or where a member is found to have provided false information to obtain petty cash funds, including referral to law enforcement when the facts indicate that a crime may have occurred.
- (j) Designation of a physical location for the petty cash fund. The fund should be secured in the following manner:
 - 1. Use a lockbox with a key or combination lock.
 - 2. The lockbox should then be stored in a safe, securable drawer, cabinet, or locker.

214.3.2 PETTY CASH CUSTODIAN RESPONSIBILITIES

The custodian responsibilities should include but are not limited to the following:

- (a) Maintaining the petty cash fund according to this policy and the Petty Cash Procedure.
- (b) Replenishing funds when the funds on the account fall below the established replenishment amount of \$100 or requesting funds needed to bring the petty cash fund back to the maximum allowable amount.
- (c) Receiving funds for replenishment only from funds approved and allocated from department accounts or by the return of unused funds properly issued to members.
- (d) Maintaining the petty cash ledger according to this policy and the Petty Cash Procedure.
- (e) When someone other than the custodian will be handling the petty cash fund, accounting for all petty cash, vouchers and receipts before transferring petty cash responsibilities to an alternate custodian.

Petty Cash Management

214.4 PETTY CASH VOUCHERS AND SALES RECEIPTS

The Fire Chief should maintain an appropriate stock of petty cash vouchers and sales receipts and provide them to the custodian as requested from time to time.

Petty cash vouchers should be sequentially numbered.

Response Time Standards

308.1 PURPOSE AND SCOPE

The purpose of this policy is to establish turnout, travel and response time goals and objectives for emergency incidents.

308.1.1 DEFINITIONS

Definitions related to this policy include:

Dispatch processing time - The time elapsed between receipt of the alarm or telephone call and the dispatch of emergency response units.

Response time - The time elapsed between the dispatch center receiving the first notification of the emergency and the arrival of the first emergency response unit. Response time combines dispatch, processing, turnout and travel times.

Travel time - The time elapsed between the emergency response unit beginning travel to the emergency and when the emergency response unit arrives.

Turnout time - The time elapsed between dispatch notifying firefighters of the emergency and when the emergency response unit begins travel.

308.2 POLICY

It is the policy of the Northern Sonoma County Fire Protection District to document all district response times to emergency incidents and establish response time baselines and performance objectives.

308.3 PERFORMANCE OBJECTIVES

Response times should be measured at 90 percent of fractile time and reported against an established district Standards of Cover document, if available.

Performance objectives may include:

- (a) One minute or less for dispatch processing time.
- (b) One minute or less for turnout time for Emergency Medical Services (EMS) incidents.
- (c) One minute or less for turnout time for non-EMS incidents.

308.4 EVALUATIONS

The District shall annually evaluate its level of service, deployment delivery and response time objectives. The evaluation shall be based on data relating to level of service, deployment and the achievement of each response time performance objective in the geographic area of the jurisdiction.

Aircraft Operations and Emergencies

309.1 PURPOSE AND SCOPE

This policy describes standards for the safe operation of firefighting and medical evacuation aircraft that may be working with ground personnel at any incident involving the tactical use of aircraft.

309.2 POLICY

The Northern Sonoma County Fire Protection District will follow Incident Command System (ICS) standards when firefighting or medical evacuation aircraft are in tactical use at any emergency incident.

309.3 ICS STANDARDS

Members should follow the District's ICS standards for managing firefighting aircraft operations, including the identification, establishment and management of aircraft landing zones any time that firefighting or medical evacuation aircraft are in tactical use at any emergency incident.

309.4 AIRCRAFT EMERGENCY RESPONSE

The following guidelines will be followed for aircraft emergency response:

1. No person or vehicle shall enter the airport movement area without permission of airport personnel or the IC. Notify IC upon approach and await instructions before proceeding (Sonoma County Airport Advisory, April 17, 2000).
2. The Company Officer will determine the route and code of response.
3. Upon arrival, the first-in engine company shall park in a manner that allows optimum operations for the primary engine, including access to a water source; free and clear from falling debris, heat, flames and when possible, smokey conditions. First-in engine company shall provide a complete size up then assist escaping passengers and/or provide an escape path for the escaping passengers by using foam to cut a path through the burning flammable liquid from the escape exit door to a safe area outside the burning flammable liquid.
4. Tactical Goals are RECEO: Rescue, Exposures, Confinement, Extinguishment, Overhaul and Ventilation, in any order as tactical and strategic priorities change.
5. If foam is not available, use large volumes of water. Protect the aircraft fuselage from direct flame impingement; fire can burn through fuselage within 60 seconds. Lay supply line. Unmanned deluge (master streams) provide quick water, large volumes to extinguish fires and protect exposures using minimum staffing.
6. Get an interior attack line inside the aircraft as soon as possible without interfering with passenger escape. Fire intensity will require the use of 1-3/4" or larger handlines.
7. Provide interior ventilation as quickly as possible. Use fans or fog hose streams to ventilate. Ventilation should be started at the same time attack lines are put into operation, if possible.

Aircraft Operations and Emergencies

8. Aircraft have common attic spaces, large open cargo areas (in belly), and sidewalls that can have running fires in these confined spaces. Consider using penetrating nozzles to reach fire in confined spaces or any interior where interior attack lines cannot be placed into position for whatever reason.
9. Use ladders at the aircraft wing or other accessible points. Jumbo aircraft may require aerial ladders to reach access points.
10. Obtain a primary and secondary all-clear. Never assume that there are no survivors of the aircraft crash.
11. Provide for lighting.
12. Request law enforcement to secure the scene and assist in the control of the ambulatory passengers.
13. If saws are used for extrication or ventilation, arcing and sparking must be suppressed with water/foam from handlines.
14. Always have a safety back-up crew with charged and staffed hoselines in place to protect all personnel who will be working inside the spilled flammable liquid areas.
15. Be aware that large aircraft have oxygen cylinders on board that can explode, become missiles and/or accelerate the spread of fire.

309.5 MEDICAL EVACUATION LANDING ZONE CONSIDERATIONS

The Northern Sonoma County Fire Protection District should develop guidelines for its own medical evacuation (medevac) landings or enter into local operating agreements for the use of medevac aircraft as applicable. In creating those guidelines, the District should identify:

- Responsibility and authority for selecting and designating a landing zone and determining the size of landing zone needed.
- Responsibility for securing the area and maintaining that security once the landing zone is identified.
- Consideration of the helicopter provider's minimum standards for proximity to vertical obstructions and surface composition (e.g., dirt, gravel, pavement, concrete, grass).
- Consideration of the helicopter provider's minimum standards for horizontal clearance from structures, fences, power poles, antennas or roadways.
- Responsibility for notifying the appropriate law enforcement or transportation agencies (e.g., California Highway Patrol (CHP), California Transportation Authority (CALTRANS) if a roadway is selected as a landing site.
- Procedures for ground personnel to communicate with flight personnel during the operation.
- Procedures for determining whether an engine or other specific apparatus should be on standby at the landing zone.

Aircraft Operations and Emergencies

309.6 POLICY HISTORY

This policy replaces the following policies:

- SOPO-4 Airport Response
- SOPO-17 Responding to Aircraft Emergencies.

Earthquake Response

332.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure a rapid and coordinated response in the event of any seismic activity.

332.1.1 DEFINITIONS

Windshield Survey - Systematic observations made from a moving vehicle to assess people and the environment.

332.2 POLICY

Implementation will take place by the following means:

- In the event Dispatch Center is made aware of and/or has felt seismic activity, emergency procedures known thus forward as "Emergency Earthquake Mode" will be implemented by the District as set forth by the Earthquake Response Policy.
- Any seismic activity shall be considered a possible foreshock of a devastating earthquake. Therefore, any officer aware of an earthquake tremor within the District, shall notify the Dispatch Center and begin Emergency Earthquake Mode.
- Any units in the field, having felt seismic activity and lost contact with the Dispatch Center, shall assume the worst case scenario and implement the Emergency Earthquake Mode. Field units shall monitor the Dispatch Center for any further announcements.

332.3 PROCEDURE

Upon first indication that an earthquake is occurring, all personnel shall take immediate measures to protect themselves and others from injury. All personnel are reminded that the initial earthquake may be only a prelude to a larger earthquake and aftershocks of varying magnitudes are expected to occur. All actions must be predicated on preparing for additional seismic activity and necessary safety precautions to mitigate any impact

Upon completion of earth movement all personnel are to initiate "Emergency Earthquake Mode" and begin the following actions at the company level prioritized by On-Duty Company Officer.

332.3.1 SECURE FACILITIES / PERSONNEL

- Ensure all company personnel are accounted for and assessed for injuries.
- Order all apparatus and necessary equipment to be relocated to a safe location outside of the facility.
- Check overall structural stability and integrity of facility.
- Check radios and phone lines for normal operation.
- Shut down utilities as necessary.
- Determine if facility is on normal or auxiliary power.

Earthquake Response

- Take immediate initiative actions to secure operational readiness.
- Notify on-duty Chief Officer with status report and operational status.

332.3.2 FACILITY STATUS REPORT

Facility status report will be brief, providing only pertinent information in the following order:

- Personnel: All okay, minor injuries, major injuries, trapped, fatalities
- Facility: Okay, minor damage, major damage
- Power: Normal, auxiliary, no power
- Phones: Okay, no phones
- Apparatus: Available staffed units and units trapped.

332.3.3 TRAPPED APPARATUS

In the event that structural damage prevents removal of apparatus, members shall, if safety permits, retrieve turnouts, safety equipment, breathing apparatus, portable radios and pagers. Determine the assistance required for extrication of the apparatus. Report availability and conditions to the Chief Officer.

332.3.4 SURVEY FIRST-IN AREA

It is imperative that engine companies complete a timely and complete assessment with documentation and reporting to their immediate supervisor before committing to emergency mitigation and incident stabilization.

Upon completion of the engine company's "windshield survey" company officers may have to prioritize response and self-dispatch to their units. Prioritization of incidents should be based on the following:

- Mass Casualties
- Fires with trapped victims
- Fires with high spread potential
- Medical aid's status as priority
- Major hazardous materials incidents
- Large fires with no spread potential
- Small fires with no spread potential
- Minor medical aids
- General assistance

332.4 RECONNAISSANCE/INTELLIGENCE/DOCUMENTATION

Effective operational planning depends on comprehensive information of the existing and potential situation. Reconnaissance and intelligence information must be gathered and transmitted to

Earthquake Response

Command for compilation, evaluation and action. Proper documentation cannot be avoided as cost reimbursement can become the number one priority in the months following the disaster. Initial reconnaissance will be conducted as a windshield survey. This is to be a preliminary survey, documented by a brief summary of findings and actions taken using the ICS 201 Summary form. During the windshield survey notes should be taken, listing damaged areas, egress problems, or any other notable concerns.

332.5 CRITICAL FACILITY SURVEY

Critical Facility Surveys will be accomplished along with the windshield survey. If any damage is found in the area, a company officer will do an inspection of each identified critical facility in their area. Subsequent intelligence reports will require in-depth reconnaissance of each geographic area of responsibility.

Intelligence information will be concerned with the following:

- Structural Damage: Building, bridges, dams, high occupancy structures, etc.
- Hazardous Materials: Life threatening incidents, product leaks and/or spills, evacuation needs
- Water Supply: Broken mains, etc.
- Access Routes: Impassable streets, essential routes that can be readily cleared, safe, clear access routes.
- Utilities: Electrical/water/gas service, availability of emergency power.

332.6 SHORT RANGE PLANNING

Developing a plan to mitigate immediate problems and related contingencies shall be based on the windshield survey and priorities set forth by this doctrine. Such actions shall be predicated on leader's intent, unit capabilities, unit availability and realistic objectives until availability of additional resources are determined.

332.7 LONG RANGE PLANNING

Development of a plan for extended operations shall be the responsibility of the Incident Commander. Consideration must be given to the existing situation, potential problem development, operational limitation, logistical needs, and overhead requirements. This type of planning should be reviewed and updated for each operational period with use of an Incident Action Plan.

For incidents reaching extended operational periods all efforts should be made to establish a local, regional or county wide Emergency Operations Center based on incident severity and necessity. The Incident Action Plan (IAP) should be developed through a Unified Command representing all stakeholders. Implementation of the IAP should be compliant with Standardized Emergency Management System (SEMS) and components set forth through National Incident Management System (NIMS).

Earthquake Response

The Chief Officer is responsible for establishing incident objectives and overall management Strategy. In a major disaster, the IAP may vary from general policy guidelines and objectives to more specific plans for selected divisions or geographical areas. In either event, the IAP should be written and distributed to all Section Chiefs, Unit Leaders, and Field Personnel prior to each operational period. All commands shall establish operational priorities based on problem assessment and availability of resources, considering the saving of lives and property, in that order.

332.8 FAMILY MEMBER ASSISTANCE

During a major disaster, on duty personnel want to be assured their family members are safe. Immediately following a major disaster, it is the responsibility of administrative staff to contact the on duty Chief Officer to inquire about making phone contact with the family members of on duty employees.. If deemed necessary, the administrative staff will carry out these responsibilities. If administrative staff are not available, the Chief Officer is to assure this is completed as soon as possible. This information should then be communicated to the employee.

Volunteer Program

333.1 PURPOSE AND SCOPE

This policy establishes guidelines for the use of volunteers to help improve service to the community, increase district responsiveness, enhance the delivery of services and information input, provide new program opportunities, bring new skills and expertise to the District and prompt new enthusiasm.

333.1.1 DEFINITIONS

Definitions related to this policy include:

Volunteer - An individual who performs a service for the District without promise, expectation or receipt of compensation for services rendered. This may include unpaid chaplains, interns, persons providing administrative support and youth involved in a fire Explorer Post, among others.

333.2 POLICY

It is the policy of the Northern Sonoma County Fire Protection District to utilize volunteers to the extent reasonably practicable to enhance public education opportunities, enforcement efforts and in any other capacity that is intended to support district personnel or provide a service to the community.

333.3 PROCEDURE

Volunteers may assist district personnel in conducting inspections and code enforcement of laws and regulations. Volunteers may also assist the District in its public education efforts and/or in other areas within the District as needed. Volunteers are intended to supplement and support, rather than supplant firefighters and civilian personnel and are an important component of this organization.

All volunteers shall comply with all orders and directives, either oral or written, issued by the District. A copy of the policies and procedures will be made available to each volunteer upon appointment and they shall become thoroughly familiar with these policies.

Whenever a rule, regulation or guideline in this manual relating to district operations refers to a regular full-time employee, it shall also apply to a volunteer, unless by its nature it is inapplicable.

Nothing in the manual shall confer rights upon the volunteer. Volunteers serve at-will and their volunteer status may be terminated at any time without cause or reason.

333.4 VOLUNTEER MANAGEMENT

333.4.1 VOLUNTEER COORDINATOR

A Volunteer Coordinator shall be appointed by the Fire Chief or the authorized designee. The function of the Volunteer Coordinator is to provide a central coordinating point for effective volunteer management within the District, and to direct and assist staff and volunteer efforts to

Volunteer Program

jointly provide more productive services. The Volunteer Coordinator should work with other district staff on an ongoing basis to assist in the development and implementation of volunteer-staffed positions.

- (a) Recruiting, selecting and training qualified volunteers for various positions.
- (b) Facilitating the implementation of new volunteer activities and assignments.
- (c) Maintaining records for each volunteer.
- (d) Tracking and evaluating the contribution of volunteers.
- (e) Maintaining a volunteer handbook and outlining expectations, policies and responsibilities for all volunteers.
- (f) Maintaining a record of volunteer schedules and work hours.
- (g) Completion and dissemination, as appropriate, of all necessary paperwork and information.
- (h) Planning periodic recognition events.
- (i) Maintaining liaison with other community volunteer programs and assisting in community-wide efforts to recognize and promote volunteering.

