



NORTHERN SONOMA COUNTY FIRE PROTECTION DISTRICT Minutes of the Regular Board of Directors' Meeting

Thursday, September 19, 2024 at 6:00 PM

Geyserville Fire Station – 20975 Geyserville Ave, Geyserville, CA

1. Opening Greeting

a. Meeting called to order by President Scott Newman at 6:00 PM

b. Pledge of Allegiance

c. Roll Call

- Rob Stewart, Larry Heiges, Scott Newman, and Fred Peterson were present. Pat Abercrombie was absent. Fire Chief Marshall Turbeville, Clerk Anneke Turbeville, and Treasurer Michael Pigoni were also present.

a. Approval of the agenda

- A motion was made and seconded (Peterson/Stewart) to approve the agenda. All eyes.

2. Public Discussion

- Member of the public Nick Gloyd announced that a GMRS repeater is up at Pepperwood Preserve. He wants to place GMRS radios at Knights Valley Fire Station, Alexander Valley Fire Station, and Geyserville Fire Station.

3. Old Business

a. Strategic Planning

- Strategic Plan - Chief Turbeville announced that he provided his input to the Center for Excellence and hopes to adopt the plan at the October meeting.
- Master Plan - The Board wants a Master Plan- a three-to-five-year plan of facilities and budget. Peterson said that a master plan uses the strategic plan and the budget to create a plan, considering taxes and demographics. He noted that costs never go down, and revenues never go up as fast as needed. As a Director, Peterson does not want to make financial commitments without knowing how those commitments will play out. He wants to prepare a road map looking out ten years. He wants to know where we are going, and if it is realistic to get there. Peterson proposed starting a committee to begin the framework of a master plan. This process would be led by the Board. Directors Stewart and Peterson volunteered to be on the Master Plan Ad Hoc Committee. This will be an agenda item next month.

b. District Collaboration Updates

- i. Meeting with Sonoma County Winegrowers President and CEO Karissa Kruse*
 - No update.
- ii. Communications*
 - No update.

c. Measure H Planning

- i. The Board will discuss the status of legal representation*
 - No update.
- ii. The Measure H Vegetation Management Ad Hoc Committee will provide an update.*
 - No update.

d. Facilities Planning Updates

- i. Geyserville Fire Station remodel*
 - No update.
- ii. Alexander Valley Fire Station remodel*
 - No update.
- iii. East District Fire Station*
 - No update.

e. Board Development

- **Assembly of Board of Director's Handbook:** Newman asked Board Members if they want to hire someone for this. Michael Pigoni noted that he previously brought information on this topic to the Board. He explained that a consultant could provide training to new members, which would be similar to what was provided by the FDAC. The handbook would be a roadmap for new members. Anneke Turbeville noted that some of the current policies under development could also help board members.

f. Risk Management

- **Update regarding the status of Ben Fay's review:** Peterson reported that Fay has been focused on this topic and will have a written report soon. He noted that they are fairly well protected as Board Members, but the district may need to look at purchasing supplemental insurance.

g. Fiscal Year 2024/2025 Budget

- **Treasurer's Budget Report:** Heiges reported that Michael Pigoni laid out the preliminary plans for 24/25. He noted that there are a lot of moving parts to the budget, and complimented Michael Pigoni for creating the budget. He explained that Pigoni has taken a conservative approach and feels that this budget is a good representation of what to expect over the fiscal year.
- Michael Pigoni presented the latest version of the 2024/2025 budget. He noted that we have not yet had a stable year to lay down a history to calculate our revenue and expenses; sometime in March we should receive our first installment of sales tax funds, and this was our first full year of annexation (previous year was only 2 or 3 months of additional income). Pigoni summarized the budget, noting that about fifty percent of our budget is personnel. Professional services include consultants such as Cloverdale Health Care, Bells Ambulance, Cloverdale Fire, Healdsburg Fire, and the architect. He projected 6 months of Measure H revenue, using estimates from the study that came out. The budget is balanced and includes additional firefighters and engineers from Measure H funds, as well as a battalion chief and assistant chief.

The budget also includes approximately half of a million dollars of apparatus. The vegetation management budget does not go into the detail of each project- those details are available on QuickBooks. Pigoni noted that encumbered funds are now included in the financials- those are funds the District is committed to, including purchase orders and grant money not spent yet. This allows the Board to see the amount that needs to be spent. Another section of the budget is reserves, which is a policy we will be working on. He noted that we need a fee schedule for dealing with vegetation management; the District owns lots of equipment, and as we start Measure H projects, we need to charge for the use of our equipment. We have been tracking this, and Pigoni should have something ready to come before the Board next month. **A motion was made and seconded (Peterson/Heiges) to approve the Fiscal Year 2024/2025 General and Vegetation Management Budgets. All ayes.**

