



**Northern Sonoma County Fire Protection District  
Regular Board of Directors' Meeting Agenda**

Thursday, September 18, 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.

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

President Stewart	Treasurer Abercrombie	Director Newman
Vice President Heiges	Secretary Peterson	

**APPROVAL OR AMENDMENT OF THE AGENDA**

**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.*

*To speak on any item under discussion by the Board on this agenda, the public may do so upon receiving recognition from the Chair.*

**PUBLIC HEARING**

The Board will conduct a public hearing to address vacancies and consider the adoption of a revised schedule of fees and the FY 25/26 Final Budget.

1. AB 2561: Vacancies and Recruitment & Retention Efforts
  - a. District Presentation
  - b. Governing Body Questions and Discussion: The Board may ask questions of District staff.
  - c. Final District Comments

d. Public Comments

2. Ordinance 25/26-0918-01: Fee Schedule (**Action Item**)

*The Board will consider Ordinance 25/26-0918-01 which revises the schedule of fees for the District.*

- a. District Presentation on the ordinance and schedule of fees
- b. Governing Body Questions and Discussion: The Board may ask questions of District staff.
- c. Final District Comments
- d. Public Comments

3. Final Budget FY 2025/2026 (**Action Item**)

*The Board will consider adopting the FY 25/26 Final Budget.*

- a. District Presentation of FY 25/26 Final Budget
- b. Governing Body Questions and Discussion: The Board may ask questions of District staff.
- c. Final District Comments
- d. Public Comments

**OLD BUSINESS**

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

1. Draft Long Term Facility Plan (**Action Item**)

- DTA will present a brief snapshot of the proposed roll-out sequence for the Tier 1 projects already identified in the Facility Plan.
- The Board will consider setting a date for the Community Facilities Planning Workshop in late October or early November.

2. Cloverdale/Northern Sonoma County Fire JPA

- The next JPA Oversight Committee will take place on September 24, 2025 at the Geyserville Fire Station. The agenda is available on the District [website](#).

**NEW BUSINESS**

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

1. Resolution 25/26-0918-01 Proposition 4 Limit (**Action Item**)

The Board will consider adopting Resolution 25/26: Resolution of the Board of Directors of the Northern Sonoma County Fire Protection District, Sonoma County, State of California Adopting the Proposition 4 Appropriation Limit for the Fiscal year 2025/2026.

2. Policies

The Board will have the opportunity to ask staff questions regarding the enclosed Policy Committee Staff Report. The following policies will be introduced tonight, for possible adoption at the next regular Board meeting:

- a. Adoption/Amendment of Policies
- b. Legislative Advocacy

- c. Board/Staff Interactions
- d. Medical Supplies

3. Independent Audit Proposal **(Action Item)**

The Board will consider accepting the Blomberg & Griffin Accountancy Corporation Independent Audit Proposal.

4. Special Tax Zone #1 Annual Report **(Action Item)**

The Board will consider approving the Special Tax Zone FY 24/25 Annual Report.

**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 from the Consent Calendar and considered separately. **(Action Item)**

1. The Board will amend and/or approve the August 21, 2025 Regular Meeting Minutes.
2. Financial Report: The Board Treasurer will report on the past month's income and expenditures.
3. Approval of Checks Written: The Board will ratify checks issued the previous month.
4. Approval of Policies: The Board will approve the policies listed here.
  - a. Committees of the Board
  - b. Budget Preparation
  - c. Legal Counsel and Auditor
  - d. Duties of the Clerk
  - e. Officers of the Board
  - f. Public Complaints
  - g. Hazardous Materials Response
  - h. Workplace Violence
  - i. Organizational Structure
  - j. Temporary Modified Duty Assignments
  - k. Emergency Response
  - l. Drug and Alcohol Free Workplace
5. Chief's Report

**CORRESPONDENCE**

This time is set aside to report on all written or electronic correspondence addressed to the Board.

**GOOD OF THE ORDER**

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

**ADJOURNMENT**

Next regular meeting to be held on October 16, 2025 at 6 PM.

# AB 2561 PRESENTATION: 2024

## Status of Northern Sonoma County Fire Protection District Recruitment & Retention Efforts in 2024

### Background

In January 2025, the State of California enacted AB 2561 which requires special districts to hold a public hearing to address staffing vacancies. The new legislation requires the Northern Sonoma County Fire Protection District to present information on the following during a public hearing before the governing board at least once per fiscal year, prior to adoption of the final annual budget.

1. The status of vacancies.
2. Recruitment and retention efforts.
3. Any necessary changes to policies, procedures, and recruitment activities that may lead to obstacles in the hiring process.

All vacancy and retention information reported here reflects 2024 data.

### Recognized Bargaining Units

The Northern Sonoma County Fire Protection District currently has no recognized bargaining units. We have an agreement with Cloverdale Fire Protection District to staff our full-time fire suppression positions, at and below the fire captain level, with Cloverdale Fire employees. Those employees are part of the Northern Sonoma County Professional Firefighters Association, a bargaining unit recognized by Cloverdale Fire Protection District.

### Workforce Information

Total Budgeted/Authorized Full-Time Equivalent (FTE) Positions: 18.75

Services Rendered to the Public by Budgeted/Authorized Workforce:

- Fire Suppression, Administration, Fire Prevention, and Vegetation Management

Division/Position	# of FTE Positions
<b>Fire Suppression</b>	
Fire Chief	.75
<b>Administration</b>	
Admin Manager	1
Admin Assistant	1

<b>Fire Prevention</b>	
Fire Inspector	1
<b>Vegetation Management</b>	
Forestry Technician 5	1
Forestry Technician 4	2
Forestry Technician 3	5
Forestry Technician 1/2	7

In 2024 we hired seven seasonal firefighters to staff the Geyserville Fire Station until they were hired by Cloverdale Fire Protection District. They are not included in these numbers, since they were a temporary bump in our numbers and did not create any vacancies by leaving.

### Workforce Information (Volunteer)

The District has volunteers who serve in various capacities. Volunteers are not paid and are not tracked for purposes of recording vacancies. The number of fire suppression volunteers is limited to the cost and availability of Personal Protective Equipment (PPE) and supervision.

Services Rendered to Public:

- Fire Suppression, Fire Incident Support, Finance Support, Community Outreach

Division/Position	# of Positions
<b>Fire Suppression</b>	
Volunteer Firefighter	7
<b>Other</b>	
Water Tender Operator	1
Support Volunteer	2

### Vacancy Information

2024	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
# of Vacancies Created	1	1	2	1	0	1	0	2	2	2	2	2
# of Vacancies Filled	2	0	2	0	1	0	1	3	4	1	3	1
# of Remaining Vacancies	6	7	7	8	7	8	7	6	4	5	4	5
# of Budgeted FTEs	17.75	18.75	18.75	18.75	18.75	18.75	8.75	18.75	18.75	18.75	18.75	18.75
% of Vacancies	33.8%	37.3%	37.3%	42.7%	37.3%	42.7%	37.3%	32%	21.3%	26.7%	21.3%	26.7%

- Average % of vacancies at the end of each month: 33%
- Highest % of vacancies at the end of a month: 42.7%

- Lowest % of vacancies at the end of a month: 21.3%

## Recruitment Information

A vacancy can be created by any of the following methods:

1. Voluntary Separation
2. Retirement
3. Involuntary Separation
4. Internal Movement
5. Newly Budgeted Position

The following recruitment/hiring process steps take place when a vacancy is created:

1. Determine Recruitment Activity Type – Depending on the position, the District may utilize an existing eligibility list, recruit external and internal, or recruit internal only.
2. Job Posting – Advertise job opening and recruitment on websites and social media.
3. Application Screening – Applicants that meet minimum qualifications move to the next step.
4. Candidate Oral Interview – Applicants are interviewed by an internal interview panel of up to three people.
5. Select Candidate from Eligibility List – Captain Mendez (fire) or Aleta Parseghian (forestry) recommend top candidate and Admin Manager approves recommendation.
6. Conditional Job Offer – Admin Manager makes a conditional job offer to the selected candidate.
7. Pre-Placement Process- Selected candidate accepts conditional job offer, Admin Manager processes background check, and candidate undergoes medical exam and/or physical fitness testing.
8. Job Placement – Selected candidate is given an employment start date.

