



NORTHERN SONOMA COUNTY FIRE PROTECTION DISTRICT

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

MINUTES OF THE BOARD OF DIRECTORS' MEETING

February 15, 2024 AT 6:00 PM

1. OPENING GREETING:

- a. Meeting Called to Order by President Scott Newman at 6:02 PM
- b. Pledge of Allegiance
- c. Roll Call: Directors Rob Stewart, Larry Heiges, 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. CITY AND PLANNING UNIT OUTREACH

Chief Turbeville and Directors Peterson and Newman reported that they met with Healdsburg City Manager Jeff Kay and Healdsburg Fire Chief Jason Boaz yesterday to discuss the contract and vegetation management. They will hold another meeting after the election.

b. STRATEGIC PLANNING

Chief Turbeville reported that he signed the contract with the Center for Public Safety Excellence. They will be in town during the week of June 3rd to June 8th with a product expected by midsummer and a final draft by the end of August.

c. FIRE STATION UPDATES

This time is set aside for comment/discussion on matters relating to the acquisition of land, architectural designs, construction plans, building and landscaping maintenance, funding sources, and site suitability of current and future firehouses.

- i. Director Newman wants key people identified for fire station site acquisition. He noted that Chief Turbeville is working on the Geyserville Fire Station remodel, Director Stewart is working on the Alexander Valley Fire Station remodel and the Chalk Hill Fire Station site identification, and he (Newman) is working on both the Alexander Valley Fire Station remodel and Knights Valley Fire Station.

- ii. Chief Turbeville reported that he is working on a Request for Proposal for the remodel of the Geyserville Fire Station.

d. COUNTY TAX EXCHANGE AGREEMENT AUDIT

Director Peterson wants to see who can do this and for what cost. **A motion was made and seconded (Stewart/Heiges) to approve sending the Request for Proposal to engage an auditor/auditor firm to review current structure and payments. All ayes.**

e. PROPOSED SALES TAX MEASURE

Director Peterson announced that the Board needs to adopt a governance model for the vegetation management element of the sales tax.

f. **APPROVE ADMINISTRATIVE ASSISTANT POSITION**

A motion was made and seconded (Peterson/Heiges) to approve the Administration Assistant position with an hourly rate of \$31.35. All ayes.

g. **FENCE REPAIR**

A motion was made and seconded (Peterson/Stewart) to authorize the Fire Chief to sign a contract for fence repairs not to exceed \$15,000. All ayes.

h. **APPROVE ASSISTANT CHIEF POSITION**

There was no action taken; this will be a topic at the next JPA meeting.

4. **NEW BUSINESS:**

a. **FIREFIGHTER LIVING WAGE INCREASE**

A motion was made and seconded (Peterson/Heiges) to adopt the County's Living Wage Ordinance of \$18.10 per hour for Seasonal and Intern Firefighters, effective to the start of the current pay period. All ayes.

b. **RESOLUTION 23/24-0215-01**

The Finance Committee will generally consist of the past and current board treasurer. Peterson noted that "a member of the Finance Committee" should be replaced with "a Board member" under Payment of Obligations. A motion was made and seconded (Heiges/Stewart) to adopt Resolution 23/24-0215-01 Establishing the Guidelines for the Finance Committee and Payment of Obligations with that correction. All ayes.

c. **PROGRAM PLANNING DESIGN AND MANAGEMENT SERVICES**

A motion was made and seconded (Heiges/Stewart) to authorize the Fire Chief to sign the Agreement for Program Planning Design and Management services with Dreiling Terrones Architecture, Inc. (DTA) for the Vegetation Management Projects in support of Strategic Control Network in the Cloverdale Fire Protection District (Phase 1: Program/Project Development), for an amount not to exceed \$100,000. All ayes.

d. **POLICIES**

The following policies were introduced for consideration for adoption at the March Board meeting:

- i. 217 Organization Structure (this replaces SOPA-05)
- ii. 301 Emergency Driving
- iii. 317 Child Abuse Reporting
- iv. 318 Disposition of Valuables
- v. 319 Carrying Weapons On-Duty
- vi. 320 Performance of Duties
- vii. 321 Adult Abuse
- viii. 326 Grocery Shopping On-Duty
- ix. 703 Use of District Vehicles
- x. 707 Communications Operations
- xi. 708 Public Alerts
- xii. 800 Records Management

- xiii. 802 Subpoenas
- xiv. 904 High Visibility Safety Vests
- xv. 905 Apparatus/Vehicle Backing
- xvi. 908 Personal Alarm Devices
- xvii. 910 Vehicle Safety Belts
- xviii. 913 Automated External Defibrillators
- xix. 1000 Recruitment and Selection (this replaces SOPA-16A)
- xx. 1007 Tuition Reimbursement
- xxi. 1008 Reporting for Duty
- xxii. 1010 Overtime
- xxiii. 1011 Discriminatory Harassment
- xxiv. 1012 Conduct and Behavior
- xxv. 1015 On-Duty Voting in Statewide Elections
- xxvi. 1021 Workplace Violence
- xxvii. 1022 Lactation Breaks
- xxviii. 1023 Drug and Alcohol Free Workplace (this replaces SOPA-19)
- xxix. 1026 Badges
- xxx. 1027 Identification Cards
- xxxi. 1029 Temporary Modified Duty Assignments
- xxxii. 1030 Return to Work
- xxxiii. 1034 Funerals
- xxxiv. 1038 Driver License Requirements
- xxxv. 1042 Anti-Retaliation

e. **REPLACE OLD POLICIES**

The Board decided that “old” policies should be replaced as new policies are approved by a notation at the end of new policies.

5. **MINUTES:** Peterson asked that comments about distrust of the County be removed from the minutes. **A motion was made and seconded (Stewart/Peterson) to approve the minutes from the January 18, 2024 Regular Meeting with that correction. All ayes.**
6. **FINANCIAL REPORT:** Director Heiges reviewed the financial statements.
7. **CONSENT CALENDAR:**
 - a. Review and approval of the January/February bills to be paid: **A motion was made and seconded (Peterson/Stewart) to approve the bills. All ayes.**
8. **CHIEF’S REPORT:** See written report. Chief Turbeville noted that the fire severity maps from Cal FIRE are official and our district is mostly high severity
9. **CORRESPONDENCE:** There is a ballot included in correspondence.
10. **GOOD OF THE ORDER:** Measure H was discussed, and disappointment expressed at the lack of campaigning.
11. **ADJOURNMENT OF THE MEETING:** A motion was made and seconded (Peterson/Stewart) to adjourn the meeting at 7:20 PM. All ayes.

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

Clerk of the Board: Anneke Tuberville Date: 3/21/2024

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.