



Northern Sonoma County Fire Protection District  
Regular Board of Directors' Meeting  
Thursday, April 17, 2025 at 6 PM  
Geyserville Fire Station – 20975 Geyserville Ave, Geyserville, CA

The agenda and all supporting documents are available for public review at 20975 Geyserville Avenue, Geyserville, CA 95441, 72 hours in advance of each regularly scheduled meeting. Materials related to any items on this agenda submitted to the Board after distribution of the agenda, and not otherwise exempt from disclosure, will be made available for public review during normal business hours.

Assistance for Disabled: If you are disabled in any way and need accommodation to participate in the meeting, please call the Clerk of the Board at 707-857-4373 so the necessary arrangements can be made.

### 1. Opening Greeting

- a. Call to Order
- b. Roll Call: Stewart, Heiges, Abercrombie, Peterson, Newman
- c. Pledge of Allegiance
- d. Approval or Amendment of the Agenda

### 2. Public Discussion

The public is welcomed and encouraged to address the Board at this time on matters not on the agenda. Please be advised that pursuant to Government Code Section 54954.2, the Board is not permitted to take action on any matter not on the agenda unless it determines that an emergency exists or the need to take action arose after the posting of the agenda. This period will be limited to thirty minutes and individual speakers will be limited to five minutes.

### 3. Old Business

This time is set aside for continued discussion and possible action on any issue held over from the last meeting.

- a. Cloverdale/Northern Sonoma County Fire JPA
  - The Board will have the opportunity to discuss the following:
    1. March 27<sup>th</sup> Special Meeting with Cloverdale Fire. **(Information only, no action to be taken)**
    2. Letter from Board Member Larry Heiges. **(Information only, no action to be taken)**
  - Supporting materials included in packet:

1. Larry Heiges' Letter to the Board

b. City and Planning Unit Outreach Committee

- The Board will have the opportunity to ask staff and committee members questions regarding the City and Planning Unit Outreach Ad Hoc Committee Report **(Information only, no action to be taken)**
- Supporting materials included in this packet:
  1. City and Planning Unit Outreach Committee Report

c. Policies

- The Board will have the opportunity to ask staff questions regarding the Policy Staff Report. **(Information only, no action to be taken)**
- Supporting materials included in this packet:
  1. Policy Group Staff Report
  2. Wellness Program Policy
  3. Board Meetings Policy
  4. Board Meeting Agendas Policy
  5. Board Minutes Policy
  6. Board Member Vacancies Policy

**4. New Business**

Presentation and discussion of new issues brought before the Board or continued discussion of issues not on the previous month's agenda.

a. Facilities Needs Assessment

- Presentation by DTA on the progress of the assessment process. **(Information only, no action to be taken)**
- Supporting materials included in this packet:
  1. Facilities Needs Assessment Staff Report
  2. NSCFPD Long Term Facilities Plan: Research, Analytics, Draft Needs Validation

b. Purchase Request: Helicopter Dip Tank

- The Board will consider a request to fund a dip tank in The Geysers. **(Action Item)**
- Supporting materials included in this packet:
  1. Purchase Request: Helicopter Dip Tank

**5. Minutes**

The Board of Directors will review, amend and approve prior months' Board meeting minutes.

a. March 20, 2025 Regular Meeting Minutes **(Action Item)**

b. March 27, 2025 Special Meeting Minutes **(Action Item)**

**6. Financial Report**

The Board Treasurer or designee will report on the past month's income and expenditures. **(Information only, no action to be taken)**

- Supporting materials included in this packet:
  1. Financial Summary Staff Report

2. Financial Summary
3. Financial Details

## **7. Consent Calendar**

Matters listed under the Consent Calendar are considered to be routine and will be enacted by one motion and one vote. There will be no separate discussion of these items. If the Board or the public desires discussion, that item will be removed by the Consent Calendar and will be considered separately.

- a. Approval of the March checks issued. **(Action Item)**
  - Supporting materials included in this packet:
    1. March Check Detail

## **8. Chief's Report**

Review and questions regarding the Chief's monthly report and any verbal updates on the status of the District and matters pertaining to the operation of the Department.

## **9. Correspondence**

This time is set aside to read any letters or related correspondence to District business.

## **10. Good of the Order**

This time is set aside for announcements of any events that may be of interest to Board Members or personnel.

## **11. Adjourn to Closed Session**

Employee performance evaluation and review, Fire Chief, pursuant to Government Code Section 54957.

## **12. Reconvene to Regular Meeting**

Announce any decisions made in the closed session.

## **13. Adjournment of the Meeting**

Next regular meeting to be held on May 15, 2025 at 6 PM.

**From:** [Larry Heiges](#)  
**To:** [Anneke Turbeville](#)  
**Subject:** Letter to the board  
**Date:** Wednesday, April 9, 2025 11:09:41 AM

---

Anneke

The following is a letter I would like to have included in the board package for the discussion of the joint Northern Sonoma County and Cloverdale Fire District meeting on March 27. Thank you.

Fellow board members.

I am sorry I cannot be there for the April 17 board meeting. I want to offer up some of my observations about the joint meeting of the district boards of Northern Sonoma County and Cloverdale on March 27.

I would like to thank Rob Stewart, Fred Peterson and Marshall Turbeville for the many hours they put in joint JPA meetings over the last five years.

By way of background, I spent my career in finance – specifically investment banking. I worked with Lehman Brothers, Dean Witter, and Morgan Stanley. Over the course of my career I was involved in a number of mergers and acquisitions. I have a few brief observations about the process .

First, there is no such thing as a merger of equals. One organization or culture always wins out. Second, most of the time in negotiations is spent upon organizational charts. Who does what, who reports to whom who has what responsibility takes up far more discussion time than budget analysis or asset allocation. Often times mergers or partnerships that seemed to make great strategic sense fell apart because of unresolved organizational conflicts.

As I witnessed the discussion on March 27, several thoughts came to mind. Number one, a combination or JPA between Cloverdale and Northern Sonoma County makes a great deal of long term geographical sense. Number two, a combination may make some political sense. Number three, I am hard-pressed to see how a combination makes organizational sense at this time. I witnessed two chiefs with a great deal of experience talking about their respective organizations. My sense is that these visions are not compatible. Cloverdale is a much more urban, response oriented organization. Northern Sonoma County is a rurally focused organization with a much greater emphasis on vegetation management. Both chiefs have the strong backing of their respective boards. I would expect each board would want their chief and their organization to be the dominant force in any type of combination. My conclusion is that while a combination or JPA between the two organizations may make some long-term

strategic sense, the near term the organizational challenges are too great. In my opinion this is not the time to pursue a combination.

Thank you

Larry Heiges.

Sent from my iPhone



Northern Sonoma County Fire Protection District  
City and Planning Unit Outreach Committee Report  
April 17, 2025 Board Meeting

Meeting Attendees: Healdsburg City Manager Jeff Kay, Healdsburg Fire Marshall/Division Chief Lance Macdonald, NSCFPD Chief Turbeville, NSCFPD Directors Peterson and Abercrombie

Chief Turbeville emphasized the need for the City and the District to work together on a multi-year plan for vegetation management on the City-owned properties that are in the District. Namely the Healdsburg Ridge Open Space, the Fitch Mountain Open Space and the “East Healdsburg Fuel Break”. Based on this plan - consisting of projected funding requirements, and defined and prioritized projects - funding sources can be identified and projects implemented in a more streamlined manner. The option to turn the plan over to the District to implement, with the City serving simply as the property owner, was discussed. The need for open and on-going communication with the public in the City and the unincorporated areas was stressed. The next step will be for Chiefs Turbeville and Macdonald to meet, preferably in the next month, “with a good map” to chart out project areas and treatment types, prioritize them and review them as appropriate with Community Services Director Mark Themig.

There was agreement that the District and HFD will continue to collaborate on the acquisition, housing and maintenance of District-funded water tenders.

Healdsburg City Council recently allocated funds for HFD to conduct a Standards of Cover Study and to create a Strategic Plan. Director Abercrombie suggested that the strategic planning consultants include District representatives in their data collection. Kay and Macdonald seemed receptive to the idea.

A discussion of the opportunities, challenges and limitations of Measure H funding was discussed in a general way.

All present agreed that these meetings were originally conceived as higher-level visioning meetings and had become too operations focused. The quarterly schedule will be replaced by ad hoc meetings devoted to discussing specific topics that will require action by the City and the District.



Northern Sonoma County Fire Protection District  
Policy Staff Report  
April 17, 2025 Board Meeting

**Operational Policies**

The following policy has been approved by the Cloverdale labor group and is ready for introduction tonight.

1. Wellness Program

**Board Policies**

The following policies have been prepared by the Policy Ad Hoc Committee and are ready for introduction tonight.

1. Board Meetings
2. Board Meeting Agendas
3. Board Minutes
4. Board Member Vacancies

**Action Requested**

1. Review new policies and send additions/corrections to Anneke Turbeville.

## Wellness Program

### 1021.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance on establishing and maintaining a proactive wellness program for District members.

The wellness program is intended to be a holistic approach to a member's well-being and encompasses aspects such as mental health and overall wellness.

Additional information on member wellness is provided in the:

- Critical Incident Stress Debriefing Policy.
- Chaplains Policy.
- Drug- and Alcohol-Free Workplace Policy.
- Physical Fitness Policy.

#### 1021.1.1 DEFINITIONS

**Peer support** – Mental and emotional wellness support provided by peers trained to help members cope with critical incidents and certain personal or professional problems.

### 1021.2 WELLNESS COORDINATOR

The Health and Safety Officer (HSO) is the designated district wellness coordinator. The coordinator should report directly to the Fire Chief or the authorized designee and should collaborate with advisers (e.g., Fire Chief, legal counsel, licensed psychotherapist, qualified health professionals) as appropriate to fulfill the responsibilities of the position, including but not limited to:

- (a) Identifying wellness support providers (e.g., licensed psychotherapists, external peer support providers, physical therapists, dietitians, physical fitness trainers holding accredited certifications).
  1. As appropriate, selected providers should be trained and experienced in providing mental wellness support and counseling to public safety personnel.
  2. When practicable, the District should not use the same licensed psychotherapist for both member wellness support and fitness-for-duty evaluations.
- (b) Developing management and operational procedures for district peer support members, such as:
  1. Peer support member selection and retention.
  2. Training and applicable certification requirements.
  3. Deployment.
  4. Managing potential conflicts between peer support members and those seeking service.
  5. Monitoring and mitigating peer support member emotional fatigue (i.e., compassion fatigue) associated with providing peer support.



# Northern Sonoma County Fire Protection District

## Policy Manual

### *Wellness Program*

---

6. Using qualified peer support personnel from other public safety agencies or outside organizations for district peer support as appropriate.
- (c) Verifying members have reasonable access to peer support or licensed psychotherapist support.
- (d) Facilitating the delivery of wellness information, training, and support through various methods appropriate for the situation (e.g., phone hotlines, electronic applications).
- (e) Verifying a confidential, appropriate, and timely Employee Assistance Program (EAP) is available for members. This also includes:
  1. Obtaining a written description of the program services.
  2. Providing for the methods to obtain program services.
  3. Providing referrals to the EAP for appropriate diagnosis, treatment, and follow-up resources.
  4. Obtaining written procedures and guidelines for referrals to, or mandatory participation in, the program.
  5. Obtaining training for supervisors in their role and responsibilities, and identification of member behaviors that would indicate the existence of member concerns, problems, or issues that could impact member job performance.
- (f) Making annual medical examinations available to members. Medical examination specifics should be established by a qualified health professional.
- (g) Coordinating with qualified health care professionals to develop a fitness assessment questionnaire to be administered to members annually. The questionnaire should evaluate both immunization and disease screening as well as physical fitness and conditioning.
- (h) Establishing an annual immunization and disease screening schedule for members. Specific vaccinations and diseases should be identified by a qualified healthcare professional.
- (i) Maintaining familiarity with the guidelines published by the following and incorporating procedures and practices, as appropriate, into the district wellness program:
  1. International Association of Fire Fighters.
  2. International Association of Fire Chiefs.
  3. Fire Service Joint Labor Management Wellness-Fitness Initiative.
  4. NFPA 1500, Standard on Fire Department Occupational Safety, Health, and Wellness Program.
  5. National Fallen Firefighters Foundation Initiative 13.
  6. NFPA 1582, Standard on Comprehensive Occupational Medical Program for Fire Departments.

## *Wellness Program*

---

### **1021.3 TRAINING**

The coordinator or the authorized designee should collaborate with the Training Officer to provide all members with regular education and training on topics related to member wellness, including but not limited to:

- The availability and range of District wellness support systems.
- Suicide prevention.
- Recognizing and managing mental distress, emotional fatigue, post-traumatic stress, and other possible reactions to trauma.
- Alcohol and substance use disorder awareness.
- Countering sleep deprivation and physical fatigue.
- Anger management.
- Marriage and family wellness.
- Benefits of exercise and proper nutrition.
- Effective time and personal financial management skills.

Training materials, curriculum, and attendance records should be forwarded to the Training Officer as appropriate for inclusion in training records.

### **1021.4 WELLNESS PROGRAM AUDIT**

At least annually, the coordinator or the authorized designee should audit the effectiveness of the District's wellness program and prepare a report summarizing the findings. The report shall not contain the names of members participating in the wellness program and should include the following information:

- Data on the types of support services provided.
- Wait times for support services.
- Participant feedback, if available.
- Program improvement recommendations.
- Policy revision recommendations.

The coordinator should present the completed audit to the Fire Chief for review and consideration of updates to improve program effectiveness.

### **1021.5 PEER SUPPORT COMMUNICATIONS**

Although the District will honor the sensitivity and confidentiality of communications with and between peer support members, there is no legal privilege to such communications, unless authorized by law (e.g., California Firefighter Peer Support and Crisis Referral Services Program).