## Recruitment Efforts

The following methods are used to post vacancies:

1. Website – We currently have 163 subscribers to our Careers page on our website. Paid and volunteer positions open to external applicants are posted here.
2. Facebook – For our most active recruitment, we utilize the agency Facebook page.
3. GovernmentJobs.com – Usually used for posting full-time forestry positions.
4. Indeed – This has been our most successful job posting tool.
  - a. Full-time forestry and administrative position openings: we pay a fee for boosted advertising.
  - b. Part-time employees: free service.
5. Handshake – We frequently post forestry jobs on Handshake, where we have relationships with Cal Poly Humboldt, Santa Rosa Junior College, and Sonoma State University.

6. Santa Rosa Junior College Fire Academy – We recruit seasonal and volunteer firefighters from the fire academy.
7. Career Fairs – We occasionally visit high school and college career fairs for forestry applicants but have found that this is not a very successful recruitment method.

## Hiring Issues

The District identified the following obstacles:

1. Wages – Wages for the full-time vegetation management positions in 2024 were not sufficient to attract qualified individuals from outside the agency.
2. Job Requirements (prior, related experience) – There is a lack of similar programs in this area from which to pull qualified candidates.
3. Lack of Supervisors - With only two field supervisors to train new employees, we were limited on the number of new hires we could adequately supervise and train at any given time.
4. Housing - Multiple candidates dropped out of the hiring process due to their inability to find affordable housing in the area.

The District will make the following changes to address these obstacles:

1. Wages - Significant wage and benefit increases were implemented for 2025.
2. Job Requirements - We are working to establish a flow of hiring vegetation management employees with little to no experience as seasonal employees to gain the experience required for full-time positions.
3. Lack of Supervisors - The Board approved creating an additional three field supervisor positions for the 2025 calendar year.
4. Housing - Higher wages approved in 2025 will help offset housing costs. However, we cannot control housing/rental prices in the area, and we cannot provide employee housing at this time, so we are limited in our ability to address this issue fully.

## Retention Information

Total # of vacancies created during 2024: 16

- # of vacancies created by newly budgeted positions (growth): 1
  - % of vacancies resulting from staffing growth: 6%
- # of vacancies created by internal promotion: 1
- # of vacancies created by internal transfer: 1
  - % of vacancies resulting from internal opportunity: 13%
- # of vacancies created by involuntary separation: 4
- # of vacancies created by retirement: 0

- % of vacancies resulting from involuntary separation/retirement: 25%
- # of vacancies created by voluntary separation (turnover): 9
  - % of vacancies resulting from turnover: 56%

Total # of vacancies at the end of the calendar year: 5

- Fire Inspector (1)
- Forestry Technician 3 (2)
- Forestry Technician 1 & 2 (2)

## Summary

This hearing will be an annual occurrence. Now that the vacancy tracking system is up and running, the data for 2025 will be more readily available and the hearing can be held earlier in the next calendar year.



Northern Sonoma County Fire Protection District  
Fee Schedule Staff Report  
September 18, 2025 Board Meeting

**Summary**

It is important to understand that this fee schedule is not created with the intent to start charging a fee to respond to emergency calls for service. Emergency response within the District's area is covered by the property taxes of landowners within the District. The current fee schedule, adopted in 2015, also uses Cal OES rates for emergency response. The primary reason for emergency response fees is to recover the cost of sending personnel and equipment to assist other agencies on large incidents. These fees are set for the State of California each year and are included here for full transparency.

**Background**

A schedule of fees is referenced when billing listed services to other public agencies and taxpayers and non-taxpayers of the District who reside inside or outside the District.

Since the adoption of the last fee schedule, the services offered by the District have changed. The most common billing now is for vegetation management services, which are not included in the current fee schedule. The proposed fee schedule adds vegetation management crew members and equipment.

**Proposed Rates**

We intend to use established state and federal rates for emergency personnel and all equipment and apparatus.

**Emergency Response Fee Schedule**

This fee schedule adopts established state rates for emergency response staff. Emergency response staff rates are calculated by the District each year based on current wages, workers comp rates and unemployment insurance rates. These rates are recorded in the Cal OES salary survey and submitted to Cal OES each year and when wages change.

The Cal OES admin rate is calculated each fiscal year and submitted to Cal OES for approval. That rate will be applied to all emergency response staff.

The Cal OES Rate Letter sets reimbursement rates for engines and other apparatus established by the CA Fire Assistance Agreement. These are the rates referenced in the Emergency Apparatus section of the fee schedule.

Administration rates are based on the current fee schedule.

### **Vegetation Management Fee Schedule**

Vegetation management staff will be billed at the actual rate, using the Cal OES de minimum administrative rate listed in the Cal OES Rate letter. That rate is currently 15%.

The CA State Transportation Agency Equipment and Rental Rates address overtime, multiple shifts, and delays. The District will not be utilizing the delay factor or the overtime factor (the overtime factor includes multiple shifts).

### **State and Federal Equipment Rate Details**

FEMA and CA State Transportation Agency equipment rates do not include operator costs.

Equipment rates include the following:

1. Overhead
2. Fuel, oil, lubrication
3. Supplies and small tools
4. Tires
5. Necessary attachments
6. Repairs and maintenance
7. Depreciation
8. Storage
9. Cost of facilities capital
10. Overhaul
11. Incidentals
12. Labor required to provide above

### **Timeline**

1. September 18: Public hearing and adoption of ordinance and fee schedule.
2. October 19: Ordinance goes into effect (31 days after the vote)

### **Action Requested**

1. Approve Ordinance 25/26-0918-01 Establishing a Schedule of Fees Pursuant to Health & Safety Codes §§13916, ET SEQ.

## ORDINANCE 25/26-0918-01

### ORDINANCE OF THE BOARD OF DIRECTORS OF THE NORTHERN SONOMA COUNTY FIRE PROTECTION DISTRICT ESTABLISHING A SCHEDULE OF FEES PURSUANT TO HEALTH & SAFETY CODES §§13916, ET SEQ.

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**The Board of Directors of the Northern Sonoma County Fire Protection District ordains as follows:**

**SECTION I. Authorization and Purpose.** This Ordinance to establish a schedule of fees is adopted pursuant to Section 13916 of the Health and Safety Code which provides that the District may charge a fee to cover the cost of any service which the District provides or the cost of enforcing any regulation for which the fee is charged.

**SECTION II. Applicability.** The schedule of fees set forth in this ordinance includes fees charged pursuant to Section 13917 and 13918 of the Health and Safety Code. Section 13917 provides that the District may charge residents of the District a fee which is less than the fee which it charges to non-residents of the District. Health & Safety Code Section 13918 provides that the District may charge a fee to other public agencies.

**SECTION III. Waiver of Fees.** Pursuant to Health and Safety Code section 13919, after adopting by resolution policies and procedures governing waivers, the fire chief and/or the Board of Directors may waive payment of any fee when it determines that payment would not be in the public interest.

**SECTION IV. Fee Schedule.**

- Fee Schedule attached hereto and incorporated herein by reference will be utilized in billing the listed services to other public agencies, taxpayers and non-taxpayers of the District who reside inside or outside the District.
- Taxpayers of the District and residents of the District may have their fees reduced or waived pursuant to Section III, above.
- Fee Schedule attached hereto and incorporated herein by reference will be utilized to cover the costs of providing services, issuing permits and enforcing regulations.

**SECTION V. Collection of fees.** The fees provided for in this ordinance may be collected by personnel of the District or by personnel of the Districts contracted collections agency.

**SECTION VI. Penalty for failing to pay fee.** Failure to pay any fee required by this ordinance when due shall result in a penalty of 15% per month on invoice amount. If, after 90 days no payment is received, District shall assign an additional 40% to invoice total and submit to collections agents.

**SECTION VII. Repeal of conflicting ordinances and resolutions.** All former ordinances and resolutions of the District or parts thereof conflicting or inconsistent with the provisions of this ordinance are hereby repealed.

