



NORTHERN SONOMA COUNTY FIRE PROTECTION DISTRICT

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MINUTES OF THE BOARD OF DIRECTORS' MEETING

May 16, 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 (Peterson/Stewart) to approve the agenda. All ayes.**

2. PUBLIC DISCUSSION: None.

3. OLD BUSINESS:

a. STRATEGIC PLANNING

The first virtual meeting was just held and the next meeting is June 3rd.

b. DISTRICT EXPANSION

- i. Michael Pigoni listed training opportunities for board members, including those offered by the FDAC and CSDA. Training options include conferences, online classes, workshops, and in-person trainings, and on-site training. Board members agreed online courses and local in-person trainings would be the most desirable.
- ii. Chief Turbeville updated the Board on the current hiring timeline for the Assistant Chief position and Anneke Turbeville announced that Ashlee Romero was hired for the Administrative Assistant position.
- iii. Chief Turbeville announced that one bid was received for the facility update architect. The Alexander Valley Fire Station remodel is close to completion, and Director Stewart is still seeking properties for the East District Station.

c. MEASURE H PLANNING

- i. **A motion was made and seconded (Peterson/Stewart) to approve the engagement of attorney Ben Faye to represent the District in the documentation of our role, responsibility and liability relative to our Measure H responsibilities, not to exceed \$15,000. All ayes.**
- ii. Chief Turbeville presented the current draft version of the governance framework and explained the promotion and hiring schedule and updated the Board on current plans for promotions and hiring.

4. NEW BUSINESS: No new business.

5. MINUTES: **A motion was made and seconded (Stewart/Heiges) to approve the minutes from the April 18, 2024 Regular Meeting. All ayes.**

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

7. **CONSENT CALENDAR:** A motion was made and seconded (Peterson/Stewart) to approve all consent calendar items listed below. All ayes.

a. April/May bills (with addition of \$100,000 payment to the City of Healdsburg)

b. Purchase requests: \$2,500 for the new Admin computer.

c. The following policies:

- i. 203 Training Policy
- ii. 210 Annual Planning Calendar
- iii. 405 Public Education
- iv. 502 Patient Refusal of Pre-Hospital Care
- v. 503 Advanced Health Care Directives
- vi. 504 Latex Sensitivity
- vii. 600 Fire Equipment/Driver Operator
- viii. 602 Bloodborne Pathogen Training
- ix. 605 Hazard Communication Program Training
- x. 606 Haz Mat Training
- xi. 610 IIPP Training
- xii. 613 Respiratory Protection Training
- xiii. 618 Live Fire Training
- xiv. 706 Knox Box Access
- xv. 709 Photography
- xvi. 710 Non-Official use of District Property
- xvii. 900 IIPP
- xviii. 902 Cal/OSHA Notification of Injury, Illness or Death
- xix. 903 Communicable Diseases
- xx. 906 Heat Illness Prevention Program
- xxi. 907 Respiratory Protection Program
- xxii. 916 Hazard Communication
- xxiii. 1006 Fire Officer Development
- xxiv. 1014 Personnel Complaints
- xxv. 1017 Personnel Records
- xxvi. 1038 Family and Medical Leave
- xxvii. 1046 Sick Leave
- xxviii. 1100 Facility Security
- xxix. 1101 Emergency Power
- xxx. 1102 Waste Water Discharge
- xxxi. 1103 District Owned Fuel Storage Tanks
- xxxii. 1104 Flag Display
- xxxiii. 1105 Fire Station Living

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

9. **CORRESPONDENCE:** None.

10. **GOOD OF THE ORDER:** This Sunday is the Fire and Earthquake Expo. Director Stewart announced that Lisa lost both her parent.

11. **ADJOURN TO CLOSED SESSION:** The Board adjourned for employee performance evaluation & review, Fire Chief, pursuant to Government Code Section 54957.
12. **RECONVENE TO REGULAR MEETING:** The Following discussions between the Board and the Chief, the Board wishes to make the following recommendations: Upon the hiring of the new Assistant Chief, Chief Turbeville will endeavor to train that person with the intent to take over day-to-day operational leadership for emergency response within the next 2-3 years. This will allow Chief Turbeville to spend more time concentrating on existing fuels crew activities in the District, and in the initiation of the new County-wide tax funded fuels mitigation program.
13. **ADJOURNMENT OF THE MEETING:** A motion was made and seconded (Peterson/Heiges) to adjourn the meeting at 8:47 PM. All ayes.

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

Clerk of the Board: Anna Turbeville Date: 6/20/2024

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.