## *Wellness Program*

---

For additional policy guidance regarding the confidentiality of communications with peer support members during a CISD, see the Critical Incident Stress Debriefing Policy.

### **1021.6 POLICY**

It is the policy of the Northern Sonoma County Fire Protection District to prioritize member wellness to foster fitness for duty and support a healthy quality of life for District members. The District will maintain a wellness program that supports its members with proactive wellness resources, critical incident response, and follow-up support.

### **1021.7 DEPARTMENT AGENCY PEER SUPPORT**

#### **1021.7.1 PEER SUPPORT MEMBER TRAINING**

A District peer support member should complete District-approved training prior to being assigned.

#### **1021.7.2 PEER SUPPORT MEMBER RESPONSIBILITIES**

The responsibilities of District peer support members include:

- (a) Providing pre- and post-critical incident support (see the Critical Incident Stress Debriefing Policy).
- (b) Presenting District members with periodic training on wellness topics including but not limited to:
  1. Stress management.
  2. Suicide prevention.
  3. How to access support resources.
- (c) Providing referrals to licensed psychotherapists and other resources, where appropriate.
  1. Referrals should be made to District-designated resources in situations that are beyond the scope of the peer support member's training.

#### **1021.7.3 PEER SUPPORT MEMBER SELECTION CRITERIA**

The selection of a District peer support member will be at the discretion of the coordinator. Selection should be based on the member's:

- Desire to be a peer support member.
- Experience or tenure.
- Demonstrated ability as a positive role model.
- Ability to communicate and interact effectively.
- Evaluation by supervisors and any current peer support members.
- Ability to maintain confidentiality.
- Ability to learn about the psycho-social process.

## Board Meetings

### 233.1 PURPOSE AND SCOPE

This policy sets forth the guidelines for holding Board Meetings.

### 233.2 BROWN ACT

Under provisions of California's Ralph M. Brown Act open-meeting law, all meetings of the Board are open to the public except for closed sessions. A majority of the board shall not discuss or reach consensus on any matter under the jurisdiction of the District except at a legal meeting of the Board. The Board fully supports the letter and spirit of the open-meeting law and the public's right to view the public's business in open session.

### 233.3 RULES OF ORDER

All Board meetings shall commence at the time stated on the agenda and shall be guided by same.

To promote discussion of the issues before the Board, each Board Member shall be recognized by the Board President before speaking. Each Board Member shall have a right to be heard within reason on any issue before the Board. Each Board Member may seek information or comment by the staff on any question.

No person, other than the Board and the person having the floor shall be permitted to enter into discussion, either directly or through a Board Member, without the permission of the President. No member of the public shall approach the Board table while the Board is in session unless granted permission by the President.

The conduct of meetings shall, to the fullest possible extent, enable Board Members to:

- Consider problems to be solved, weigh evidence related thereto, and make wise decisions intended to solve the problems
- Receive, consider and take any needed action with respect to reports of accomplishment of District operations.

### 233.4 BOARD MEETING CONDUCT

Meetings of the Board of Directors shall be conducted by the Board President in a manner consistent with the policies of the District. The conduct of meetings shall enable Directors to:

- The meetings shall be conducted in an open and fair manner.
- Members of the public shall be given ample opportunity to participate in the meetings.
- Consider problems to be solved, weigh evidence related thereto, and make wise decisions intended to solve the problems; and
- Receive, consider and take any needed action with respect to reports of accomplishment of District operations.

## *Board Meetings*

---

- While the Board is in session, Board Members shall give their sole attention to the proceedings and will refrain from using electronic devices such as computers, cell phones, and other electronic devices to send or receive external communication. Board Members are permitted to use laptop computers or other devices to access electronic agendas.

### **233.5 ABSENCES**

If any member of the Board is unable to attend a meeting, the Board member shall, if possible, notify the Board President or the Clerk of the Board prior to the meeting and advise the reasons.

### **233.6 DISRUPTIONS**

The Board President shall take whatever actions are necessary and appropriate to preserve order and decorum during Board meetings, including public hearings. The President may eject any person or persons making personal, impertinent or slanderous remarks, refusing to abide by a request from the Board President, or otherwise disrupting the meeting or hearing.

Prohibited disruptive behavior includes but is not limited to shouting, making disruptive noises, such as boos or hisses, creating or participating in a physical disturbance, speaking out of turn or in violation of applicable rules, preventing or attempting to prevent others who have the floor from speaking, preventing others from observing the meeting, and entering into or remaining in an area of the meeting room that is not open to the public. Individuals shall not be allowed to bring large items into the meeting room, or other items that might obstruct free passage within or ingress to or egress, or to place any such obstructions in aisles or passageways.

In the event that any meeting is willfully disrupted, and order cannot be restored by the removal of the individual(s) who are willingly disrupting the meeting, the Board may order the meeting room cleared and continue in session. However, only matters appearing on the agenda may be considered in such a session. Duly accredited representatives of the press and other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this exception.

### **233.7 OBTAINING THE FLOOR**

Any Director desiring to speak should address the Board President and, upon recognition by the President, may address the subject under discussion.

### **233.8 MOTIONS**

Any Board Member, including the Board President, may make or second a motion. The Board President may vote on all motions unless disqualified or abstaining.

Each motion is to be clearly framed and stated. Each amendment to a motion shall be by separate motion. The following procedure shall be followed:

1. The item shall be presented by its proponent.
2. Board Members ask questions to the proponent.

## *Board Meetings*

---

3. District Staff reports on the item.
4. Board Members ask questions of District Staff.
5. The public has an opportunity to comment.
6. Board Member makes a motion; another Director seconds the motion; and the President states the motion.
7. Board of Directors debate.
8. Call for the question and vote.
9. Announcement of result.

### 233.8.1 MOTION TO CLOSE DEBATE AND VOTE IMMEDIATELY

If the public in attendance has had an opportunity to comment on the proposed action, any Director may move to immediately bring the question being debated to a vote, suspending any further debate. The motion must be made, seconded, and approved by a majority vote of the Board.

### 233.8.2 SECONDARY MOTIONS

Ordinarily, only one motion can be considered at a time and a motion must be disposed of before any other motions or business are considered. There are a few exceptions to this general rule, though, where a secondary motion concerning the main motion may be made and considered before voting on the main motion. The last motion stated, shall be the first pending motion and the main motion shall be voted upon last.

### 233.8.3 MOTION TO AMEND

A main motion may be amended before it is voted on, either by the consent of the Directors who moved and seconded, or by a new motion and second. A motion to amend must have the approval of the person making the original motion or a majority vote of the Board. An amendment to a motion may only be amended once.

### 233.8.4 MOTION TO TABLE

A main motion may be indefinitely tabled before it is voted on by motion made to table, which is then seconded and approved by a majority vote of the Board.

### 233.8.5 MOTION TO POSTPONE

A main motion may be postponed to a certain time by a motion to postpone, which is then seconded and approved by a majority vote of the Board.

### 233.8.6 MOTION TO REFER TO COMMITTEE

A main motion may be referred to a Board committee for further study and recommendation by a motion to refer to committee, which is then seconded and approved by a majority vote of the Board.

### 233.8.7 MOTION TO ADJOURN

A meeting may be adjourned by motion made, seconded, and approved by a majority vote of the Board before voting on a main motion.

## *Board Meetings*

---

### 233.8.8 MOTION TO RECONSIDER

Except in the case of specific agenda items requiring a noticed public hearing, the Board may reconsider any vote taken at the same session to correct an inadvertent error or consider new information not available at the time of the vote. A motion to reconsider requires a majority vote prior to being reconsidered.

### **233.9 VOTING**

#### 233.9.1 QUORUM

The presence of three (3) or more Board Members shall constitute a quorum for the transaction of District business. No ordinance, resolution or motion shall be passed by the Board without a majority vote of the Board unless otherwise required or prescribed by state law. Actions taken at a meeting where only a quorum is present, therefore, require all three votes to be effective unless a 4/5 majority vote is required by policy or other law. In this case at least 4 members must be present and vote affirmatively.

#### 233.9.2 CONFLICT OF INTEREST

Any Board Member who is disqualified from voting on a particular matter because of a conflict of interest must publicly state or have the presiding officer state the nature of the disqualification in an open meeting. Unless the matter is a consent item, a Board Member who is disqualified because of a conflict of interest in any matter may not remain in their seat during the debate and vote on the matter but shall request and be given the permission of the presiding officer to leave the room during discussion and action on the matter. A Board Member stating disqualification will not be counted as a part of a quorum and will be considered absent to determine the outcome of a vote on the matter.

The Board may allow a Board Member with a potential conflict of interest to participate in the decision (including discussion, debate, deliberation, and voting) which is the basis of conflict if there is a lack of a quorum caused solely by a majority of the Board having a potential conflict of interest concerning the subject decision. Under such circumstances, the Board may select by random lot which Board Member(s) may participate in the subject decision or the Board may select the Board Member(s) with the lowest level of conflict to participate in the decision, to establish a quorum.

#### 233.9.3 ROLL CALL

The roll need not be called in voting upon a motion except where specifically required by law or requested by any Board Member. When the roll is called on any motion, any member present who does not vote in an audible voice shall be recorded as "AYE."

#### 233.9.4 RECORDING VOTES

The vote of each Board member shall be recorded for each item of business on the agenda. The Board of Directors shall publicly report any action taken and the vote or abstention on that action of each Board member present for the action.

# Northern Sonoma County Fire Protection District

## Policy Manual

### *Board Meetings*

---

Where a split vote appears imminent, any Board Member may request a vote by roll call, and the vote of each Board Member shall be recorded by the Clerk. The presiding officer or the Clerk shall announce the tally of the votes on each item, indicating which Board Member voted for and against the item.

#### **233.9.5 TIE VOTES**

A tie vote results in rejection of the motion or action in question.

Tie votes will be lost motions and may be reconsidered at a subsequent meeting upon a motion passed by the Board to reconsider the item at a subsequent meeting.

#### **233.9.6 ABSTENTIONS**

Board Members should not abstain from the Board's decision-making responsibilities unless a personal or financial conflict of interest exists. Directors abstaining due to a qualifying conflict of interest will not be counted as part of a quorum and will be considered absent for the purposes of determining the outcome of a vote on the matter. Directors who fail to vote in the absence of a declared conflict of interest will be counted as part of a quorum and in effect consent that a majority of the quorum will determine the outcome of a vote on the matter.

A Board member abstaining in a vote will be so noted in the minutes as "Abstain". Thus, an abstention when only a quorum is present prevents the Board from taking action. Similarly, two abstentions with all Board Members present on matters requiring a two-thirds vote automatically defeats the motion.

#### **233.9.7 SECRET BALLOTS**

Secret ballots are not allowed.

#### **233.10 QUESTIONS TO STAFF**

Every Board Member desiring to question the staff will address their questions to the Fire Chief, who will either answer the inquiry or designate a member of their staff for that purpose. If a Board Member has a legal question, that question should be directed to Legal Counsel.

#### **233.11 ORDER OF SPEAKING**

When a Board Member wishes to speak, the Board Member shall address the Board President.

The President shall name the member who is first to speak and speakers shall confine their remarks to the questions under debate and avoid personalities. The President may elect not to recognize a Board member to speak again until all other members have had an opportunity to be heard.

#### **233.12 RULES FOR SPEAKERS**

The public shall be allowed to address the Board regarding agenda items and any other matter within the jurisdiction of the District. The Board President shall determine the appropriate place or places in the agenda for such public comment and shall have the authority to set equal time limits on speakers.



## *Board Meetings*

---

### **233.13 FORMS OF BOARD ACTION**

Actions by the Board of Directors include but are not limited to the following:

1. Adoption or rejection of regulations or policies.
2. Adoption or rejection of a resolution.
3. Adoption or rejection of an ordinance.
4. Approval or rejection of any contract or expenditure
5. Approval or rejection of any proposal which commits District funds or facilities.
6. Approval or disapproval of matters that require or may require the District or its employees to take action and/or provide services.
7. The employment or continued employment of the fire chief.
8. The rendering of a decision as an appellate hearing body concerning certain disciplinary actions taken on employees
9. Informal directions by Board Consensus

#### **233.13.1 RESOLUTIONS AND ORDINANCES**

Ordinances will go into effect upon the expiration of the week of publication in a local newspaper pursuant to California Health and Safety Code Section 6490. The affirmative votes of at least three (3) members of the Board shall be required for the enactment of any ordinance. All ordinances and resolutions shall be signed by the President and attested by the Clerk of the Board.

All ordinances shall become effective no less than thirty (30) days after its passage.

Unless otherwise provided by its own terms, all resolutions shall become effective upon adoption.

#### **233.13.2 ACTION BY CONSENSUS**

The Board may give directions that are not formal action. Such directions do not require formal procedural process. Such directions include the Board's directives and instructions to the Fire Chief.

The Board President shall determine by consensus a Board directive and shall state it for clarification. Should any two Board Members challenge the President's determination of consensus, a voice vote shall be taken. A formal motion may be made to place a disputed directive on a future Board agenda or to take some other action, such as referring the matter to the Fire Chief for review and recommendation

Informal action by consensus constitutes Board action and shall only be taken on agenda items.

#### **233.13.3 PROCLAMATIONS**

Proclamations are ceremonial documents to honor, celebrate or create awareness of an event or significant issue. All proclamation requests will be reviewed on a case-by-case basis. They may be issued for:

1. Public awareness

## *Board Meetings*

---

2. Charitable fundraising campaigns
3. Non-profit organizations
4. Arts and cultural celebrations
5. Special honors, determined by the President

The President will determine if the proposed request meets the intent of this policy and retains the right to decide if it will be issued. The President retains the right to modify, edit, or otherwise amend the proposed proclamation or letter of recognition.