**SECTION VIII. Appeals and Fee Collections.** Any person in disagreement with the type or amount of any fee or penalty assessed by this Ordinance may appeal to the Board of Directors within thirty (30) days of the date of the mailing of the invoice for the fee, or for appeal of a penalty, within forty-five (45) days of the date of mailing of the invoice for the fee. Such appeal shall be in writing setting forth the grounds for the appeal, and shall be directed to the Fire Chief. The Board will review the appeal and render a decision at its next regular meeting. All delinquencies after ninety (90) days will be referred to the Chief for appropriate collection action.

**SECTION IX. Severability.** If any section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portion of this ordinance. The Board of Directors hereby declares that it would have passed this ordinance and every section, subsection, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared unconstitutional or invalid, except that section VII of this ordinance shall only be effective if the remaining portions of this ordinance are effective.

**SECTION X. Effective Date.** This ordinance shall be and the same is hereby declared to be in full force and effect from and after thirty-one (31) days after the date of its passage and shall be published at least once before the expiration of fifteen (15) days after said passage, with the names of the Directors voting for or against the same, in a newspaper of general circulation in Sonoma County, California.

In regular session of the Board of Directors of the Northern Sonoma County Fire Protection District introduced on the 21<sup>st</sup> of August, 2025 and finally passed and adopted on this 18<sup>th</sup> of September, 2025 on regular roll call of the members of said Board by the following vote:

**DIRECTORS:**

Fred Peterson: \_\_\_\_ Scott Newman: \_\_\_\_ Pat Abercrombie: \_\_\_\_ Larry Heiges: \_\_\_\_ Robert Stewart: \_\_\_\_

**AYES:** \_\_\_\_      **NOES** \_\_\_\_      **ABSTAIN:** \_\_\_\_      **ABSENT:** \_\_\_\_

**WHEREUPON,** the President declared the foregoing resolution adopted and

**SO ORDERED**

\_\_\_\_\_  
Rob Stewart; President of the Board

Witnessed: \_\_\_\_\_  
Anneke Turbeville, Clerk of the Board

# Northern Sonoma County Fire Protection District Fee Schedule

Fee Name	Fee Type	Total Cost Per Unit
<b>Emergency Response Fee Schedule</b>		
<b>EMERGENCY RESPONSE STAFF</b>		
Emergency Response Staff	Hourly	Current Cal OES Salary Survey + Cal OES Admin Rate
<b>EMERGENCY APPARATUS</b>		
Emergency Apparatus in Cal OES Rate Letter	Hourly	Current Cal OES Rate Letter + Cal OES Admin Rate
All Other Emergency Apparatus	Hourly	Current FEMA Rate
<b>ADMINISTRATION</b>		
Copies	Per Page	\$0.50
Fire Investigation Report	Each	\$15.00
Incident Report	Each	\$15.00
Multi-Purpose Room	Hourly	\$0.00
Photographs	Each	Actual Cost to Reproduce
All Other Documents	Each	Actual Cost to Reproduce
<b>Vegetation Management Fee Schedule</b>		
<b>VEGETATION MANAGEMENT STAFF</b>		
Vegetation Management Staff (Fuels Crew)	Hourly	Actual Cost + Cal OES de minimus administrative rate listed in the Cal OES Rate Letter
<b>VEGETATION MANAGEMENT APPARATUS &amp; EQUIPMENT</b>		
District Owned Apparatus & Equipment	Hourly	Current CA State Transportation Agency Equipment Rental Rates
Non-District Owned Rentals	Variable	Actual Cost of Rental
<b>Directions &amp; Exceptions</b>		
<p>Established government rates (state and federal) or actual costs will be used whenever possible.</p> <p>The District will attempt to match equipment and apparatus to applicable rates. If exact match is not found, the District may use closest comparable equipment/apparatus make and model. If no close match is found, the District may use one of the other state (Cal OES or CA Transportation) or federal (FEMA) rate schedules.</p> <p>Equipment and admin/overhead rates required by grants and/or other agreements may override this Fee Schedule.</p> <p>CA State Transportation Agency Delay Factor and Overtime Factor will not be utilized.</p> <p>Emergency response apparatus, equipment, and personnel used on vegetation mangement projects will temporarily be classified as vegetation management for the duration of the project.</p> <p>Vegetation management apparatus, equipment, and personnel used on wildland fires will be temporarily classified as emergency response for the duration of the incident.</p>		



**Northern Sonoma County Fire Protection District**  
**Fiscal Year 2025/26 Budget Adoption Staff Report**  
**September 18, 2025 Board Meeting**

### **Background**

The Northern Sonoma County Fire Protection District budget consists of two separate budgets, “General Fund” and “Vegetation Management Fund”. The General Fund, primarily funded by property taxes and the Measure H sales tax, is also called the “Operating” or “Fire” fund. It encompasses all fire suppression activities and employees, including volunteers, Fire Inspector, administrative employees, Board members, and Cloverdale JPA contract employees. The Vegetation Management Fund, also called “Fuels” fund, is primarily funded by the Measure H sales tax, supplemented with grants and community/government sponsored vegetation management projects. The two funds capture all revenue and expenditures of the two main divisions of the District.

The District’s fiscal year runs from July 1 to June 30. Since the adoption of the preliminary budget in June, the fiscal year ended and staff have worked to finalize numbers. Both funds completed the fiscal year under budget, primarily due to funding received from the Measure H sales tax. Excess funds will be designated as reserves for upcoming expenditures related to the Measure H sales tax at the October Board Meeting.

The FY 25/26 Final Budget includes adjustments that account for updated numbers and information since the adoption of the preliminary budget. In the General Fund, significant adjustments include changes to permanent and contract employees and professional services. In the Vegetation Management Fund, final budget numbers increased due to remaining grant funds from previous years and community funded project revenue. Permanent Employee costs were lowered to reflect current vacancies and the Professional Services account increased to cover anticipated costs below.

<b>Fund</b>	<b>Final Amended FY 24/25</b>	<b>Preliminary FY 25/26</b>	<b>Final (Proposed) FY 25/26</b>
General Fund	\$5,450,832	\$6,108,100	\$6,093,000
Vegetation Mgmt Fund	\$2,546,280	\$3,471,000	\$3,709,350
Combined Budget	\$7,997,112	\$9,579,100	\$9,802,350

### **Highlights**

The FY 25/26 General Fund budget is higher than the previous fiscal year based on flat or slightly lower property tax estimates but with two additional quarters of Measure H sales tax funding. Main factors contributing to this increase are:

- Permanent Employees: Full year staffing of administrative personnel and salary adjustments for
  - 1 Fire Chief
  - 1 Administrative Manager
  - 1 Administrative Assistant

- **Contract Employees:** Increase in the number of contract employees, including those switched from District employees to Cloverdale employees, plus salary adjustments and benefits for
  - 3 Captains
  - 3 Engineers
  - 7 Firefighters
  - 1/2 (shared) Equipment Operator/Mechanic
- **Professional Services**
  - City of Healdsburg \$200,000
  - Bells Ambulance \$396,000
  - City of Calistoga \$ 30,000
  - DTA \$230,000
  - NBS Government Financial Group \$ \$5,500
  - North Bay Health Care \$ 25,000
  - Cloverdale Ambulance \$ 60,000
- **Mobile Equipment**
  - Sales tax on two Type 3 engines \$ 87,000
  - Type 6 rescue for Station 1 \$360,000
  - Type 6 for Knights Valley (Delivered) \$250,000
  - Water tender \$280,000
- **Capital Assets:** In an effort to begin building our reserves for upcoming capital improvements to our facilities, we will be transferring money from the General Fund into the New Station/Building Reserve Fund.
  - New Station/Building Reserve Fund \$334,650

The FY 25/26 Vegetation Management Fund budget is higher than the previous fiscal year, primarily due to Measure H sales tax funding. Main factors contributing to this increase are:

- Increase in permanent employees including
  - 1 Forestry Technician 5
  - 5 Forestry Technician 4
  - 11 Forestry Technician 3
- Increase in seasonal employees
  - 9 Forestry Technician 2
  - 9 Forestry Technician 1
- Mobile Equipment
  - Equipment to be determined by the Fire Chief to meet increased staffing \$310,000