4. New Business

a. Prop 4 Resolution

- Review and adoption of Resolution 2024-2025-0919-01 Adopting the Proposition 4 Appropriation Limit for the Fiscal Year 2024/2025: Michael Pigoni noted that this is something we do every year; the limit is normally increased each year based on cpi and population. Last year we spelled out why we increased the amount and set a new amount. This year we used the same philosophy using real numbers. The Proposition Limit does not include grant or Measure H revenue- this is strictly property tax. **A motion was made (Peterson/Stewart) to approve of Resolution 2024-2025-0919-01 Adopting the Proposition 4 Appropriation Limit for the Fiscal Year 2024/2025. All ayes.**

b. Discussion and Approval of New Grants

- Review and approval of Resolution 2024-2025-0919-02 Approving the Department of Forestry and Fire Protection Agreement #7GF24310.*
 - **A motion was made and seconded (Stewart/Peterson) to 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, and authorize spending \$12,330 from Account 52021. All ayes.**
- Office of Traffic Safety: Crash Response and Extrication Improvement Program- not a match, modernize extrication equipment. Fred/larry to sign this grant.*
 - **A motion was made and seconded (Peterson/Heiges) to 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, and authorize spending \$91,002 from Account 52141. All ayes.**

c. Tax Share Agreement (Request from Cloverdale Fire Protection District)

- Discussion of proposal from Carol Pigoni and Jason Jenkins to memorialize a tax share agreement with the Cloverdale Fire Protection District.
- Assign Directors Fred Peterson and Rob Stewart to provide a written response to be discussed at the October Board meeting to include:*
 - 1) Request to meet regarding tax sharing.
 - 2) 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.
 - 3) Discuss JPA renewal. The current JPA is set to expire in 2025.
- Chief Turbeville noted that there was an error in the staff report for this topic- Rob Stewart and Pat Abercrombie were at the last committee meeting. Chief Turbeville reviewed his staff report, including some of the history of the relationship between the two agencies. He noted that the

JPA is coming due. Carol Pigoni commented that the Ad Hoc Committee needs to discuss this topic. She explained that when her Board saw annexation money starting to materialize, they wanted to send a letter to open discussion on tax sharing. Her Board wants to work collaboratively to get through this and future issues of JPA. She noted that they need to have some serious discussions at committee meetings and formalize some of the things currently handled at the staff level. She said the purpose of this letter is to make sure operational issues are worked out at a higher level of management. She looks forward to having this dialog on how to move forward. Director Stewart asked Carol Pigoni if they are willing to meet monthly- she said yes, they are. Peterson noted that initially, the plan was to fully consolidate. However, that **didn't happen**, and this District moved forward and now has responsibility for the Geysers Area. He said that he is not willing to do a tax share agreement with an agency that has no accountability up there. Peterson suggested holding a joint Board meeting. He has been frustrated with the lack of progression toward consolidation. Peterson wants the work done at the Ad Hoc Committee level and wants to make sure there is a shared vision. Carol Pigoni pointed out that her District has taken on the unfunded liability for our people. Directors Peterson and Stewart will work on constructing a response to the letter from Chief Jenkins and Carol Pigoni.

- ii. *Authorize consulting with legal counsel if deemed necessary.*
 - **A motion was made and seconded (Heiges/Stewart) to approve the use of legal counsel by the Ad Hoc Committee. All ayes.**

d. Policies

- i. *Presentation of Policy Committee Staff Report*
 - No discussion.
- ii. *Introduction of the following policies to be approved at the next Board meeting:*
 - 200 (Emergency Action Plan)
 - 209 (Post Incident Analysis)
 - 214 (Petty Cash Management)
 - 308 (Response Time Standards)
 - 309 (Aircraft Response)
 - 333 (Earthquake Response)
 - 334 (Volunteer Program)
 - 335 (Chaplains)
 - 616 (Training Records)
 - 1002 (Promotions and Transfers)
 - 1003 (Position Descriptions)
 - 1004 (Classification Specifications)
 - 1005 (Career Tracks)
 - 1013 (Personal Projects on Duty)
 - 1015 (Outside Employment)
 - 1021 (Grievance Procedure)
 - 1022 (Critical Incident Stress Debriefing)
 - 1030 (On-Duty Injuries)
 - 1107 (Standardization of Station Files)

5. Minutes

- **A motion was made and seconded (Stewart/Heiges) to approve the minutes of the August 15, 2024, regular meeting minutes. All ayes.**

6. Financial Report

- Larry Heiges presented the financial report on the past month's income and expenditures.

7. Consent Calendar

- **A motion was made and seconded (Peterson/Stewart) to approve the Consent Calendar items. All ayes.**

a. Approval of the August/September bills to be paid.

b. Approval of policies introduced at the August board meeting:

- 601 (AED Training)
- 617 (Firefighter Health and Safety)
- 712 (Social Media)
- 909 (Health and Safety Officer)
- 912 (Ground Ladder Testing)
- 918 (Roadway Incident Safety)
- 1037 (HIPAA Release)
- 1105 (Fire Detection Systems)

8. Chief's Report

- Chief Turbeville's monthly report was included in the Agenda Packet. Chief Turbeville reported that it has been relatively slow; there was a recent drowning at Lake Sonoma; Foundation ordered SCBAs; we are doing inspections; we started working on Fitch Mountain; we are also working on ADA compliance, newsletter, and our annual mailer.

9. Correspondence

- There was no correspondence, other than the letter from Cloverdale Fire discussed earlier.

10. Good of the Order

- Heiges announced that he **won't be here** for the October meeting (he will be in south Africa). On November 5th he will have back surgery and is not sure if he can attend November meeting.
- Peterson thanked the Chief for showing up at Mountain View Ranch Rd. CAL FIRE will be releasing a video on the Point Fire. The measures taken by the Fire Chief came under praise.

11. Adjournment of the Meeting

- **A motion was made and seconded to adjourn the meeting at 7:46 PM. All ayes. Set date and time of next meeting.**

Approval of Minutes: Stewart/Abercrombie



Anneke Turbeville – Clerk of The Board