### **233.14 TYPES OF MEETINGS**

#### **233.14.1 CLOSED SESSIONS**

Closed sessions of the Board of Director shall be held only in cases where the business of the Board of Directors meets the criteria set forth in the Ralph M. Brown Act (California Government Code §54950 through §54926). Customary closed session matters include litigation or potential litigation, labor negotiations, real estate negotiations, liability claims, security of public buildings and services, threats to public services or facilities or matters relating to the employment status of public employees. No business other than that announced on the public agenda may be discussed in the closed session.

The Board shall allow public comment on any closed session item before going into closed session.

The Brown Act prohibits Board Members from disclosing or discussing anything disclosed, discussed, or produced in Closed Session with anyone other than the Fire Chief or Legal Counsel unless otherwise directed by the Board. Violation of this could result in criminal penalties.

The closed session shall not be held if the Board President determines that the closed session is inappropriate, unless that determination is overruled by a majority vote of the Board.

The Board President shall preside at meetings of the Board in closed session and shall terminate a closed session if the discussion departs from the announced subject.

A Board Member may call for a vote to terminate a closed session at any time during the meeting.

#### **233.14.2 PUBLIC HEARINGS**

A public hearing on a specific agenda item shall be set for a specified time, and each written or published notice regarding that hearing shall announce its date and time.

#### **233.14.3 RESCHEDULED MEETINGS**

If a majority of the Board Members will not be able to attend a regular meeting date, another date will be selected.

The rescheduled date will be posted on the agenda in the District office and the District website in accordance with the Brown Act.

## *Board Meetings*

---

### 233.14.4 STUDY SESSIONS

Board workshop meetings, or study sessions, are a type of special meeting. Study sessions are for the purpose of discussing an item(s) that may come before the Board at a later time for official action, to facilitate planning, or discussion of special topics of interest. Study sessions provide a more informal forum for the Board, staff and the public to engage in open-ended discussion and share information on a particular subject(s). No formal action(s) can be taken at a study session; direction can be given to staff regarding preparation of an agenda item for discussion and possible action at a subsequent meeting. From time to time, study sessions may be duly authorized as deemed necessary by the President or a majority of the Board.

#### **Annual Study Session of Strategic Plan**

An annual study session will take place each year for the purpose of reviewing the continued relevancy of the District's Strategic Plan and the progress made during the prior year. The annual study session will the following objectives:

1. For the Board to receive a detailed status report from the Fire Chief on the progress made in achieving the current year goals and objectives
2. To conduct an annual review of the strategic plan and confirm its continued relevance for the following year
3. To adopt goals and objectives for the following year
4. To address any matters of concern to the Board

The Board, by majority vote, may call for a Board study session as deemed necessary and appropriate.

### 233.14.5 EMERGENCY MEETINGS

In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Directors may hold an emergency special meeting without complying with the 24-hour notice required in 5010.21, above. An emergency situation means a crippling disaster which severely impairs public health, safety, or both, as determined by a majority of the Board.

No closed session may be held during an emergency meeting, and all other rules governing special meetings shall be observed with the exception of the 24-hour notice.

### 233.14.6 ADJOURNED MEETINGS

A majority vote by the Board may terminate any Board meeting at any place in the agenda to any time and place specified in the order of adjournment. If all members are absent from any regular or adjourned regular meeting the Fire Chief or Clerk of the Board may declare the meeting adjourned to a stated time and place and shall cause a written notice of the adjournment to be given in the same manner as provided for special meetings, unless such notice is waived as provided for special meetings. A copy of the order or notice of adjournment shall be conspicuously posted on or near the door of the place where the regular, adjourned regular, special or adjourned special meeting was held within 24 hours after the time of the adjournment. When a regular or adjourned

# Northern Sonoma County Fire Protection District

## Policy Manual

### *Board Meetings*

---

regular meeting is adjourned as provided in this section, the resulting adjourned regular meeting is a regular meeting for all purposes. When an order of adjournment of any meeting fails to state the hour at which the adjourned meeting is to be held, it shall be held at the hour specified for regular meetings by ordinance, resolution, bylaw, or other rule.

#### **233.14.7 RESCHEDULED MEETINGS**

If a majority of the Board members will not be able to attend on the regular meeting date (resulting in the lack of a quorum), another date will be selected. The rescheduled date will be posted on the agenda in the District office and the District website in accordance with the Brown Act.

#### **233.14.8 TELECONFERENCED MEETINGS**

The Board of Directors may conduct teleconferenced meetings pursuant to the Ralph M. Brown Act under Government Code Section 54953(b). If the Board elects to use teleconferencing, it shall post agendas at all teleconference locations and conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public. During the teleconference, at least a quorum of the members of the Board of Directors shall participate from locations within the District. The agenda shall provide an opportunity for members of the public to address the legislative body directly at each teleconference location.

#### **233.15 ADEQUACY OF INFORMATION AND FACILITIES**

The Board President and the Clerk of the Board shall ensure that appropriate information is available for the audience at meetings of the Board and that physical facilities for such meetings are functional and appropriate.

#### **233.16 POLICY HISTORY**

This policy replaces SOPA-07 Board Meetings.

## Board Meeting Agendas

### 225.1 PURPOSE AND SCOPE

This policy describes how to prepare and distribute the agenda for the meetings of the Northern Sonoma County Fire Protection District Board of Directors.

### 225.2 BROWN ACT COMPLIANCE

All Board meetings are open to the public and are subject to the provisions of the Brown Act. With limited exceptions, all Board meetings must be publicly noticed in advance of the meeting in order to inform the public about the business of the District and to provide an opportunity for public participation.

### 225.3 REGULAR MEETING DATES AND TIME

The regular meetings of the Board shall be held on the third Thursday of each calendar month, with the open session commencing at 6:00 PM. Closed sessions at these meetings may occur before or after the open session at the time set in the notice of the posted meeting agenda. The open sessions of the regular meetings will be in the District multi-purpose room at 20975 Geyserville Ave, Geyserville. The agenda for regular Board meetings shall be posted in a public place and on the District's website at least 72 hours prior to the meeting.

### 225.4 PREPARATION OF THE AGENDA

The Clerk of the Board, in cooperation with the Fire Chief and the Board President, shall prepare an agenda for each regular and special meeting of the Board. Agenda packets are delivered to Board Members and made available to the public at that time. Materials for the closed session portion of the agenda are not made public.

### 225.5 POSTING OF THE AGENDA

The Clerk of the Board shall be responsible for the posting of the agenda for all meetings of the Board in compliance with the Ralph M. Brown Act.

The Ralph M. Brown Act provides for three (3) different types of meetings (regular, special and emergency). Accordingly, the Clerk shall satisfy the appropriate notice requirement for each type of meeting and indicate the type of meeting on the notice.

1. For regular meetings, the agenda shall be posted no later than 72 hours in advance, in compliance with California Government Code Section 54954.2.
2. For special meetings, the agenda shall be posted no later than 24 hours in advance, in compliance with California Government Code Section 54956.
3. Posting of the agendas for all "emergency meetings" of the Board Act shall be in compliance with the California Government Code.

# Northern Sonoma County Fire Protection District

## Policy Manual

### *Board Meeting Agendas*

---

#### 225.5.1 PHYSICAL POSTING LOCATIONS

The agenda for regular and special meetings shall be posted conspicuously for public review in the front public display case at the main entrance to Geyserville Fire Station.

#### 225.5.2 INTERNET AGENDA POSTING

All agendas for regular and special meetings shall be posted to the District's website no later than 72 hours before the meeting or 24 hours before a special meeting.

The Clerk of the Board, or designee, will send an electronic notification to subscribing members of the public and staff that the agenda is available on the District's website. The message will include a direct link to view and download the full agenda. In the event that the website goes down or otherwise is inaccessible for all or part of the 72 or 24 hours preceding the meeting due to technical difficulties or other factors not within the District's control, the meeting may proceed.

#### **225.6 AGENDA DISTRIBUTION**

A copy of the agenda for each regular meeting of the Board shall be forwarded to each Board Member at least 72 hours prior to each regular meeting, or 24 hours prior to each special meeting, together with copies of all applicable supporting documentation, minutes to be approved, staff reports, and other available documents pertinent to the meeting. Directors shall review agenda materials before each meeting. Individual Board Members may confer directly with the Fire Chief to request additional information on the agenda items.

##### 225.6.1 AGENDA MATERIALS DISTRIBUTION

Members of the public who wish to submit written or other materials for consideration by the Board in connection with an agenda item should provide the material to the Clerk of the Board at least 24 hours before the start of the meeting. The Clerk will distribute the material to Board Members and make them available to the public.

Copies of staff reports and other agenda-packet materials shall be made available for public review at the same time those materials are provided to members of the Board.

The major exception to the obligation to provide the public with access to material distributed to members of the Board, are those that deal with matters properly discussed in closed sessions or protected under the Government Code (those are to remain confidential).

If a writing that is a public record as provided above, and that relates to an agenda item for an open session of a regular meeting of the Board, is distributed less than 72 hours prior to that meeting, the writing shall be made available for public review at the time the writing is distributed to the Board. The Clerk may post the writing on the District's website in a position and manner that makes it clear that the writing relates to an agenda item for an upcoming meeting.

Any document related to an agenda item, which is provided to the Board at the meeting by Staff, shall be available to the public at the Board meeting. Documents provided by persons other than Staff will be made available for public review after the meeting. The Board shall be under no legal obligation to review any written or other materials that are submitted on the day of the Board

# Northern Sonoma County Fire Protection District

## Policy Manual

### *Board Meeting Agendas*

---

meeting. The Board may, but need not, review and consider late-submitted materials if it chooses to do so.

All agendas will contain the notice to individuals regarding how to obtain agenda materials released after the agenda has been published, using the following language:

- Materials related to an item on this Agenda submitted to the District after distribution of the agenda packet, are available for public review at the Geyserville Fire Station, located at 20975 Geyserville Avenue, during normal business hours.

Each Board Member shall make their best efforts to forward to the Fire Chief and Clerk of the Board any email received at an official District email address or on a Board Member's personal email address in connection with a matter subject to discussion or consideration at an open meeting when it is apparent from the address or Cc lines that the email has been distributed to a majority of the Board. Any writing described above shall be available for public inspection.

#### **225.7 PROCEDURE FOR PLACING AN ITEM ON THE AGENDA**

Any Director may contact the Board President or Fire Chief and request that an item be placed on the agenda. The nature of the item must be within the subject matter jurisdiction of the District. Requests for agenda items for regular meetings should be made no later than 12:00 Noon on Friday prior to the meeting date. Requests for special meeting agenda items should be made at least 48 hours prior to the meeting or sooner if possible. The only exception is matters of an exigent nature which require immediate Board action. Under such circumstances, items may be added to the agenda upon unanimous consent of the presiding quorum.

##### **225.7.1 ITEMS ORIGINATING FROM THE FIRE CHIEF**

Many items on the agenda originate with the Fire Chief and District staff. The following types of items are typical:

1. Matters on which policy direction from the Board is required or desired.
2. Items with over arching policy implications (e.g., labor negotiations, budgeting, and strategic planning).
3. Action required by law (e.g., consolidation of District elections, amending a Conflict of Interest Code).
4. Intermediate actions in the overall implementation of a Board approved project or program (e.g., awarding construction contracts, considering an environmental review document).
5. Discretionary decisions for which authority has not been delegated to the Fire Chief.
6. Informational items to keep the Board current on a matter or to allow them to discuss the implications of continuing on a previously agreed course of action.
7. Items with critical timing needs.
8. Proclamations honoring special events or individuals.

# Northern Sonoma County Fire Protection District

## Policy Manual

### *Board Meeting Agendas*

---

#### **225.7.2 ITEMS ORIGINATING FROM A BOARD MEMBER**

Requests for agenda items for regular meetings should be made no later than 12:00 Noon on Friday prior to the meeting date. Requests for special meeting agenda items should be made at least 48 hours prior to the meeting or sooner if possible. The only exception is matters of an exigent nature which require immediate Board action. Under such circumstances, items may be added to the agenda upon unanimous consent of the presiding quorum.

The Board Member who originated the item may contact the Clerk to more fully explain the issue so that staff can prepare a Recommended Action and Background. The Director who placed the item on the agenda is cited as the reference and is expected to lead the discussion.

#### **225.7.3 ITEMS ORIGINATING FROM THE PUBLIC**

Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board, subject to the following conditions:

1. The request must be in writing and be submitted to the Clerk, together with supporting documents and information, at least seven business days prior to the date of the meeting.
2. The Clerk will discuss the request with the Fire Chief and the Board President for a determination for inclusion on the agenda.

Once a determination has been made for inclusion on the agenda, the Fire Chief or designee will prepare a staff report based on the documentation received. The staff report will be forwarded to the Board for discussion at the Board meeting.

The individual can also make this request during the Public Discussion section of any Board meeting.

The public does not have the right to demand that an item be placed on the agenda; the control of the agenda is a matter determined by the Board.

No matter which is legally a proper subject for consideration by the Board in closed session will be accepted under this policy.

The Board may place limitations on the total time to be devoted to a public request issue at any meeting and may limit the time allowed for any one person to speak on the issue at the meeting.

This policy does not prevent the Board from taking testimony at regular and special meetings of the Board on matters which are not on the agenda which a member of the public may wish to bring before the Board. However, the Board shall not discuss or take action on such matters at that meeting.

#### **225.8 CONTENT OF AGENDA ITEMS**

The agenda shall include those matters, complete with pertinent department papers, reports and supporting documentation relating to each matter, addressed to the Board for action. The agenda shall include a clear, brief, unambiguous general description of each item of business to be



## *Board Meeting Agendas*

---

transacted or discussed at the meeting, including items to be discussed in closed session. The agenda should also include suggested actions or recommendations.