**Action Requested**

1. Approve the adoption of the Fiscal Year 2025/26 Final Budget as presented.

**FY 2025-26 Final Budget Summary  
Northern Sonoma County Fire Protection District  
General Fund**

<b>(1)* Beginning Fund Balance @7/01/25:</b>	<b>\$5,558,132</b>
<b>(2) Plus: Budgeted FY 2025-26 Revenues: (total from attached worksheet)</b>	<b>6,093,000</b>
<b>(3) Less: Budgeted FY 2025-26 Expenditures: (total from attached worksheet)</b>	<b>(6,093,000)</b>
<b>(4)* Estimated Ending Fund Balance @6/30/26:</b>	<b>\$5,558,132</b>
<b>(5) Preliminary Budget Approval Date:</b>	<b>6/19/2025</b>
<b>(Please have your Board Members sign below or attach resolution confirming approval)</b>	

\_\_\_\_\_  
**Board Member**

**\* If District Fund Balance is separated into multiple categories, each district should keep records to identify how much beginning and ending fund balance is available for each fund balance category and should work with their external auditors to identify appropriate GASB 54 fund balance classifications.**

**FY 2025-26 Final Budget Summary  
Northern Sonoma County Fire Protection District  
Vegetation Management Fund**

(1)* Beginning Fund Balance @7/01/25:	\$0
(2) Plus: Budgeted FY 2025-26 Revenues: (total from attached worksheet)	3,709,350
(3) Less: Budgeted FY 2025-26 Expenditures: (total from attached worksheet)	(3,709,350)
(4)* Estimated Ending Fund Balance @6/30/26:	\$0
(5) Preliminary Budget Approval Date: (Please have your Board Members sign below or attach resolution confirming approval)	6/19/2025

\_\_\_\_\_  
Board Member

\* If District Fund Balance is separated into multiple categories, each district should keep records to identify how much beginning and ending fund balance is available for each fund balance category and should work with their external auditors to identify appropriate GASB 54 fund balance classifications.

## FY 25/26 Final Budget: General Fund

### GENERAL FUND REVENUE

#### Property Taxes

Account	Description	2025/2026 Prelim	2025/2026 Final
40002	Property Taxes - Current Year	3,000,000	3,000,000
40003	Property Taxes - Direct Charges (Current Year)	150,000	115,000
40012	Property Taxes - Admin Fee	(35,000)	(35,000)
40101	Property Taxes - Current Year Unsecured	90,000	90,000
40105	Property Taxes - Collection for Delinquent Taxes	-	-
40111	Property Taxes - Supplemental	25,000	50,000
40201	Property Taxes - Previous Fiscal Year	-	(300)
40202	Property Taxes - Direct Charges (Prior Year)	500	600
40211	Property Taxes - Previous Fiscal Year (Unsecured)	1,000	800
40221	Property Taxes - Previous Fiscal Year (Secured)	(100)	(200)
40404	Timber Yield Tax	500	500
<b>Total Property Taxes</b>		<b>\$ 3,231,900</b>	<b>\$ 3,221,400</b>

#### Intergovernmental Refund

Account	Description	2025/2026 Prelim	2025/2026 Final
42111	State - Other In-Lieu Tax	100	50
42291	State Homeowners Property Tax Exemption Reimbursement	10,000	12,500
42292	HOPTR- Special Districts	-	-
42372	State Property Tax Backfill	-	-
42627	Other Government (Geysers Deduction)	(240,000)	(240,000)
<b>Total Intergovernmental Refund</b>		<b>\$ (229,900)</b>	<b>\$ (227,450)</b>

#### Use of Money / Property

Account	Description	2025/2026 Prelim	2025/2026 Final
44002	Interest on Pooled Cash from County	3,000	3,000
44003	Other Interest Earnings - CDRS	35,000	38,000
<b>Total Use of Money / Property</b>		<b>\$ 38,000</b>	<b>\$ 41,000</b>

#### NCPA Fees for Government Services

Account	Description	2025/2026 Prelim	2025/2026 Final
45008	CSA40/NSCFPD	30,000	30,000
<b>Total NCPA Fees for Government Services</b>		<b>\$ 30,000</b>	<b>\$ 30,000</b>

#### Other Financing Sources

Account	Description	2025/2026 Prelim	2025/2026 Final
46001	Government Revenue - Grant Revenue	-	-
46003	OES Strike Team/Incident Reimbursements	1,000	1,000
46004	ABH Reimbursements	1,000	1,000
46007	Defensible Space Inspections	-	-
46015	Sales Tax Revenue - Measure H - Current Year	3,000,000	3,000,000
46022	Public Record Requests - report fees	100	50
46023	Sale of Fixed Assets - surplus	10,000	-
46027	Workers Comp Reimbursement	-	-
46028	Misc. Revenue, Other	5,000	5,000
46029	Reimbursements/Donations/Contributions	10,000	10,000
47001	Project Management-Reimbursement	-	-
47002	Administrative Reimbursement	11,000	11,000

49003	Transfers In from Reserves	-	-
<b>Other Financing Sources Total</b>		<b>\$ 3,038,100</b>	<b>\$ 3,028,050</b>
<b>TOTAL REVENUE</b>		<b>\$ 6,108,100</b>	<b>\$ 6,093,000</b>

### GENERAL FUND EXPENDITURES

#### Salaries / Employee Benefits

Account	Description	2025/2026 Prelim	2025/2026 Final
50701	Permanent Employees - Chief/Admin	300,000	325,000
50702	Extra Help - Stipend, Special Event Staffing	10,000	7,500
50703	Intern & Seasonal Overtime	5,000	5,000
50704	FLSA Overtime	1,000	1,000
50705	Strike Team Overtime - Interns & Seasonal	1,000	1,000
50706	Uniform Allowance - Intern & Seasonal FF	1,250	1,200
50708	Contract Employees- Cloverdale JPA	3,000,000	2,500,000
50709	Temporary Help - Seasonal	45,100	40,000
50712	Fire Prevention Employees	82,800	75,000
50753	FICA Retirement for all salaries	27,600	27,200
50754	457 Employer Contributions- Retirement	29,000	33,000
50755	457 Plan Management Fees- Retirement	1,200	-
50756	Medicare	6,500	6,300
50801	Health Insurance - Kaiser	45,360	58,000
50803	Dental Insurance - Delta Dental	4,032	-
50805	Vision Insurance - VSP	1,008	-
50806	Unemployment Insurance	19,200	19,000
50808	Workers Comp - FRMS	129,000	56,850
<b>Salaries / Employee Benefits Total</b>		<b>\$ 3,709,050</b>	<b>\$ 3,156,050</b>

#### Services

Account	Description	2025/2026 Prelim	2025/2026 Final
51021	Phone Costs	8,820	11,000
51032	Janitorial - carpet cleaning, ALSCO, pest control	7,150	7,000
51041	FAIRA Liability Insurance (annual)	75,000	75,000
51060	Vehicle Maintenance & Outfitting	40,000	50,000
51061	SCBA Maintenance	2,000	2,000
51062	Field Equip Maintenance - chipper maint, PPE repair, chainsaw maint	500	300
51063	Office Equipment Maintenance & Software Licensing - computer & network maintenance & licensing	-	24,000
51071	Station Maint- electric, pest, generator, dishwasher, hood, plymovent	15,000	12,000
51202	Election Costs	-	-
51205	IBS Payroll Costs	5,000	5,000
51206	Audit Costs - Blomberg, CGC Report	8,000	8,750
51211	Legal Services	10,000	10,000
51221	Employment Physicals - new employees plus every 2 years	1,000	1,000
51225	Training Costs - supplies, class fees, books, videos etc.	10,000	5,000
51235	Dispatch Services - REDCOM	25,000	28,000
51241	Printing Services - signs, newsletters, vehicle striping	8,000	8,000
51242	Bank Fees	100	100
51244	Permits/Licenses/Fees	50	50
51249	Professional Services	706,500	950,000
51250	Planning & Mapping - GIS, GPS etc.	1,500	1,500

51301	Publications, Legal Notices	1,000	2,000
51401	Rent/Lease Costs -	10,000	10,000
51602	Travel expenses - lodging costs	5,000	5,000
51902	Communications - mobile and portable radios and pagers	15,000	5,000
51916	County Services - LAFCO, mosquito/assessment taxes, generator fee	8,000	8,000
<b>Services Total</b>		<b>\$ 962,620</b>	<b>\$ 1,228,700</b>

