



NORTHERN SONOMA COUNTY FIRE PROTECTION DISTRICT

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

MINUTES OF THE BOARD OF DIRECTORS' MEETING

March 21, 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 (Heiges/Peterson) to approve the agenda. All ayes.**

2. PUBLIC DISCUSSION: None.

3. OLD BUSINESS:

a. CITY AND PLANNING UNIT OUTREACH

Chief Turbeville and Directors Peterson and Abercrombie reported that hope to hold another meeting with Healdsburg City in late March. Fred Peterson will work on retitling this topic.

b. STRATEGIC PROCESS

Director Newman reported that the Strategic Process Ad Hoc Committee prepared strategic initiatives into a one page document. They will gather input from Board members and staff to establish priorities. Each month the workbook will be in the agenda packet as a "dashboard". Pat Abercrombie wants a graphic that reflects all of our relationships, including contracts. There is a strategic planning kickoff meeting on Friday.

c. FIRE STATION UPDATES

Chief Turbeville is working on a draft Request for Proposal for the Geyserville Fire Station remodel. The Alexander Valley Fire Station remodel is mostly done, except for the roof and siding. The expected completion date is June 1st.

d. DISCUSSION OF SONOMA COUNTY MEASURE H

Chief Turbeville did a presentation on Measure H Planning. The vegetation management working group will be formed into an Ad Hoc Committee at the next board meeting. Director Peterson will work on naming the committee.

4. NEW BUSINESS:

a. APPROVE ASSISTANT CHIEF POSITION

Chief Turbeville reported that this is still in progress; more time is needed to work out the details.

b. DECEMBER BOARD MEETING DATE CHANGE

A motion was made and seconded (Heiges/Peterson) to move the December Board meeting forward by one week. All ayes.

e. VEGETATION MANAGEMENT "FUELS CREW" FACILITY RENTAL

A motion was made and seconded (Stewart/Heiges) to approve the following action items regarding the fuels crew facility rental: authorization for the Fire Chief to sign a rental agreement for less than or equal to \$2,500 per month for a fuels crew facility; allocation of \$500 per month for services for the facility; allocation of \$20,000 for workspace improvements of the facility. All ayes.

f. 2024 APPARATUS PLAN

A motion was made and seconded (Heiges/Abercrombie) to approve the selling of 6265 and 6295 and to authorize the Chief to spend up to \$250,000 to purchase new or used utility vehicles, including an electric pickup. All ayes.

g. POLICIES

The following draft policies were presented: 600 Fire Equipment Driver/Operator Training, 602 Bloodborne Pathogen Training, 603 CPR Training, 605 Hazard Communication Program Training, 606 Hazardous Materials (HAZMAT) Training, 607 Hearing Conservation and Noise Control Training, 608 Heat Illness Prevention Training, 609 HIPAA Training, 610 Illness and Injury Prevention Program (IIPP) Training, 611 NIMS Training, 612 Repetitive Motion Training, 613 Respiratory Protection Training, 614 Discriminatory Harassment Training, 615 Wildland Fire Shelter Deployment Training, 618 Live Fire Training, 704 Information Technology Use, 706 Knox-Box Access, 709 Photography and Electronic Imaging, 900 Illness and Injury Prevention Program, 901 Cal OSHA Inspections, 903 Communicable Diseases, 906 Heat Illness Prevention Training, 907 Respiratory Protection Program, 911 Facility Safety, 914 PPE, 916 Hazard Communication, 1038 Family and Medical Leave, 1039 Military Leave, 1040 Pregnancy Disability Leave, 1046 Sick Leave, 1100 Facility Security, 1101 Emergency Power, 1102 Waste Water Discharge, 1103 District-Owned Fuel Storage Tanks, 1104 Flag Display, 1105 Fire Station Living.

h. FIRE CHIEF EVALUATION

Anneke Turbeville will send the fire chief evaluation forms to staff. Director Stewart will collect the fire chief evaluation forms. Directors Stewart and Newman will review the evaluations prior to the April Board meeting. A closed session will be held at the April board meeting to discuss the evaluations.

5. MINUTES: A motion was made and seconded (Peterson/Stewart) to approve the minutes from the February 15, 2024 Regular Meeting. 4 ayes, 1 abstain. Motion passed.

6. FINANCIAL REPORT: Director Heiges reviewed the financial statements.

7. CONSENT CALENDAR: Anneke Turbeville noted that the Cloverdale Fire invoice has been updated since the packet went out. **A motion was made and seconded (Peterson/Abercrombie) to approve all consent calendar items listed below. All ayes.**

- a. February/March bills.
- b. Purchase requests: \$9,000 for laptop for Fire Chief position; \$15,000 to hire 3 temporary FF April through June.
- c. Budget adjustments for the current budget period.
- d. Financial Statements and Independent Auditor's Report June 30, 2023 and 2022.
- e. The following policies: 217 Organization Structure, 301 Emergency Driving, 317 Child Abuse Reporting, 318 Disposition of Valuables, 319 Carrying Weapons On-Duty, 320 Performance of Duties, 321 Adult Abuse, 326 Grocery Shopping On-Duty, 703 Use of District Vehicles, 707

Communications Operations, 708 Public Alerts, 800 Records Management, 802 Subpoenas, 904 High Visibility Safety Vests, 905 Apparatus/Vehicle Backing, 908 Personal Alarm Devices, 910 Vehicle Safety Belts, 913 Automated External Defibrillators, 1000 Recruitment and Selection, 1007 Tuition Reimbursement, 1008 Reporting for Duty, 1010 Overtime, 1011 Discriminatory Harassment, 1012 Conduct and Behavior, 1015 On-Duty Voting in Statewide Elections, 1021 Workplace Violence, 1022 Lactation Breaks, 1023 Drug and Alcohol Free Workplace, 1026 Badges, 1027 Identification Cards, 1029 Temporary Modified Duty Assignments, 1030 Return to Work, 1034 Funerals, 1038 Driver License Requirements, 1042 Anti-Retaliation.

8. **CHIEF'S REPORT:** See written report.

9. **CORRESPONDENCE:** None.

10. **GOOD OF THE ORDER:** The Board will discuss the possibility of discontinuing remote access to meetings at a future board meeting. Fred Peterson will be out of town for the Knights Valley community day.

11. **ADJOURNMENT OF THE MEETING:** A motion was made and seconded (Peterson/Stewart) to adjourn the meeting at 8:16 PM. All ayes.

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

Clerk of the Board: Anne Leubville Date: 4/19/2024

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.