### **225.9 ORDER OF BUSINESS FOR A REGULAR MEETING**

The business of each regular meeting of the Board shall be in the order as printed on the agenda or as directed by the President of the Board, who is authorized to exercise flexibility in establishing the order of agenda items to be considered at each Board meeting. The Board will confirm the agenda or

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval or Amendment of the Agenda
5. Public Discussion
6. Old Business
7. New Business
8. Consent Calendar
9. Correspondence
10. Adjourn to Closed Session, if any
11. Reconvene to Open Session
12. Good of the Order
13. Adjournment

#### **225.9.1 CALL TO ORDER**

The Board President shall begin the Board meeting. In the absence of the President, the Vice President shall call the meeting to order.

#### **225.9.2 ROLL CALL**

The President calls the roll of the Board Members and the Clerk of the Board records the names of those present and those absent in the minutes of the meeting. If a Board Member enters the meeting late or departs early, those times are also recorded in the minutes. The Board must maintain a quorum throughout the meeting in order to conduct business. If a quorum of the Board is not present, no further proceedings or discussion may occur and the Fire Chief announces that the meeting is adjourned for lack of a quorum.

#### **225.9.3 APPROVAL OR AMENDMENT OF THE AGENDA**

At this point in the meeting, a Board Member or the Fire Chief has an opportunity to propose rearranging the order of the items on the agenda. The Board President will rearrange agenda items if the need should arise. For example, a closed session may be moved to an earlier time in a meeting, or a business item may be moved ahead of another item due to some unusual

# Northern Sonoma County Fire Protection District

## Policy Manual

### *Board Meeting Agendas*

---

circumstances or if audience members are present for a particular agenda item. Timed items, such as hearings, cannot be heard earlier than the time published.

Except as provided in this paragraph or as otherwise provided by law, no action shall be taken at a regular Board meeting or committee meeting on any item which does not appear on the posted agenda.

The Board can add an item to the agenda with a two-thirds vote of the Board (or a unanimous vote if less than two-thirds of the Board of Directors is present) if the body determines that the matter in question constitutes an emergency or for other cause permitted under section 54954.2(b) of the Brown Act.

The vote shall be on a motion stating and finding that there is a need to take immediate action and the need for action came to the attention of the District after the agenda was published and posted. Any such motion shall be accompanied by distribution of a written statement, to be included in the record, stating the facts upon which it can be determined that the need to take action arose after the agenda was published and posted. If it is infeasible to present such a written statement of reasons, the District Clerk shall include in the minutes of the meeting a statement of the reasons for the Board of Directors determination. In addition, action may be taken on an item not on the posted agenda under the circumstances stated in Government Code Sections 54954.2(b)(1) [emergency] and 54954.2(b)(3) [continued regular meetings].

#### 225.9.4 PUBLIC DISCUSSION

The Board of Directors encourages public participation. Any member of the public may address the Board on any item of interest to the public that is within the subject matter jurisdiction of the District that is not on the agenda, subject to the time limits and restrictions for public comments on agenda items.

The Board shall not engage in debate, dialogue, or take action on any matter brought to its attention under public discussion, except to ask a question for clarification, briefly respond to statements or questions, request staff to report back at a subsequent meeting, or take action to place the matter on a future agenda for consideration and action.

There is a three-minute time limit on public comment, subject to reasonable modification by the President of the Board. Persons who speak during the public comment portion of the agenda or during public participation on an individual agenda item may pool their time with others when to do so will allow a group of speakers to consolidate and shorten their remarks. Each person who is donating time shall be present in the room when the pooled-time speaker is heard.

Any member of the public may address the Board on any item on the agenda at the time that item is being considered by the Board.

#### 225.9.5 CONSENT CALENDAR

Agendas shall include a consent calendar listing items of a routine nature not normally requiring discussion. Items on the Consent Calendar are not read unless a Board Member makes a specific request to the Board President. There will be no separate discussion of these items unless a

# Northern Sonoma County Fire Protection District

## Policy Manual

### *Board Meeting Agendas*

---

Board Member or staff person requests a specific item be removed from the consent calendar for separate consideration.

Items on the Consent Calendar are approved by a single motion and a second of the Board and passed by a majority vote.

The following is a listing of consent calendar items, which may be amended from time to time by the direction of the Board as deemed appropriate.

1. Approval of Minutes
2. Financial Report
3. Chief's Report
4. Other Staff Reports
5. Approval of Checks Issued
6. Approval of Policies and Procedures
7. Informational Items

#### 225.9.6 CORRESPONDENCE

The Correspondence portion of the agenda is established to act as a report of written materials received by the Board as a whole but may also include items requested for inclusion by individual Directors or members of the public.

The agenda will list all correspondence received by the District that is addressed or copied to the Board. The announcement should identify the sender, the subject, the form of communication (letter, email, etc.) and the date on the correspondence.

All written or electronic correspondence addressed to the Board is to be sent to the District office. Copies of the written or electronic correspondence and written responses in reply thereto, if any, shall be distributed to each Board Member together with the next regular agenda or at the next regular meeting of the Board, depending on date of receipt or response.

All Board correspondence reported under this item (as well as material first made available on any agenda item at the Board meeting) is maintained by the District in accordance with the Brown Act (Government Code section 54957.5). This information is available for inspection by the public upon request.

#### 225.9.7 GOOD OF THE ORDER

Board Members or the Fire Chief may offer informal announcements and comments about any events that may be of interest to Board Members, staff or the public.

#### 225.9.8 ADJOURNMENT

The Board meeting will adjourn by the making of a motion, a second and a call for a vote. The meeting may be adjourned if there is less than a quorum present by action of those Board Members who remain in attendance; if no Board Member is present, the Fire Chief may adjourn the meeting.

## *Board Meeting Agendas*

---

### **225.10 ORDER OF BUSINESS FOR A SPECIAL MEETING**

Procedures at special meetings, including study sessions, shall be as follows:

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval or Amendment of the Agenda
5. Public Discussion
6. Business Item/Item of Study
7. Correspondence
8. Adjourn to Closed Session, if any
9. Reconvene to Open Session
10. Good of the Order
11. Adjournment

### **225.11 ORDER OF BUSINESS FOR A PUBLIC HEARING**

During a public hearing, a Board or Staff Member who has the most knowledge on the subject, may provide brief factual information in response to a public comment, as long as it is not an opinion.

Procedures at public hearings shall be as follows:

1. Staff presentation/recommendations
2. Questions of the staff in support
3. Individuals speaking in support
4. Individuals speaking in opposition
5. Individuals speaking in concern
6. Rebuttal (if any)
7. Public input (if any)
8. Board discussion and disposition (vote)

### **225.12 AMERICANS WITH DISABILITIES ACT**

All agendas will contain the notice to disabled individuals regarding how to obtain assistance in compliance with the Americans with Disabilities Act, using the following language:

- Assistance for Disabled: If you are disabled in any way and need accommodation to participate in the meeting, please call the Clerk of the Board at 707-857-4373 so the necessary arrangements can be made.

## Board Meeting Minutes

### 226.1 PURPOSE AND SCOPE

This policy addresses the recording of public meetings.

### 226.2 POLICY

The Clerk of the Board shall keep minutes of all regular and special meetings of the Board.

It is the intent of the District to maintain accurate records of all Board meetings. The official record of any board meeting is the written minutes; all discrepancies should be resolved through written documentation.

Copies of a meeting's minutes shall be distributed to Board Members as a part of the information packet for the next regular meeting of the Board, at which time the Board will consider approving the minutes as presented or with modifications.

The written minutes shall contain a summary of the discussion and important findings that led to all actions taken by the Board, names of members of the public who spoke, and the summary of their comments, and any relevant restrictions/amplifying remarks from staff, legal counsel, or consultants.

Motions, resolutions or ordinances shall be recorded in the minutes as having passed or failed and individual votes will be recorded unless the action was unanimous. In addition to other information that the Board may deem to be of importance, the following information (if relevant) shall be included in each meeting's minutes:

1. Date, place and type of each meeting.
2. Directors present and absent by name.
3. Administrative staff present by name.
4. Call to Order.
5. Time and name of late arriving Directors.
6. Time and name of early departing Directors.
7. Names of Directors absent during any agenda item upon which action was taken.
8. Summary of staff reports.
9. Summary of public comments regarding matters not on the agenda, including names of commentators.
10. Approval of minutes or modified minutes of preceding meetings.
11. Complete information as to each subject of the Board's deliberation.
12. Resolutions and ordinances described as to their substantive content and sequential numbering.
13. Record of all contracts and agreements, and their amendment, approved by the Board.

## *Board Meeting Minutes*

---

14. A record of all bid procedures, including calls for bids, bids authorized, bids received, and other action taken.
15. Approval of the annual budget and mid-year budget adjustments.
16. Approval of all policies, rules and/or regulations.
17. A record of the Fire Chief's report to the Board.
18. A record of all important correspondence.
19. Time of meeting adjournment.

### **226.3 MINUTES OF CLOSED SESSIONS**

No audio recording or written minutes shall be taken in closed session. Official actions taken by the Board in closed sessions shall be announced in open session and shall be included in the written minutes of that meeting.

### **226.4 APPROVAL OF MINUTES**

The Board shall consider written minutes for approval at the next regular Board meeting. Approval will be by motion. A majority vote of the Board is required to approve any corrections. If corrections are approved by a majority of the Board, the written minutes as corrected will then be approved by motion.

## Board Member Vacancies

### 229.1 PURPOSE AND SCOPE

This policy determines when a Board vacancy occurs and sets forth procedures to fill the vacancy.

### 229.2 POLICY

A vacancy on the Board exists when a Board Member resigns, is impeached or recalled, dies or, without excuse, fails to discharge the duties of office for three consecutive months without specific action of the Board to extend.

Although not required by law, it would be prudent to call for a special Board meeting after being notified of the vacancy so that the Board can determine how it wants to fill the vacancy and the timeline.

Notwithstanding any other provision of law, a vacancy in any elective office on the governing board of a special district, other than those specified in Section 1781, shall be filled pursuant to this section.

The District shall notify the county elections official of the vacancy no later than 15 days after either the date on which the district board is notified of the vacancy or the effective date of the vacancy, whichever is later.

The vacancy shall be filled in one of three ways:

1. Board Appointment: The remaining Board Members may appoint someone to fill the vacancy within 60 days of either the date on which the Board is notified of the vacancy or the effective date of the vacancy, whichever is later (Government Code Section 1780(c))
  - (a) The District shall post a notice of the vacancy in three or more conspicuous places in the District at least 15 days before the Board makes the appointment. The Notice shall include information about the time, date, and place to file applications and the date of the Board meeting when the appointment will be made. The Notice shall also state that applicants must be residents of the District.
  - (b) The Board shall request letters of interest from the public and announce a schedule for the application period and a date when applicants will be interviewed by the Board in open public session.
  - (c) The appointment shall be placed on the agenda as an Action Item and voting shall take place in a public forum. The applicant receiving the majority of votes by the remaining Board Members shall be appointed to fill the vacancy.
  - (d) The District shall notify the county elections official of the appointment no later than 15 days after the appointment.
  - (e) If the vacancy occurs in the first half of a term of office and at least 130 days prior to the next general district election, the person appointed to fill the vacancy shall hold office until the next general district election that is scheduled 130 or

# Northern Sonoma County Fire Protection District

## Policy Manual

### *Board Member Vacancies*

---

more days after the date the Board is notified of the vacancy, and thereafter until the person who is elected at that election to fill the vacancy has been qualified. The person elected to fill the vacancy shall hold office for the unexpired balance of the term of office.

2. Election: The remaining Board Members may call an election to fill the vacancy (Government Code Section 1780(c)). The election called by the remaining Board Members shall be held on the next established election date that is 130 or more days after the date the Board is notified of the vacancy or the effective date of the vacancy, whichever is later. (Government Code Sections 1780(e)(2) and 1780(g)(2))
3. Board of Supervisors Appointment: If the remaining Board members do not make an appointment or call an election within 60 days after either the date on which the Board is notified of the vacancy or the effective date of the vacancy, whichever is later, the Sonoma County Board of Supervisors may make an appointment or call an election to fill the vacancy. (Government Code Section 1780(f)(1))

If the number of remaining members of the Board falls below a quorum, at the request of the Clerk of the Board, or a remaining Board Member, the Sonoma County Board of Supervisors may waive the 60-day period and appoint immediately to fill only enough of the vacancies to provide the Board with a quorum.

Whenever a vacancy occurs in the office of President, the Vice President shall perform the duties of the President for the remainder of the unexpired term.

Whenever a vacancy occurs in the office of Vice President, the Board shall select one of its members to serve the unexpired term.

### **229.3 RESIGNATIONS**

Resignations by Directors shall be in writing, state the effective date and be submitted to the Board President and the Clerk of the Board. In the event the Board President resigns, the resignation shall be submitted to the Vice President and the Clerk of the Board.





Northern Sonoma County Fire Protection District  
Facilities Needs Assessment Staff Report  
April 17, 2025 Board Meeting

The District signed an agreement with Dreiling Terrones Architecture, Inc (DTA) to perform a Facilities Needs Assessment including functional alterations, additions, and improvements to specific district facilities in June of 2024. DTA has inventoried all current facilities, met with District staff, identified District goals, and assessed the District's constituency. DTA will brief the District Board and seek input for the next phases of the Facilities Needs Assessment process before delivering the Needs Assessment document and Physical Plant Master Plan.