333.4.2 RECRUITMENT

Volunteers should be recruited on a continuous and ongoing basis consistent with district policy on equal opportunity, non-discriminatory employment. A primary qualification for participation in the application process should be an interest in, and an ability to assist the District in serving the public.

- Be at least 18 years of age for all positions other than Explorer
- Be at least 14 years of age for an Explorer position
- Possess a valid California driver license if the position requires vehicle operation
- Be able to deal effectively and courteously with the general public
- Complete mandatory training as determined to be appropriate by the District
- Possess any other qualifications specific to the volunteer assignment

Internal requests for volunteers should be submitted in writing by interested staff to the Volunteer Coordinator through the requester's immediate supervisor. A complete position description and a requested timeframe should be included in the request. All parties should understand that the recruitment of volunteers is enhanced by creative and interesting assignments. The Volunteer Coordinator may withhold assignment of any volunteer until such time as the requesting unit is prepared to make effective use of volunteer resources.

Volunteer Program

333.4.3 SCREENING

All prospective volunteers should complete the volunteer application form. The Volunteer Coordinator or the authorized designee should conduct a face-to-face interview with an applicant under consideration.

A documented background investigation shall be completed on each volunteer applicant and should include, but not necessarily be limited to, the following:

- (a) Fingerprints
- (b) Traffic and criminal background check
- (c) Employment history
- (d) References
- (e) Credit check

333.4.4 SELECTION AND PLACEMENT

Service as a volunteer with the District shall begin with an official notice of acceptance or appointment to a volunteer position. Notice may only be given by an authorized representative of the District, who will normally be the Volunteer Coordinator. No volunteer should begin any assignment until they have been officially accepted for that position and completed all required screening and paperwork.

At the time of final acceptance, each volunteer should complete all required enrollment paperwork and will receive a copy of their position description and agreement of service with the District. All volunteers shall receive a copy of the volunteer handbook and shall be required to sign a volunteer agreement.

Volunteers should be placed only in assignments or programs that are consistent with their knowledge, skills, abilities and the needs of the District.

333.4.5 TRAINING

Volunteers will be provided with an orientation program to acquaint them with the District, personnel, and policies and procedures that have a direct impact on their work assignment.

Volunteers should receive position-specific training to ensure they have adequate knowledge and skills to complete tasks required by the position and should receive periodic ongoing training as deemed appropriate by their supervisor or the Volunteer Coordinator.

Training should reinforce to volunteers that they may not intentionally represent themselves as, or by omission infer that they are firefighter or other full-time employees of the District. They shall always represent themselves as volunteers.

333.4.6 DRESS CODE

As representatives of the District, volunteers are responsible for presenting a professional image to the community. Volunteers shall dress appropriately for the conditions and performance of their duties.

Volunteer Program

Volunteers shall conform to district-approved dress consistent with their assignment. Uniforms authorized for non-suppression volunteers should be readily distinguishable from those worn by firefighters. The uniform or identifiable parts of the uniform shall not be worn while off-duty except volunteers may choose to wear the uniform while in transit to or from official district assignments or functions, provided an outer garment is worn over the uniform shirt to avoid bringing attention to the volunteer while he/she is off-duty.

Volunteers shall be required to return any issued uniform or district property at the termination of service.

333.5 SUPERVISION OF VOLUNTEERS

Each volunteer who is accepted to a position with the District must have a clearly identified supervisor who is responsible for direct management of that volunteer. This supervisor will be responsible for day-to-day management and guidance of the work of the volunteer and should be available to the volunteer for consultation and assistance.

A volunteer may be assigned as, and act as, a supervisor of other volunteers provided that the supervising volunteer is under the direct supervision of a paid staff employee.

Functional supervision of volunteers is the responsibility of the supervisor in charge of the unit where the volunteer is assigned. Supervisors of volunteers should consider the following:

- (a) Take the time to introduce volunteers to employees on all levels.
- (b) Ensure volunteers have work space and necessary office supplies.
- (c) Make sure the work is challenging. Do not hesitate to give them an assignment or task that will tap these valuable resources.

333.6 CONFIDENTIALITY

Unless otherwise directed by a supervisor, the duties of the position or district policy, all information a volunteer encounters shall be considered confidential. Only that information specifically identified and approved by authorized personnel shall be released.

Volunteers shall not address public gatherings, appear on radio or television, prepare any article for publication, act as correspondents to a newspaper or other periodical, release or divulge any information concerning the activities of the District, or maintain that they represent the District in such matters without permission from the proper district personnel.

333.7 PROPERTY AND EQUIPMENT

Volunteers will be issued an identification card. Any fixed and portable equipment issued by the District shall be for official and authorized use only. Any property or equipment issued to a volunteer shall remain the property of the District and shall be returned at the termination of service.

Chaplains

334.1 PURPOSE AND SCOPE

This policy establishes the guidelines for Northern Sonoma County Fire Protection District chaplains to provide counseling or emotional support to members of the District, their families and members of the public.

334.2 POLICY

The District shall use Sonoma County Law Enforcement Chaplaincy (LECS) to provide support and emotional care to first responders.

334.3 DUTIES AND RESPONSIBILITIES

334.3.0 ASSISTING DISTRICT MEMBERS

The responsibilities of a chaplain related to district members include, but are not limited to:

- (a) Assisting in making notification to families of members who have been seriously injured or killed and, after notification, responding to the hospital or home of the member.
- (b) Visiting sick or injured members in the hospital or at home.
- (c) Attending and participating in funerals of active or retired members, when requested.
- (d) Serving as a resource for members who are dealing with the public during significant incidents (e.g., accidental death, suicide, suicidal subjects, serious accident, drug and alcohol abuse or a mass casualty incident (MCI)).
- (e) Providing counseling and support for members and their families.
- (f) Being alert to the needs of members and their families.

334.3.1 ASSISTING THE DISTRICT

The responsibilities of a chaplain related to the Northern Sonoma County Fire Protection District include, but are not limited to:

- (a) Assisting members in defusing a conflict or incident, when requested.
- (b) Responding to any significant incident (e.g., natural and accidental death, suicide and attempted suicide, family disturbance or MCI) in which the IC or supervisor believes the chaplain could assist in accomplishing the mission of the District.
- (c) Responding to all major disasters, such as a natural disaster, bombing, MCI and similar critical incidents.
- (d) Being available, or if possible, on-duty during major demonstrations or any public function that requires the presence of a large number of district members.
- (e) Attending district functions such as academy graduations, ceremonies and social events and offering invocations and benedictions, as requested.

Chaplains

- (f) Participating in in-service training classes.
- (g) Training others to enhance the effectiveness of the District.

Training Records

616.1 PURPOSE AND SCOPE

The purpose of this policy is to establish procedures for accumulating and maintaining records of all training provided by the District and all training received by individual district members. This policy shall apply to all training received but particularly training that is mandated by an external force such as a law, statute or regulation.

616.2 POLICY

It is the policy of the Northern Sonoma County Fire Protection District to maintain comprehensive records of all training provided by the District, and all training received by district members. The Training Officer or the authorized designee shall be responsible for creating and maintaining training records. All members of the District are responsible for assisting the Training Officer in documenting training activities by signing course rosters, submitting certificates of completion from outside training or providing other means of training documentation.

Training records may be documented utilizing either hard copies stored in a traditional filing system or via electronic files. All electronic training records will be redundantly stored using district-approved secure electronic file storage systems.

616.3 MASTER TRAINING CALENDAR

The Training Officer will create and maintain an annual master training calendar for the District. This calendar will document all district-provided, regularly scheduled training opportunities. The master training calendar should be a living document, reflecting any changes made in the actual training schedule or actual training opportunities provided throughout the year. The training opportunities in the master training calendar should include, but are not limited to:

- (a) All federal or state mandated training. Examples include courses that address sexual harassment prevention, heat illness prevention, medical records privacy, personal protective equipment, bloodborne pathogens, CPR and hearing protection.
- (b) All federal or state mandated training drills, manipulative drills, skills or equipment testing, including annual audiograms and fit testing for Occupational Safety and Health Administration/National Institute for Occupational Safety and Health (OSHA/NIOSH)-approved masks and respirators.
- (c) All California Incident Command Certification System (CICCS) training provided by the District.
- (d) Specific training and certification for “all-hazards” positions, based on the Incident Command System (ICS), the National Incident Management System (NIMS) or Standardized Emergency Management System (SEMS) courses.
- (e) All NIMS, ICS, SEMS and NIMS-compliant incident management system courses.

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- (f) All Emergency Medical Services (EMS) pre-hospital care, continuing education courses or programs provided by the District.
- (g) Any training opportunity scheduled by the Training Officer and intended to be provided department-wide.
- (h) Any training opportunity utilizing instruction from outside the District.
- (i) Any interagency cooperative training program or activity.
- (j) Any regularly scheduled skills or job performance training and testing evolutions.

Copies of each year's master training calendar will be maintained and retained in the Training Officer files based on district-established records retention schedules.

616.4 INDIVIDUAL TRAINING RECORDS

The Training Officer will create and maintain an individual training file for each member of the District. The training files will be kept separate from the district's personnel files. The member training files should be used to document a member's training courses and training-related programs and activities.

The training files shall not be used to store any work-performance records, member conduct records, member disciplinary records or any other documentation that is not specifically training-related. Information entered into the member training files will be a permanent part of that record. No training information or entries will be removed from the file unless the record is found to be factually incorrect or erroneously entered into that member's training file. Each member's training file will be part of that member's permanent record of activity while employed by the District.

When a member ends employment with the District, that member's training file will be archived and maintained for a minimum of seven full calendar years following the member's separation from service or in accordance with the district's established records retention schedule.

Members of the District shall be provided access to their individual training file upon request. A member may request to review his/her training file either verbally or in writing. The Training Officer should facilitate those requests as soon as practicable but in all cases within 21 days of the member's request to review their file. Members may not remove any document or information from the training file without the express approval of the Training Officer. Members may not add any documents or entries to their training file without the approval of the Training Officer. Members shall be allowed to photocopy or otherwise reproduce images of any entries in their individual training file.

Member training files should be organized to readily allow for the retrieval of specific training subject documentation, particularly in regard to documentation of any mandated training subject compliance.

Member training files should contain documentation of all work- or job-related licensing and certification that the member earns, achieves or is awarded. Information regarding member

Training Records

progress toward or application for licensing and certification should also be stored in the member training files. Examples include CICCIS coursework, CICCIS position task books and certification, NIMS certifications, SEMS certifications, California State Fire Marshal certifications, California Office of Emergency Services certifications (OES) and State of California pre-hospital care provider continuing education coursework, licensing and certification records (paramedic and Emergency Medical Technician).

616.5 TRAINING RECORDS FROM PREVIOUS EMPLOYERS

Members of the District may submit training records from previous employers to the Training Officer for inclusion in their individual training file. The Training Officer will evaluate any submitted training records obtained during previous employment and will add any pertinent information to the member's training file as appropriate. New members should submit to the Training Officer copies of any licenses, certifications and coursework that are pertinent to their position with the Northern Sonoma County Fire Protection District.

The Training Officer may request that new members obtain and submit copies of any previous employer training files for inclusion in their Northern Sonoma County Fire Protection District training file.

616.6 RELEASE OF FORMER MEMBER TRAINING RECORDS

Upon written request, the individual training file of any former Northern Sonoma County Fire Protection District member may be copied and released to either the former member or to a third-party upon receipt of a signed written request from a former member of the District. The written request should include the past member's full name, approximate dates of employment with the District and date of separation from employment with the District. In the event that the former member is requesting that copies of his/her file be sent directly to a third party, the written request should include a statement authorizing the Northern Sonoma County Fire Protection District to release copies to the named third party.

Promotions and Transfers

1002.1 PURPOSE AND SCOPE

The purpose of this policy is to establish required and desirable qualifications for promotion and transfer within the ranks of the Northern Sonoma County Fire Protection District.

1002.2 POLICY

The Northern Sonoma County Fire Protection District determines promotions and transfers in a non-discriminatory manner. It is the policy of the Northern Sonoma County Fire Protection District to utilize the promotional testing criteria, study materials and testing instruments available from the Office of the State Fire Marshal (OSFM). This policy will establish the required and desirable qualifications for promotion and transfer within the ranks of the Northern Sonoma County Fire Protection District based on these criteria.

Nothing in this policy is intended to supersede any contract language related to promotional requirements that may exist in a collective bargaining agreement.

1002.3 GENERAL REQUIREMENTS

The following conditions will be used in evaluating members for promotion and transfer:

- (a) Presents a professional, neat appearance
- (b) Maintains a physical condition which aids in their performance
- (c) Demonstrates the following traits:
 1. Emotional stability and maturity
 2. Stress tolerance
 3. Sound judgment and decision-making ability
 4. Personal integrity and ethical conduct
 5. Leadership
 6. Initiative
 7. Adaptability and flexibility
 8. Ability to conform to organizational goals and objectives in a positive manner

1002.4 TRANSFERS

1002.4.1 DESIRABLE TRANSFER QUALIFICATIONS

The following qualifications are considered for transfer:

- Three years of experience

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- Completion of the probationary period with the Northern Sonoma County Fire Protection District
- Expressed interest in the transfer position
- Education, training and demonstrated abilities in areas related to the transfer position
- Completion of any local, regional, or national required training or certification for the transfer position

1002.4.2 TRANSFER CRITERIA

The following criteria apply to transfers:

- (a) Administrative evaluation as determined by the Fire Chief. This shall include a review of supervisor recommendations. Each supervisor who has supervised or otherwise been involved with the candidate should submit these recommendations.
- (b) Supervisor recommendations should be submitted to the Fire Chief or designee. Each candidate should be interviewed. Fire Chief
- (c) Based on supervisor recommendations and and results of the interview, recommendations should be sent to the Fire Chief.
- (d) Transfers will be made by the Fire Chief.

The policy and procedures for all positions may be waived for temporary assignments, emergency situations or for training.

1002.5 PROMOTIONS

Specifications for promotional opportunities are on file with the Northern Sonoma County Fire Protection District. Candidate should meet all minimum qualifications for the position as outlined in the Career Development Guide.

Position Descriptions

1003.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a comprehensive description of overall duties and responsibilities of each rank or job classification within the District.

1003.2 POLICY

It is the policy of the Northern Sonoma County Fire Protection District to develop unique position descriptions for each assignment within an established rank or classification.

1003.3 PROCEDURE

The Fire Chief will generally develop and maintain classification specifications (e.g., firefighter, fire captain, Battalion Chief, etc.). Within the classification specifications there may be multiple assignments. The descriptions will detail the unique duties and responsibilities of each assignment.

Position descriptions may be included in collective bargaining agreements.

Position descriptions should be considered living documents and should be reviewed and evaluated for modification. This should occur at least annually and any time duties or expectations of a specific position substantially change.

Classification Specifications

1004.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the origin and maintenance processes of the job classifications applicable to the Northern Sonoma County Fire Protection District.

1004.2 POLICY

It is the policy of the Northern Sonoma County Fire Protection District to coordinate with the Fire Chief for the development of job classifications unique to fire service.

1004.3 PROCEDURE

The Fire Chief should appoint an officer from the Administration Division to work with the Fire Chief to develop, update and maintain the job classifications. These should include information from collective bargaining agreements with each employee group; should identify the duties and responsibilities, authority, reporting requirements and chain of command for the member; and should include expected working hours, attire and working location.

1004.3.1 POSITION DESCRIPTIONS

Multiple position descriptions may be needed for each job specification (e.g., a captain assigned to the Training Division will have the same job specification, but will have a considerably different position description than a captain assigned to the Suppression Division). Position descriptions may be addressed in the contracts with the various employee groups or in the Position Descriptions Policy.

Career Tracks

1005.1 PURPOSE AND SCOPE

The purpose of this policy is to establish specific career tracks for each classification specification within the Northern Sonoma County Fire Protection District.

