



# NORTHERN SONOMA COUNTY FIRE PROTECTION DISTRICT

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## MINUTES OF THE BOARD OF DIRECTORS' MEETING

May 20, 2021 AT 7:00 PM

This meeting was held via teleconference, pursuant to the Governor of California's Executive Order N-29-20 dated March 17, 2020.

### 1. OPENING GREETING:

- a. Meeting Called to Order by President Paul Bernier at 7:02 PM
- b. Pledge of Allegiance
- c. Roll Call: Directors Rob Stewart, Scott Newman, Fred Peterson, Tatsuo Okaya and Paul Bernier; Fire Chief Marshall Turbeville, Administrative Manager Anneke Turbeville, and Treasurer Michael Pigoni were present.
- d. Approval of the Agenda: **A motion was made and seconded (Newman/Stewart) to approve the agenda. All ayes.**

### 2. PUBLIC DISCUSSION: There was no public discussion.

### 3. MINUTES: Fred Peterson noted that the April 15, 2021 minutes wrongly state that he and Scott Newman approved the agenda, but they were not present at the start of the meeting. Anneke Turbeville will check her notes and make the correction. **A motion was made and seconded (Peterson/Okaya) to approve the April 1, 2021 special meeting minutes, the April 15, 2021 regular meeting minutes with that correction, and the April 29, 2021 special meeting minutes. All ayes.**

### 4. FINANCIAL REPORT: Fred Peterson presented the financials.

### 5. CONSENT CALENDAR:

- a. Review and approval of April/May warrants to be paid. Anneke Turbeville noted that the invoice for radios is actually an Association expense and should be taken off the consent calendar. **A motion was made and seconded (Okaya/Stewart) to pay the bills. All ayes.**
- b. Adjustments to the current budget were introduced. **A motion was made and seconded (Stewart/Newman) to approve the budget revisions. All ayes.**

### 6. CHIEF'S REPORT: Chief Marshall Turbeville presented his chief's report. There has been a recent increase in fire activities. The water tender should be ready sometime in July or August. The fire prevention grant was turned in, along with another grant for prescribed burning funds.

### 7. PRESIDENT'S REPORT: No report.

### 8. GEYSERVILLE FIREFIGHTER EMPLOYEE ASSOCIATION REPORT: No report.

### 9. GEYSERVILLE VOLUNTEER FIREFIGHTERS' ASSOCIATION REPORT: Fred Peterson announced that the GVFA is funding lodging for the AmeriCorps for three weeks.

**10. CORRESPONDENCE:** The LAFCO budget and air quality information are included in the agenda packet for information.

**11. OLD BUSINESS:**

- a. Consolidation and Annexation: Marshall Turbeville reported that Matthew Dudley is working on the annexation survey and Walter Keiser is working on the numbers to show the department's need for property tax funds. Keiser is searching for attorneys right now. He explained the events triggered by the passing of a resolution tax agreement. Walter Keiser will write a letter to CAO Terri Wright giving her a heads up on the District's intent to move forward on this and Marshall Turbeville will deliver the letter to CAO Terri Wright; he will also let Supervisor Gore know.
- b. Alexander Valley Fire Station: The architect continues to work on plans for the station. Rob Stewart announced that he will be involved in the plans moving forward. Steve Oliver is helping to get the property ownership transferred.
- c. Knights Valley Update (by Scott Newman):
  - Senator McGuire is interested in the cell shadows in Knights Valley.
  - Newman is in discussions with someone who makes multipurpose cell towers.
  - An upcoming insurance discussion in Napa Valley is relevant to anyone losing their insurance.
  - More Knights Valley residents are wondering what is going on with the firehouse.
  - The community Wildfire Protection Plan meeting had 78 attendees at Newman's new hay barn. Many of them want to be part of prescribed burns.
- d. Chalk Hill Property Update: No report.
- e. Fee Schedule: Walter Keiser is helping to create a new fee schedule.
- f. Firefighter Funding: Chief Turbeville reported that the County has committed to continuing the \$275,000 funding for firefighter staffing.
- g. District recognition of volunteers: No report.
- h. Approval of Fuel Mitigation Positions and Wildland Firefighter Positions: Chief Turbeville summarized the two policies and the changes made since last month. **A motion was made and seconded (Peterson/Stewart) to approve both policies. All ayes.**
- i. Communications: Scott Newman reported that the District already has the ability to reach a lot of people. This item does not need to be on the agenda every month.
- j. Presentation of 2021/2022 Preliminary Budget: The budget numbers will change once the year ends. Chief Turbeville noted that it is hard to quantify the costs for contractors, lawyers, elections, and surveyors. Anneke Turbeville pointed out that revenue accounts were added to break down income. Rob Stewart reminded everyone to watch spending and be careful with costs. The preliminary budget will be approved next month.
- k. Mapping/ Legal Description for Annexation: The contract was signed; this can be removed from next month's agenda.

**12. NEW BUSINESS:**

- a. Discussion and formation of Special Fire Zone Advisory Committee: The advisory committee is a result of the successful passage of Measure C. Larry Heiges introduced the recommendations: Marshall Turbeville, Gene Schnair, Teri Mendelson, Margie Hanselman, and Fred St. Gore. The committee will provide advice to the Board on how the money should be spent and create a detailed improvement program. A resolution for the appointment of committee members will be approved in June.

▷ communication is extensive, ability to reach residents is impressive, residents should reach out to COPE leaders.

- b. Presentation of Firefighter Intern Position: Chief Turbeville explained that the District only received one interested candidate for Seasonal Firefighter. Instead of seasonal firefighters he would like to start a 12-month intern program to help staff a third firefighter. This will be approved next month.
- c. Approval of Proposal for Walter Keiser Consulting Expenses: **A motion was made and seconded (Stewart/Newman) to approve the proposal from Walter Keiser. All ayes.**
- d. ISO Update: Fred Peterson, Scott Newman, Anneke and Marshall Turbeville met with an ISO representative on Tuesday. This item can be taken off the agenda.

**13. GOOD OF THE ORDER:** Rob Stewart reported upcoming traffic delays on Pine Flat Road. Fred Peterson wanted to give the Board a heads up that the community has approached Dick Dilworth about making the firehouse restrooms into public restrooms for visitors. Anneke and Marshall Turbeville will not be here for the next meeting. It will be held via Zoom, with hopes that July's meeting can be in person.

**14. ADJOURN TO CLOSED SESSION:** Employee performance evaluation & review, Fire Chief and Administrative Manager, pursuant to Government Code Section 54957.

**15. RECONVENE TO REGULAR MEETING:** The Board was united in appreciation of the duties of the Fire Chief and Administrative Manager. The Board desires to bring the Administrative Manager's hourly rate more in line with comparable positions in nearby districts and give the Fire Chief a salary increase. The Board would like the Fire Chief and Administrative Manager to provide the Board with proposals suggesting appropriate pay increases to be discussed in another closed session at the regular June meeting. The Board also asked for suggestions on how to accommodate the need for help for those positions as the district grows.

**16. ADJOURNMENT OF THE MEETING:** A motion was made and seconded (Stewart/Peterson) to adjourn the meeting at 9:58 PM. All ayes.

Minutes approved as <sup>amended</sup> written- Motion/Second: Fred Peterson / Scott Newman

Clerk of the Board: Marshall Turbeville Date: 6/17/2021

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