



NORTHERN SONOMA COUNTY FIRE PROTECTION DISTRICT

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

REGULAR BOARD OF DIRECTORS' MEETING

Thursday, June 20, 2024 at 6:00 PM

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

1. OPENING GREETING:

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

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

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

a. STRATEGIC PLANNING

- The Board will receive an update from the Strategic Planning Ad Hoc Committee
- The Board will provide an update on the strategic planning process and request feedback on the process.

b. DISTRICT EXPANSION

The Board will present updates on the following:

- Geyserville Fire Station remodel
- Alexander Valley construction status
- East District Station

c. MEASURE H PLANNING

The Measure H Vegetation Management AdHoc will provide an update on Measure H, including insight concerning when Bill Adams expects to have a draft governing document for our review.

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

a. ENHANCED EMERGENCY SERVICES

- The Board will consider approving transition funding for the Cloverdale Health Care District Ambulance advanced life support quick response vehicle (SCN 6) from the

Northern Sonoma County Fire Foundation to the Northern Sonoma County Fire Protection District.

- The Board will consider authorizing the Fire Chief to sign a one-year agreement, effective July 1, 2024, not to exceed \$150,000 with Bell's Ambulance to provide additional ALS or BLS ambulance(s) during "peak demand" periods.

b. **TRAINING, EDUCATION AND EXCELLENCE**

Scott Newman will mention training opportunities for Board members and staff and announce who is attending the upcoming session in July.

- Ashlee is attending an Introduction to Government Accounting course taught by the California Society Municipal Finance Officers on July 9 and July 10.
- Directors Pat Abercrombie, Fred Peterson and Scott Newman, along with Treasurer Michael Pigoni, will be attending the FDAC COA in Fire District Leadership Program in Windsor on July 25 and July 26.

c. **PROFESSIONAL PLANNING AND ARCHITECTURAL SERVICES**

The Board will consider authorizing the Fire Chief to sign an agreement not to exceed \$75,000 with DTA to provide District Facilities Needs Assessment. As the District Facilities Needs Assessment nears completion, the Fire Chief will provide an update and ask for a decision regarding pursuing Project Design for Functional Alterations, Additions, and Improvements to Specific District Facilities.

d. **PERMANENT STAFF RAISE**

The Board will consider a 5% raise for all permanent staff (FT5, FT4, FT3, Fire Inspector, Admin Assistant and Manager, and Fire Chief) beginning July 1, 2024. The reason for the proposed wage increase is providing competitive wages for improving retention of current employees and acknowledgement of cost of living increases.

e. **HEALTH AND SAFETY PLAN PROPOSAL**

The Board will consider approving a proposal from North Bay Health & Safety for the delivery of several written health and safety programs for the District. This is part of our process of updating old and adopting new policies to ensure compliance with all laws and regulations.

1. Injury and Illness Prevention Program (IIPP)
 - The Board recently adopted Policy 900 with the purpose to "establish an ongoing and effective plan to reduce the incidence of injury and illness for members of the Northern Sonoma County Fire Protection District."
2. Heat Illness Prevention Program (HIPP)
 - The Board recently adopted Policy 906 which requires member participation in the heat illness prevention program.
 - An OSHA senior safety engineer has advised us to adopt an appropriate HIPP as soon as possible, noting this should be done ASAP with the heat season upon us.
3. Workplace Violence Prevention Program (WVPP)
 - SB 553 states that by July 1st we must implement a WVPP and train all employees.
4. Emergency Action Plan (EAP)
 - Draft Policy 200 states we "will develop and maintain an EAP" to provide for the safety of district members and visitors in the event of an emergency.
5. Code of Safe Practices

6. Facility Hazard Inspection

f. **FISCAL YEAR 2024 PRELIMINARY BUDGET**

The Board will consider approval of the Fiscal Year 2024/2024 Preliminary Budget.

g. **POLICIES AND PROCEDURES**

The Board will introduce the following policies and procedures for approval at the July regularly scheduled board meeting:

Policies:

1. 104: Components
2. 302: Fire Ground Accountability
3. 303: Rapid Intervention
4. 304: Urban Search and Rescue
5. 400: Fire Inspections
6. 701: Personal Communication Devices
7. 704: Information Technology Use
8. 705: Mobile Data Computer Use
9. 915: Hazardous Energy Control
10. 1020: Physical Fitness
11. 1026: Personal Appearance Standards
12. 1027: Uniform Regulations
13. 1033: Line Of Duty Deaths
14. 1034: Line of Duty Death and Injury Notification
15. 1043: Drug and Alcohol Testing
16. 1048: Travel and Reimbursement

Procedures:

17. 300: Operational Readiness
18. 304: Fire Ground Accountability
19. 306: RIT
20. 310: Establishing Fireground Operations
21. 325: Civil Disorder
22. 601: Interpersonal Skills
23. 1002: Personnel Complaints
24. 1003: Discipline

5. **MINUTES:** Review and approval of May 16, 2023, regular meeting minutes and the May 16, 2023 special meeting minutes.
6. **FINANCIAL REPORT:** Presentation by the Board Treasurer on the past month's income and expenditures.
7. **CONSENT CALENDAR:**
 - a. Review and approval of the May/June bills to be paid.
 - b. Admin Computer: Dell Precision Workstation \$2,773.70 to replace current workstation.
8. **CHIEF'S REPORT:** Review and questions regarding the Chief's monthly report and any verbal updates on the status of the District and matters pertaining to the operation of the Department.

9. CORRESPONDENCE: This time is set aside to read any letters or related correspondence to District business.

10. GOOD OF THE ORDER: This time is set aside for announcements of any events that may be of interest to District board members or personnel.

11. ADJOURNMENT OF THE MEETING: Set date and time of the next meeting.

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