1005.2 POLICY

It is the policy of the Northern Sonoma County Fire Protection District to ensure that each member is provided to the full extent, and without any limitation, the same access to advancement available to other members in each classification specification. To increase member job satisfaction and retain quality members, the District shall ensure each member understands their career track and the opportunity for career advancement. A career track change may also be available, if the member obtains additional education, certification or licensing, which could open other opportunities.

1005.3 PROCEDURE

The Northern Sonoma County Fire Protection District Fire Chief shall maintain all information on classification specifications, promotional opportunities and career tracks as outlined within each agency's "Career Development Guide."

Personal Projects On-Duty

1013.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the specific conditions in which privileges may be granted to conduct some personal projects while on-duty.

1013.2 POLICY

It is the policy of the Northern Sonoma County Fire Protection District to consider granting privileges to members to conduct personal projects while on-duty in some circumstances. Firefighters assigned to a fire station may experience downtime during their shift and have an opportunity to engage in some personal projects. When this opportunity arises, permission may be granted, subject to the following conditions:

- (a) Personal projects shall not interfere with emergency response demands.
- (b) Personal projects shall not interfere with other assigned station duties.
- (c) At their discretion, the company officer or Fire Chief may deny or revoke permission for a personal project while on-duty.

Outside Employment

1015.1 PURPOSE

The purpose of this policy is to establish guidelines to be followed by any Northern Sonoma County Fire Protection District members considering outside employment.

1015.2 POLICY

It is the policy of this district to allow members to engage in employment other than with the District if the Fire Chief determines that such outside employment is not in conflict with their duties and the duties, functions and responsibilities of the District.

1015.3 PROHIBITED OUTSIDE EMPLOYMENT

The Fire Chief, at their discretion, may prohibit any outside employment which (Government Code § 1126 through Government Code § 1129):

- (a) Involves the member's use of district time, facilities, equipment or supplies, or the use of the district badge, uniform, prestige or influence for private gain or advantage.
- (b) Involves the member's receipt or acceptance of any money or other consideration from anyone other than this district for the performance of an act which the member, if not performing such act, would be required or expected to render in the regular course of employment or as a part of the member's duties as a member of this district.
- (c) Involves the performance of an act in other than the member's capacity as a member of this district that may later be subject directly or indirectly to the control, inspection, review, audit or enforcement of any other member of this district.
- (d) Involves time demands that would render performance of the member's duties for the District less efficient.
- (e) Involves time demands that would affect the member's regular work shift or ability to respond to emergencies or mandated overtime.
- (f) Involves employment with an individual or organization that does business with the District.
- (g) Would otherwise compromise the ability of the District to conduct its business in an efficient manner.
- (h) Would give the appearance of impropriety or otherwise appear inconsistent, incompatible or in conflict with the member's employment with the District.

1015.4 WITHDRAWAL OF APPROVAL FOR OUTSIDE EMPLOYMENT

Any outside employment approval may be withdrawn under the following circumstances:

Outside Employment

- (a) Should a member's performance at the District decline to a point where it is evaluated by a supervisor as needing improvement to reach an overall level of competency, the Fire Chief may, at his/her discretion, withdraw approval for any outside employment.
- (b) Withdrawal of approval of outside employment may be included as a term or condition of sustained discipline.
- (c) If, at any time a member's conduct or outside employment conflicts with the provisions of district policy, the approval for outside employment may be withdrawn.
- (d) When a member is unable to perform at a full-duty capacity due to an injury or other condition, approval of outside employment may be withdrawn until the member has returned to full-duty status for any of the following reasons:
 - 1. The outside employment is medically detrimental to the total recovery of the disabled member, as indicated by the district's medical advisers.
 - 2. The outside employment performed requires the same or similar physical ability as would be required of an on-duty member.
 - 3. The member fails to make timely notice of his/her intention to continue outside employment to his/her supervisor.

1015.5 APPEALS

If a member's outside employment request is denied or withdrawn, the member should be informed of the action and reason in writing.

The member may file a written notice of appeal to the Fire Chief within 10 days of the date of the written denial or withdrawal.

If the member's appeal is denied, the member may file a grievance pursuant to the procedure set forth in the current collective bargaining agreement and/or the Grievance Procedure Policy.

1015.6 PROHIBITED USE OF DISTRICT RESOURCES

Members are prohibited from using any district equipment or resources in the course of or for the benefit of any outside employment without prior approval from the Fire Chief or designee. This includes access to official records or databases of this district or other agencies through the member's position with this district.

Grievance Procedure

1021.1 PURPOSE AND SCOPE

This policy establishes processes for resolving disputes or concerns regarding conditions of employment, unethical, wasteful or other inappropriate conduct.

This policy does not apply to complaints related to alleged acts of discrimination or harassment or complaints of discrimination on the basis of other protected categories subject to the Discriminatory Harassment Policy. This policy also does not apply to complaints consisting of any alleged misconduct or improper job performance by any member that, if true, would constitute a violation of federal, state or local law, or a violation of district policy or the standards established in the Personnel Complaints Policy.

This policy does not prohibit adverse administrative action taken for legitimate non-discriminatory or non-retaliatory reasons, including for-cause discipline.

The procedures set forth herein are intended to supplement and not limit a member's access to other applicable remedies. Nothing in this policy shall diminish the rights or remedies of a member pursuant to any applicable federal law, provision of the U.S. Constitution, state law, local ordinance or collective bargaining agreement.

1021.1.1 GRIEVANCE DEFINED

A grievance is any difference of opinion concerning terms or conditions of employment or the dispute involving the interpretation or application of any of the following documents:

- A collective bargaining agreement
- This Policy Manual
- Rules and regulations covering personnel practices or working conditions of members

A grievance includes any claim of waste, abuse of authority, gross mismanagement and any practice within the District which may pose a threat to health, safety or security.

Grievances may be brought by an individual member or by a group representative.

1021.2 POLICY

It is the policy of this district that all grievances be handled quickly and fairly without retaliation against a member who files a grievance, whether or not there is a basis for the grievance. It is the philosophy of this district is to promote free verbal communication between members and supervisors.

1021.3 RETALIATION PROHIBITED

No member may retaliate against any person for reporting or making a complaint under this policy or for opposing a practice believed to be improper, unethical, wasteful, retaliatory or participating in any investigation pursuant to this policy or any other policy in this policy manual.

Grievance Procedure

Employees found to be in violation of this policy are subject to discipline. Supervisors who condone or ignore violations of this policy or otherwise fail to take appropriate action to enforce this policy are also subject to discipline.

1021.4 PROCEDURE

Except as otherwise required under a collective bargaining agreement, grievances as defined above, should be resolved using the following procedure.

1021.4.1 COMMUNICATING GRIEVANCES

Members are encouraged to communicate with command personnel regarding any workplace problem or issue they feel needs immediate attention. Generally, any concern about a workplace situation should be first raised with the member's immediate supervisor unless that supervisor is part of the member's concern. It is recognized, however, that there may be occasions where the use of the normal chain of command may not be appropriate.

Any member who feels threatened in any manner or is otherwise concerned about reporting to his/her immediate supervisor may report this information directly to the Fire Chief or Human Resources Department without first reporting the information to their immediate supervisor or following the chain of command.

This alternate process shall not be used to circumvent or avoid addressing issues through the normal chain of command.

1021.4.2 GRIEVANCE RECEIPT

Upon receipt of an oral or written grievance, the receiving supervisor will promptly document the grievance, initiate the investigative process and ensure that the appropriate supervisor and the Human Resources Department are notified.

Investigations are generally more effective when the identity of the grieving member is known, thereby allowing investigators to obtain additional information from the reporting member. However, a grievance may be made anonymously.

All reasonable efforts should be made to protect the reporting member's identity. However, confidential information may be disclosed to the extent required by law or to the degree necessary to conduct an adequate investigation and make a determination regarding a grievance. In some situations, the investigative process may not be complete unless the source of the information and a statement by the member is produced as part of the process.

The supervisor receiving the grievance should explain to the grieving member how the matter will be handled.

1021.4.3 RESOLVING GRIEVANCES

- (a) Supervisors receiving grievances should attempt to resolve the issue through informal discussion with member.

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- (b) If after a reasonable amount of time, generally seven days, the grievance cannot be settled by the immediate supervisor, the member may request a meeting with the Chief Officer.
- (c) If a successful resolution is not found with the Chief Officer, the member may request a meeting with the Fire Chief.
- (d) If the member and the Fire Chief are unable to arrive at a mutual solution, then the member shall proceed as follows:
 - 1. Submit in writing a written statement of the grievance and deliver one copy to the Fire Chief and another copy to the immediate supervisor and include the following information:
 - (a) The basis for the grievance
 - (b) What remedy or goal is being sought by this grievance
- (e) The Fire Chief will receive the grievance in writing. The Fire Chief and the District executive will review and analyze the facts or allegations and respond to the member within 14 calendar days. The response shall identify any corrective measures or other remedies as appropriate. The decision of the District executive is considered final.

1021.5 RESPONSIBILITIES

1021.5.1 MEMBER RESPONSIBILITIES

This policy is intended to support efforts to identify and remediate when appropriate, workplace issues. Members are encouraged to identify workplace issues to bring about positive change in the District. Members shall act in good faith and not file trivial grievances or grievances intended to harass or deflect scrutiny or blame to another.

Members shall make reasonable efforts to verify facts before making a grievance. Members shall not report or threaten to report information or a grievance knowing it to be false, with willful or reckless regard for the truth or falsity of the information or otherwise made in bad faith.

When making a grievance, members should provide as much information as possible and should cooperate fully with all investigations. Members shall maintain the confidentiality of any statements made in conjunction with an active grievance pursuant to this policy. This provision is not intended to diminish a member's rights or remedies afforded by applicable federal law, constitutional provision or collective bargaining agreement.

Any employee who believes that he/she has been subjected to reprisal or retaliation should immediately report the matter to a supervisor in the member's chain of command or to the Human Resources Department.

1021.5.2 SUPERVISORS

Supervisors should make reasonable efforts to identify and remediate workplace issues and bring about positive change in the District before issues escalate to the grievance level. Once a member has made the decision to file a grievance, supervisors shall not attempt to discourage the member,

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shall accept grievances and shall ensure that reasonable efforts are made to reach a prompt and fair resolution.

Supervisory personnel will:

- (a) Document all grievances received and all steps taken to resolve the issue.
- (b) Forward the documentation to the Chief Officer through the chain of command.
- (c) Monitor the work environment to ensure that any member making a grievance is treated with respect and no differently than non-complaining employees.
- (d) Communicate to all members the obligation not to engage in retaliation and follow-up periodically with the grieving member to ensure that retaliation is not occurring.

1021.5.3 COMMAND STAFF

Command staff should ensure prompt resolution of all grievances, including the following:

- (a) Timely grievance recognition and acceptance
- (b) Appropriate documentation of the process and investigation
- (c) Remediation of any inappropriate conduct or condition and the implementation of measures to minimize the likelihood of reoccurrence
- (d) Timely communication of the outcome to the grieving member

1021.6 MEMBER REPRESENTATION

Members are entitled to have representation during the grievance process and may seek advice, counsel or the assistance of other employees or representatives in their presentation of a grievance.

1021.7 GRIEVANCE RECORDS

At the conclusion of the grievance process, all documents pertaining to the process shall be forwarded to the Chief Officer.

1021.8 GRIEVANCE AUDITS

The Chief Officer or the authorized designee should perform an annual audit of all grievances filed the previous calendar year to evaluate whether any policy, procedure or training changes may be appropriate. The Chief Officer shall record these findings in a confidential memorandum to the Fire Chief without including any identifying information from any individual grievance.

1021.9 POLICY HISTORY

This policy replaces SOPA-18 Grievance Procedures.

Critical Incident Stress Debriefing

1022.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a Critical Incident Stress Debriefing Program. The Northern Sonoma County Fire Protection District recognizes that during the course of performing job duties, members may become involved in or be exposed to incidents that have the potential to cause various forms of short- or long-term emotional trauma.

1022.1.1 DEFINITIONS

Definitions related to this policy include:

Critical incident stress - A strong emotional, cognitive, or physical reaction that has the potential to interfere with daily life, including physical and emotional illness, loss of interest in the job, personality changes, marital discord, and loss of ability to function.

Critical Incident Stress Debriefing (CISD) - A standardized approach using a group format to provide education, an atmosphere and opportunity for emotional release through discussion, and support for members who are involved in emergency incidents under conditions of extreme stress. CISD is not a diagnostic or treatment process like that provided in counseling sessions by a mental health professional. Instead, it is a service that provides education and support.

1022.2 POLICY

It is the policy of the Northern Sonoma County Fire Protection District to implement a CISD Program to provide support and professional intervention to members of this district following exposure to situations that are likely to create unusually strong emotional reactions.

1022.3 CISD PROGRAM

The District should establish a committee responsible for implementing and managing the CISD Program. The Fire Chief or the authorized designee is responsible for appointing members to the committee who represent all levels of district personnel. The district's safety and health officer serves as the committee chairperson.

Functions of the committee include but are not limited to:

- Providing input and assistance to the development and implementation of the CISD Program.
- Recommending the type and content of critical incident-related programs, workshops, and seminars.
- Distributing CISD-related information to members.
- Providing the administrative and technical support needed to implement CISD activities.
- Coordinating and following-up on requests for CISD.
- Identifying state and local peer CISD organizations and teams.

Critical Incident Stress Debriefing

1022.4 CISD COMPONENTS

The CISD Program should include pre-incident, on-scene, and post-incident activities, including education, diffusion of emotional reactions, and debriefing. The purpose of the program is to minimize the impact of stress on members following major incidents.

Ideally, CISD should incorporate the services of both peer support members and trained professionals, such as physicians, psychologists, or counselors.

The program is intended to be consistent with the recommendations of the National Fire Protection Association (NFPA) and the Fire Service Joint Labor Management Wellness Fitness Initiative, developed by the International Association of Fire Fighters (IAFF) and the International Association of Fire Chiefs (IAFC).

1022.4.1 ACTIVATION

The following are examples of incidents that may initiate a CISD response:

- Major disaster or mass casualty incidents
- Serious injury, death, or suicide of a firefighter, police officer, or other emergency service provider
- Serious injury or death of a civilian resulting from emergency service operations
- Death of a child or similar incident involving a profound emotional response
- Any incident that attracts unusually significant media attention
- Loss of life following an unusual or extremely prolonged expenditure of emotional and physical energy by emergency services personnel
- Any unusual incident that produces an extreme, immediate, or delayed emotional response
- Cumulative trauma from multiple incidents

Any time it has been determined that a critical incident has occurred and intervention may be needed, a CISD should be requested. The request may be made either directly to peer support members or through the CISD committee. Depending on the type and magnitude of the incident and services that may be needed, the CISD may be activated either during or after a critical incident.

All members are responsible for recognizing incidents that may need a CISD. Once an incident has been identified as a critical incident, a CISD should be initiated as soon as practicable.

Debriefing may be conducted anywhere there is ample space, privacy, and freedom from distractions. Consideration should be given to including responders from other agencies who were involved in the incident, including but not limited to communications personnel, law enforcement officers, and paramedics or ambulance personnel.

For additional guidance on members requesting peer support or professional help on an individual basis, see the Wellness Program Policy.

Critical Incident Stress Debriefing

1022.4.2 CISD PROVIDERS

CISD providers should include mental health professionals and peer support members.

- (a) The duties and responsibilities of mental health professionals include the following:
 - 1. Supervise and advise on all clinical aspects of the program.
 - 2. Ensure the quality of CISD services.
 - 3. Offer clinical support and program guidance to the CISD committee and peer support members.
 - 4. Provide guidance to peer support members.
 - 5. Assist in training peer support members and with continuing education.
 - 6. Advise on the development of policy and written operational CISD protocols.
- (b) Mental health professionals involved in the CISD program should have the following qualifications:
 - 1. Be a licensed mental health professional.
 - 2. Be trained and experienced in a recognized CISD model.
 - 3. Demonstrate experience in counseling emergency services personnel.
- (c) The duties and responsibilities of peer support members related to CISD services include the following:
 - 1. Assist and support the CISD mental health professionals as necessary.
 - 2. Provide referrals to mental health professionals, where appropriate.
 - 3. Providing support and basic education to members and their families.
 - 4. Serving as a CISD provider with mental health professionals.

