



# NORTHERN SONOMA COUNTY FIRE PROTECTION DISTRICT

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## MINUTES OF THE BOARD OF DIRECTORS' MEETING

June 15, 2023 AT 6:00 PM

### 1. OPENING GREETING:

- a. Meeting Called to Order by Director Fred Peterson at 6:06 PM
- b. Pledge of Allegiance
- c. Roll Call: Directors Rob Stewart, Larry Heiges, Pat Abercrombie, Fred Peterson and Scott Newman were present. Fire Chief Marshall Turbeville and Administrative Manager Anneke Turbeville were also present.
- d. Approval of the Agenda: Anneke Turbeville asked to add two bills and the tax administration report to the agenda packet materials. **A motion was made and seconded (Stewart/Newman) to approve the agenda with those additions. All ayes.**

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

### 3. OLD BUSINESS:

- a. Consideration of Approval to Create a District-Wide Service Zone: The date on page 3 of the resolution needs to be changed to June 15, 2023. The hearing date, originally set as June 15, 2023, needs to be moved back one month to July 20, 2023 so the notifications are received on time. **A motion was made and seconded (Stewart/Newman) to approve Resolution 22/23-0615-02 of the Board of Directors of the Northern Sonoma County Fire Protection District Initiating the Formation of a Vegetation Management Zone under Division 12, Part 2.7, Chapter 10 of the Health and Safety Code. All ayes.**
- b. Update on City and Planning Unit Outreach Efforts: Fred Peterson wants to form an ad hoc committee sometime in the future to talk to Healdsburg City about a shared vision.
- c. Discussion of Fire Sales Tax Measure: Fred Peterson feels the District would benefit from the sales tax measure. At some point the Board will decide if the District supports the measure. **A motion was made and seconded (Abercrombie/Heiges) to approve and send the \$2900 check to Sonoma County Fire Chief's Association. All ayes.**
- d. Strategic Planning Ad Hoc Committee Update: Chief Turbeville feels the plan is ready to bring to the community. Walter Kieser wants to review and prioritize the technical aspects of the plan. Chief Turbeville will set community briefing dates and up to two board members will attend to help present the strategic plan.
- e. Fire Station Updates:
  - Rob Stewart has talked to property owners and obtained permission for test holes at the Chalk Hill fire station site. However, he intends to pursue another site in a better location, even as he moves forward with the Chalk Hill site.
  - Scott Newman reported that he is waiting for a stakeholder meeting with the Alexander Valley Association and the Municipal Advisory Council (MAC). Walter Kieser is restructuring the MAC commitment and stakeholders are looking for alternative funding.
- f. Consideration of Approval to Hire Bookkeeper: No action taken on this topic.
- g. Discussion and Approval of Draft Policies: Policy 1041 has not been approved by Joe Stewart yet, so it will be tabled until a later date. Attorney Ben Fay is reviewing the purchasing policy, so that policy will also be discussed later. Pat Abercrombie recommended adding "awareness" in front of the word "awareness" in Policy 100, Section 100.2(f). Rob Stewart recommended adding the word "Protection" in "Northern Sonoma County Fire District" in Policy 102, Section 102.4.2 and the letter "P" to NSCFD in that same section. He also recommended filling the word "District" in the brackets of Section 102.7 of that same policy. **A motion was made and seconded (Stewart/Heiges) to approve Policy 100: Fire Service Authority,**

**Policy 101: Oath of Office, Policy 102: Policy Manual, and Policy 203: California Fair Political Practices Commission Filings with the recommended changes. All ayes.**