**Supplies**

Account	Description	2025/2026 Prelim	2025/2026 Final
52021	Safety Clothing - PPE	20,000	20,000
52022	Boot & Clothing Reimbursement	2,000	2,000
52031	Food & Beverages	2,000	1,000
52041	Household Supplies - lightbulbs, cleaning supplies, paper towels	6,600	6,600
52061	Fuel - diesel, gasoline and oil for small tools and vehicles	55,000	55,000
52081	Medical Supplies - includes oxygen	8,000	6,500
52091	Memberships - associations, organizations	5,100	6,000
52111	Office Supplies/Equipment	2,500	2,000
52115	Subscriptions - books, magazines, newsletters	4,000	4,000
52117	Mail/Postage	1,000	1,500
52141	Small Tools & Minor Equipment (<\$1,000.00)	25,000	25,000
52142	Computer Equipment/Accessories - computers, keyboards, printers	10,000	10,000
52143	Computer Software/Licensing - QB, Office 365, website, photos, storage	16,500	-
52144	Communication Equip - mobile and portable radios and pagers	7,000	5,000
52191	Utilities -Propane, garbage, water & sewer bills	8,000	8,000
52193	Electrical & Natural Gas - PG&E	8,200	11,000
<b>Supplies Total</b>		<b>\$ 180,900</b>	<b>\$ 163,600</b>

**Building/Capital Expenditures**

Account	Description	2025/2026 Prelim	2025/2026 Final
54305	Capital Assets - Furniture, Fixtures, Field & Shop Equipment	10,000	10,000
54331	Capital Assets - Mobile Equipment (>\$1,000.00)	1,200,000	1,200,000
54405	Capital Assets - Purchase/Major Improvements to District buildings	45,530	-
<b>Building/Capital Expenditures Total</b>		<b>\$ 1,255,530</b>	<b>\$ 1,210,000</b>

**Capital Assets/Contingency Reserves**

Account	Description	2025/2026 Prelim	2025/2026 Final
85001	Transfer to General Operating Fund	-	-
85002	Transfer to Apparatus Replacement Reserve Fund	-	-
85005	Transfer to New Station/Building Reserve Fund	-	334,650
85010	Transfer to Capital Equipment Reserve Fund	-	-
85015	Transfer to Fire Sales Tax Reserve Fund (General Fund)	-	-
<b>Capital Assets/Contingency Reserves</b>		<b>\$ -</b>	<b>\$ 334,650</b>

<b>GENERAL FUND TOTAL EXPENDITURES</b>	<b>\$ 6,108,100</b>	<b>\$ 6,093,000</b>
<b>GENERAL FUND TOTAL REVENUE</b>	<b>\$ 6,108,100</b>	<b>\$ 6,093,000</b>
<b>GENERAL FUND TOTAL NET</b>	<b>\$ -</b>	<b>\$ -</b>

## FY 25/26 Final Budget: Vegetation Management Fund

<b>VEGETATION MANAGEMENT REVENUE</b>			
<b>Account</b>	<b>Description</b>	<b>2025/2026 Prelim</b>	<b>2025/2026 Final</b>
40003	Property Taxes - Direct Charges (Current Year) Special Tax Zone 1	48,000	47,850
46001	Government Revenue- Grants	137,000	137,500
46002	Government Revenue- Vegetation Management	30,000	80,000
46015	Sales Tax Revenue - Measure H	3,000,000	3,000,000
46021	Fuel Reduction Reimbursement from Private Landowners/Communities	84,000	179,000
46027	Worker's Comp Reimbursement	-	-
46028	Misc. Revenue	-	-
46029	Reimbursements	-	-
49003	Transfers In from Reserves (Grant funding received in prior fiscal year)	172,000	\$ 265,000.00
<b>Total Revenue</b>		<b>\$ 3,471,000</b>	<b>\$ 3,709,350</b>

## VEGETATION MANAGEMENT EXPENDITURES

### Salaries / Employee Benefits

<b>Account</b>	<b>Description</b>	<b>2025/2026 Prelim</b>	<b>2025/2026 Final</b>
50701	Permanent Employees	1,815,400	1,345,000
50703	Overtime	500	500
50706	Uniform Allowance (Boots)	5,100	5,000
50709	Temporary/Seasonal Employees (FT2 & FT1)	250,855	375,240
50753	FICA Retirement	112,900	109,000
50754	457 Employer Contributions- Retirement	96,700	81,000
50756	Medicare	26,400	25,500
50801	Health Insurance	385,560	364,000
50803	Dental Insurance	34,727	-
50805	Vision Insurance	8,568	-
50806	Unemployment Insurance	78,300	75,400
50808	Workers Comp	39,200	86,000
50900	Vegetation Management Project Credit	-	-
<b>Fuel Crew Salaries / Employee Benefits Total</b>		<b>\$ 2,854,210</b>	<b>\$ 2,466,640</b>

### Services Total

<b>Account</b>	<b>Description</b>	<b>2025/2026 Prelim</b>	<b>2025/2026 Final</b>
51010	Grant & Contract Administration Costs (Transfer to General Fund)	11,000	11,100
51021	Phone Cost	5,000	5,000
51060	Vehicle Maintenance/Outfitting	20,000	40,000
51062	Field Equip Maintenance	25,000	25,000
51071	Building Maintenance/Improvements	2,000	2,500
51211	Legal Services	20,000	30,000
51221	Medical/Laboratory Services	1,000	1,000
51225	Training Services	5,000	1,000
51241	Outside Printing and Binding	5,000	5,500
51242	Bank Charges	10	10
51244	Permits/Licenses/Fees	2,000	6,000
51249	Professional Services	110,000	650,000
51301	Publications and Legal Notices	1,000	1,000
51401	Rent/Lease Costs	22,680	20,000
<b>Services Total</b>		<b>\$ 229,690</b>	<b>\$ 798,110</b>

**Supplies**

Account	Description	2025/2026 Prelim	2025/2026 Final
52021	Safety Clothing - PPE	10,000	5,000
52022	Crew Clothing/Uniforms	5,000	5,000
52031	Food & Beverages	1,000	500
52041	Household Supplies	2,500	2,000
52061	Fuel for Small tools and Vehicles	15,000	20,000
52081	Medical/Laboratory Supplies	2,000	2,000
52091	Memberships/Certifications	500	500
52111	Office Supplies/Equipment	2,000	500
52115	Books/Media/Subscriptions	100	100
52117	Mail and Postage Supplies	100	100
52141	Small Tools & Minor Equipment (<\$1,000.00)	40,000	30,000
52142	Computer Equipment/Accessories - computers, keyboards, printers	1,000	1,000
52143	Computer/Software/Licensing	5,000	5,000
52191	Utilities	900	900
52193	Utilities - Electricity	2,000	2,000
<b>Supplies Total</b>		<b>\$ 87,100</b>	<b>\$ 74,600</b>

**Building/Capital Expenditures Total**

Account	Description	2025/2026 Prelim	2025/2026 Final
54305	Capital Assets - Furniture, Fixtures, Field & Shop Equipment	-	60,000
54331	Capital Assets - Mobile Equipment (>\$1,000.00)	300,000	310,000
<b>Building/Capital Expenditures Total</b>		<b>\$ 300,000</b>	<b>\$ 370,000</b>

**Capital Assets/Contingency Reserves**

Account	Description	2025/2026 Prelim	2025/2026 Final
85001	Transfer to Operational Reserves		
85010	Transfer to Capital Equipment Reserves		
85015	Transfer to Fire Sales Tax Reserve Fund (Vegetation Management)		
<b>Capital Assets/Contingency Reserves</b>		<b>\$ -</b>	<b>\$ -</b>

<b>TOTAL EXPENDITURES</b>	<b>\$ 3,471,000</b>	<b>\$ 3,709,350</b>
<b>TOTAL REVENUE</b>	<b>\$ 3,471,000</b>	<b>\$ 3,709,350</b>
<b>VEGETATION MANAGEMENT NET</b>	<b>\$ -</b>	<b>\$ -</b>



Northern Sonoma County Fire Protection District  
Facilities Planning Staff Report  
September 18, 2025 Board Meeting

**Background**

DTA will present a brief snapshot of the proposed roll-out sequence for the Tier 1 projects already identified in the Facility Plan. This sequence indicates the timing and levels funding the District should seek to commit to the Facility Program over the next few years.