NSCFPD Long Term Facilities Plan  
 Agenda

---

Meeting: Regular Board Mtg  
 Project / Subject: Research, Analytics, Draft Needs Validation  
 Meeting Date: 4/17/25

Agenda Items

Item	Item / Remarks
	<p><b>Purpose</b> Review draft level information assembly and discuss variables. This is preliminary to presentation of the Draft Facility Plan (possibly in May/June)</p> <p><b>Goal</b> Seek Board preferences on several key variables in the needs stack.</p>
<b>Strategic Plan</b>	Brief outline of facility needs identified in Strategic Plan
<b>Facility Needs Drivers</b>	General review of key research threads and their effect on facility needs.
	<p><b>Population</b> Projected county population growth, demographics and concentrations</p> <p><b>Service Demand</b> Key factors in current and projected service demands.</p> <p><b>Wildland Fire</b> Key factors in wildland fire management</p>
<b>Strategic Plan scope / location validation, variations, recommendations</b>	<p>Review of Strategic Plan assumptions and emerging recommendations for variations.</p> <p>By location / category / primary issue:</p> <ul style="list-style-type: none"> <li>• Outpost Stations</li> <li>• District Unification</li> <li>• Knights Valley</li> <li>• Veg Management (Forestry)</li> <li>• Forestry Satellites</li> <li>• Geyserville Station</li> <li>• Cloverdale Station</li> <li>• Volunteer Locations</li> </ul>
<b>Program/Project Levels</b>	Review of individual project scope variable model (similar to phases)
<b>Next Steps</b>	Assemble recommendations / draft plan and present to Board. Draft Plan will include a Logical Project Model, Preliminary Resource Model and recommended project delivery sequences.



Northern Sonoma County Fire Protection District  
Purchase Request: Helicopter Dip Tank  
April 17, 2025 Board Meeting

**Background**

The District has been coordinating the placement and installation of helicopter dip tanks in The Geysers to increase the effectiveness of helicopter wildland fire suppression operations. Pacific Gas and Electric provided the Northern Sonoma County Fire Foundation with funding to install a dip tank. However, the funding does not fully fund the dip tank.

**Action Requested**

1. Authorize \$40,000 from fiscal year 2024/2025 for the partial funding of a helicopter dip tank to be placed in The Geysers.



Northern Sonoma County Fire Protection District  
Minutes of the Regular Board of Directors' Meeting  
Thursday, March 20, 2025 at 6 PM  
Geyserville Fire Station – 20975 Geyserville Ave, Geyserville, CA

## 1. Opening Greeting

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

## 2. Public Discussion

- There was no public discussion.

## 3. Old Business

- a. JPA Oversight Committee
  - Next Thursday there is the joint board meeting with Cloverdale Fire. Director Peterson explained that it's an opportunity to make sure the two boards are on the same page; they will discuss where they are now and how to resolve issues going forward so the two districts can work from the same plan.
- b. Policies
  - The following policies were presented for approval: 1) Use of District Owned and Personal Property and 2) Public Hearing and Reporting on Vacancies, and Recruitment and Retention Efforts. **A motion was made and seconded (Peterson/Heiges) to approve these two policies. All ayes.**

## 4. New Business

- a. City and Planning Unit Outreach Committee
  - Fred Peterson explained that the purpose of these committee meetings is to work with Healdsburg because they hold the contract for response to District areas and we share wildfire threats, especially Fitch Mountain/Montage areas, and wish to further collaborate and share resources.
- b. Knights Valley Station Expansion

- Scott Newman reported that Jackson Family Wines is ready to proceed with donating land across from the Spencer Lane firehouse. Newman believes we should acknowledge the gesture with a written response; he will draft the acknowledgement and meet with Rob Stewart and Chief Turbeville next week to develop a hypothetical plan.

## 5. Minutes

- Pat Abercrombie was not present at the February board meeting, so his name needs to be removed from the minutes. **A motion was made and seconded (Peterson/Newman) to approve the February 20, 2025 Regular Meeting Minutes with that change. All ayes.**

## 6. Financial Report

- Pat Abercrombie delivered the financial report.

## 7. Consent Calendar

The following items were listed in the consent calendar:

- Approval of the February checks issued
- Approval of the FY 2024/2025 Amended Budget
- Approval of the Financial Statements and Independent Auditor's Report
- Approval of the Water Tender Purchase Request

**A motion was made and seconded (Peterson/Heiges) to approve the consent calendar items. All ayes.**

## 8. Chief's Report

- Chief Turbeville answered questions about his written Chief's Report.

## 9. Correspondence

- There was no correspondence.

## 10. Good of the Order

- Larry Heiges announced that he will not be at the April board meeting.
- Fred Peterson thanked the Fire Chief for presenting on March 8<sup>th</sup>.
- Fred Peterson announced a prescribed burn on May 3<sup>rd</sup>.
- Knights Valley is holding a community safety day on May 17<sup>th</sup>.

## 11. Adjournment of the Meeting

- **A motion was made and seconded (Peterson/Newman) to adjourn the meeting at 7:12 PM. All ayes.**



Northern Sonoma County Fire Protection District  
and  
Cloverdale Fire Protection District  
Minutes of the Special Joint Board of Directors' Meeting  
Thursday, March 27, 2025 at 6 PM  
Cloverdale Fire Station – 451 S. Cloverdale Blvd, Cloverdale, CA 95425

### Opening Greeting

- a. Call to Order
- b. Pledge of Allegiance
- c. Roll Call
  1. Cloverdale Fire Protection District Directors Pamela Johnson, Robert Taylor, Jeff Richardson, Melanee Southard, and Carol Pigoni were present. Fire Chief Jason Jenkins and Clerk of the Board Michelle Black were also present.
  2. Northern Sonoma County Fire Protection District Directors Fred Peterson, Larry Heiges, Pat Abercrombie, Scott Newman, and Rob Stewart were present. Fire Chief Marshall Turbeville was also present.
- d. Approval or Amendment of the Agenda
  1. Cloverdale Fire Protection District: **A motion was made and seconded (Taylor/Southard) to approve the agenda. All ayes.**
  2. Northern Sonoma County Fire Protection District: **A motion was made and seconded (Newman/Abercrombie) to approve the agenda. All ayes.**

### Public Comments

- Geoff Peters thanked Cloverdale Fire Chief Jenkins for his great presentation at the town hall meeting regarding the removal of the Scotts Dam.
- Suzie Cummings thanked Cloverdale Fire Chief Jenkins for his assistance with bringing the Fire Wise Community process up to speed.

### Consent Calendar

- None

### New Business

1. Joint Powers Agreement (JPA) 2025-2030 Updates
  - a. Vision Statement: Director Stewart read the Vision Statement for Northern Sonoma County Fire which was adopted by both boards.
  - b. Presentation by Cloverdale Fire Chief Jenkins and Chief Turbeville on the status of current operations and coordination of Districts' outlooks.

- Chief Turbeville presented a handout of an overview regarding his District from the beginning to present as follows:
  1. Collaborating with other agencies for grants related to vegetation management, firefighter personal protective equipment, and firefighter equipment.
  2. Annexation of Knights Valley Fire Service Area (2019).
  3. Established contract for services with the City of Calistoga.
  4. Designation on the California Board of Forestry and Fire Protection's Fire Service Areas (2022).
  5. Annexation of The Geysers, Fitch Mountain, and Sotoyome Fire Service Areas (2022).
  6. Established contract for services with the City of Healdsburg.
  7. Partnering for Communities Organized to Prepare for Emergencies (COPAE) activities, Community Emergency Response Team (CERT), general mobile radio service (GMRS), and developing Community Wildfire Protection Plans and Firewise USA Action Plans.
  8. Lexipol based policies adopted (2023).
  9. Hired full-time benefited vegetation management employees.
  10. Alexander Valley Fire Station renovation.
  11. Coordinating with South Lake County Fire Protection District for installation of helicopter dip tanks in The Geysers.
  12. Increased availability of advanced life support (paramedic) response resources (2023).
  13. Strategic Plan and Management Implementation Guide (2024).
  14. Facility Needs Assessment underway which will lead to a Facility Master Plan.
  15. Established minimum staffing at Geyserville Fire Station to be 1 Fire Captain, 1 Fire Engineer, and 1 Firefighter (2025).

Chief Turbeville recommended that the JPA's goal should be "one plan", collaboratively developed with both districts committed to implementing and operating as one agency.

- Cloverdale Fire Chief Jenkins discussed how his fire district was formed. He explained that Cloverdale has always had a long-standing and great history of working with Geyserville for mutual aid purposes and any major incidents. In about 2010 through a meeting with Mike McGuire the discussion centered around receiving funds for the Geysers. McGuire was very supportive of those funds staying local to the agencies that provided the services. The first program was built together as the Battalion 6 Program which is a chief officer duty coverage program with Healdsburg, Geyserville and Cloverdale in 2011 and it is still in place today. After dealing with the devastating fire and all the changes and the dynamic changes in the county, Cloverdale and Geyserville decided to start working together collaboratively and entered into the mission long term to annex additional areas into the north county. In 2020 the two districts entered into a JPA to combine personnel and bring all the labor group under Cloverdale Fire Protection Districts' CalPERS contract and employee benefits into the MOU and then COVID hit resulting in a slow start to our venture. There were so many things happening dynamically in the county and labor was trying to figure out

where they fit in. Labor fractured within the Cloverdale and Geyserville folds and that was a difficult issue. They have been working on getting our labor groups and our boards in better alignment and standardizing our SOPs, daily operational procedures. The two districts are similar but also very different. Cloverdale services a city and a lot of our work involves plan check and development, city council and other organization issues. It is important as they shape the next phase and steps of the JPA to identify service zones and make sure that both agencies' desires, needs and goals are addressed and met. Jenkins met with both labor groups separately and had an honest, candid good conversation with them. The recent hiring of ten new firefighters will be a great opportunity for North County. They need to standardize a lot of things and work on financial issues to make sure it makes sense and get both boards in alignment and on the same page. The goal is to become one whether they do a functional consolidation or full consolidation. They originally set off to model after the JPA that Sonoma Valley did. They have built the best vision of what we are trying to achieve. Cloverdale dove into the vegetation management in this district and for us it was somewhat of a scary thing. They are struggling to just keep bodies in fire trucks and going to calls and then they were diving into this vegetation management empire. Meeting the vegetation management needs of Cloverdale was a lot to take on because of all of our staffing challenges, etc. They have invested heavily into the vegetation management world. Their main focus is service delivery to our community. Geyserville and Cloverdale are doing more than any agency in the state of California for what our funding provides regarding vegetation management.

The District thanked Cloverdale Fire Board President Pigoni for her help with the strategic plan and they are wondering the status of Cloverdale's strategic plan. President Pigoni responded that at that time, they were trying to get our feet on the ground financially and did not have a good, solid foundation to look towards the future. They see a clearer picture now with where they are headed. Jenkins added they were not in a financial situation to pay for a strategic plan at that time. A strategic plan makes sense for Geyserville due to the multiple service zones and a possible new station. Cloverdale only has one service area and they have a brand new fire station. They now have Measure H funds and it might be more of a possibility to pay for a strategic plan, but he does not see that a strategic plan will be effective for Cloverdale.

Director Heiges asked Jenkins to expand on Cloverdale's financial conditions in the past. Jenkins responded when becoming Fire Chief in 2010 they faced financial issues right off the bat and had to ratchet back to make it through. The county began to support some districts (Cloverdale and Geyserville) with \$275,000 for firefighter staffing. Once the Geysers annexation went through three years ago, the County funding of \$275,000 stopped (roughly \$800,000 loss for 3 years). He doesn't believe the Geyserville Board sees this in the same lens that Cloverdale does. If they can't make this right from the daily staffing perspective, how do they ever expect labor to think that this is going to be okay and work right? So that loss of those funds is really very important to his district. The arrangement for the Geysers has absolutely harmed his district to date and puts them in a very bad position. They have a tax assessment that is



probably the lowest in the county and they contemplated revising their tax assessment but it was during the time measure H was being campaigned and passed. Their plan for Geysers funding hasn't panned out yet. Director Newman commented in keeping up with ad hoc JPA reports it doesn't seem like there is a lot of progress being made and still a lot to be worked out. Jenkins responded the issue with funding has been continuously ignored. They should have secured a written contract and arrangements of how this deal was going to be done in the beginning and that was a failure on our part. If they have some revenue to send people to extra training or commit to vegetation management tasks, they're equal. But they are just not equal and it is harming our relationship. There is a tremendous amount of opportunity in the relationship but if they can't have mutual respect to treat each other or have empathy on both sides and understand the service delivery we're trying to accomplish, then we're done.

Cloverdale Fire President Pigoni in follow up to the characteristics in the two districts are in some ways distinctly different. They need to realize those differences (the pace we are moving, responsibilities, priorities) are different. They need to respect these differences. Those are some of the key areas that they get bogged down in with the JPA.

Director Stewart understands the concern regarding funding and asked if \$275,000 would help Cloverdale. Cloverdale Fire Chief Jenkins – yes. That money funds our seasonal program and our volunteer stipend program. Not having that money has made a negative impact on their district. With their last negotiations they probably gave them the lowest raise in the county. The admin side of the house is probably well underpaid for comparable work done.

Cloverdale Fire Director Richardson is new to the board. He sees that there are going to be times that they disagree but that they have to address issues to move forward.

Chief Turbeville noted there is a lot going on in Fitch Mountain and Sotoyome areas. This is not just about money. We need a plan.

Director Peterson stated Chief Turbeville's vision is not based on money. We need a plan in place for a combined Cloverdale, Geyserville, Fitch Mountain, Lower Dry Creek, Sotoyome constituency, then figure out the funding.

Cloverdale Fire Director Southard expressed concern that they have talked about this for years. They need to figure out the end game and move forward.

Resident, Geoff Peters congratulated both boards for having this dialogue and suggests creating a budget and also continue the difficult conversations and address issues so you can move forward.

