



NORTHERN SONOMA COUNTY FIRE PROTECTION DISTRICT

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MINUTES OF THE BOARD OF DIRECTORS' MEETING

April 18, 2024 AT 6:00 PM

1. OPENING GREETING:

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

2. PUBLIC DISCUSSION: None.

3. OLD BUSINESS:

a. STRATEGIC PLANNING

Three strategic planning meetings will be held during the months of May and June. The first meeting will be held virtually immediately before the next board meeting. The other two will be held in the first week of June.

b. DISTRICT EXPANSION

- i. A discussion was held regarding the possibility of expanding the board from five to seven members. During the upcoming strategic planning meetings the District will determine if the community feels a need for greater representation.
- ii. The Board feels that a new board member training would be beneficial. Michael Pigoni recommended a training detailing how a board meeting should be run and board member obligations. He volunteered to bring an RFP for board consulting to the next meeting.
- iii. Chief Turbeville has been working with Chief Jenkins on the details of the Assistant Chief position,

1. **A motion was made and seconded (Stewart/Peterson) to approve the following salary schedule for the Administrative Assistant position, in accordance with the Administrative Assistant Employment Agreement. All ayes.**

Step 1	Step 2	Step 3	Step 4	Step 5
\$31.35	\$32.13	\$32.94	\$33.76	\$34.60

c. FACILITY UPDATES

- i. Chief Turbeville posted the RFP for the architect on the website on Tuesday. The Board should be able to approve an architect at the June meeting.
- ii. The siding is done on the Alexander Valley Fire Station. The expected completion date is June 1st. Chief Turbeville suggested doing an event in July for the public to showcase the remodel.
- iii. North East District Fire Station: No report.

d. MEASURE H PLANNING

- i. **A motion was made and seconded (Heiges/Stewart) to establish an Ad Hoc Committee composed of Fred Peterson and Pat Abercrombie to be the liaison with Firesafe Sonoma in establishment of a Measure H Vegetation Management governance framework. All ayes.**
- ii. **The Board wants to retain the services of an attorney to represent the District in the documentation of our role, responsibility and liability relative to Measure H vegetation management. A motion was made and seconded (Peterson/Stewart) to authorize the expenditure of up to \$2000 to craft an RFP for legal representation. All ayes.**

4. NEW BUSINESS:

a. SPECIAL TAX ZONE 1 ANNUAL REPORT

Director Heiges and community member Margie expressed their pleasure with the special tax zone process, and encouraged other communities to do the same. **A motion was made and seconded (Peterson/Abercrombie) to approve the Special Tax Zone 1 Annual Report. All ayes.**

b. CONSOLIDATED ELECTION

- i. **A motion was made and seconded (Stewart/Heiges) to adopt Resolution 23/24-0418-01 Ordering an election to be held and requesting consolidation with the November 5, 2024 Consolidated District Election. All ayes.**
- ii. **A motion was made and seconded (Peterson/Stewart) to have the District pay the costs of the candidates' Statements of Qualifications for the November 5, 2024 Consolidated District Election. All ayes.**
- iii. **There are no changes to the Notice of District Boundaries/Statements in Lieu of Map**

c. POLICIES

The following policies were introduced for consideration for adoption at the May board meeting:

- i. 203 Training Policy
- ii. 210 Annual Planning Calendar
- iii. 405 Public Education
- iv. 502 Patient Refusal of Pre-Hospital Care
- v. 503 Advanced Health Care Directives
- vi. 504 Latex Sensitivity
- vii. 701 Personal Communication Devices
- viii. 710 Non-Official use of District Property
- ix. 902 Cal/OSHA Notification of Injury, Illness or Death
- x. 1006 Fire Officer Development
- xi. 1014 Personnel Complaints
- xii. 1017 Personnel Records

d. REMOTE MEETINGS

The meetings have not been attended by the public remotely, and the remote meeting electronic equipment needs updating, so the Board decided to only offer the service when the need arises. **A motion was made and seconded (Peterson/Heiges) to discontinue remote meetings. All ayes**

- 5. MINUTES: A motion was made and seconded (Stewart/Peterson) to approve the minutes from the March 21, 2024 Regular Meeting. All ayes.**

6. **FINANCIAL REPORT:** Director Heiges reviewed the financial statements.
7. **CONSENT CALENDAR: A motion was made and seconded (Peterson/Abercrombie) to approve all consent calendar items listed below. All ayes.**
- a. March/April bills.
 - b. Purchase requests: \$9,000 to purchase tables; \$28,000 for radios; \$10,000 for wildland hose.
 - c. The following policies:
 - iv. 603 CPR Training
 - v. 607 Hearing Conservation and Noise Control Training
 - vi. 608 Heat Illness Prevention Training
 - vii. 609 Health Insurance Portability and Accountability Act (HIPAA) Training
 - viii. 611 National Incident Management System (NIMS) Training
 - ix. 612 Repetitive Motion Injuries and Ergonomics Training
 - x. 614 Discriminatory Harassment Training
 - xi. 615 Wildland Fire Shelter Deployment Training
 - xii. 901 Cal/OSHA Inspections
 - xiii. 911 Facility Safety
 - xiv. 914 Personal Protective Equipment
 - xv. 1036 Military Leave
 - xvi. 1037 Pregnancy Disability Leave
8. **CHIEF'S REPORT:** See written report.
9. **CORRESPONDENCE:** None.
10. **GOOD OF THE ORDER:** None.
11. **ADJOURN TO CLOSED SESSION:** The Board adjourned for employee performance evaluation & review, Fire Chief, pursuant to Government Code Section 54957.
12. **RECONVENE TO REGULAR MEETING:** The Board discussed areas where improvements could be made in communications. The Board gave the chief high marks.
13. **ADJOURNMENT OF THE MEETING: A motion was made and seconded (Peterson/Heiges) to adjourn the meeting at 8:47 PM. All ayes.**

Minutes approved as written- Motion/Second: Stewart/Heiges

Clerk of the Board: Anne Lebeville Date: 5/16/2024

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