



Northern Sonoma County Fire Protection District  
Minutes of the Regular Board of Directors' Meeting  
Thursday, November 21, 2024 at 6:00 PM  
Geyserville Fire Station – 20975 Geyserville Ave, Geyserville, CA

## 1. Opening Greeting

- a. Call to Order
  - The meeting was called to order by Rob Stewart at 6:00 PM.
- b. Roll Call
  - Board Members Rob Stewart, Pat Abercrombie, Fred Peterson and Larry Heiges were present. Fire Chief Marshall Turbeville, Treasurer Michael Pigoni, and Clerk Anneke Turbeville were also present.
- c. Pledge of Allegiance
- d. Approval or Amendment of the Agenda
  - **A motion was made and seconded (Peterson/Abercrombie) to approve the agenda. All ayes.**

## 2. Public Discussion

- There was no public discussion.

## 3. Old Business

- a. Draft Strategic Plan
  - The Board discussed the Draft 2024 - 2029 Strategic Plan and the Management and Implementation Guide. Stewart was impressed with the plan, and Peterson felt the plan was impressive and voluminous. Peterson warned that they need to keep on top of the plan.
  - **A motion was made and seconded (Peterson/Heiges) to dissolve the Strategic Planning Ad Hoc Committee. All ayes.**
- b. Master Plan
  - Master Plan Ad Hoc Committee Report: Fred Peterson stated that this agenda item is a placeholder. Peterson and Stewart will meet with Treasurer Pigoni for best practices. Pigoni suggested setting up a meeting and brainstorming ideas in a committee format. Peterson stated that he is kept up at night with worry that we are not sustainable. The Master Plan Ad Hoc Committee consists of Peterson and Stewart.

c. Measure H Funding Agreement and Annual Report to Measure H Oversight Committee

- The Board did not recommend any changes to the agreement or annual report.

d. Measure H and Annexation Funding Implementation Plan

- Abercrombie noted that he liked the Implementation Plan, noting that it was a hugely informative and detailed document.

e. Board Member Training and Orientation

- Stewart announced that his primary concern is finding bodies to sit on the Board and feels that training and orientation would help new members. Michael Pigoni recommended appointing a committee to set the parameters for the materials needed. Pat Abercrombie agreed that a committee could identify the components of a Board Handbook. Abercrombie volunteered to be on the committee, noting that Scott Newman also expressed interest in being part of the committee. Peterson said he would like a helper to walk them through training and orientation on a biennial basis. Abercrombie and Newman will be on the committee and Heiges will be the alternate. The committee will be called the Board Training and Orientation Ad Hoc Committee.

f. Risk Management

- Pat Abercrombie stated that he has been the point of contact with Ben Fay as a representative of the Board. There are four issues the District is seeking legal advice on from Ben Fay: Contracts, Measure H Vegetation Management, General/Board Liability, and Prescribed Fire and Vegetation Management. Chief Turbeville has been handling correspondence with Fay for contracts, which is a Measure H expense. Measure H Vegetation Management is Fred Peterson's issue of concern. He wants to make sure that Measure H Vegetation Management project selection is structured in such a way that the Board is not responsible. Chief Turbeville noted that the 5th legal issue, not listed in the agenda packet, is review of the funding agreement for Measure H funds. For now, Chief Turbeville will proceed with the use of Ben Fay for vegetation management contracts and review of the funding agreement. The last two issues (liability and insurance review) are concerns raised by Scott Newman; the General/Board Liability issue rose from Newman's concern of personal liability as a Board Member; and Prescribed Fire and Vegetation Management reflects his concern that our insurance is not sufficient for prescribed burning and other vegetation management operations. The Board will hold off on discussion of these issues until Newman returns and can give more details on his concerns.
- The Board will wait to create an Ad Hoc Committee until Newman returns to clarify his concerns.

## 4. New Business

a. Facilities Needs Assessment

- Martin Dreiling of DTA gave a kickoff presentation on the assessment process. He noted that he likes to see the Board often to keep them tuned in. The official name of the project is "Long Term Facility Needs Assessment and Improvement Plan".



b. Bill Payment Procedure

- **A motion was made and seconded (Peterson/Heiges) to adjust the bill payment procedure to allow checks to be issued prior to Board approval. All ayes.**

c. Northern Sonoma County Fire JPA

- Fred Peterson noted that the Northern Sonoma County Fire JPA will meet Monday. Carol Pigoni sent him a committee report today. Peterson reminded the Board that the current JPA is set to expire in March.

d. Policies

i. The following policies were introduced:

- Chipper Operations Use & Safety
- Reporting for Duty
- Emergency Recall
- Medical Clearance
- Purchasing and Procurement Policy
- Financial Reserve Policy

Pat Abercrombie noted that the Reporting for Duty policy references personal appearance, which is also referenced in its own policy. Anneke Turbeville will look into this. Chief Turbeville announced that there are changes to be made to the purchasing policy, but he hopes for approval at the next Board meeting.

- ii. Board Policies: Development of Board policies will be added to the duties of Board Training and Orientation Committee members Abercrombie and Newman, who will work with Mendez, Anneke Turbeville, and Marshall Turbeville on the Board policies.

e. Multi-Purpose Room

- The Board wishes to maintain the availability of the multi-purpose room for the public, despite conflicts with operational use of the room. Board Members Rob Stewart and Larry Heiges will meet with community groups to address concerns.

f. Flammable Storage Cabinet

- **A motion was made and seconded (Peterson/Heiges) to approve up to \$2,500 for the purchase of a flammable storage cabinet. All ayes.**

## 5. Minutes

a. The Board requested the following changes made to the October 17, 2024 Regular Meeting Minutes:

- Replace Larry Heiges name with Scott Newman's name under Roll Call (Heiges was absent but Newman was present).
- Under Strategic Planning Ad Hoc Committee Report, change the last sentence to read "...final draft to be made available to the public and the Board at the same time prior to approval at the November board meeting."
- Under Facilities Planning Update, remove "MT would like to take this off the agenda"
- **A motion was made and seconded (Peterson/Abercrombie) to approve the October 17, 2024 minutes with those changes. All ayes.**

## 6. Financial Report

- Larry Heiges pointed out that the Financials staff report highlights the lumpiness of our payments. He said the report is great and would like to see it continued.

## 7. Consent Calendar

- a. A motion was made and seconded (Peterson/Heiges) to approve the October/November bills to be paid. All ayes.

## 8. Chief's Report

- There were no questions about the Chief's Report.

## 9. Correspondence

- There was no correspondence.

## 10. Good of the Order

- Fred Peterson told everyone to have a great Thanksgiving. The December meeting is one week early.

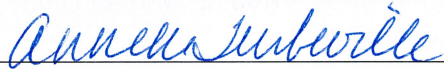
## 11. Adjournment of the Meeting

- A motion was made and seconded (Heiges/Peterson) to adjourn the meeting at 7:59 PM. All ayes.

### Approval of Minutes

Abercrombie/Peterson

Motion Made/Seconded



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Anneke Turbeville - Clerk of the Board