- c. Status of JPA Ad Hoc Committee (JPA Oversight Committee) on 2025-2030 Joint Powers Agreement discussions and preparation.
  - Cloverdale Fire President Pigoni reported the Ad Hoc committee consists of Rob Stewart, Fred Peterson, Chief Turbeville, Cloverdale Fire Chief Jenkins,

Cloverdale Fire Director Taylor, and Pigoni. The JPA was signed in March/April of 2020 with a 5-year term and is a governance document that defines certain actions such as the scope and level of services, JPA oversight, finance responsibilities, personnel, reporting, term of the agreement, termination clauses, insurance requirements. This document is more of a high level governance related document. During the first few years of the JPA not much happened due to the COVID pandemic. Some of the accomplishments include a shared fire mechanic position, Cloverdale taking on all the personnel responsibilities and transferring all the liabilities that go along with that. NSCFPD reimburses Cloverdale for all the cost of wages and benefits plus a 5% admin fee. The Cloverdale fire chief and admin assistant took on a lot of responsibilities when that happened. Cloverdale assisting with equipment and personnel with the vegetation management program on a small scale. The JPA committee has spent time looking at issues involving staffing and labor aligning, operational issues and differences, etc. We hope to have the draft JPA for review by June.

Director Peterson discussed the history of the last ten years and the Geysers annexation. Director Peterson suggested having noticed public JPA meetings and hire an expert facilitator to assist in the process. Director Peterson also questioned the 5-year term of the JPA agreement. Pigoni stated that the term could be of any length and could be shortened to a two-year period.

Cloverdale Fire Director Taylor inquired about the organizational structure and chain of command.

The group discussed the hiring of battalion chiefs and an assistant chief.

Director Newman agreed with the idea of hiring a facilitator to move things forward and also the idea of Cloverdale doing a strategic plan.

Director Abercrombie questioned whether or not the Ad Hoc Committee should be a standing committee with agenda meetings. He noted the lack of trust between the two districts and that we need professional assistance to become a single organization and that it would be money well spent.

Cloverdale Fire Board President Pigoni added that one suggested revision to the JPA is the addition of an executive level oversight committee with all board members and calls for at least one meeting a year with a second meeting preferred to meet as a joint, public meeting.

Erik Padilla, President of 1401 labor union reported the union group wanted to express that they are committed to providing the highest level of service to the community. The labor group is in good communication and they have expressed that they would like to be a part of the process.

Geoff Peters stressed that he hopes the formation of the executive level committee would meet more than once a year; maybe quarterly. Once issues are sorted out, then meet once a year

**Adjournment of the Meeting**

- **A motion was made and seconded (Taylor/Southard) to regular meeting April 14, 2025 at the Cloverdale Fire Station, 451 S. Cloverdale Blvd, Cloverdale, CA.**
- **A motion was made and seconded (Newman/Peterson) to adjourn to regular meeting April 17, 2025 at the Geyserville Fire Station, 20975 Geyserville Ave, Geyserville, CA 95441.**

**Approval of Minutes**

\_\_\_\_\_   
Motion Made/Seconded

-----   
Anneke Turbeville - Clerk of the Board

DRAFT



Northern Sonoma County Fire Protection District  
Financial Summary Staff Report  
April 17, 2025 Board Meeting

**Highlights**

1. Anneke and Ashlee met with Cloverdale Fire, Rancho Adobe Fire, and Goldridge Fire on April 11<sup>th</sup> to show them how to track sales tax revenue/expenditures in QuickBooks.
2. The second installment of property taxes will arrive before the end of this month.
3. Made a \$25,000 deposit on the new water tender.
4. Paid for 6156 replacement (Type 6) to Weis Fire & Safety for \$230,116.96.
5. Made a payment to FRMS (workers compensation carrier) for payroll adjustment for FY 23/24 of \$15,061.00.
  - Just a little background on how the FRMS budgets are calculated, it takes FRMS payroll based on two years prior actuals to arrive at an estimate for the upcoming year. In the case of the 25/26 budget, the FRMS staff used 23/24 actual payroll numbers to calculate the upcoming program year budgeted contribution. They try to use actuals as a basis to come up with an estimate (ie. 23/24 actuals) rather than use current program year estimates (ie. 24/25 estimates) to calculate the upcoming budgeted estimates (ie. 25/26 estimates).
  - In the case there are differences between the actual and budgeted estimates, they perform a payroll adjustment reconciliation within the next year after the program year ended to calculate the difference (ie. Over/under the budgeted contribution). Then the member would either get a refund or invoice for the difference for that program year. In this case, since our payroll grew significantly as our staffing levels increased, we received an invoice to cover that difference.

**Action Requested (For Consent Calendar)**

1. Approve March checks issued.

# FISCAL YEAR 2024/2025 FINANCIALS SUMMARY

## MARCH 31 2025 YTD

### Summit State Bank Enterprise Checking Account Monthly Summary

\$	250,000.00	Beginning Month Balance
\$	1,700,261.43	Monthly Revenue
\$	(302,209.78)	Monthly Expenditures
\$	(125,000.00)	Withdrawal (Transfer to Payroll)
\$	(1,677,997.57)	Withdrawal (Transfer to ICS)
\$	-	Withdrawal (Transfer to CD)
\$	404,945.92	Deposit (Transfer from ICS)
\$	-	Deposit (Transfer from CD)
\$	<b>250,000.00</b>	<b>Balance for Period Ending March 31, 2025</b>

### Summit State Bank February Deposits

\$	1,569,174.86	County of Sonoma, FY 25 Q3 Msr H
\$	15.00	Public Records Request Fee
\$	24,377.04	State of CA, OES upstaff reimbursement
\$	15.00	Public Records Request Fee
\$	28,241.67	City of Cloverdale, scn24-024
\$	73,526.97	State of CA, WCR-23-04
\$	639.66	State of CA, OES Strike reimbursement
\$	4,207.75	Geyserville Volunteer FF, Com. Chipping
\$	63.48	Vendor reimbursement for duplicate charge
\$	<b>1,700,261.43</b>	<b>Total Deposits</b>

### Summit State Bank Business Checking Account Monthly Summary (PAYROLL)

\$	18,926.43	Beginning Month Balance
\$	(132,675.67)	Withdrawal- Payroll
\$	125,000.00	Deposit (Transfer from Summit Enterprise)
\$	<b>11,250.76</b>	<b>Balance for Period Ending March 31, 2025</b>

### Summit State Bank Enterprise Checking Account Year to Date SUMMARY

\$	250,000.00	Beginning Year Balance
\$	4,653,356.82	YTD Revenue
\$	(3,327,696.94)	YTD Expenditures
\$	(1,196,900.00)	Withdrawal (Transfer Payroll)
\$	(4,513,052.14)	Withdrawal (Transfer ICS)
\$	-	Withdrawal (Transfer to CD)
\$	4,384,292.26	Deposit (Transfer from ICS)
\$	-	Deposit (Transfer from CD)
\$	<b>250,000.00</b>	<b>Balance for Period Ending March 31, 2025</b>

### Encumbered Funds

\$	487,000.00	Grant Reserves for Fuel Reduction
\$	781,960.00	Vehicle Replacement Payments
\$	<b>1,268,960.00</b>	<b>Total Encumbered Funds</b>

### Summit State Bank ICS Account Monthly Summary

\$	1,175,324.77	Beginning Month Balance
\$	(411,679.62)	Withdrawal (Transfer to Checking)
\$	1,677,997.57	Deposit (Transfer from Checking)
\$	<b>2,441,642.72</b>	<b>Balance for Period Ending March 31, 2025</b>

### Reserved Funds

\$0.00	Vehicle Replacement
\$0.00	Capital Equipment Replacement
\$0.00	New Station (Measure H Funds)
\$0.00	Measure H General Fund
\$0.00	Measure H Vegetation Funds

### Summit State Bank CDRS Account Summary Maturity Date 07/17/25

\$	589,838.27	Beginning Balance
\$	591,789.85	Last Month Balance
\$	-	Transfer Out of CD
\$	2,168.21	Interest
\$	<b>593,958.06</b>	<b>Balance for Period Ending March 31, 2025</b>

### Combined Balance

\$	<b>3,296,851.54</b>	<b>Balance for Period Ending March 31, 2025</b>
----	---------------------	---

2024-2025 March 31 YTD General Fund

<u>General Fund Revenue</u>	<u>Actual 24/25</u>	<u>Final Budget</u>	<u>Amended Budget</u>	<u>Under Budget</u>	<u>% Budget</u>
40002 Prop Tax - Current Year	\$ 1,691,809.36	\$ 3,110,488	\$ 3,110,488	\$1,418,678.64	54.39%
40003 Direct Charges - Current Year	\$ 97,941.07	\$ 160,320	\$ 160,320	\$62,378.93	61.09%
40012 SB2557 Prop Tax - Admin Fee	\$ -	\$ (32,160)	\$ (32,160)	-\$32,160.00	0.00%
40101 Prop Tax - Current Unsecured	\$ 85,579.57	\$ 92,645	\$ 92,645	\$7,065.43	92.37%
40111 Prop Tax - Supplemental	\$ 39,135.29	\$ 65,831	\$ 65,831	\$26,695.71	59.45%
40201 Prop Tax - Previous FY	\$ (225.83)	\$ (800)	\$ (800)	-\$574.17	28.23%
40202 Direct Charges- Prior Year	\$ 571.00	\$ 1,000	\$ 1,000	\$429.00	57.10%
40211 Prop Tax - Prev FY (Unsecured)	\$ 938.54	\$ 1,000	\$ 1,000	\$61.46	93.85%
40221 Prop Tax - Prev FY (Secured)	\$ (6.40)	\$ (100)	\$ (100)	-\$93.60	6.40%
40404 Prop Tax - Timber Yield Tax	\$ 711.66	\$ 819	\$ 819	\$107.34	86.89%
42111 State - Other In-Lieu Tax	\$ 50.77	\$ 100	\$ 100	\$49.23	50.77%
42291 HOPTR- State	\$ 6,272.58	\$ 9,137	\$ 9,137	\$2,864.42	68.65%
42627 IRP 61 Geysers Revenue	\$ (118,142.50)	\$ (251,774)	\$ (251,774)	-\$133,631.50	46.92%
44002 Interest - Pooled Cash from County	\$ 1,144.41	\$ 1,800	\$ 1,800	\$655.59	63.58%
44003 Other Interest Earnings - CDRS	\$ 32,359.03	\$ 20,000	\$ 35,000	\$2,640.97	92.45%
46001 Government Revenue- Grant Rev	\$ 104,498.57	\$ -	\$ 116,000	\$11,501.43	90.08%
46003 OES Strike Team/Incident Reimb	\$ 25,016.70	\$ 10,000	\$ 350,000	\$324,983.30	7.15%
46004 ABH Reimbursements	\$ -	\$ 1,500	\$ 198,583	\$198,583.00	0.00%
46007 Defensible Space Inspections	\$ 27,421.50	\$ 16,000	\$ 27,422	\$0.50	100.00%
46015 Measure H - Current Year	\$ 784,587.43	\$ 1,500,000	\$ 1,500,000	\$715,412.57	52.31%
46022 Public Records Request Fees	\$ 45.00	\$ 100	\$ 100	\$55.00	45.00%
46023 Sale of Fixed Assests - Surplus	\$ 14,500.00	\$ 50,000	\$ 14,500	\$0.00	100.00%
46027 Workers Comp Reimbursement	\$ -	\$ 5,000	\$ -	\$0.00	100.00%
46028 Misc. Revenue, Other	\$ 5,240.05	\$ 153,330	\$ 10,000	\$4,759.95	52.40%
46029 Reimbursements	\$ 13,012.25	\$ 1,000	\$ 13,000	-\$12.25	100.09%
47001 Project Manager	\$ 1,928.56	\$ -	\$ 1,929	\$0.44	99.98%
47002 Administrative - Reimbursements	\$ 6,661.82	\$ -	\$ 25,500	\$18,838.18	26.12%
49003 Transfer in from Reserves	\$ -	\$ 190,596	\$ -	\$0.00	100.00%
<b>General Fund Total Revenue</b>	<b>\$2,821,050.43</b>	<b>\$ 5,105,832</b>	<b>\$ 5,450,340</b>	<b>\$2,629,289.57</b>	<b>51.76%</b>

<u>General Fund Expenditures</u>	<u>Actual 24/25</u>	<u>Final Budget</u>	<u>Amended Budget</u>	<u>\$ Under Budget</u>	<u>% of Budget</u>
50701 Permanent Employees	\$ 184,159.57	\$ 265,000	\$ 265,000	\$80,840.43	69.49%
50702 Stipend/Extra Help	\$ 1,725.00	\$ 25,000	\$ 5,000	\$3,275.00	34.50%
50703 Overtime	\$ 26,695.00	\$ 25,000	\$ 25,000	-\$1,695.00	106.78%
50704 FLSA Overtime	\$ 6,808.64	\$ 6,000	\$ 6,000	-\$808.64	113.48%
50705 Overtime -Strike Team	\$ 47,465.00	\$ 1,000	\$ 47,465	\$0.00	100.00%
50706 Uniform Allowance	\$ 4,049.96	\$ 5,000	\$ 5,000	\$950.04	81.00%
50708 Contract Employees	\$ 995,566.11	\$ 2,000,000	\$ 2,000,000	\$1,004,433.89	49.78%
50709 Temporary Employees	\$ 266,782.38	\$ 220,000	\$ 250,000	-\$16,782.38	106.71%
50712 Fire Prevention	\$ 34,385.16	\$ 150,000	\$ 53,000	\$18,614.84	64.88%
50753 FICA Retirement	\$ 35,644.88	\$ 31,748	\$ 31,748	-\$3,896.88	112.27%

