



NORTHERN SONOMA COUNTY FIRE PROTECTION DISTRICT

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MINUTES OF THE BOARD OF DIRECTORS' MEETING

Thursday, June 20, 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, Fred Peterson, Larry Heiges, Scott Newman, Pat Abercrombie, and Treasurer Michael Pigoni were present.
- d. Approval of the Agenda: Fred Peterson asked to move Item 4a to follow Public Discussion. **A motion was made and seconded (Heiges/Peterson) to approve the agenda with that change. All ayes.**

2. **PUBLIC DISCUSSION:** South Lake Fire County Fire Protection District Board President James Comiskey welcomed the District back to FDAC and spoke of the upcoming leadership training in Windsor as well as other future conferences. Director Peterson praised Chief Turbeville for his leadership responding to the Point Fire, and how the vegetation management efforts in the Bradford Mountain area served to mitigate the damage from the fire. Abercrombie echoed these sentiments on behalf of Fitch Mountain residents.

ENHANCED EMERGENCY SERVICES (moved up from Item 4a):

- Representatives from Bell's Ambulance spoke of the need for "peak demand" service enhancement for the area. **A motion was made and seconded (Peterson/Heiges) to authorize 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. All ayes.**
- Eric Polan of the Cloverdale Health Care District spoke about the QRV program and its benefit to emergency response in the area. **A motion was made and seconded (Peterson/Heige) to authorize the District to assume the funding for next fiscal year. All ayes.**

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

Director Abercrombie thanked all participants for their time commitment and valuable input to the process. Everyone considered it to be a valuable team building experience. The first draft is out and will be reviewed for errors and omissions, corrected and submitted for approval. All must remain committed to the realization of the goals set forth.

b. DISTRICT EXPANSION

The Alexander Valley Fire Station renovation is complete save some electrical issues, site work, and fence build. Director Stewart is in discussions with two additional property owners in the Chalk Hill/Highway 128 area regarding potential fire station sites.

c. **MEASURE H PLANNING**

Abercrombie reported that the chiefs, along with Fire Safe Sonoma and Bill Adams, will propose a governance plan for the choosing and funding of specific projects county-wide. Ben Fay will provide input to ensure our Board will not be involved with any of the decision making regarding project selection. Fay will review the plan and report his opinion on the final document.

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 (see above)**

b. **TRAINING, EDUCATION AND EXCELLENCE**

Director Stewart will add his name to the list of those attending the Windsor conference in July. Future conferences include a Leadership Symposium in Sacramento in October and one in Napa next April.

c. **PROFESSIONAL PLANNING AND ARCHITECTURAL SERVICES**

A motion was made and seconded (Peterson/Abercrombie) to authorize the Fire Chief to sign an agreement not to exceed \$75,000 with DTA to provide a District Facilities Needs Assessment. All ayes.

d. **PERMANENT STAFF RAISE**

A motion was made and seconded (Peterson/Heiges) to approve a 5% raise for all permanent staff (FT5, FT4, FT3, Fire Inspector, Admin Assistant and Manager, and Fire Chief) beginning July 1, 2024. All ayes. The estimated cost is approximately \$50,000 per year. The Board requested that next year the discussion of wage increases occur earlier in the year and asked that the agenda item contain more details.

e. **HEALTH AND SAFETY PLAN PROPOSAL**

A motion was made and seconded (Heiges/Peterson) to approve a proposal from North Bay Health & Safety for the delivery of several written health and safety programs for the District. All ayes.

f. **FISCAL YEAR 2024 PRELIMINARY BUDGET**

Michael Pigoni reviewed the preliminary budget with emphasis on the Operating and Vegetation Management Funds. The Board thanked Pigoni for his huge efforts and commended him on the changes made to increase understanding of modes and methods in the bookkeeping. **A motion was made and seconded (Stewart/Heiges) to approve the Fiscal Year 2024/2024 Preliminary Budget. All ayes.**

2025

g. **POLICIES AND PROCEDURES**

The following policies and procedures were introduced for approval at the July regularly scheduled board meeting. The Board requested further editing before submittal and will notify Anneke Turbeville of any editing suggestions.

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: A motion was made and seconded (Abercrombie/Peterson) to approve the May 16, 2023, regular meeting minutes and the May 16, 2023 special meeting minutes. All ayes.**
6. **FINANCIAL REPORT:** Presentation by Director Heiges on the past month's income and expenditures. Heiges expressed some concern about reserve funds encumbrances in regard to unexpected large expenses.
7. **CONSENT CALENDAR: A motion was made and seconded (Peterson/Heiges) to approve the May/June bills and the Dell Precision Workstation. All ayes.**
8. **CHIEF'S REPORT:** Board accepted written Chief's Report, including the update submitted on meeting day.
9. **CORRESPONDENCE:** None.
10. **GOOD OF THE ORDER:** There is the possibility of a control burn on July 3rd, which is not likely to happen.
11. **ADJOURNMENT OF THE MEETING: A motion was made and seconded (Peterson/Abercrombie) to adjourn the meeting at 8:36 PM. All ayes.**

Annelise Jankoville

7/18/2024

Peterson/Abercrombie

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