Walter Kiser will present recommendations on ways to develop funding resources to allow these projects to move forward.

Additionally, DTA will discuss the proposed Community Facilities Workshop to occur in late October or early November. DTA can discuss the character and format of the workshop. DTA will support outreach and material development for the workshop.

Also in October: DTA will be presenting early concepts for the Tier 1 projects for Board and community consideration.

**Action Requested**

1. Set a date for Community Facilities Workshop in late October or early November. DTA proposes the dates of Saturday, November 1 or Saturday, November 8.



Northern Sonoma County Fire Protection District  
Proposition 4 Staff Report  
September 18, 2025 Board Meeting

**Background**

California Proposition 4 (1979), also known as the appropriations limit or the Gann limit, is a state-imposed restriction on the amount of revenue a fire district can spend each year. We calculate the appropriations limit each year using an estimate of the percentage change in population factor, in conjunction with a change in the cost of living, or price factor. The goal of the appropriations limit is to keep local government spending capped at 1978–79 levels, adjusted for changes in population and inflation. The annual appropriations limit is usually approved by the Board at the same time as the Final Budget (September).

**Details**

The District is required to choose certain methods by recorded vote of the Board to increase its Proposition 4 Limit from year to year. For FY 25/26, we are choosing to use the simple version provided by the County of Sonoma, based on the per capital cost of living change and the population change. As stated in the resolution, the California Per Capita Personal Income (CPI) factor is 1.0644 and the Sonoma County Population Percentage (CPC) factor is 1.0015.

**Action Requested**

1. Approve Resolution 25/16-0918-01 Adopting the Proposition 4 Appropriation Limit for the Fiscal year 2025/2026.

# RESOLUTION 25/26-0918-01

## RESOLUTION OF THE BOARD OF DIRECTORS OF THE NORTHERN SONOMA COUNTY FIRE PROTECTION DISTRICT, SONOMA COUNTY, STATE OF CALIFORNIA ADOPTING THE PROPOSITION 4 APPROPRIATION LIMIT FOR THE FISCAL YEAR 2025/2026.

**WHEREAS**, each fiscal year a "Proposition 4" limit must be established; and

**WHEREAS**, Proposition 111, Article XIII B, requires the Board of Directors of the Northern Sonoma County Fire Protection District to choose and adopt a certain method to increase this limit every year; and

**WHEREAS**, the Northern Sonoma County Fire Protection District had approved and adopted an Appropriation Limit of \$3,660,054 for the Fiscal Year of 2024/2025; and

**WHEREAS**, the Northern Sonoma County Fire Protection District has chosen the California Per capita Personal Income (CPI) factor which is 1.0644 and the Sonoma County Population Percentage (CPC) factor which is 1.0015 in establishing the 2025/2026 base appropriation limit; and

**WHEREAS**, the Board of Directors of the Northern Sonoma County Fire Protection District calculates the new Appropriation Limit to be \$3,901,605 based on the CPI and CPC factors,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Northern Sonoma County Fire Protection District hereby adopts a new Appropriation Limit in the amount of \$3,901,605 for the Fiscal Year 2025/2026,

**THE FOREGOING RESOLUTION** was introduced by Director \_\_\_\_\_, who moved its adoption, seconded by Director \_\_\_\_\_, and then adopted by the following vote on September 18, 2025:

Larry Heiges: \_\_\_\_ Pat Abercrombie: \_\_\_\_ Fred Peterson: \_\_\_\_ Scott Newman: \_\_\_\_ Robert Stewart: \_\_\_\_

**AYES:**\_\_\_\_ **NOES**\_\_\_\_ **ABSTAIN:**\_\_\_\_ **ABSENT:**\_\_\_\_

**WHEREUPON**, the President declared the foregoing resolution adopted and  
**SO ORDERED**

\_\_\_\_\_  
Rob Stewart; President of the Board

Witnessed: \_\_\_\_\_  
Anneke Turbeville, Clerk of the Board



Northern Sonoma County Fire Protection District  
Policy Staff Report  
September 18, 2025 Board Meeting

**Board Policies**

The following policies are Board policies that have been reviewed by the Policy Committee (Abercrombie & Newman) and the Cloverdale labor group and are ready for introduction tonight.

1. Adoption/Amendment of Policies
2. Legislative Advocacy
3. Board/Staff Interactions

**Operational Policies**

The following policies are current policies with Lexipol updates. Lexipol's subscription includes regular updates to its policies based on state and federal laws and best practices. This policy has been reviewed by the Cloverdale labor group as well.

1. Medical Supplies

**Action Requested**

1. Review policies and send corrections to Anneke Turbeville before the next board meeting.

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## Adoption/Amendment of Policies

### 240.1 POLICY

Consideration by the Board to adopt a new policy or to amend an existing policy may be initiated by any Board member or the Fire Chief.

The proposed adoption or amendment shall be initiated by a Board member or the Fire Chief by submitting a written draft of the proposed new or amended policy to the Board President or the Fire Chief, which may be submitted by any communication method approved by the District, and requesting that the item be included for consideration on the agenda of the next appropriate regular Board meeting.

Adoption of a new policy or amendment of an existing policy shall be accomplished at a regular meeting of the Board in accordance with the District's policies regarding the constitution of a majority vote.

Copies of the proposed new or amended policy shall be included in the agenda packet for any meeting in which they are scheduled for consideration (listed on the agenda). A copy of the proposed new or amended policy(ies) shall be made available for review at least 72 hours, per the Brown Act, prior to any meeting at which the policy(ies) are to be considered.

Minor spelling, grammatical, or formatting errors which do not change the content of a policy may be corrected with approval from the Fire Chief. The corrected policy shall be made available to all District members.

## Legislative Advocacy

### 236.1 PURPOSE

The purpose of the policy is to guide District officials and staff when considering legislative or regulatory proposals that are likely to have an impact on Northern Sonoma County Fire Protection District, and to allow for a timely response to important legislative issues.

Although the expenditure of public funds for the purpose of supporting or opposing a ballot measure or candidate is prohibited, the expenditure of public funds is allowed to advocate for or against proposed legislation or regulatory actions which will affect the public agency expending the funds.

### 236.2 GOALS

- Provide guidance when advocating the District's legislative interests at the State, County, and Federal levels.
- Inform and provide information to the Board and staff on the legislative process and key issues and legislation that could have a potential impact on the District.
- Serve as an active participant with other local governments and local government associations on legislative and regulatory issues that are important to the District and the region.

### 236.3 PRINCIPLES

The Board of Directors recognizes the need to protect District interests and local control, and to identify various avenues to implement its strategic and long-term goals.

The Board may establish various advocacy priorities which provide the Fire Chief, or designee, the flexibility to adopt positions on legislation in a timely manner.

Whenever an applicable Advocacy Priority does not exist pertaining to legislation affecting the District, the matter shall be brought before the Board at a regularly scheduled board meeting for formal direction from the Board of Directors.

Generally, the District will not address matters that are not pertinent to the District's local government services, such as social issues or international relations issues.

## Board/Staff Interactions

### 235.1 PURPOSE

The purpose of this policy is to facilitate Board/staff interactions consistent with these principles.

### 235.2 PURPOSE AND SCOPE

Effective governance of the District relies on the cooperative efforts of the elected Board and the District's staff members. The Board sets policy and priorities. Staff analyze opportunities, problems and issues, to make appropriate recommendations, and implement and administer Board policies. It is the responsibility of District staff to ensure Board members have access to information and to ensure such information is communicated completely and with candor.

Board members should avoid intrusion into those areas that are the responsibility of District staff. Individual Board members must avoid intervening in staff decision-making, the development of staff recommendations, scheduling of work, and executing District priorities without the prior knowledge and approval of the Fire Chief and Board as a whole. This is necessary to protect District staff from undue influence and pressure from individual Board members and to allow staff to execute priorities given by management and the Board without fear of reprisal.