2024-2025 March 31 YTD General Fund

50754	457 Retirement Contributions	\$ 14,197.84	\$ 31,125	\$ 23,850	\$9,652.16	59.53%
50755	457 Plan Mgmt	\$ -	\$ 5,000	\$ 5,000	\$5,000.00	0.00%
50756	Medicare	\$ 8,336.31	\$ 9,933	\$ 9,933	\$1,596.69	83.93%
50801	Health Insurance	\$ 10,485.30	\$ 61,000	\$ 61,000	\$50,514.70	17.19%
50803	Dental Insurance	\$ 1,078.28	\$ 4,800	\$ 4,800	\$3,721.72	22.46%
50805	Vision Insurance	\$ 215.61	\$ 1,200	\$ 1,200	\$984.39	17.97%
50806	Unemployment Insurance	\$ 3,645.95	\$ 19,685	\$ 17,608	\$13,962.05	20.71%
50808	Workers Comp	\$ 103,714.00	\$ 100,000	\$ 104,000	\$286.00	99.73%
51010	Grant & Contract Admin Costs	\$ -	\$ 0	\$ 0	\$0.01	0.00%
51021	Phone Costs	\$ 6,655.16	\$ 9,744	\$ 9,744	\$3,088.84	68.30%
51032	Janitorial	\$ 5,591.00	\$ 8,000	\$ 8,000	\$2,409.00	69.89%
51041	Liability Insurance	\$ 85,979.21	\$ 80,000	\$ 86,000	\$20.79	99.98%
51060	Vehicle Maint/Outfitting	\$ 28,469.59	\$ 50,000	\$ 25,000	-\$3,469.59	113.88%
51061	SCBA Maint/Repair	\$ 245.00	\$ 2,500	\$ 2,500	\$2,255.00	9.80%
51062	Field Equip Maint	\$ 349.19	\$ 38,000	\$ 5,000	\$4,650.81	6.98%
51063	Office Equip Maint	\$ -	\$ 9,000	\$ -	\$0.00	100.00%
51071	Station Maint	\$ 5,701.69	\$ 10,000	\$ 10,000	\$4,298.31	57.02%
51205	Payroll Costs	\$ 1,658.90	\$ 4,000	\$ 4,000	\$2,341.10	41.47%
51206	Accounting/Audit Services	\$ 7,900.00	\$ 8,000	\$ 8,000	\$100.00	98.75%
51211	Legal Services	\$ 8,867.00	\$ 15,000	\$ 15,000	\$6,133.00	59.11%
51221	Medical/Laboratory Services	\$ 1,262.80	\$ 5,000	\$ 5,000	\$3,737.20	25.26%
51225	Training Services	\$ 1,770.70	\$ 30,000	\$ 10,000	\$8,229.30	17.71%
51235	Dispatch Services	\$ 26,211.82	\$ 50,000	\$ 50,000	\$23,788.18	52.42%
51241	Outside Printing/Binding	\$ 8,296.80	\$ 8,000	\$ 8,500	\$203.20	97.61%
51242	Bank Charges/Finance Fees	\$ 80.00	\$ 100	\$ 100	\$20.00	80.00%
51244	Permits/Licenses/Fees	\$ 41.50		\$ 50	\$8.50	83.00%
51249	Professional Services	\$ 499,606.42	\$ 830,000	\$ 830,000	\$330,393.58	60.19%
51250	Planning/Mapping/Inspection	\$ -	\$ 3,500	\$ 3,500	\$3,500.00	0.00%
51301	Publications & Legal Notices	\$ -	\$ 1,000	\$ 1,000	\$1,000.00	0.00%
51401	Rent/Lease, Equipment	\$ 4,647.29	\$ 6,000	\$ 6,000	\$1,352.71	77.45%
51602	Business Travel/Mileage	\$ 3,670.13	\$ 10,000	\$ 10,000	\$6,329.87	36.70%
51902	Telecommunication Usage	\$ 6,339.88	\$ 35,000	\$ 35,000	\$28,660.12	18.11%
51916	County Service Charges	\$ 7,956.35	\$ 10,000	\$ 10,000	\$2,043.65	79.56%
52021	Safety Clothing	\$ 12,703.55	\$ 52,330	\$ 52,330	\$39,626.45	24.28%
52022	Clothing & Boot Reimb	\$ 1,471.50	\$ 3,000	\$ 3,000	\$1,528.50	49.05%
52031	Food & Beverages	\$ 1,621.60	\$ 2,000	\$ 2,000	\$378.40	81.08%
52041	Station Supplies	\$ 5,248.42	\$ 6,000	\$ 6,000	\$751.58	87.47%
52061	Fuel/Oil Costs	\$ 42,179.70	\$ 60,000	\$ 60,000	\$17,820.30	70.30%
52081	Medical/Lab Supplies	\$ 3,562.42	\$ 8,000	\$ 8,000	\$4,437.58	44.53%
52091	Memberships/Certifications	\$ 5,018.00	\$ 7,000	\$ 7,000	\$1,982.00	71.69%
52111	Office Supplies	\$ 2,029.11	\$ 2,000	\$ 2,000	-\$29.11	101.46%
52115	Subscriptions	\$ 3,470.20	\$ 16,000	\$ 5,000	\$1,529.80	69.40%
52117	Mail & Postage Supplies	\$ 3,341.15	\$ 2,500	\$ 2,500	-\$841.15	133.65%
52141	Small Tools/Equip <\$1,000.00	\$ 15,846.27	\$ 121,000	\$ 50,000	\$34,153.73	31.69%

2024-2025 March 31 YTD General Fund

52142	Computer Equip/Accessories	\$ 8,862.85	\$ 20,000	\$ 20,000	\$11,137.15	44.31%
52143	Computer Software/Licensing	\$ 11,655.92	\$ 15,000	\$ 15,000	\$3,344.08	77.71%
52191	Utilities	\$ 5,751.39	\$ 5,000	\$ 5,000	-\$751.39	115.03%
52193	Utilities - Electricity	\$ 6,781.78	\$ 14,000	\$ 10,000	\$3,218.22	67.82%
54305	Capital Assest - Machinery/Equip	\$ 88,723.99	\$ 100,000	\$ 100,000	\$11,276.01	88.72%
54331	Capital Asset - Mobile Equip	\$ 319,842.30	\$ 600,000	\$ 600,000	\$280,157.70	53.31%
59003	Transfer - Apparatus Reserve Fund	\$ -	\$ 0.00	\$ 0.00	\$0.00	0.00%
59004	Transfer - Building Reserve Fund	\$ -	\$ 0.00	\$ 0.00	\$0.00	0.00%
59005	Transfer - Grant Reserve Fund	\$ -	\$ 0.00	\$ 0.00	\$0.00	0.00%
85001	Transfer to Operational Reserves	\$ -	\$ 187,668	\$ 444,512	\$444,512.00	0.00%
85005	Transfer to Building Fund Reserves	\$ -	\$ 0.00	\$ 0.00	\$0.00	0.00%
85010	Transfer to Equipment Reserves	\$ -	\$ 0.00	\$ 0.00	\$0.00	0.00%
85015	Transfer to Measure H Reserves	\$ -	\$ 0.00	\$ 0.00	\$0.00	0.00%
<b>General Fund Total Expenditures</b>		<b>\$ 2,994,365.57</b>	<b>\$ 5,405,833</b>	<b>\$ 5,450,340</b>	<b>\$2,455,974.45</b>	<b>55.39%</b>
<b>Net Position</b>		<b>\$ (173,315.14)</b>	<b>\$ (300,001)</b>	<b>\$ (0)</b>		



2024 -2025 March 31 YTD  
Vegetation Management Fund

<u>General Fund Revenue</u>	<u>Actual 24/25</u>	<u>Final Budget</u>	<u>Amended Budget</u>	<u>Under Budget</u>	<u>% Budget</u>
40003 Property Taxes - Special Tax Zone 1	\$ -	\$ 50,000	\$ 50,000	\$ 50,000.00	0.00%
46001 Govt Rev- Grant Revenue	\$ 180,191.79	\$ 830,000	\$ 515,000	\$ 334,808.21	34.99%
46002 Govt Rev- Fuel Reduct (not grants)	\$ 100,394.58	\$ -	\$ 248,000	\$ 147,605.42	40.48%
46015 Measure H	\$ 784,587.43	\$ 1,500,000	\$ 1,500,000	\$ 715,412.57	52.31%
46021 Fuel Reduction - Private	\$ 157,491.65	\$ -	\$ 233,280	\$ 75,788.35	67.51%
49003 Transfer in from Reserves	\$ -	\$ 487,000	\$ -	\$ -	100.00%
<b>General Fund Total Revenue</b>	<b>\$ 1,222,665.45</b>	<b>\$ 2,817,000</b>	<b>\$ 2,496,280</b>	<b>\$ 1,273,614.55</b>	<b>43.40%</b>

<u>General Fund Expenditures</u>	<u>Actual 24/25</u>	<u>Final Budget</u>	<u>Amended Budget</u>	<u>\$ Under Budget</u>	<u>% of Budget</u>
50701 Permanent Employees	\$ 282,859.13	\$ 529,557	\$ 529,557	\$ 246,697.87	53.41%
50703 Overtime	\$ 407.57	\$ 2,500	\$ 2,500	\$ 2,092.43	16.30%
50706 Uniform Allowence	\$ 1,500.00	\$ 10,000	\$ 2,100	\$ 600.00	71.43%
50709 Temporary Employees	\$ 231,452.76	\$ 50,000	\$ 366,000	\$ 134,547.24	63.24%
50753 FICA Retirement	\$ 32,919.50	\$ 36,708	\$ 55,810	\$ 22,890.50	58.98%
50754 457 ER Contributions	\$ 11,970.37	\$ 39,717	\$ 39,717	\$ 27,746.63	30.14%
50756 Medicare	\$ 7,698.97	\$ 8,134	\$ 8,134	\$ 435.03	94.65%
50801 Health Insurance	\$ 34,410.99	\$ 111,842	\$ 50,000	\$ 15,589.01	68.82%
50803 Dental Insurance	\$ 1,974.00	\$ 8,133	\$ 8,134	\$ 6,160.00	24.27%
50805 Vision Insurance	\$ 397.25	\$ 2,033	\$ 2,033	\$ 1,635.75	19.54%
50806 Unemployment Insurance	\$ 6,717.16	\$ 21,314	\$ 10,000	\$ 3,282.84	67.17%
50808 Workers Comp - FRMS	\$ -	\$ 35,287	\$ 35,287	\$ 35,287.00	0.00%
51010 Grant & Contract Admin Costs (Transfer out to General Fund)	\$ 8,590.38	\$ 300,000	\$ 100,000	\$ 91,409.62	8.59%
51021 Phone Costs	\$ 1,609.24	\$ 9,744	\$ 9,744	\$ 8,134.76	16.52%
51060 Vehicle Maint/Outfitting	\$ 55,600.75	\$ 16,000	\$ 50,000	\$ (5,600.75)	111.20%
51062 Field Equip Maint - saws, etc	\$ 15,298.20	\$ 35,000	\$ 35,000	\$ 19,701.80	43.71%
51071 Maintenance- Bldg & Improvements	\$ 2,277.61	\$ -	\$ 5,000	\$ 2,722.39	45.55%
51211 Legal Services	\$ 37,685.50	\$ 6,000	\$ 45,000	\$ 7,314.50	83.75%
51221 Medical/Laboratory Services	\$ 78.56	\$ -	\$ 1,000	\$ 921.44	7.86%
51225 Training - supplies, class fees	\$ 257.82	\$ -	\$ 300	\$ 42.18	85.94%
51241 Outside Printing/Binding	\$ 4,826.46	\$ -	\$ 10,000	\$ 5,173.54	48.26%
51242 Bank Charges, Fees	\$ 1.95	\$ -	\$ 10	\$ 8.05	19.50%
51244 Permits/Licenses/Fees	\$ 1,304.00	\$ -	\$ 1,500	\$ 196.00	86.93%
51249 Professional Services	\$ 448,991.69	\$ 945,000	\$ 650,000	\$ 201,008.31	69.08%
51401 Rent/Lease Costs	\$ 11,011.38	\$ 100,000	\$ 14,000	\$ 2,988.62	78.65%
52021 Safety Clothing - PPE	\$ 2,558.78	\$ 22,000	\$ 10,000	\$ 7,441.22	25.59%
52022 Clothing & Boot Reimbursement	\$ -	\$ 25,000	\$ 25,000	\$ 25,000.00	0.00%
52031 Food & Beverages	\$ 375.43	\$ 5,000	\$ 2,500	\$ 2,124.57	15.02%
52041 Station Supplies	\$ 1,500.70	\$ 10,000	\$ 5,000	\$ 3,499.30	30.01%
52061 Fuel Costs - vehicle/small tool	\$ 8,047.57	\$ 36,000	\$ 36,000	\$ 27,952.43	22.35%
52081 Medical Supplies	\$ 380.08	\$ -	\$ 500	\$ 119.92	76.02%
52111 Office Supplies	\$ 427.96	\$ 2,000	\$ 2,000	\$ 1,572.04	21.40%
52141 Small Tools/Equip <\$1,000.00	\$ 24,672.85	\$ 25,000	\$ 50,000	\$ 25,327.15	49.35%
52143 Computer Software/Licensing	\$ 1,158.78	\$ -	\$ 2,200	\$ 1,041.22	52.67%