**4. NEW BUSINESS:**

- a. Introduction and discussion of Policy 216: Financial Reserves: This is the current financial reserves policy, put into Lexipol format and updated with the District's current name. This policy will be discussed at next month's meeting.
- b. December Board Meeting: A motion was made and seconded (Abercrombie/Newman) to move the December 21, 2023 Regular Meeting to December 14, 2023 at 6 PM.
- c. Fiscal Year 2023/2024 Preliminary Budget: **A motion was made and seconded (Heiges/Stewart) to approve the Fiscal Year 2023/2024 Preliminary Budget. All ayes.**
- d. Fee Schedule: The draft fee schedule was presented.
- e. Resolution 22/23-0615-01: Pat Abercrombie volunteered to be the second voting member of the Sonoma County Special Districts Association. **A motion was made and seconded (Heiges/Abercrombie) to approve Resolution 22/23-0615-01 of the Board of Directors of the Northern Sonoma County Fire Protection District Stating its Intent to Participate in the activities of the Sonoma County Special Districts Association. All ayes.**
- f. Resolution 22/23-0615-03: **A motion was made and seconded (Stewart/Heiges) to approve Resolution 22/23-0615-03 Adopting CEQA project-specific analysis/addendum for Cooley Ranch vegetation treatment project, making CEQA findings, approving project, and approving related actions. All ayes.**
- g. Agreement Between the Northern Sonoma County Fire Protection District and the City of Healdsburg Relating to Fire and Emergency Services: No action was taken on this item.
- h. Contract for North East Geyserville tree removal: **A motion was made and seconded (Heiges/Newman) to select Atlas Tree Surgery for the North East Geyserville tree removal. All ayes.**
- i. Special Tax Zone Annual Report for Fiscal Year 21/22: **A motion was made and seconded (Heiges/Stewart) to approval the Special Tax Zone Annual Report for Fiscal Year 21/22. All ayes.**
- j. Tax Administration Services: The District will complete the special tax zone tax in-house. **A motion was made and seconded (Heiges/Abercrombie) to select NBS for tax administration services for the Mello-Roos special tax. All ayes.**
- k. Fiscal Year 23/24 Raises: The following conditions/raises were recommended: 1) Increasing the hourly rate of Seasonal and Intern Firefighters from \$16.75 to \$17.65/hr (Sonoma County Living Wage); 2) Bringing the Fire Prevention Officer from the bottom end (\$5010/monthly) to the top end (\$5656/month) of the earnings range for that position; 3) Increasing Chief's hours to 30 hours per week; his hourly rate will remain the same, but he will be compensated for 30 hours per week instead of the current 20 hours per week. A possible raise for this position will be discussed at a later date. **A motion was made and seconded (Stewart/Heiges) to approve the proposed raises. All ayes.**
- l. Apparatus Status Update: Chief Turbeville requested permission to sell 6131 due to the high cost of the repairs it needs. He also requested permission to spend up to \$50,000 for a fuel crew replacement vehicle. **A motion was made and seconded (Heiges/Newman) to grant permission for the requests to sell 6131 and to spend up to \$50,000 on a replacement vehicle. All ayes.**
- m. Update on County of Sonoma Hazardous Fuels Reduction Project: Chief Turbeville noted that the County of Sonoma applied for a grant in our area, which has caused some confusion to the public. He is helping the County get the word out.
- n. Update on Vegetation Management Program: Chief Turbeville presented an update on current grants.

**5. MINUTES: A motion was made and seconded (Stewart/Abercrombie) to approve the minutes from the May 18, 2023 Regular Meeting. All ayes.**

**6. FINANCIAL REPORT:** Director Stewart presented the current financial reports.

**7. CONSENT CALENDAR: A motion was made and seconded (Newman/Abercrombie) to approve the May/June warrants, with the addition of the bills for Jensen and Cal Line Equipment. All ayes.**

8. **CHIEF'S REPORT:** Chief Turbeville reported that vegetation fires are down due to the cool weather. Overall, call volume has been low. The Knights Valley fire station is undergoing preparations for the dedication on June 25<sup>th</sup>.
9. **PRESIDENT'S REPORT:** President Peterson reminded the Board of the special meeting in Knights Valley on June 25, 2023 at 10 AM. This meeting will not be available via Zoom. The special meeting will last approximately 1 hour. It will be followed immediately by the dedication of the station to Chief Augie Grube. After the dedication, there will be a community meeting with participation from COPE, including a presentation on GMRS radios.
10. **GEYSERVILLE VOLUNTEER FIREFIGHTERS' ASSOCIATION (GVFA) REPORT:** Wine Country to the Rescue is July 15<sup>th</sup>.
11. **NORTHERN SONOMA COUNTY FIRE JPA COMMITTEE REPORT:** The committee will meet one week from today.
12. **CORRESPONDENCE:** Board members received a CSDA magazine.
13. **FUTURE/POTENTIAL AGENDA ITEMS:** There were no items discussed.
14. **GOOD OF THE ORDER:** Rob Stewart announced that the Wine Country to the Rescue event needs donations.
15. **ADJOURNMENT OF THE MEETING:** A motion was made and seconded (Stewart/Abercrombie) to adjourn the meeting at 8:44 PM. All ayes.

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

Clerk of the Board: Junene Turbeville Date: 7/20/2023

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.