1022.5 DEBRIEFING

The form of CISD utilized should depend upon how early the intervention is activated and the nature of the incident. The use of one format does not preclude the use of others for the same critical incident.

Common formats for CISD include:

- (a) On-scene debriefing: Peer support members or mental health professionals respond to the scene as observers and advisers to watch for the development of acute reactions. They may offer encouragement and support, check on the well-being of personnel and allow for individual discussion of feelings and reactions.
- (b) Initial defusing: This usually takes place within a few hours of the incident and is generally facilitated by peer support members. It is an informal process encouraging open and free expression of feelings without a critique of the incident. The purpose is to stabilize involved members so they can go home or return to service.

Critical Incident Stress Debriefing

- (c) Formal debriefing: Debriefing led by a CISD Program mental health professional and peer support members that usually takes place 24 to 48 hours after the conclusion of the incident. Members involved in the critical incident are given the opportunity for free expression of feelings. This expression should be met with acceptance, support and understanding.
- (d) Follow-up debriefing: If deemed necessary, it may be facilitated by the CISD mental health professional and peer support members several weeks or months after a critical incident. The main purpose is to resolve any issues or problems that were not initially resolved. The follow-up debriefing may include the entire group or a portion of those originally involved.

Regardless of the type of debriefing, a CISD is not a critique of district operations at the incident. The CISD provides a setting in which members can discuss their feelings and reactions as a means to reduce the stress resulting from exposure to critical incidents. Performance issues should not be discussed during the debriefing.

No one has rank during the debriefing process. Everyone is equal.

Following any intervention, members who need additional assistance should contact peer support members or the wellness coordinator to obtain information.

1022.6 ATTENDANCE

Only those involved in the incident and CISD team members should be present. Members directly exposed to the traumatic aspects of an incident are strongly encouraged to participate in CISD.

Under special circumstances, the supervising officer may make attendance mandatory. Even if attendance is mandatory, members should not be obligated to speak or express their feelings during the CISD.

During debriefings, involved members involved should be out of service with radios, personal communications devices, and other distractions turned off.

1022.7 ROTATION OF PERSONNEL

Command officers should minimize members' exposure at critical incidents by rotating or removing initial responding personnel from the immediate scene and reassigning them to less stressful operations as soon as possible. Members directly involved in critical incidents should be considered a high priority for immediate reassignment or removal from the scene. Relief from duty may also be considered.

Peer support members may make a request to their command officer for relief or reassignment during a shift to participate in CISD activities. The peer support members should provide on-scene services, including on-site evaluation, encouragement, and consultation. They should also be considered an available resource for assignment to rehab, medical, or other areas as needed.

Critical Incident Stress Debriefing

Circumstances of a critical incident may result in a recommendation that individuals or companies be taken out of service. The Battalion Chief is responsible for making the appropriate arrangements.

Under no circumstances is being taken out of service to be construed as critical or negative. Personnel taken out of service are to be viewed as deserving of the same consideration as an injured firefighter.

1022.8 CONFIDENTIALITY

The District considers all CISD, regardless of type, as strictly confidential. Notes, other than those specifically identified in this policy, are prohibited. No audio or video recording may be made without the express consent of all participants.

Exceptions to confidentiality include when:

- (a) There is reasonable evidence to assume a risk of harm to the member or to others. If the risk is to another person, that person is identifiable, and there are means to contact the person.
- (b) Participants divulge information that falls under any applicable state mandatory reporting duties.

1022.9 RECORD-KEEPING

Following a CISD, the committee chairperson should prepare a summary report and forward it to the CISD Program committee for statistical record-keeping. The report should be limited to the following information:

- (a) Incident date and time
- (b) Brief description of incident facts
- (c) Intervention date and location
- (d) Names of CISD team members conducting the intervention
- (e) Numbers of participants from each agency involved

Names of participants should not be recorded.

On-Duty Injuries

1030.1 PURPOSE AND SCOPE

The purpose of this policy is to assist the Northern Sonoma County Fire Protection District in accurately reporting work-related illnesses and injuries and managing workers' compensation costs. The policy also provides district members with information concerning California state-mandated workers' compensation benefits and assistance to members who are either injured or develop a work-related illness as a result of their employment (8 CCR 9880).

Nothing in this policy is intended to confer any rights greater than those provided by state workers' compensation laws.

1030.1.1 DEFINITIONS

Definitions related to this policy include:

Permanent and stationary - The status of an injured member whose medical condition has reached maximum medical improvement.

Permanent disability - The status of an injured member who is permanently disabled.

Temporary disability - The status of an injured member who is unable to return to work because the member has not yet achieved a permanent and stationary status.

Third-party administrator - An entity responsible for adjusting workers' compensation claims on behalf of an employer.

Work-related injury - Any injury or disease arising out of employment or occurring in the course of employment duties (Labor Code § 3208); includes the contraction of a communicable disease (Labor Code § 5500.5).

1030.2 POLICY

It is the policy of the Northern Sonoma County Fire Protection District to provide workers' compensation benefits and assistance to all members who incur a work-related illness or injury. The District shall display a notice to employees regarding access to benefits and provide new members with a written notice concerning their rights, benefits and obligations under workers' compensation laws (8 CCR 9880 and 8 CCR 9881).

1030.3 PROCEDURE

Work-related injuries or illnesses incurred by members may be covered by workers' compensation through the Northern Sonoma County Fire Protection District. To be considered work-related, the injury or illness must arise from and occur in the course of employment. When authorized by a physician, medical expenses related to the treatment of a work-related injury or illness may include doctor, hospital, surgical, physical therapy, prescription medication or medical equipment. Workers' compensation may pay for wages lost as a result of an injury or illness, provided that absence from work is related to a work injury or illness and is authorized by a physician.

On-Duty Injuries

1030.3.1 MEMBER RESPONSIBILITIES

A member who is injured on the job must immediately report their injury to a supervisor. Any member who is involved in any accident while on-duty shall report such injury, illness or accident as soon as practicable to their supervisor

An injured member or member who has suffered a work-related illness shall report as soon as practicable to their immediate supervisor the medical findings concerning the injury, the extent of any work restrictions and the anticipated duration, if known. In addition, such members are required to promptly submit all medical releases, whether partial or full releases, to a supervisor.

Members should contact the person designated by the District for more information concerning workers' compensation benefits and payment of wages while off-duty due to a work-related injury or illness.

A member may be treated for an on-duty injury or illness by a personal physician that the member pre-designates in writing, prior to the injury or illness. The member may use the optional DWC Form 9783 Pre-designation of Personal Physician for this purpose (8 CCR 9780.1).

Members shall report any near-miss incident to their supervisor as soon as practicable. A near-miss incident is one where a mishap occurs but the member avoids serious injury or illness (e.g., slipping on an uneven surface but not falling).

1030.3.2 SUPERVISOR RESPONSIBILITIES

If injury is life-threatening, Emergency Medical Services (EMS) should begin or be summoned immediately.

If the injury is of a less emergent nature, the supervisor should ensure the member contacts the District-designated occupational medical provider. If the member has a pre-designated personal physician on file, the member may be treated by that physician.

If the injury does not require medical attention, the supervisor shall report the injury. The supervisor shall sign the report and indicate that the member desired no medical attention at the time of the report.

Within 24 hours of notification of an injury, the supervisor shall give the member a DWC-1 Employee's Claim for Workers' Compensation Benefits Form. The supervisor should have the injured member complete the member's portion of the form. If the member is unable to complete the DWC-1, the form may either be sent to the member's home or completed by the supervisor. The supervisor should complete the employer's portion as well.

The supervisor shall ensure that an Employer's Report of Occupational Illness/Injury (Form 5020) is filed with the Department of Industrial Relations within five days of the notice of injury (8 CCR 14004).

Supervisors receiving a report of a near-miss incident should prepare a detailed description of the incident and any recommendations or efforts to mitigate any identified hazards. Supervisors should forward the report to the Operations Division.

On-Duty Injuries

1030.3.3 DISTRICT RESPONSIBILITY

Human Resources Department should evaluate the request to return to work and any necessary medical verification and make a determination whether:

- The member may return to work based on the medical documentation provided by the member.
- It is necessary to engage in an interactive process to determine a reasonable accommodation.
- It is necessary and appropriate to send the member to a fitness-for-duty evaluation.

Human Resources Department, in consultation with the appropriate Duty Chief will make a recommendation to the Fire Chief or the authorized designee whether the member should be returned to full-duty or modified-duty, and will communicate the decision to the member regarding their return to work.

1030.3.4 RETURN TO WORK FOLLOWING INJURY OR ILLNESS

It is the member's responsibility to keep the District informed regarding their absence and to immediately advise the person designated by the District when the member believes that they will be released to return to work, with or without limitations. If practicable, the member shall provide advance notice of their potential return to work. If requested, it is the member's responsibility to provide medical verification.

A summary of steps for returning to work following an injury or illness can be located in the Return to Work Policy.

1030.3.5 TEMPORARY MODIFIED-DUTY ASSIGNMENT

A temporary modified-duty assignment may be available for a member with temporary limitations on their ability to perform normal job duties. See the Temporary Modified-Duty Assignments Policy for additional information.

1030.4 SETTLEMENT OF INJURY CLAIMS

Occasionally, a member's work-related injury or illness results from the negligent or wrongful acts of another, for which the member, the District and/or other insurers are entitled to recover civilly. To ensure that the District's interests are protected and that the member has the benefit of the District's experience in these matters, the following procedure shall be followed.

1030.4.1 MEMBER OFFERS TO SETTLE

When a member sustains a work-related injury or illness caused by another person and is then approached by the person or an agent, insurance company or attorney and offered a settlement of claims, that member shall take no action other than to make a written report of this contact to their supervisor as soon as possible.

1030.4.2 SETTLEMENT AUTHORIZATION

No less than 10 days prior to accepting and finalizing the settlement of any third-party claim arising out of or related to an on-duty injury, the member shall provide the Fire Chief with written notice of

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On-Duty Injuries

the proposed terms of such settlement. In no case shall the member accept a settlement without first providing such written notice to the Fire Chief. The purpose of such notice is to permit the District to determine whether the offered settlement will affect any claim the District may have regarding payment for damages to equipment or reimbursement for wages against the person who caused the accident or injury and to protect the District's right of subrogation, while ensuring that the member's right to receive compensation for injuries is not affected.

Standardization of Station Files

1107.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines regarding the files, forms and other written instruments that should be maintained and available at all fire stations.

1107.2 POLICY

It is the policy of the Northern Sonoma County Fire Protection District that all files, forms and other written or electronic records maintained at the fire stations shall be retained within District policy and state and federal laws, and that appropriate safeguards are implemented for protected or confidential information.

1107.3 CREATING THE STANDARD FILES PROCEDURE

The scope of the forms and written instruments that should be maintained at all fire stations is quite extensive. It will vary considerably from agency to agency and from county to county.

Agencies should create a policy addressing the files, forms and written instruments that should be kept at each fire station. Agencies will also need to address how many types of files are stored at the stations. Some of the guidelines in this policy will be based on local practice, some on requirements for forms that are relevant to outside entities and some based on codes and other mandates. Agencies should work with legal counsel when developing this policy to ensure consistency with other policies and laws and that the appropriate safeguards are in place.

Agencies should consider addressing the following topics when creating this policy:

- (a) The person responsible for maintaining the station files
- (b) Specific forms, documents and other written instruments that should be kept in the station files
- (c) Specific forms, documents and other written instruments that should not be kept in station files, such as employee medical information
- (d) Security for the station files
- (e) Secure files versus open access files
- (f) Confidential employee records, documents, evaluations
- (g) Information protected by the Health Insurance Portability and Accountability Act (HIPAA)
- (h) Storage of confidential business or occupancy information
- (i) County-required forms
- (j) Emergency Medical Service (EMS) forms, blank forms, completed forms
- (k) The district's records retention requirements

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Standardization of Station Files

- (l) The timetable for periodic purging of station files and the person responsible



NORTHERN SONOMA COUNTY FIRE PROTECTION DISTRICT

Minutes of the Regular Board of Directors' Meeting

Thursday, August 15, 2024

Geyserville Fire Station – 20975 Geyserville Ave, Geyserville, CA

1. Opening Greeting

a. Meeting called to order by President Scott Newman at 6:02 PM

b. Pledge of Allegiance

c. Roll Call

- Larry Heiges, Scott Newman, Pat Abercrombie, and Fred Peterson were present. Fire Chief Marshall Turbeville, Administrative Manager Anneke Turbeville, and Treasurer Michael Pigoni were present. Rob Stewart was not present during roll call, but Newman reported he was on his way.

d. Approval of the Agenda

- Anneke Turbeville asked to add two bills from Jarvis Fay to the Consent Calendar. Bell's and Cloverdale Ambulance Update will be moved to follow Public Discussion to accommodate Pam Bell. **A motion was made and seconded (Heiges/Peterson) to approve the agenda with those changes. All ayes.**

2. Public Discussion

- None.

3. Old Business

a. Strategic Planning

- The Strategic Planning Ad Hoc Committee reported that the second set of Strategic Plan edits have been submitted to CPSE. Chief Turbeville is working on his Chief's message. After completion, Abercrombie and Newman will compare the Strategic Plan to their action plan. Newman emphasized that the Ad Hoc Committee is there to support the Chief, and together they will determine how to implement the plan. Chief Turbeville noted that everything they do should be tied to the plan. Abercrombie agreed, reporting that he learned at the leadership symposium that everything on the agenda should also be tied to the plan.

b. District Collaboration

i. Bell's and Cloverdale Ambulance Update

- Bell's and Cloverdale Ambulance Update: Chief Turbeville reported that overall response times are down since ambulances are not coming from further away. Pam Bell reported twenty calls in Geyserville during the month of July. (*Director Stewart arrives here.*) Chief Turbeville explained how the program benefits the communities of Healdsburg, Fitch Mountain, and Windsor. It frees up firefighters, so they are available to respond to other calls. Director Heiges proposed doing a semi-annual review unless something comes up prompting a need to discuss the program sooner. This will be revisited during the January meeting, when the Board will hear its first semi-annual review. Chief Turbeville reminded the Board that it's a one-year contract ending July 1st.

ii. Sonoma County Winegrower's President Update

- Peterson and Newman met with the Sonoma County Winegrowers multiple times. The second meeting was with the winegrower board and Karissa Kruse. Newman noted that since the winegrowers have a lot on their plate, they want to keep things simple, but still wish to collaborate. Newman saw Kruse at lunch today and reported that she wishes to collaborate in a more formal way. He noted that there is a spirit of farmers and ranchers wanting to help others. He wants to nurture that relationship of mutual support so it's there when we need it.

iii. Communication Update

- Newman reported that there have been efforts to build the mailing list. Abercrombie praised Chief and Anneke Turbeville for grabbing the newsletter and going with it. He announced that he plugged the newsletter through the Fitch Mountain Association distribution list, which goes out to 500 people, most of whom are in our District. He asked that anyone with a communication channel send the newsletter out. Peterson said he likes the physical version of the newsletter, too. Abercrombie agreed, saying that sending out the physical version could result in more newsletter sign ups.
- Newman announced that the Sheriff's Office will visit home sites and discuss security with homeowners. Newman said he likes the support he feels as a member of the community and this board.

c. Measure H Planning

i. Legal Representation

- Abercrombie spoke with Ben Fay yesterday. Fay is currently slammed with issues related to the November ballot. He is working on our Measure H and liability issues but doesn't have deliverables yet. Abercrombie noted that these things are coming at us fast, and the Board needs to feel comfortable with what they are doing. If they don't hear back from Ben Fay they will need to escalate things.
- Newman reported that the topic of risk management came up at the symposium, and last month the Board questioned if we are covered from a liability standpoint. One of the instructors of the symposium is on the FAIRA board and has considered this topic before. Newman explained that his crusade is meant to support the leading-edge strategies of this board, and he feels optimistic they will come up with a great risk management plan. However, they need to be smart and thoughtful about it; this is what Ben Fay will look into. Fay has been brought up to speed with that FAIRA board member.