### 235.3 ROLE OF THE BOARD

As the legislative body for the agency, the Board is responsible for approving the District's budget, setting policy goals and objectives and adopting strategic plans. The primary functions of the District staff members are to execute Board policy and other Board actions and to keep the Board well informed. Individual members of the Board should not make attempts to pressure or influence staff decisions, recommendations, workloads, schedules, and department priorities, without the prior knowledge and approval of the entire Board as a whole. If a Board member wishes to influence the actions, decisions, recommendations, workloads, work schedule, or priorities of staff, that member must prevail upon the Board to do so as a matter of Board policy.

Board members also have a responsibility to the productivity of staff. Board members should come to meetings prepared; having read the agenda packet and supporting documents, as well as any additional information or memoranda provided on agency projects or evolving issues. The Board may request additional information may be requested from staff, if necessary.

Individual Board members, as well as the Board as a whole, are permitted free access to any information requested of staff and shall receive the full cooperation of staff in its provision. The Fire Chief or Legal Counsel will pass critical information to all Board members.

There are some restrictions on the release of information to the Board. Draft documents are not available for release until complete and after review by the Fire Chief. In addition, there are legal restrictions on the release certain personnel information even to members of the Board. Any concerns Board members have regarding the release of information should be discussed with Legal Counsel.

*Board/Staff Interactions*

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**235.4 POLICY**

1. All requests for information or questions by the Board to staff outside of a Board or Committee meeting, shall be directed to the Fire Chief, Legal Counsel, or the Clerk of the Board as appropriate and shall include the desired time and date for receiving the information. Staff will confirm the date they can provide the information. So that all Board members are equally informed, all written informational material requested by any Director shall be submitted by staff to all Board members with the notation indicating which Board member requested the information. If a Board member requests information from any other member of the staff, staff may either direct the matter to the Fire Chief or may ask the Board member to contact the Fire Chief directly.
  - (a) Directors should clear all short-term requests of Staff with the Fire Chief prior to contacting individual members of the staff and, in most cases, the Fire Chief should direct and handle the request for the Director.
  - (b) For long-term, involved studies or where the matter includes confidential material, the Fire Chief should be contacted and the subject matter discussed with the full Board at a Board meeting prior to staff working on the assignments.
  - (c) In the event that staff is a participant or representative of a Committee or Work Group of the Board, the Board may contact the staff member directly to request or provide information or confer regarding matters of the Committee or Work Group.
2. At Board meetings and other public meetings, respectful communication is expected. Staff is encouraged to give their professional recommendations, and the Board should recognize that staff may make recommendations that could be viewed as unpopular with the public and with individual Board members. Board members may request clarification and ask questions of staff at public meetings, and Board members are encouraged to participate in healthy discussions among each other regarding items under discussion on the Agenda. However, Board members should refrain from debate with staff at Board meetings about staff recommendations or other items being discussed. Staff must recognize that the Board, as the decision maker, is free to reject or modify a staff recommendation and that the Board's wishes will be implemented by staff even if it was contrary to a staff recommendation.
3. Board members shall not attempt to coerce or influence staff, included in the making of recommendations, the awarding of contracts, the selection of consultants, the processing of any projects or applications, or the granting of permits. Board members shall not attempt to change or interfere with the operating policies and practices through interaction with staff. Individual Board members may discuss these items with the Fire Chief to get clarification or raise concerns.
4. Board members should not make public comments critical of the performance of a District staff member. Any concerns by a Board member over the behavior or work of a District employee during a Board meeting should be directed to the Fire Chief privately to ensure the concern is resolved. All complaints about employees from Directors should be submitted privately to the Fire Chief or, if a complaint concerns the Fire Chief, to Legal Counsel.

### *Board/Staff Interactions*

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5. Staff will respect the right of Board members to refuse to provide information or answers to staff and recognize that Directors may be bound by other rules of law or procedure that do not permit the Director to speak about the subject matter presented. If a Director violates any of the policies regarding communications as stated in this policy, any member of staff has the right to request that the Director speak directly with the Fire Chief about the subject matter presented without any fear of reprisal.

## Medical Supplies

### 501.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a system to replenish medical supplies for the safety and welfare of patients and employees.

Accurate ordering of medical supplies assists with budgeting and waste management. Adherence to this policy is intended to prevent the depletion of protective supplies for employees and supplies for the treatment of patients, while reducing costly inventory overstock and the inability to obtain critical supplies.

### 501.2 POLICY

It is the policy of the Northern Sonoma County Fire Protection District to maintain the appropriate level of medical supplies.

### 501.3 REPLENISHMENT OF SUPPLIES

Replenishment of supplies should be based on normal inventory usage for a two-week period at career stations and a four-week period at reserve stations.

Replenishment should include all medical supplies maintained in fire stations and carried on units, with the exception of controlled substances, airway bags and monitor/defibrillator carrying cases.

### 501.4 BASIC LIFE SUPPORT (BLS) FACILITIES

Facilities with one or more basic life support units should order medical supplies as follows:

- (a) On the delivery date, a visual inspection of the medical supply inventory should be conducted. When inspecting the medical supply inventory, expiration dates on existing inventory should be checked. Supplies that expire soon should be ordered in advance to prevent a shortage.
- (b) Medications with pending expiration dates should be replaced.
- (c) Do not obtain supplies on a one-for-one exchange from non-district units.
- (d) Upon delivery of medical supplies, the receiving member should reconcile the delivered supplies with the packing slip and immediately alert the supplier of any discrepancies.
- (e) When putting medical supplies away, any items with expiration dates should be stored so that older supplies are used first.

### 501.5 MEDICATIONS

The following guidelines should be observed with regard to medication storage, security, distribution and disposal:

- (a) Only District members who have received medication distribution training may handle and distribute medications.

### *Medical Supplies*

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- (b) Medications shall be kept secure from unauthorized handling or use.
- (c) All medications should be inventoried regularly for each facility.
- (d) All medications should be kept in their original packaging.
- (e) All medications shall be protected from high temperatures by utilizing shaded areas for prolonged parking of vehicles.
- (f) Medication packaging shall be protected to ensure the integrity of the medication and that the lot numbers and expiration dates are legible.
- (g) Medications with expiration dates indicating only a month and year, shall be removed from the inventory on the last day of the month shown.
- (h) Out-of-date medications should be exchanged for current medications.
- (i) The Emergency Medical Services (EMS) supervisor should provide direction to members regarding the disposition of medications that are subject to product alerts or recalls.

#### **501.6 BACK-ORDERED SUPPLIES**

If the supplier is unable to fill an order, the supplier may indicate that the supply is back-ordered. Do not continue to order items that are on back-order. Any questions concerning back-ordered supplies should be directed to the supplier.



Blomberg & Griffin Accountancy Corporation  
Certified Public Accountant

## INDEPENDENT AUDIT PROPOSAL

To The Board of Directors  
Northern Sonoma County Fire Protection District  
20975 Geyserville Ave  
Geyserville, CA 95441

September 3, 2025

Dear Board of Directors:

Thank you for the opportunity to submit the following proposal to serve as independent auditor for the Northern Sonoma County Fire Protection District.

We propose to conduct an audit of the financial statements of the Northern Sonoma County Fire Protection District for the fiscal years ended June 30, 2025, 2026, and 2027.

We will plan and perform the audit in accordance with Generally Accepted Auditing Standards and the State Controller's minimum audit requirements for California Special Districts and will include tests of the accounting records and other procedures considered necessary under the circumstances. If our audit report is other than unmodified, we will fully discuss the reason with the District's manager prior to presentation of the report. If during the audit we become aware of significant deficiencies in the design or operation of internal controls or of ways management practices can be improved, we will communicate such information to the District Board of Directors in a separate letter.

We propose to begin the audit for the year ended June 30, 2025, 2026 and 2027 as soon as the District records are available. Set up, pre-list and certain other procedures would begin with notification of the contract. Fieldwork would begin soon after District personnel complete the trial balance.

Our fee for the above services is based on hourly rates ranging from \$75 to \$150 per hour with a maximum fee not to exceed \$7,975. for the audit year ended June 30, 2025, 2026 and 2027. The fee to prepare the Controller's Report will be \$750 for each of the fiscal years ended June 30, 2025, 2026 and 2027. The total maximum fee for each of the fiscal years ended June 30, 2025, 2026 and 2027 shall be \$8,725.