2024 -2025 March 31 YTD  
Vegetation Management Fund

52145 Grant Aquired Tools & Equipment	\$ -	\$ 10,000	\$ -	\$ -	100.00%
52191 Utilities	\$ 404.26	\$ -	\$ 800	\$ 395.74	50.53%
52193 Utilities - Electric	\$ 666.27	\$ -	\$ 800	\$ 133.73	83.28%
54305 Capital Assets	\$ 106,436.49	\$ 100,000	\$ 110,000	\$ 3,563.51	96.76%
54331 Capital Asset - Mobile Equip	\$ 127,904.68	\$ 350,000	\$ 130,000	\$ 2,095.32	98.39%
85001 Transfer to Operational Reserves	\$ -	\$ 24,775	\$ 150,398	\$ 150,398.00	0.00%
<b>General Fund Total Expenditures</b>	<b><u>\$ 1,474,375.09</u></b>	<b><u>\$ 2,876,744</u></b>	<b><u>\$ 2,556,024</u></b>	<b><u>\$ 1,402,368.91</u></b>	<b><u>57.68%</u></b>
 <b>Net Position</b>	 <b><u>\$ (251,709.64)</u></b>	 <b><u>\$ (59,744)</u></b>	 <b><u>\$ (59,744)</u></b>		

## Northern Sonoma County Fire Protection District Check Detail March 2025

<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
ACH	P Fleet	B135591	52061 · Fuel/Gas/Oil	-819.79
				<u>-819.79</u>
ACH	P Fleet	B138493	52061 · Fuel/Gas/Oil	-119.38
				<u>-119.38</u>
ACH	P Fleet	B141380	52061 · Fuel/Gas/Oil	-429.31
				<u>-429.31</u>
ACH	P Fleet	B129001	52061 · Fuel/Gas/Oil	-464.27
				<u>-464.27</u>
ACH	Recology Sonoma Marin	067: 02/01/2025-02/28/2025	52191 · Utilities	-72.19
		284: 02/01/2025-02/28/2025	52191 · Utilities	-123.78
				<u>-195.97</u>
ACH	P Fleet	B131880	52061 · Fuel/Gas/Oil	-286.79
				<u>-286.79</u>
ACH	PG&E	02/12/2025-03/13/2025	52193 · Utilities- Electric	-1,111.99
				<u>-1,111.99</u>
ACH	Toshiba Finanical Services	551408321: 03/08-04/08/2025	51401 · Rents & Leases - Equipment	-187.62
				<u>-187.62</u>
ACH	Recology Sonoma Marin	067: 03/01/2025-03/31/2025	52191 · Utilities	-72.19
		284: 03/01/2025-03/31/2025	52191 · Utilities	-123.78
				<u>-195.97</u>
3478	Bell's Ambulance Service	119632	51249 · Other Professional Services	-17,000.00
				<u>-17,000.00</u>

## Northern Sonoma County Fire Protection District Check Detail March 2025

<b>3479</b>	<b>Blomberg &amp; Griffin</b>	<b>11561</b>	51206 · Accounting/Audit Services	<u>-7,150.00</u>
		Annual Audit for FY23-24		-7,150.00
<b>3480</b>	<b>Cloverdale Auto Parts</b>	<b>723134, 723258, 723403</b>	51060 · Vehicle Maintenance, Outfitting	<u>-388.02</u>
				-388.02
<b>3481</b>	<b>Cloverdale Fire Protection Distric</b>	<b>HFE0-2024-2025-January</b>	50708 · Contract Employees	<u>-13,599.76</u>
		full amount: wages for KY 01/01/2025-01/31/2025		-13,599.76
<b>3482</b>	<b>Comcast</b>	<b>937: 03/01/2025-03/31/2025</b>	51021 · Phone Costs	<u>-105.86</u>
				-105.86
<b>3483</b>	<b>Cook Fire Protection</b>	<b>3647</b>	51071 · Maintenance - Bldg & Improve	<u>-309.00</u>
		Service for the stove hood		-309.00
<b>3484</b>	<b>Garrett Hardware &amp; Plumbing, Inc</b>	<b>Statement 02/28/2025:</b>	52141 · Minor Equipment/Small Tools	<u>-350.61</u>
		83967, 84265, 84513, 85700, 85915		-350.61
<b>3485</b>	<b>Grapevine Communications</b>	<b>28429, 28431, 28435, 28433</b>	52143 · Computer Software/Licensing	<u>-1,005.17</u>
				-1,005.17
<b>3486</b>	<b>JTz Plumbing</b>	<b>1051</b>	51071 · Maintenance - Bldg & Improve	<u>-152.67</u>
		part to fix the water heater		-152.67
<b>3487</b>	<b>Opperman &amp; Son</b>	<b>01P78757</b>	51060 · Vehicle Maintenance, Outfitting	<u>-25.72</u>
				-25.72
<b>3488</b>	<b>Peterson Trucks</b>	<b>235813, 295889R</b>	51060 · Vehicle Maintenance, Outfitting	<u>-6,082.28</u>
				-6,082.28

## Northern Sonoma County Fire Protection District Check Detail March 2025

<b>3489</b>	<b>South Lake County Fire Protection Dist</b>	<b>24L-021</b>	51249 · Other Professional Services	-5,111.19
		Masticator work Nov/Dec 2024		-5,111.19
<b>3490</b>	<b>AT&amp;T</b>	<b>03102025</b>	51021 · Phone Costs	-418.76
				-418.76
<b>3491</b>	<b>Ferrellgas</b>	<b>1129637417</b>	51401 · Rents & Leases - Equipment	-613.31
		Propane, St 2		-613.31
<b>3492</b>	<b>FRM</b>	<b>NSCFPD2504</b>	51249 · Other Professional Services	-2,237.50
				-2,237.50
<b>3493</b>	<b>FRMS</b>	<b>100 - 04/01/2025-04/30/2025</b>	50803 · Dental	-394.80
			50805 · Vision	-79.45
			50801 · Health Ins	-6,938.20
				-7,412.45
<b>3494</b>	<b>Jacobszoon and Associates, Inc.</b>	<b>9452</b>	51249 · Other Professional Services	-2,130.00
				-2,130.00
<b>3495</b>	<b>Life-Assist</b>	<b>1579637</b>	52081 · Medical/Laboratory Supplies	-261.60
				-261.60
<b>3496</b>	<b>Nick Barbieri Trucking, LLC</b>	<b>1193545</b>	52061 · Fuel/Gas/Oil	-1,037.50
				-1,037.50
<b>3497</b>	<b>Robert Stewart, Builder</b>	<b>1595, Director Reimbursement</b>	52031 · Food & Beverages	-165.00
			51602 · Business Tavel/Mileage	-32.50
				-197.50
<b>3498</b>	<b>Santa Rosa Fire Equipment</b>	<b>78163481</b>	51061 · SCBA Maintenance	-105.00

## Northern Sonoma County Fire Protection District Check Detail March 2025

		SCBA Air Cylinder (3)		-105.00
<b>3499</b>	<b>U.S. Bank</b>	<b>Statement Date 03/06/2025</b>	100068 · US Bank CC - MT	-52.50
			100065 · US Bank CC - JS	-8.75
			100067 · US Bank CC - KY	-1,325.68
			100061 · US Bank CC - AP	-1,416.68
			100062 · US Bank CC - AR	-1,278.05
			100063 · US Bank CC - AT	-3,617.79
			100066 · US Bank CC - JT	-3,823.69
			100064 · US Bank CC - CM	-122.38
				<hr style="border-top: 1px solid black;"/> -11,645.52
<b>3500</b>	<b>Cal-Line Equipment</b>	<b>04025160</b>	51062 · Field Equip Maint.	-674.46
		Chipper Knife (8)		<hr style="border-top: 1px solid black;"/> -674.46
<b>3501</b>	<b>Cloverdale Auto Parts</b>	<b>723996, 724164</b>	51060 · Vehicle Maintenance, Outfitting	-275.20
		<b>724128, 724131, 724154</b>	52141 · Minor Equipment/Small Tools	-209.22
				<hr style="border-top: 1px solid black;"/> -484.42
<b>3502</b>	<b>Cloverdale Automotive</b>	<b>86203</b>	51060 · Vehicle Maintenance, Outfitting	-59.39
				<hr style="border-top: 1px solid black;"/> -59.39
<b>3503</b>	<b>Comcast</b>	<b>459: March</b>	51021 · Phone Costs	-288.54
				<hr style="border-top: 1px solid black;"/> -288.54
<b>3504</b>	<b>Eric Dicke Roadbuilding</b>	<b>1140</b>	51249 · Other Professional Services	-12,000.00
				<hr style="border-top: 1px solid black;"/> -12,000.00
<b>3505</b>	<b>FasTrak Invoice Processing Depa I712529394996</b>		51602 · Business Tavel/Mileage	-8.00
				<hr style="border-top: 1px solid black;"/> -8.00
<b>3506</b>	<b>Fletcher Fabrication, LLC</b>	<b>250314, 250316, 250317</b>	51060 · Vehicle Maintenance, Outfitting	-16,296.11
				<hr style="border-top: 1px solid black;"/> -16,296.11

## Northern Sonoma County Fire Protection District Check Detail March 2025

				-16,296.11
3507	FRMS	FRMS00339 FY23-24 Payroll Adjustment	50808 · Worker's Comp	-15,061.00
				-15,061.00
3508	Jarvis Fay LLP	20079 service dates 02/01-02/28/2025	51211 · Legal Services	-3,498.50
				-3,498.50
3509	MM Miller Construction, Inc.	915 03/03-03/14/25	51249 · Other Professional Services	-25,000.00
				-25,000.00
3510	Nick Barbieri Trucking, LLC	1196252	52061 · Fuel/Gas/Oil	-771.17
				-771.17
3511	North Bay Health & Safety	NSC007	51249 · Other Professional Services	-840.00
				-840.00
3512	RDO Equipment Co.	P461774	54305 · Capital Assets- Machinery/Equip	-46.27
				-46.27
3513	SRS Private Investigations	2025-053 pre-employment report	51249 · Other Professional Services	-120.00
				-120.00
3514	Western State Design	Statement: 0034660 extractor replacement part	51071 · Maintenance - Bldg & Improve	-1,450.05
				-1,450.05
3515	Eric Dicke Roadbuilding	1140	51249 · Other Professional Services	-500.00
				-500.00
3516	Truck Works Holdings, LLC	EST-9980, DEPOSIT	54331 · Capital Assets- Mobile Equip	-25,000.00
				-25,000.00

## Northern Sonoma County Fire Protection District Check Detail March 2025

3517	<b>Advanced Security Systems Sant:</b> 729776 04/01/2025-06/30/2025	51249 · Other Professional Services	-226.50 <hr style="border: 1px solid black;"/> -226.50
3518	<b>Ernie's Saw Shop</b> <b>059279</b>	51062 · Field Equip Maint.	-176.00 <hr style="border: 1px solid black;"/> -176.00
3519	<b>Knights Valley Volunteer Fire Dep Spencer Lane Annual Rent - 2025</b>	51401 · Rents & Leases - Equipment	-1.00 <hr style="border: 1px solid black;"/> -1.00
3520	<b>Liebert Cassidy Whitmore</b> <b>288681</b>	51211 · Legal Services	-1,773.00 <hr style="border: 1px solid black;"/> -1,773.00
3521	<b>Life-Assist</b> <b>1582798</b>	52081 · Medical/Laboratory Supplies	-1,413.74 <hr style="border: 1px solid black;"/> -1,413.74
3522	<b>Mitchell Robertson</b> <b>Expense Reimbursement</b> UTV Battery, Healdsburg Auto Parts 162385	51060 · Vehicle Maintenance, Outfitting	-143.24 <hr style="border: 1px solid black;"/> -143.24
3523	<b>NBS</b> <b>202503-1563</b> Q2 04/01/2025-06/30/2025	51249 · Other Professional Services	-1,323.50 <hr style="border: 1px solid black;"/> -1,323.50

**Total Checks:      (188,305.40)**

**Director's Signatures**    X \_\_\_\_\_ X \_\_\_\_\_

X \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_





Northern Sonoma County Fire Protection District  
Chief's Report  
April 17, 2025 Board Meeting

**Significant Incidents**

- March 5: Outbuilding fire in 5000 block of Highway 128

**Community Meetings/Outreach**

- March 8: West Dry Creek Community Meeting
- March 11: Electronic Newsletter
- March 21: Electronic Newsletter

**Fire Operations**

- Seven firefighters hired effective March 26, 2025. Staffing at Geyserville Fire Station is a minimum of one fire captain, one fire engineer, and one firefighter. There is usually a second paid firefighter or volunteer each day.
- Expecting delivery of one Type 6 engine soon. This engine is the replacement for Engine 6156 which was destroyed in 2022. A second Type 6, 2 Type 3s, and water tender remain on order.
- Regional haz-mat training planned for May 7 at Coppola Winery
- Sand with sandbags remain at the Alexander Valley Fire Station

**Fire Prevention**

- Business and school life safety inspections
- Defensible space inspections planned to start on/around May 1

**Vegetation Management**

- Submitted a Community Wildfire Defense Grant application in partnership with County of Sonoma, Fire Safe Sonoma, and Sonoma Resource Conservation District
- Northeast Sonoma County Wildfire Mitigation Phase I Grant was completed. This was a CAL FIRE grant. The District has one active CAL FIRE Grant (Westside Community Roadside Clearance Project).
- Fuels Crew worked on the following projects:
  1. Northeast Sonoma County Wildfire Mitigation Phase I (District CAL FIRE Grant)
  2. North East Geyserville (Special Tax Zone #1 Funded)
  3. (South) Chalk Hill Road (Measure H Funded)
  4. Northern Sonoma County Public Evacuation Corridor Protection (COPE CAL FIRE Grant)
  5. (East) Old Cazadero Road (Measure H Funded)
  6. Fitch Mountain (Healdsburg City Coastal Conservancy Grant)

## **Administration**

- 5-Year update process to the Sonoma County Multi-Jurisdictional Hazard Mitigation (HMP) in progress
- Facility needs assessment in progress
- Coordinating with Northern Sonoma County Fire Foundation to be the fiscal sponsor (accept donations, grants, etc.) to partner with District and Santa Rosa Junior College to continue the Wildfire Resiliency Program