- Peterson asked Abercrombie about taking off for two months and wondered if Abercrombie wants him to follow up with Fay. Abercrombie thanked Peterson for the offer and suggested they coordinate this later.

ii. *Vegetation Management*

- Chief Turbeville said they are waiting for Bill Adams to send a document for Ben Fay to review. Chief Turbeville is working on a document detailing how projects will be delivered to us.

d. Facilities Planning

i. *Geyserville Fire Station Remodel*

- Chief Turbeville reported that around September 1 things will kick off.

ii. *Alexander Valley Fire Station Construction Status*

- The Northern Sonoma County Fire Foundation funded the remodel of the Alexander Valley Fire Station. The station received metal siding and a metal roof. The building will have the same use as always, with the addition of temporarily housing the fuels crew. The district is reimbursing the AVA for payment of the site's property taxes.

iii. *East District Fire Station*

- Director Stewart reported that Isaac's property and the two adjacent parcels are agriculture zoning, which allows public safety facilities. He noted that any proposal for parcels in that zoning cannot be detrimental to agriculture, so if we remove vineyards, we should plant vineyards somewhere else. Stewart noted that everyone is on board with the concept, but landowners are reluctant to give up their property.
- Abercrombie and Newman reported that they attended the last Cloverdale board meeting, which is another important aspect of their collaboration efforts. They said it felt good to be there and it gave them a good sense of their initiatives.
- Peterson reported that he went to the JPA meeting in Cloverdale with Stewart and Chief Turbeville. Nothing came of the meeting, but it was good to discuss topics together.

4. New Business

a. Board Development

- Important Takeaways from Board Attendance at the FDAC Leadership Symposium: Directors Abercrombie, Newman, Peterson, along with Michael Pignoni, went to the symposium. Newman asked each attendee to present their takeaways.

Director Abercrombie:

- Running a fire district is no less complicated than running a hospital, which he did for 32 years. There are many governing codes; don't do anything without checking to see if it's legal.
- Financial: Free fire engines from ABH (with strings attached); stipends for strike teams; reserves held by special districts are subject to seizure if not allocated.
- Agenda items should tie into strategic objectives.
- It was great talking to board members from FAIRA and people who have been doing it for decades.

Director Newman:

- He wants to know more about fire prevention responsibilities, including fire inspections.
- Board vs Staff: Involving staff in the master plan.
- Reserve balances with measure H: we need to have a master plan that works with the strategic plan; budget needs to show items we're committing to save for.

- Public discussions are for items not on the agenda.

Director Peterson:

- The symposium was very valuable, and he encouraged other board members and the Chief to attend.
- The master plan keeps Peterson up at night. Our budget is expanding, and the master plan should fit under strategic plan. Money won't come up as fast as we need it.
- We are in a good position to anticipate the costs of building stations, and we want to use money to provide better staffing and setting the bar.
- Closed sessions can be used to have discussions with the Chief. No minutes are taken during closed sessions, and you only report any action taken. During a closed session you can evaluate what is going on.
- District elections- do we need to separate? We are homogeneous in terms of population so is it still an issue to do separate elections? Michael Pigoni noted there are groups pushing areas of representation in elections, but they are primarily going after large districts. We are large in area but not in population. Rob Stewart asked if we could continue to operate at large. Michael Pigoni explained that they already represent certain areas, and you need diversity in the population for representation to work. Stewart pointed out that people are not beating down doors to sit on the Board- he has made some inquiries and its hard finding people who want to serve. If it goes to elections and no one runs, the Board of Supervisors can elect people to the Board.

Director Newman:

- Newman also learned that closed sessions include personnel discussions. At the symposium, they talked about having a standing closed session on each agenda so the chair can call for a closed session during any meeting. Michael Pigoni explained that closed sessions are only for evaluations, potential litigation, and real estate, and the reason for a closed session needs to be stated on the agenda.

b. Summit State Bank Account Signer Addition

- A motion was made and seconded (Stewart/Peterson) to make a motion to include Abercrombie as a signer. (Heiges left the meeting briefly and was not present, so he did not vote.) 4 ayes, 1 absent. Motion passed.

c. Vehicle Upfitting

- Chief Turbeville requested funding to make two vehicles fire-response ready and two vehicles fuel-vehicle ready. The fuels vehicle flatbed design will be a prototype for all fuels vehicles. Moving forward, these fuels vehicles will be used on Measure H projects. Eventually Measure H funds will pay for new fuels crew vehicles, or currently owned vehicles will be "rented" to Measure H at a daily state government rate.
- **A motion was made and seconded (Peterson/Stewart) to authorize \$52,000 to upfit four District vehicles. All ayes. (Heiges returned to the room for this motion).**

d. Health and Safety Code Compliance

- Chief Turbeville explained that he is trying to get all plans up to date, as required by law. The safety plans disclose hazards, what to do about them, and how to prevent hazardous situations. They explain how to document training and address topics such as workplace violence and heat illnesses. Newman applauded these risk management efforts. Chief Turbeville would like to have this company do our annual inspections, at the contract's hourly rate of \$125/hour, as well as train our paid staff to know what to look for. In addition, Chief will probably ask OSHA for a compliance visit. **A motion was**

made and seconded (Peterson/Heiges) to approve spending up to \$12,00 for the contract with North Bay Health and Safety. All ayes.

e. Draft Fiscal Year 2024/2025 Budget

- Michael Pigoni presented the draft budget. The finance committee will meet on September 5th to put the final touches on the budget. He asked that the agenda be on the light side, since there is a lot to go over. Revenue, in the form of property taxes, came in higher than expected. The surplus will roll into reserves. We are on track to use up all the grant money and won't need to return any to the County. The district will continue to lose Geysers revenue until the end of five years, when we will get full revenue. Measure H funds need to be put into reserve, so we don't have to give it back. Simple accounting is all that's needed for Measure H funds. One of the finance committee topics is our reserve policy. Heiges said the prudent move is to make sure we have enough reserves to pay bills and cushion for unforeseen circumstances.

f. Policies:

- The following policies were introduced:
 - 1) 601: AED Training
 - 2) 617: FF Health and Safety
 - 3) 712: Social Media
 - 4) 909: Health and Safety Officer
 - 5) 912: Ground Ladder Testing
 - 6) 918: Roadway Incident Safety
 - 7) 1037: HIPPA Release
 - 8) 1105: Fire Detection Systems

5. Minutes

- **A motion was made and seconded (Abercrombie/Peterson) to approve the July 18, 2024 minutes. All ayes.**

6. Financial Report

- Larry Heiges presented the financials.

7. Consent Calendar

a. July/August Bills

- A motion was made and seconded (Stewart/Heiges) to approve the bills. All ayes.

b. Authorization of \$2,951.39 (New Laptop for Michael Pigoni)

- A motion was made and seconded (Stewart/Heiges) to approve the laptop. All ayes.

c. Policies

- **A motion was made and seconded (Peterson/Stewart) to approve the following policies. All ayes.**
 - 1) 300: Incident Management
 - 2) 305: Tactical Withdrawal
 - 3) 306: Atmospheric Monitoring
 - 4) 307: Staging

- 5) 310: Elevator Entrapments
- 6) 311: Elevator Restrictions
- 7) 312: Swiftwater Rescue
- 8) 313: Confined Space Rescue
- 9) 314: High Rise Incident Management
- 10) 315: Wildland Firefighting
- 11) 316: Trench Rescue
- 12) 317: Carbon Monoxide Detector Activations
- 13) 318: Hazardous Materials Response
- 14) 319: News Media Relations
- 15) 321: Scene Preservation
- 16) 323: Traffic Collisions
- 17) 327: Abandoned Infants
- 18) 329: Line of Duty Death Investigations
- 19) 330: National Fire Incident Reporting System
- 20) 1001: Performance Evaluations

8. Chief's Report

- Chief Turbeville asked if there were any questions about his written Chief's Report. Abercrombie wondered about any takeaways from touring sites with Batchelder and Grabill. Chief Turbeville explained the reason for the tour was to show them the work done for our county funded grants. He also showed them around the Pocket Fire. Batchelder and Grabill support increased prescribed burning.
- Director Newman reported that he attended the Cloverdale grant meeting and was impressed with Martin Dreiling. He asked if we are establishing a template for future grants. Chief Turbeville explained that the wildland fire planning management unit is a model he is using to divide areas into units, so that each area is covered by a management plan. This will enable us to think big, instead of one road at a time. Dreiling is using planning units determined by access and community support.
- Abercrombie commended the Chief on saving interest by paying off the engine early.
- Margie Hanselman asked about the Chief's meeting with the new Pocket Ranch owners. Chief Turbeville said he met with the owners, who have property from Geysers to Pocket Ranch, but he cannot disclose the names.

9. Correspondence

- None

10. Good of the Order

- Director Peterson announced that there is a meeting of neighbors on Mountain View Ranch Road. The Cal Fire PIO is putting together a success story on the work done by the district and residents of that area.
- Director Abercrombie will miss the September board meeting. Peterson may miss the October board meeting. Heiges will miss the October meeting.

11. Adjournment of the Meeting

- **A motion was made and seconded (Heiges/ Stewart) to adjourn the meeting at 8:08 PM. All ayes.**

Minutes approved as written (Motion/Second):

Clerk of the Board:

Date:

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 recording. 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. For questions about this agenda, call the district office at 707-857-4373.

DRAFT

**FISCAL YEAR 2024/2025 FINANCIALS SUMMARY
AUGUST 31 2024 YTD**

Summit State Bank Enterprise Checking Account Monthly Summary

\$	250,000.00	Beginning Month Balance
\$	232,912.22	Monthly Revenue
\$	(318,032.26)	Monthly Expenditures
\$	(145,000.00)	Withdrawal (Transfer to Payroll)
\$	(222,367.74)	Withdrawal (Transfer to ICS)
\$	-	Withdrawal (Transfer to CD)
\$	452,487.78	Deposit (Transfer from ICS)
\$	-	Deposit (Transfer from CD)
\$	250,000.00	Balance for Period Ending August 31, 2024

Summit State Bank August Deposits

46001	\$	138,667.67
46021	\$	92,986.77
46022	\$	15.00
47001	\$	1,242.78
Total Deposits	\$	232,912.22
Direct Deposit	\$	232,912.22

Summit State Bank Business Checking Account Monthly Summary (PAYROLL)

\$	15,721.02	Beginning Month Balance
\$	(134,105.94)	Withdrawal- Payroll
\$	145,000.00	Deposit (Transfer from Summit Enterprise)
\$	26,615.08	Balance for Period Ending August 31, 2024

Encumbered Funds

\$	487,000.00	Grant Reserves for Fuel Reduction
\$	781,960.00	Vehicle Replacement Payments
\$	1,268,960.00	Total Encumbered Funds

Summit State Bank Enterprise Checking Account Year to Date SUMMARY

\$	250,000.00	Beginning Year Balance
\$	623,054.02	YTD Revenue
\$	(984,533.15)	YTD Expenditures
\$	(260,000.00)	Withdrawal (Transfer Payroll)
\$	(571,863.72)	Withdrawal (Transfer ICS)
\$	-	Withdrawal (Transfer to CD)
\$	1,193,342.85	Deposit (Transfer from ICS)
\$	-	Deposit (Transfer from CD)
\$	250,000.00	Balance for Period Ending August 31, 2024

Reserved Funds

\$0.00	Vehicle Replacement
\$0.00	Capital Equipment Replacement
\$0.00	New Station (Measure H Funds)
\$0.00	Measure H General Fund
\$0.00	Measure H Vegetation Funds

Summit State Bank ICS Account Monthly Summary

\$	1,909,084.23	Beginning Month Balance
\$	(452,487.78)	Withdrawal (Transfer to Checking)
\$	222,367.74	Deposit (Transfer from Checking)
\$	1,678,964.19	Balance for Period Ending August 31, 2024

Summit State Bank CDRS Account Summary Maturity Date 01/16/25

\$	562,101.01	Beginning Balance
\$	576,284.33	Last Month Balance
\$	-	Transfer Out of CD
\$	2,275.83	Interest
\$	578,560.16	Balance for Period Ending August 31, 2024

Combined Balance

\$	2,534,139.43	Balance for Period Ending August 31, 2024
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Tonight's Bills

9/19/2024	\$	238,347.81
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Total	\$	<u>238,347.81</u>
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2024-2025 July 31 YTD General Fund

<u>General Fund Revenue</u>		<u>Actual 24/25</u>	<u>Preliminary Budget</u>	<u>Amended Budget</u>	<u>Under Budget</u>	<u>% Budget</u>
40002	Prop Tax - Current Year	\$ 0.00	\$ 3,200,000	\$ 3,200,000	\$ 3,200,000	0.00%
40003	Direct Charges - Current Year	\$ 0.00	\$ 150,000	\$ 150,000	\$ 150,000	0.00%
40012	Prop Tax - Admin Fee	\$ 0.00	\$ (35,000)	\$ (35,000)	\$ (35,000)	0.00%
40101	Prop Tax - Current Unsecured	\$ 0.00	\$ 100,000	\$ 100,000	\$ 100,000	0.00%
40111	Prop Tax - Supplemental	\$ 0.00	\$ 45,000	\$ 45,000	\$ 45,000	0.00%
40201	Prop Tax - Previous FY	\$ 0.00	\$ (1,000)	\$ (1,000)	\$ (1,000)	0.00%
40202	Direct Charges- Prior Year	\$ 0.00	\$ 1,000	\$ 1,000	\$ 1,000	0.00%
40211	Prop Tax - Prev FY (Unsecured)	\$ 0.00	\$ 500	\$ 500	\$ 500	0.00%
40221	Prop Tax - Prev FY (Secured)	\$ 0.00	\$ (100)	\$ (100)	\$ (100)	0.00%
40404	Prop Tax - Timber Yield Tax	\$ 0.00	\$ 1,000	\$ 1,000	\$ 1,000	0.00%
42111	State - Other In-Lieu Tax	\$ 0.00	\$ 100	\$ 100	\$ 100	0.00%
42291	HOPTR- State	\$ 0.00	\$ 7,000	\$ 7,000	\$ 7,000	0.00%
44002	Interest - Pooled Cash from County	\$ 0.00	\$ 250	\$ 250	\$ 250	0.00%
44003	Other Interest Earnings - CDRS	\$ 4,542.71	\$ 20,000	\$ 20,000	\$ 15,457	22.71%
46001	Government Revenue- Grant Revenue	\$ 15,222.76	\$ -	\$ -	\$ (15,223)	#DIV/0!
46003	OES Strike Team/Incident Reimb	\$ 28,060.67	\$ 10,000	\$ 10,000	\$ (18,061)	280.61%
46004	ABH Reimbursements	\$ 0.00	\$ 1,500	\$ 1,500	\$ 1,500	0.00%
46010	Measure H - Current Year	\$ 0.00	\$ 1,500,000.00	\$ 1,500,000.00	\$ 1,500,000	0.00%
46022	Public Records Request Fees	\$ 15.00	\$ 100	\$ 100	\$ 85	15.00%
46023	Sale of Fixed Assests - Surplus	\$ 0.00	\$ 50,000	\$ 50,000	\$ 50,000	0.00%
46028	Misc. Revenue, Other	\$ 6,855.78	\$ 50,000	\$ 50,000	\$ 43,144	13.71%
46029	Reimbursements	\$ 0.00	\$ 1,000	\$ 1,000	\$ 1,000	0.00%
47000	Grant/Contract Admin Fee (transfer from Fuel Projects)	\$ 0.00	\$ 567,790	\$ 567,790	\$ 567,790	0.00%
47001	Project Manager	\$ 1,242.78	\$ 0	\$ 0	\$ (1,243)	124278000.00%
49001	Transfer to Reserves	\$ 0.00	\$ (1,696)	\$ (1,696)	\$ (1,696)	0.00%
49003	Transfer in from Reserves	\$ 0.00	\$ -	\$ 0	\$ (0)	1000.00%
General Fund Total Revenue		\$ 65,025.14	\$ 5,433,444	\$ 5,433,444	## \$ 5,368,419	1.20%

<u>General Fund Expenditures</u>		<u>Actual 24/25</u>	<u>Preliminary Budget</u>	<u>Amended Budget</u>	<u>Budget</u>	<u>% of Budget</u>
50701	Perm Employees- Chief/Admin	\$ 32,698.80	\$ 425,000	\$ 425,000	\$ 392,301	7.69%
50702	Extra Help - Stipend, Events	\$ 225.00	\$ 25,000	\$ 25,000	\$ 24,775	0.90%
50703	Overtime - Intern/Seasonal	\$ 1,859.78	\$ 25,000	\$ 25,000	\$ 23,140	7.44%
50704	FLSA Overtime	\$ 1,032.84	\$ 2,000	\$ 2,000	\$ 967	51.64%
50705	Overtime -Strike Team	\$ 26,708.81	\$ 1,000	\$ 1,000	\$ (25,709)	2670.88%
50706	Uniform - Intern/Seasonal	\$ 656.25	\$ 5,000	\$ 5,000	\$ 4,344	13.13%
50708	Contract EE - Cloverdale JPA	\$ 188,058.09	\$ 2,500,000	\$ 2,500,000	\$ 2,311,942	7.52%
50709	Temp Help - Intern/Seasonal	\$ 39,964.80	\$ 200,000	\$ 200,000	\$ 160,035	19.98%

2024-2025 July 31 YTD General Fund

51712	Fire Prevention Officer	\$ 9,593.36	\$ 150,000	\$ 150,000	\$ 140,407	6.40%
50753	FICA Retirement	\$ 7,146.90	\$ 43,988	\$ 43,988	\$ 36,841	16.25%
50754	457 ER Contributions	\$ 2,532.51	\$ 43,125	\$ 43,125	\$ 40,592	5.87%
50755	457 Plan Mgmt	\$ 0.00	\$ 5,000	\$ 5,000	\$ 5,000	0.00%
50756	Medicare for all salaries	\$ 1,671.46	\$ 11,963	\$ 11,963	\$ 10,292	13.97%
50801	Health Insurance	\$ 1,875.72	\$ 45,000	\$ 45,000	\$ 43,124	4.17%
50803	Dental Insurance	\$ 341.74	\$ 8,000	\$ 8,000	\$ 7,658	4.27%
50805	Vision Insurance	\$ 68.08	\$ 1,500	\$ 1,500	\$ 1,432	4.54%
50806	Unemployment Insurance	\$ 200.73	\$ 24,025	\$ 24,025	\$ 23,824	0.84%
50808	Workers Comp - FRMS	\$ 88,653.00	\$ 100,000	\$ 100,000	\$ 11,347	88.65%
51010	Grant & Contract Admin Costs	\$ 0.00	\$ 0	\$ 0	\$ 0	10.00%
51021	Commun - Internet, TV, cell	\$ 269.38	\$ 9,744	\$ 9,744	\$ 9,475	2.76%
51032	Janitorial - carpets, pest	\$ 221.00	\$ 8,000	\$ 8,000	\$ 7,779	2.76%
51041	Liability Insurance - FAIRA	\$ 80,979.21	\$ 70,000	\$ 70,000	\$ (10,979)	115.68%
51060	Vehicle Maint/Outfitting	\$ 2,122.39	\$ 50,000	\$ 50,000	\$ 47,878	4.24%
51061	SCBA Maint/Repair	\$ 0.00	\$ 2,500	\$ 2,500	\$ 2,500	0.00%
51062	Field Equip Maint - saws, etc	\$ 60.48	\$ 38,000	\$ 38,000	\$ 37,940	0.16%
51063	Office Equip Maint	\$ 0.00	\$ 9,000	\$ 9,000	\$ 9,000	0.00%
51071	Station Maint - hood, plymo	\$ 72.28	\$ 10,000	\$ 10,000	\$ 10,000	0.00%
51205	Payroll Costs - IBS	\$ 483.40	\$ 4,000	\$ 4,000	\$ 3,517	12.09%
51206	Bookkeeping/Audit	\$ 0.00	\$ 7,000	\$ 7,000	\$ 7,000	0.00%
51211	Legal Services	\$ 3,300.00	\$ 15,000	\$ 15,000	\$ 11,700	22.00%
51221	Employment Physicals	\$ 0.00	\$ 1,500	\$ 1,500	\$ 1,500	0.00%
51225	Training - supplies, class fees	\$ 910.00	\$ 30,000	\$ 30,000	\$ 29,090	3.03%
51235	Dispatch Services - REDCOM	\$ 0.00	\$ 100,000	\$ 100,000	\$ 100,000	0.00%
51241	Printing - signs, newsletters, vehicle striping	\$ 92.65	\$ 7,000	\$ 7,000	\$ 6,907	1.32%
51242	Bank Fees	\$ 0.00	\$ 100	\$ 100	\$ 100	0.00%
51249	Professional Services- permits, backgrounds, contractors	\$ 119,815.98	\$ 700,000	\$ 700,000	\$ 580,184	17.12%
51250	Planning/Mapping - GIS	\$ 0.00	\$ 3,500	\$ 3,500	\$ 3,500	0.00%
51301	Publications & Legal Notices	\$ 0.00	\$ 1,000	\$ 1,000	\$ 1,000	0.00%
51401	Rent/Lease Costs - office equip, fuel tank, restrooms	\$ 2,036.08	\$ 6,000	\$ 6,000	\$ 3,964	33.93%
51602	Travel - lodging for training/strike teams	\$ 0.00	\$ 10,000	\$ 10,000	\$ 10,000	0.00%
51902	Commun - radios, pagers	\$ 5,059.74	\$ 30,000	\$ 30,000	\$ 24,940	16.87%
51916	County Services- LAFCO, generator, taxes, assessments	\$ 6,376.00	\$ 10,000	\$ 10,000	\$ 3,624	63.76%
52021	Safety Clothing - PPE	\$ 522.59	\$ 80,000	\$ 80,000	\$ 79,477	0.65%
52022	Clothing & Boot Reimb	\$ 0.00	\$ 1,000	\$ 1,000	\$ 1,000	0.00%
52031	Food & Beverages	\$ 0.00	\$ 2,000	\$ 2,000	\$ 2,000	0.00%
52041	Station Suppl - bulbs, cleaning	\$ 1,057.95	\$ 4,500	\$ 4,500	\$ 3,442	23.51%
52061	Fuel Costs - vehicle/small tool	\$ 6,215.01	\$ 50,000	\$ 50,000	\$ 43,785	12.43%

2024-2025 July 31 YTD General Fund

52081	Medical Supply - incl oxygen	\$ 518.03	\$ 6,000	\$ 6,000	\$ 5,482	8.63%
52091	Memberships - SCFDA	\$ 448.00	\$ 7,000	\$ 7,000	\$ 6,552	6.40%
52111	Office Supplies	\$ 933.43	\$ 2,000	\$ 2,000	\$ 1,067	46.67%
52115	Subscriptions - books, etc	\$ 0.00	\$ 16,000	\$ 16,000	\$ 16,000	0.00%
52117	Mail & Postage Supplies	\$ 0.00	\$ 2,000	\$ 2,000	\$ 2,000	0.00%
52141	Small Tools/Equip <\$1,000.00	\$ 1,157.85	\$ 30,000	\$ 30,000	\$ 28,842	3.86%
52142	Computer Equip/Accessories	\$ 2,919.95	\$ 20,000	\$ 20,000	\$ 17,080	14.60%
52143	Computer Software/Licensing	\$ 1,146.14	\$ 6,000	\$ 6,000	\$ 4,854	19.10%
52191	Utilities - propane, water, etc	\$ 123.78	\$ 5,000	\$ 5,000	\$ 4,876	2.48%
52193	Electrical & natural gas - PG&E	\$ 1,066.83	\$ 14,000	\$ 14,000	\$ 12,933	7.62%
54305	Capital Assest - Furniture/Fixtures, Field & Shop Equip	\$ 0.00	\$ 50,000.00	\$ 50,000	\$ 50,000	0.00%
54331	Capital Asset - Mobile Equip	\$ 236,313.73	\$ 400,000	\$ 400,000	\$ 163,686	59.08%
54405	Capital Asset - Buildings/Imprv	\$ 0.00	\$ 0	\$ 0	\$ -	100.00%
59003	Transfer - Apparatus Reserve Fund	\$ 0.00	\$ 0.00	\$ 0.00	\$ -	100.00%
59004	Transfer - Building Reserve Fund	\$ 0.00	\$ 0.00	\$ 0.00	\$ -	100.00%
59005	Transfer - Grant Reserve Fund	\$ 0.00	\$ 0.00	\$ 0.00	\$ -	100.00%
General Fund Total Expenditures		\$ 877,509.77	\$ 5,433,445	# \$ 5,433,445	## \$ 4,556,008	16.15%
Net Position		\$ (812,484.63)	\$ (1)	\$ (1)	##	

2024 -2025 Vegetation Management Totals

<u>General Fund Revenue</u>		<u>Actual 24/25</u>	<u>Prelim Budget</u>	<u>Amended Budget</u>	<u>Under Budget</u>	<u>% Budget</u>
40003	Property Taxes - Special Tax Zone 1	\$ 0.00	\$ 50,000	\$ 50,000	\$ 50,000.00	0.00%
46001	Govt Rev- Grant Revenue	\$ 273,444.91	\$ 612,000	\$ 612,000	\$ 338,555.09	44.68%
46002	Govt Rev- Fuel Reduct (not grants)	\$ 0.00	\$ 0	\$ 0	\$ -	100.00%
46003	OES Sreike Team/Incident Reimbursements	\$ 0.00	\$ 0	\$ 0	\$ -	100.00%
46004	ABH Reimbursements	\$ 0.00	\$ 0	\$ 0	\$ -	100.00%
46015	Measure H	\$ 0.00	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000.00	0.00%
46021	Fuel Reduction - Private	\$ 135,149.17	\$ 0	\$ 0	\$ (135,149.17)	13514917000.00%
46028	Misc. Revenue, Other	\$ 0.00	\$ 138,950	\$ 138,950	\$ 138,950.00	0.00%
46029	Reimbursements	\$ 0.00	\$ 80,000	\$ 80,000	\$ 80,000.00	0.00%
49003	Transfer in from Reserves	\$ 0.00	\$ 533,000	\$ 533,000	\$ 533,000.00	0.00%
General Fund Total Revenue		\$ 408,594.09	\$ 2,913,950	\$ 2,913,950	\$ 2,505,355.92	14.02%

<u>General Fund Expenditures</u>		<u>Actual 24/25</u>	<u>Prelim Budget</u>	<u>Amended Budget</u>	<u>\$ Under Budget</u>	<u>% of Budget</u>
50709	Fuel Reduction Employees (FT & PT)	\$ 70,975.62	\$ 584,500	\$ 0	\$ (70,975.62)	7097562000.00%
50703	Overtime - Intern/Seasonal	\$ -	\$ 0	\$ 0	\$ 0.00	0.00%
50753	FICA Retirement	\$ 4,525.24	\$ 36,239	\$ 0	\$ (4,525.24)	452524000.00%
50754	457 ER Contributions	\$ 2,012.32	\$ 43,838	\$ 0	\$ (2,012.32)	4.59%
50756	Medicare for all salaries	\$ 1,058.32	\$ 8,475	\$ 0	\$ (1,058.32)	105832000.00%
50801	Health Insurance	\$ 6,737.36	\$ 134,825	\$ 0	\$ (6,737.36)	5.00%
50803	Dental Insurance	\$ 394.80	\$ -	\$ 0	\$ (394.80)	39480000.00%
50805	Vision Insurance	\$ 79.45	\$ 0	\$ 0	\$ (79.45)	7945000.00%
50806	Unemployment Insurance	\$ 190.11	\$ 21,042	\$ 0	\$ (190.11)	19011000.00%
50808	Workers Comp - FRMS	\$ -	\$ 34,836	\$ 0	\$ 0.00	0.00%
50900	Fuel Crew Project Credit	\$ -	\$ 0	\$ 0	\$ 0.00	0.00%
51010	Grant & Contract Admin Costs (Transfer out to General Fund)	\$ -	\$ 567,790	\$ 0	\$ 0.00	0.00%
51060	Vehicle Maint/Outfitting	\$ -	\$ 42,356	\$ 0	\$ 0.00	0.00%
51062	Field Equip Maint - saws, etc	\$ 1,758.64	\$ 64,161	\$ 0	\$ (1,758.64)	2.74%
51071	Maintenance- Bldg & Improvements	\$ 895.89	\$ 0	\$ 0	\$ (895.89)	89589000.00%
51211	Legal Services	\$ 2,932.00	\$ 6,000	\$ 0	\$ (2,932.00)	48.87%
51221	Medical/Laboratory Services	\$ -	\$ 0	\$ 0	\$ 0.00	0.00%
51225	Training - supplies, class fees	\$ 45.00	\$ 0	\$ 0	\$ (45.00)	450000000.00%
51241	Printing - signs, newsletters, vehicle striping	\$ 612.58	\$ 0	\$ 0	\$ (612.58)	6125800000.00%
51242	Bank Charges, Fees	\$ -	\$ 0	\$ 0	\$ 0.00	0.00%
51249	Professional Services- permits, backgrounds, contractors	\$ 38,606.61	\$ 541,400	\$ 0	\$ (38,606.61)	7.13%
51401	Rent/Lease Costs - office equip, fuel tank, restrooms	\$ 691.62	\$ 6,000	\$ -	\$ (691.62)	#DIV/0!
52021	Safety Clothing - PPE	\$ -	\$ 22,000	\$ -	\$ -	0.00%
52022	Clothing & Boot Reimb	\$ -	\$ 40,000	\$ -	\$ -	#DIV/0!
52031	Food & Beverages	\$ 273.75	\$ 500	\$ 0	\$ (273.75)	54.75%
52041	Station Suppl - bulbs, cleaning	\$ 109.10	\$ 0	\$ 0	\$ (109.10)	10910000000.00%
52061	Fuel Costs - vehicle/small tool	\$ -	\$ 35,122	\$ -	\$ -	0.00%
52081	Medical Supply - incl oxygen	\$ -	\$ 0	\$ 0	\$ 0.00	0.00%
52111	Office Supplies	\$ -	\$ 0	\$ 0	\$ 0.00	0.00%

2024 -2025 Vegetation Management Totals

52141	Small Tools/Equip <\$1,000.00	\$ 1,136.87	\$ 24,381	\$ -	\$ (1,136.87)	4.66%
52143	Computer Software/Licensing	\$ -	\$ -	\$ -	\$ -	#DIV/0!
52145	Grant Aquired Tools & Equipment	\$ -	\$ 483	\$ -	\$ -	0.00%
54305	Capital Asset - Furniture, Fixtures, Field, Shop Equip	\$ -	\$ 200,001	\$ -	\$ -	0.00%
54331	Capital Asset - Mobile Equip	\$ 62,228.53	\$ 500,000	\$ -	\$ (62,228.53)	12.45%
General Fund Total Expenditures		<u>\$ 195,263.81</u>	<u>\$ 2,913,949</u>	<u>\$ -</u>	<u>\$ 2,718,685.20</u>	<u>6.70%</u>
Net Position		<u>\$ 213,330.28</u>	<u>\$ 1</u>	<u>\$ 2,913,950</u>		

Northern Sonoma County Fire Protection District

Check Detail

September 13 - 19, 2024

Name	Memo	Account	Class	Original Amount
A Plus Locksmith		10002 · Summit State Bank - Operating		-239.80
9211				
Inv9211: 4 padlocks		51071 · Maintenance - Bldg & Improve	FIRE DIVISION	239.80
				<u>239.80</u>
Bell's Ambulance Service		10002 · Summit State Bank - Operating		-12,000.00
127464:1				
Inv127464:1		51249 · Other Professional Services	FIRE DIVISION:ALS Bells Ambulance	12,000.00
				<u>12,000.00</u>
Cloverdale Auto Parts		10002 · Summit State Bank - Operating		-92.34
712811				
712811, statement amount due		51060 · Vehicle Maintenance	FUELS DIVISION:FUELS PROJECTS:scn23-013 NLS Phase 1	92.34
				<u>92.34</u>
Cloverdale Automotive		10002 · Summit State Bank - Operating		-2,160.79
83807, 83814, 83959				
83807		51060 · Vehicle Maintenance	DIVISION:EQUIP/VEHICLES:6144 Fuel Crew Truck	1,757.65
83814		51060 · Vehicle Maintenance	DIVISION:EQUIP/VEHICLES:6143 Fuel Crew Truck	286.58
83959		51060 · Vehicle Maintenance	FIRE DIVISION:VEHICLE MAINTENANCE:6120 Fire Prevention	116.56
				<u>2,160.79</u>
Cloverdale Fire Protection District		10002 · Summit State Bank - Operating		-129,762.16
2024-2025-July: Wages for 7/1-7/31/24		50708 · Contract Employees	FIRE DIVISION	117,149.90
HFEO-2024-2025-July: wages 7/1-7/31/24		50708 · Contract Employees	FIRE DIVISION	12,612.26
				<u>129,762.16</u>

Northern Sonoma County Fire Protection District

Check Detail

September 13 - 19, 2024

Cloverdale/All City/Santa Rosa Tow	P-71616	10002 · Summit State Bank - Operating	-200.00
		Tow 6143 from Walling Rd	
		DIVISION:EQUIP/VEHICLES:6143 Fuel Crew Truck	200.00
			200.00
Dreiling Terrones Architecture, Inc	9071	10002 · Summit State Bank - Operating	-21,037.35
		Inv9071, Cloverdale FEMA project scn23-024	
		PROJECTS:scn23-024 Clov FEMA Grant	21,037.35
		51249 · Other Professional Services	21,037.35
Fred Peterson		10002 · Summit State Bank - Operating	-101.19
		Reimbursement 6/20/2024	
		Dinner Meeting w/ Jim Comisky SLFPD/Director Newman	101.19
		52031 · Food & Beverages	101.19
		FIRE DIVISION	
FRM		10002 · Summit State Bank - Operating	-27,462.10
		NSCF2414: Geysers CalVTP	
		FUELS DIVISION:FUELS PROJECTS:scn23-011 Geysers Plan Unit VTP	24,343.00
		NSCF2415: Cloverdale FEMA Project	
		PROJECTS:scn23-024 Clov FEMA Grant	3,119.10
			27,462.10
FRMS		10002 · Summit State Bank - Operating	-5,251.38
		October 2024	
		Delta	225.60
		VSP	45.40
		Kaiser	2,813.58

Northern Sonoma County Fire Protection District

Check Detail

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Delta, JL/AR	50803 · Dental	FIRE DIVISION	170.87
VSP, JL/AR	50805 · Vision	FIRE DIVISION	34.04
Kaiser, AR	50801 · Health Ins	FIRE DIVISION	937.86
Blue, Schend	50801 · Health Ins	FUELS DIVISION	1,024.03
			<hr/> 5,251.38

27694, 27699, 27750, 27756, 27759, 27760

Grapevine Communications

10002 · Summit State Bank - Operating

27694: in-house/remote support	52143 · Computer Software/Licensing	FIRE DIVISION	195.00
27699: in-house/remote support	52143 · Computer Software/Licensing	FIRE DIVISION	243.75
27750: new laptop/set-up for MP	52142 · Computer Equipment/Accessories	FIRE DIVISION	3,375.84
27758: Monthly subscription to Microsoft Office/Maintenance	52143 · Computer Software/Licensing	FIRE DIVISION	226.57
27759: Monthly proactive maintenance	52143 · Computer Software/Licensing	FIRE DIVISION	395.97
27760: Monthly back-up storage management	52143 · Computer Software/Licensing	FIRE DIVISION	87.95
			<hr/> 4,525.08

-4,525.08

Joe Stewart

Reimbursement 8/13/2024

10002 · Summit State Bank - Operating

Home Depot, Milk Crates (10)	52041 · Household Supplies	FIRE DIVISION	129.98
			<hr/> 129.98

-129.98

Liebert Cassidy Whitmore

273561

10002 · Summit State Bank - Operating

273561	51211 · Legal Services	FUELS DIVISION	225.00
			<hr/> 225.00

-225.00

Life-Assist

1503847

10002 · Summit State Bank - Operating

1503847: nitrile gloves L/XL	52081 · Medical/Laboratory Supplies	FIRE DIVISION	260.40
			<hr/> 260.40

-260.40

Northern Sonoma County Fire Protection District

Check Detail

September 13 - 19, 2024

260.40

Nick Barbieri Trucking, LLC	0150698, 0154053	10002 · Summit State Bank - Operating	-5,344.27
0150698: diesel 206gal, gas 315gal	52061 · Fuel/Gas/Oil	FIRE DIVISION	2,400.88
0154053: diesel 300gal, gas 300gal	52061 · Fuel/Gas/Oil	FIRE DIVISION	2,943.39
			5,344.27

North Bay Health & Safety	NSC002	10002 · Summit State Bank - Operating	-3,560.00
NSC002: Emergency Action plan, BBP plan, Resp. protection plan	51249 · Other Professional Services	FIRE DIVISION	3,200.00
NSC002: consultant for fuels crew site visit west side rd	51249 · Other Professional Services	FUELS DIVISION	360.00
			3,560.00

Peterson Trucks	235563C	10002 · Summit State Bank - Operating	-4,769.42
235563C: check engine light/service	51060 · Vehicle Maintenance	FIRE DIVISION:VEHICLE MAINTANCE:6181 Type I	4,769.42
			4,769.42

Power Business Technology	191814	10002 · Summit State Bank - Operating	-358.72
191814	51401 · Rents & Leases - Equipment	FIRE DIVISION	358.72
			358.72

SRS Private Investigations	2024-161, 2024-170	10002 · Summit State Bank - Operating	-240.00
Pre-employment reports: D Banuelos	51249 · Other Professional Services	FUELS DIVISION	120.00
Pre-employment reports: C Gill	51249 · Other Professional Services	FUELS DIVISION	120.00
			240.00

Northern Sonoma County Fire Protection District

Check Detail

September 13 - 19, 2024

U.S. Bank

Closing Date 09/06/2024

10002 · Summit State Bank - Operating

-20,627.83

Healdsburg Auto Parts, AP	51060 · Vehicle Maintenance	FUELS DIVISION:FUELS	208.33
Costco, nitrile gloves: AP	52041 · Household Supplies	PROJECTS:Allocation - Station 2	20.75
Safeway, Fuels Crew Meeting snacks: AP	52031 · Food & Beverages	FUELS DIVISION:FUELS	101.68
		PROJECTS:scn23-013 NLS Phase 1	
Home Depot, AP	52141 · Minor Equipment/Small Tools	FUELS DIVISION:FUELS	157.19
Home Depot, AP	52141 · Minor Equipment/Small Tools	PROJECTS:Allocation - Station 2	
Venmo, J Phan: two kitchen islands, AP	52111 · Office Supplies	FUELS DIVISION:FUELS	10.82
Cloverdale Saw & Mower, #5 Polesaw, AP	51062 · Field Equip Maint.	PROJECTS:Allocation - Station 2	257.50
Home Depot, AP	52111 · Office Supplies	FUELS DIVISION:FUELS	494.35
Racks & Shelving, AP	52141 · Minor Equipment/Small Tools	PROJECTS:Allocation - Station 2	
Amazon, Label Maker/Tape: AP	52141 · Minor Equipment/Small Tools	FUELS DIVISION:FUELS	1,000.00
Amazon, Carhartt ls tee, lime green: AP	52021 · Safety Clothing	PROJECTS:Allocation - Station 2	73.50
Racks & Shelving, AP	52141 · Minor Equipment/Small Tools	FUELS DIVISION:FUELS	507.88
Amazon, Fire Blankets, AR	52141 · Minor Equipment/Small Tools	PROJECTS:scn23-013 NLS Phase 1	
Pacific Sanitation 749031, 8/6-9/2/24: AR	51401 · Rents & Leases - Equipment	FUELS DIVISION:FUELS	559.03
USPS certified letter/title, re sale of yellow engine: AR	52117 · Mail and Postage Supplies	PROJECTS:Allocation - Station 2	22.75
Best Truck Body, Inv 142422: AT new F-250 flatbed fuels truck	51060 · Vehicle Maintenance	FIRE DIVISION	691.62
Clark Pest Control, 628: inv 35679496,35877764: AT	51032 · Janitorial Services	FUELS DIVISION:FUELS	5.58
Clark Pest Control, 710: inv 35491160, 35679497: AT	51032 · Janitorial Services	PROJECTS:scn23-013 NLS Phase 1	
		FIRE DIVISION	9,725.32
		FUELS DIVISION: EQUIP/VEHICLES: VM21	
		Fuel Crew Truck, Flatbed	210.00
		FIRE DIVISION	242.00

Northern Sonoma County Fire Protection District

Check Detail

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American Water, 661: 6/15-7/12/24: AT	52111 · Office Supplies	FIRE DIVISION	253.52
Amazon, AT	52111 · Office Supplies	FIRE DIVISION	59.12
Mail Chimp, August Bill: AT	52143 · Computer Software/Licensing	FIRE DIVISION	13.00
Streamline, inv B4679E28-0025: AT	52143 · Computer Software/Licensing	FIRE DIVISION	126.00
First Net/AT&T, inv 08102024: AT	51902 · Telecommunication Usage	FIRE DIVISION	283.36
American Water, 678: 7/13-8/13/24: AT	52111 · Office Supplies	FIRE DIVISION	22.94
American Water, 661: 7/13-8/13/24: AT	52111 · Office Supplies	FIRE DIVISION	250.07
The Communication Bridge, language interpreter, SPM: AT	51249 · Other Professional Services	FIRE DIVISION:Strategic Plan	352.83
Clark Pest Control, 997: inv 35877749: AT	51032 · Janitorial Services	FIRE DIVISION	221.00
Comcast, 459: 8/11-9/10/2024: AT	51902 · Telecommunication Usage	FIRE DIVISION	270.18
Comcast, 937: 9/1-9/30/24: AT	51902 · Telecommunication Usage	FIRE DIVISION	99.91
Quench, Inv 07835028: 8/16-11/15/2024: AT	52111 · Office Supplies	FIRE DIVISION	130.20
Streamline, Inv B4679E28-0026: 9/1-10/1/2024: AT	52143 · Computer Software/Licensing	FIRE DIVISION	126.00
Sonoma County Clerk Recorder, annual list purchase: AT	52115 · Books/Media/Subscriptions	FIRE DIVISION	195.98
Adobe, 09/03/2024: AT	52143 · Computer Software/Licensing	FIRE DIVISION	47.98
AT&T, 7/29-8/28, 8/29-9/28: payment for 2 billing cycles: AT	51902 · Telecommunication Usage	FIRE DIVISION	277.79
Alpha Analytical Lab, chemicals: CM	51071 · Maintenance - Bldg & Improve	FIRE DIVISION	691.00
Amazon, JS	50700 · Test		12.80
Walmart, JS	50700 · Test		19.88
Home Depot, JS	50700 · Test		129.98
Amazon, JS	50700 · Test		46.85
Boating & Waterways, JS	50700 · Test		10.00
Amazon, trash bags: JT	52041 · Household Supplies	FIRE DIVISION	43.93
Garrett Hardware, light bulbs: JT	52041 · Household Supplies	FIRE DIVISION	43.56
Amazon, Boxer Tool Truck Stake set: JT	52141 · Minor Equipment/Small Tools	FUELS DIVISION:FUELS	135.61
Amazon, dial soap: JT	52041 · Household Supplies	PROJECTS:Allocation - Station 2	
Amazon, papertowels: JT	52041 · Household Supplies	FUELS DIVISION:FUELS	54.80
		PROJECTS:Allocation - Station 2	
		FIRE DIVISION	31.43

Northern Sonoma County Fire Protection District

Check Detail

September 13 - 19, 2024

Amazon, cleaning products, papertowels: JT	52041 · Household Supplies	FUELS DIVISION:FUELS PROJECTS:Allocation - Station 2	128.92
Amazon, papertowels/toilet paper: JT	52041 · Household Supplies	FIRE DIVISION	62.55
Amazon, chemical 'plunger': JT	52041 · Household Supplies	FIRE DIVISION	64.96
JT	51071 · Maintenance - Bldg & Improve	FIRE DIVISION	436.32
Amazon, simple green: JT	52041 · Household Supplies	FIRE DIVISION	45.63
Healdsburg Auto Glass, R & 1 Qrt Glass with Frame on Dozer: KY	51060 · Vehicle Maintenance	DIVISION:EQUIP/VEHICLES:6149 Dozer	800.00
Tesso Technologies, 8 antennas for 2- way VFH radios: MT	52141 · Minor Equipment/Small Tools	FIRE DIVISION	856.81
			<u>20,654.83</u>

DIRECTORS SIGNATURES

TOTAL \$238,347.81

Automated External Defibrillator Training

601.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the training requirements for members to maintain the current and valid certificate that is required to utilize an Automated External Defibrillator (AED) (22 CCR 100017 et seq.).

601.1.1 DEFINITIONS

Definitions related to this policy include:

Automated External Defibrillator (AED) - An external defibrillator capable of cardiac rhythm analysis that will charge and deliver a shock either automatically or by user interaction after electronically detecting and assessing ventricular fibrillation or rapid ventricular tachycardia (22 CCR 100005).

Public Safety AED Service Provider - An agency or organization that is responsible for, and is approved to operate, an AED (22 CCR 100006).

601.2 POLICY

It is the policy of the Northern Sonoma County Fire Protection District that all members whose duties include the use of an AED shall receive training and recertification training to maintain the current and valid certificate that is required to utilize an AED.

601.3 GUIDELINES

AED training shall be included in the initial first aid and CPR course and comply with the training standards set forth in 22 CCR 100017.

In order to be authorized to utilize the defibrillator, an individual shall pass a written and skills examination with a pre-established standard. The skills test measures the ability to evaluate and manage the conditions presented during incidents where an AED may be used.

All AED training provided by the District shall be approved and monitored by the District EMS authority, which shall also approve any written and skills examinations required for course completion. It shall also approve AED instructors and designate Public Safety AED Service Providers.

601.4 TRAINING RECORDS

The Training Officer shall be responsible for maintaining records of all AED training provided to members. Records should include, but are not limited to:

- (a) The dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.
- (c) The names or other identifiers and job titles of the members who received the training.

Automated External Defibrillator Training

- (d) The names, certificate numbers and qualifications of the persons conducting the training.

The Training Officer should maintain the training records in accordance with established records retention schedules.

Firefighter Health, Safety and Survival

617.1 PURPOSE AND SCOPE

The purpose of this policy is to encourage a culture of safety first in an effort to increase firefighter health, safety and survival, and reduce the number of preventable injuries and deaths.

617.2 POLICY

The Northern Sonoma County Fire Protection District is committed to providing leadership, accountability and training regarding firefighter health, safety and survival.

617.3 MEMBERS RESPONSIBILITIES

Members are responsible for participating in health, safety and survival training required by the District. Members are also responsible for their own actions and are expected to follow Northern Sonoma County Fire Protection District safety standards, practices and training.

Any member who observes another member engaging in unsafe behavior should report the behavior to their supervisor as soon as reasonably practicable.

617.4 SUPERVISOR RESPONSIBILITIES

Company officers are responsible for ensuring members attend required health, safety and survival training.

All supervisors are expected to model safe behaviors and take appropriate action when unsafe behaviors are observed or reported.

617.5 TRAINING OFFICER RESPONSIBILITIES

The Training Officer is responsible for identifying health, safety and survival training required by the District.

Required training may include safety-related courses of the National Fallen Firefighters Foundation (NFFF), National Fire Academy, International Association of Fire Chiefs, International Association of Firefighters or other nationally recognized fire service organizations.

Required training should include the Courage to Be Safe® course of the NFFF for all members and should include the Leadership So Everyone Goes Home® course of the NFFF for all supervisors.

617.6 TRAINING RECORDS

The Training Officer is responsible for maintaining records of health, safety and survival training received by members. Records should include, but are not limited to:

- (a) The dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.

Northern Sonoma County Fire Protection District

Policy Manual

Firefighter Health, Safety and Survival

- (c) The names or other identifiers and job titles of the members who received the training.
- (d) The names, certificate numbers and qualifications of persons conducting the training.

The Training Officer should maintain the training records in accordance with established records retention schedules.

District Use of Social Media

712.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that any use of social media on behalf of the District is consistent with the district mission.

This policy does not address all aspects of social media use. Specifically, it does not address:

- Personal use of social media by district members (see the Member Speech, Expression, and Social Networking Policy).
- Use of social media in personnel processes (see the Recruitment and Selection Policy).
- Use of social media for issuance of fire hazard warnings, emergency evacuation instructions, and widespread emergencies (see the Public Alert Policy).

712.1.1 DEFINITIONS

Definitions related to this policy include:

Social media - Any of a wide array of internet-based tools and platforms that allow for the sharing of information, such as the district website or social networking services.

712.2 POLICY

The Northern Sonoma County Fire Protection District will use social media as a method of effectively informing the public about district services, issues, investigations, and other relevant events.

District members shall ensure that the use or access of social media is done in a manner that protects the constitutional rights of all people.

712.3 AUTHORIZED USERS

Only members authorized by the Fire Chief or the authorized designee may utilize social media on behalf of the District. Authorized members shall use only district-approved equipment during the normal course of duties to post and monitor district-related social media, unless they are specifically authorized to do otherwise by their supervisors.

The Fire Chief may develop specific guidelines identifying the type of content that may be posted. Any content that does not strictly conform to the guidelines should be approved by a supervisor prior to posting. Requests to post information over district social media by members who are not authorized to post should be made through the member's chain of command.

712.4 AUTHORIZED CONTENT

Only content that is appropriate for public release, supports the district mission, and conforms to all district policies regarding the release of information may be posted. Examples of appropriate content include:

Northern Sonoma County Fire Protection District

Policy Manual

District Use of Social Media

- (a) Announcements.
- (b) Tips and information related to fire prevention.
- (c) Investigative requests for information.
- (d) Requests that ask the community to engage in projects that are relevant to the district mission.
- (e) Real-time safety information that is related to in-progress fire incidents, geographical warnings, or disaster information.
- (f) Media releases.
- (g) Recruitment of personnel.

712.4.1 INCIDENT-SPECIFIC USE

In instances of active incidents where speed, accuracy, and frequent updates are paramount (e.g., incident alerts, public safety information), the Public Information Officer or the authorized designee will be responsible for the compilation of information to be released, subject to the approval of the Incident Commander.

712.5 PROHIBITED CONTENT

Content that is prohibited from posting includes but is not limited to:

- (a) Content that is abusive, discriminatory, inflammatory, or sexually explicit.
- (b) Any information that violates individual rights, including confidentiality and/or privacy rights and those provided under state, federal, or local laws.
- (c) Any information that could compromise an ongoing investigation.
- (d) Any information that could tend to compromise or damage the mission, function, reputation, or professionalism of the Northern Sonoma County Fire Protection District or its members.
- (e) Any information that could compromise the safety and security of district operations, members of the District, victims, patients, or the public.
- (f) Any content posted for personal use.
- (g) Any content that has not been properly authorized by this policy or a supervisor.

Any member who becomes aware of content on this district's social media site that they believe is unauthorized or inappropriate should promptly report such content to a supervisor. The supervisor will ensure its removal from public view and investigate the cause of the entry.

712.5.1 PUBLIC POSTING PROHIBITED

District social media sites shall be designed and maintained to prevent posting of content by the public.

The District may provide a method for members of the public to contact district members directly.

District Use of Social Media

712.6 MONITORING CONTENT

The Fire Chief will appoint a supervisor to review, at least annually, the use of district social media and report back on, at a minimum, the resources being used, the effectiveness of the content, any unauthorized or inappropriate content, and the resolution of any issues.

712.7 RETENTION OF RECORDS

The Chief Officer should work with the Custodian of Records to establish a method of ensuring that public records generated through the use of social media are retained in accordance with established records retention schedules.

712.8 TRAINING

Authorized members should receive training that, at a minimum, addresses legal issues concerning the appropriate use of social media sites, as well as privacy, civil rights, and the dissemination and retention of information posted on district sites.

Health and Safety Officer

909.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the minimum qualifications for, and specify the duties and responsibilities of, the Health and Safety Officer (HSO).

909.2 POLICY

It is the policy of the Northern Sonoma County Fire Protection District that the HSO will be appointed by the Fire Chief or the authorized designee and shall be responsible for the duties described in this policy and other duties as assigned. When the HSO is unavailable, the Fire Chief or the authorized designee shall identify a replacement.

909.3 QUALIFICATIONS

The District's HSO should be a member with qualifications and training that include:

- Knowledge of federal, state, and local laws regarding occupational health and safety applicable to the fire service.
- Knowledge of the physical and behavioral health and fitness factors unique to the fire service.
- Knowledge of health and safety hazards involved in firefighting and related activities.
- Experience in fire suppression, Emergency Medical Services (EMS), and instruction.
- Familiarity with the operation of the District's apparatus and equipment, including emergency communications equipment.
- Management skills appropriate to the operation of a safety and health program.
- The physical capability to conduct operations at an incident scene.
- The following certifications and courses are recommended:
 - CFSTES (California Fire Service Training and Education System)
 - Fire Instructor I (NFPA Instructor I)
 - NFPA Instructor II
 - NFPA Fire Officer I
 - Training Program Management
 - Incident Safety Officer
 - Safety and Health Officer

909.4 ADMINISTRATIVE RESPONSIBILITIES

The HSO's administrative responsibilities shall include but are not limited to the following:

Northern Sonoma County Fire Protection District

Policy Manual

Health and Safety Officer

- Developing and maintaining the Illness and Injury Prevention Program (IIPP) and general District safety standards, and serving as the chair of the Health and Safety Committee. See the Illness and Injury Prevention Program Policy.
- Ensuring that safety and health regulations are followed and that any violations or deficiencies are immediately corrected and reported to the Fire Chief or the authorized designee.
- Ensuring that information provided to the Fire Chief or the authorized designee involving safety issues is also provided to the Health and Safety Committee for review.
- Conducting regular safety inspections.
- Serving as a resource for District officers regarding safety and health matters.
- Identifying, documenting, and notifying members of workplace safety hazards.
- Researching, identifying, and recommending appropriate safety equipment and personal protective equipment (PPE) (8 CCR 3401).
- Coordinating with the Training Officer for the development and implementation of behavioral and physical health and safety training topics.
- Providing safety supervision at training activities when requested.
- Developing and distributing safety information to members.
- Ensuring that accidents, exposures, and injuries are thoroughly investigated.
- Developing and maintaining accident, injury, and exposure statistics, reporting on trends, and making recommendations to prevent a reoccurrence.

909.5 RESPONSE DUTIES

Whenever available, the HSO will respond to the following incidents and assume the position of Safety Officer to monitor scene safety and enforce appropriate safety and health practices:

- Working structure fires
- Greater alarm assignments
- Hazardous materials incidents
- Rescue response incidents, including trench, confined space, high angle, structural collapse, and water rescues
- Serious injury or death of an on-duty member
- Injuries to third parties that may result in hospitalization
- Upon the request of an Incident Commander due to special or unusual circumstances

909.6 SAFETY AND HEALTH INCIDENT REVIEW

The HSO should review safety and health incident reports and ensure copies are forwarded to the Health and Safety Committee (see the Illness and Injury Prevention Program Policy).

Ground Ladder Testing

912.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that the ground ladders are periodically inspected and certified to be in compliance with the National Fire Protection Association (NFPA) standards. This is a safety measure designed to reduce or eliminate the risk of injury to District members when using ground ladders.

912.2 POLICY

It is the policy of the Northern Sonoma County Fire Protection District to perform testing and certification of all ground ladders for the safety of District members and to comply with NFPA standards.

912.3 PROCEDURE

All District-owned ground ladders should be tested and certified annually. The actual testing interval may exceed 12 months if that time is reasonably needed for scheduling and completion of the testing process. In addition to annual testing, all ground ladders should be tested under the following circumstances:

- (a) New ground ladders should be tested prior to being placed into service. If the manufacturer of any new ladder provides written documentation certifying that the ladder has been tested and is in full compliance NFPA standards, the ladder may be placed in service with no further initial testing.
- (b) Any time a ladder is suspected of being unsafe
- (c) Any time a ladder has been subjected to overloading, as defined by the NFPA standards
- (d) Any time a ladder has been subjected to impact loading or unusual conditions
- (e) Whenever a ladder has been exposed to or is suspected of having been exposed to direct flame
- (f) Whenever the heat sensor label affixed to a ladder has changed to indicate heat exposure
- (g) After any repairs have been completed, unless the only repair was replacing the halyard.

912.4 TESTING RECORDS

The safety officer shall be responsible for maintaining comprehensive records of all ladder testing and certification for the service life of each ladder.

Ground Ladder Testing

912.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that the ground ladders are periodically inspected and certified to be in compliance with the National Fire Protection Association (NFPA) standards. This is a safety measure designed to reduce or eliminate the risk of injury to District members when using ground ladders.

912.2 POLICY

It is the policy of the Northern Sonoma County Fire Protection District to perform testing and certification of all ground ladders for the safety of District members and to comply with NFPA standards.

912.3 PROCEDURE

All District-owned ground ladders should be tested and certified every two years. The actual testing interval may exceed 24 months if that time is reasonably needed for scheduling and completion of the testing process. In addition to regular testing, all ground ladders should be tested under the following circumstances:

- (a) New ground ladders should be tested prior to being placed into service. If the manufacturer of any new ladder provides written documentation certifying that the ladder has been tested and is in full compliance NFPA standards, the ladder may be placed in service with no further initial testing.
- (b) Any time a ladder is suspected of being unsafe.
- (c) Any time a ladder has been subjected to overloading, as defined by the NFPA standards.
- (d) Any time a ladder has been subjected to impact loading or unusual conditions.
- (e) Whenever a ladder has been exposed to or is suspected of having been exposed to direct flame.
- (f) Whenever the heat sensor label affixed to a ladder has changed to indicate heat exposure.
- (g) After any repairs have been completed, unless the only repair was replacing the halyard.

912.4 TESTING RECORDS

The District shall maintain comprehensive records of all ladder testing and certification for the service life of each ladder.

Release of HIPAA-Protected Information

1037.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a pre-authorization process for the release of a member's personal health information, which is protected by Health Insurance Portability and Accountability Act (HIPAA) regulations, in the event of an on-duty injury or illness.

1037.2 POLICY

It is the policy of the Northern Sonoma County Fire Protection District to allow members to complete a pre-authorization for the release of their personal health information to a family member in the event the member becomes injured or ill on-duty.

1037.3 GUIDELINES

The following topics should be considered for inclusion in this policy:

- (a) The right of members to voluntarily complete a pre-authorization for the release of personal health information to specific individuals
- (b) The location of storage and method of security of completed pre-authorization forms
- (c) The process for a supervisor to access completed forms during both business and non-business hours
- (d) Expiration, renewal and revocation processes for the pre-authorization form
- (e) Define a list of situations or circumstances in which members can expect the District to release their personal health information to the pre-authorized individuals

District Use of Fire Detection and Suppression Systems

1105.1 PURPOSE AND SCOPE

Automatic fire detection and suppression systems can enhance safety and preserve property in the event of a fire. This policy addresses the limitations and requirements of using facilities equipped with automatic fire detection and suppression systems for district-sponsored functions.

1105.2 POLICY

It is the policy of the Northern Sonoma County Fire Protection District to enhance the safety of its members and preserve property by providing workspace equipped with fire detection and suppression systems when reasonably practicable. District members should also promote the use of space equipped with fire detection and suppression systems within the community.

1105.3 PROCEDURE

When reasonably practicable, the District should use only those facilities with automatic fire detection and suppression systems installed throughout when renting or acquiring office space, conference rooms or other facilities for district-sponsored functions.

District members should also encourage fire service and other groups to use facilities and lodging that are protected by automatic fire detection and suppression systems for their sponsored activities.

Subject to available resources, the Northern Sonoma County Fire Protection District will upgrade to current standards any district-owned or operated facilities that do not have automatic fire detection and suppression systems.

Members traveling on District business shall seek hotel or motel accommodations that are protected by automatic fire detection and suppression systems. When protected lodging is not available within a reasonable distance from the traveler's destination, or if the cost of protected lodging is 25 percent above the cost of unprotected lodging, unprotected lodging facilities may be used with the approval of the Chief Officer.

SEPTEMBER 19, 2024, CHIEF'S REPORT

AUGUST 2024

SIGNIFICANT INCIDENTS

- August 15: Small vegetation fire along West Soda Rock Lane
- August 31: 0.8-acre vegetation fire off Palmer Creek Road

OUTREACH

- August 4: Alexander Valley Association Picnic
- August 19: COPE Northern Sonoma County Leadership Meeting
- August 21: North Westside Community Vegetation Management Planning Meeting
- August 22: Geysers-Asti Subregional Planning Meeting for Cloverdale FEMA Grant
- August 25: Mountain View Ranch Road COPE "Neighborhood" Meeting
- August 27: Chalk Hill COPE "Neighborhood" Meeting
- August 28: Cherry-McNair Subregional Planning Meeting for Cloverdale FEMA Grant
- August 29: Kelly-Dutcher Subregional Planning Meeting for Cloverdale FEMA Grant

FIRE OPERATIONS

- Staffed CAL FIRE Stations from August 8 to August 15. Will be reimbursed for all costs.
- Wine Country to the Rescue Event funded self-contained breathing apparatus (SCBA) have been ordered and expected 1-2 months for delivery.
- Installed air sensor as part of Pepperwood Preserve's air quality research at the Geyserville Fire Station.
- Engine 6181 required repairs including emission related sensor. Repair was performed by a vendor.

FIRE PREVENTION

- Fire Inspector John Lilienthal continuing to complete defensible space inspections and verifying pre-attack maps
- Knights Valley pursuing Firewise USA recognition

VEGETATION MANAGEMENT

- Fuels Crew partially moved into Alexander Valley Fire Station
- Fuel Crew vehicle "flatbed" design and installation in progress
- Fuels Crew worked on the following projects:
 - a. North Lytton Springs Phase I (completed)
 - b. County of Sonoma's Free Chipper Program Assistance
 - c. Coyote Oaks 13 (Special Tax Zone #1 Funded Project)
 - d. Wohler and Chalk Hill Communities Shaded Fuel Break Demonstration Project

ADMINISTRATION

- Initiated facility needs assessment process (Geyserville Fire Station Renovation and other facility needs)
- Developing pay and benefit plan for employees to support recruitment and retention
- Initiated work on mailing list for Fall (mailed) newsletter
- Administrative Manager implementing ADA compliance for documents, accessibility policies, and remediation methods. This will be an ongoing compliance process.