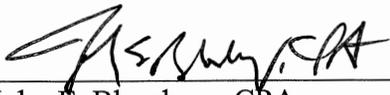
**Northern Sonoma County Fire Protection District- Audit Proposal – Page 2**

This audit proposal is for a financial audit, and the above fees include our entire out-of-pocket expenses including up to 7 bound copies of the audit report. Additional copies are available at \$10 each.

We will need the cooperation and assistance of District personnel to successfully complete the audit. Such assistance will include obtaining copies of documents, contracts, invoices, etc., various audit inquiries and assistance with preparation of the audit confirmations and other standard auditing procedures.

Should you need any additional information regarding this proposal please call John direct at (209) 466-3894.

Respectfully Submitted,



John E. Blomberg, CPA  
Blomberg & Griffin Accountancy Corporation

Approved By:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Dated



# NORTHERN SONOMA COUNTY FIRE PROTECTION DISTRICT

20975 Geyserville Avenue • PO Box 217 • Geyserville • California • 95441 • (707) 857-4373 • [www.nosocofire.com](http://www.nosocofire.com)

## STAFF REPORT

### Special Tax Zone #1 Annual Report for Fiscal Year 24/25

November 18, 2025 Meeting

Special Tax Zone #1 (STZ #1) was approved by voters of STZ #1 on May 4, 2021 and went into effect in fiscal year (FY) 21/22. FY 24/25 was the fourth year of the tax and the FY 24/25 Annual Report is presented for approval.

#### ACTION REQUESTED:

- Approve Special Tax Zone #1 Annual Report for Fiscal Year 24/25



# NORTHERN SONOMA COUNTY FIRE PROTECTION DISTRICT

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## SPECIAL TAX ZONE FY 24/25 Annual Report

Special Tax Zone #1 generated \$48,250 in fiscal year (FY) 24/25. FY 24/25 was the fourth year of the eight-year tax and funds were collected by the County of Sonoma as part of the property tax process.

The District provided public notice and held a community meeting for Special Tax Zone (STZ) residents on November 2, 2024 at the Geyserville Fire Station. The purpose was to review planned projects using FY 24/25 special tax zone funding, priorities, and review other funding sources and associated projects. There were no objections expressed by the attendees to the projects and priorities established by the District.

The chart below summarizes the FY 24/25 funded projects. Free residential chipping was also provided in combination with funding from the County of Sonoma's free chipper service.

Project Name	Cost	FY Funding	Status
Coyote Oaks 7 and 13	\$ 8,253.44	2024/2025	Completed
VVPO 11	\$ 26,914.93	2024/2025	Completed
Lower Pocket 1	\$ 1,500.00	2024/2025	Completed
Lower Pocket 2 and 3	\$ 11,581.63	2024/2025	In Progress
Residential Chipping	\$ 0.00		
<b>TOTAL</b>	<b>\$ 48,250.00</b>		
<b>TOTAL TAX Collected</b>	<b>\$ 48,250.00</b>		

### Coyote Oaks 13

Most of the cutting was performed in FY 23/24. Additional cutting and piling performed by the Fuels Crew. CAL FIRE did additional cutting and performed all of the pile burning. STZ only funded the Fuels Crew.

### VVPO 11 and Coyote Oaks 7

Fuels Crew and CAL FIRE performed cutting, piling, and burning. Several piles remain to be burned. STZ only funded the Fuels Crew.

### Lower Pocket 1, 2, and 3

Conservation Corps North Bay performed cutting, piling, and burning in Lower Pocket 1 with Fuels Crew providing supervision and assistance with pile burning. Not all of Lower Pocket 1 was able to be treated due to terrain. Lower Pocket 2 and Lower Pocket 3 were implemented using a combination of grants funds, Fuels Crew, and CAL FIRE. The area adjacent to the road was prioritized and several piles remain to be burned.

Fire Road/Fuel Break  
Grant Funded  
Geyser Peak to Pocket Peak

Lower Pocket 1

Lower Pocket 3

Coyote Oaks 13

POCKET RANCH RD

RIDGE OAKS RD

COYOTE RIDGE RD

101

VVPO 11

RIVER RD

Coyote Oaks 7

Lower Pocket 2

RIVER RD

101

128

128

**LEGEND**

-  Major Road
-  Fire Road
-  Road or Driveway
-  STZ Boundary
-  Conservation Corps North Bay
-  Fiscal Year 24/25
-  Fiscal Year 23/24
-  Fiscal Year 22/23
-  Fiscal Year 21/22
-  Grant Funded Grazing
-  Previous Prescribed Burning



**SPECIAL TAX ZONE #1**  
**Vegetation Management Projects**  
**FISCAL YEAR 24/25 ANNUAL REPORT**

Project with individual  
 land owners are not  
 included on this map





**Northern Sonoma County Fire Protection District  
Minutes of the Regular Board of Directors' Meeting**

Thursday, August 21, 2025 at 6 PM  
Geyserville Fire Station – 20975 Geyserville Ave, Geyserville, CA

**CALL TO ORDER**

The meeting was called to order by President Rob Stewart at 6:01 PM.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

Directors Abercrombie, Heiges, Peterson, Newman, and Stewart were present. Treasurer Pignoni, Clerk Turbeville, and Chief Turbeville were also present.

**APPROVAL OR AMENDMENT OF THE AGENDA**

**A motion was made and seconded (Stewart/Abercrombie) to approve the agenda. All ayes.**

**PUBLIC DISCUSSION**

There was no public discussion.

**OLD BUSINESS**

1. Draft Long Term Facility Plan

DTA made a presentation on the progress of the District Facility Program. **A motion was made and seconded (Peterson/Newman) to approve all three contracts presented. All ayes.**

**NEW BUSINESS**

1. Cloverdale/Northern Sonoma County Fire JPA

Stewart reported that the JPA Oversight Committee held a good, productive meeting this morning. Stewart and Heiges notified Cloverdale representatives that the District is looking at becoming a CalPERS employer. Most of the meeting was spent going over the JPA contract. The next meeting will be held September 24, 2025 at 9 AM at the Geyserville Fire Station.

2. Policies

The following policies were introduced for possible adoption at the next regular Board meeting:

- a. Budget Preparation
- b. Legal Counsel and Auditor
- c. Duties of the Clerk

- d. Officers of the Board
  - e. Public Complaints
  - f. Hazardous Materials Response
  - g. Workplace Violence
  - h. Organizational Structure
  - i. Temporary Modified Duty Assignments
  - j. Emergency Response
  - k. Drug and Alcohol Free Workplace
3. Spencer Lane Property  
Chief Turbeville noted that the draft facility plan will provide more guidance on the acquisition of this property.
4. Fee Schedule Public Hearing  
**A motion was made and seconded (Heiges/Peterson) to set the public hearing for the adoption of the fee schedule on September 18, 2025. All ayes.**
5. AB 2561 Public Hearing on Vacancies, Recruitment & Retention Efforts  
**A motion was made and seconded (Heiges/Peterson) to set the public hearing for AB 2561 on September 18, 2025. All ayes.**
6. Finance Committee  
Abercrombie reported that the Finance Committee met today at 5:00 PM. They compared the preliminary budget to last year's budget and discussed setting the reserves.
7. Retirement Advisory Committee  
The staff report explained that the District is in Phase I of the new agency contracting process.

#### **CONSENT CALENDAR**

The policy "Committees of the Board" was pulled from Consent Calendar due to edits made since production of the agenda packet. There was a typo in the Chief's Report: "Tryon" should say "Toyon". **A motion was made and seconded (Peterson/Abercrombie) to approve all consent calendar items except the Committees of the Board policy. All ayes.**

1. July 17, 2025 Regular Meeting Minutes.
2. Financial Report
3. Chief's Report
4. Checks Written
5. Policies and Procedures:
  - a. Committees of the Board
  - b. Fire Chief Evaluation
  - c. Ethics Training
  - d. Brown Act Compliance
  - e. Cancer Prevention
  - f. Recruitment and Selection

**A motion was made and seconded (Newman/Heiges) to approve the Committees of the Board policy with suggested edits. All ayes.**

**CORRESPONDENCE**

There was no correspondence.

**GOOD OF THE ORDER**

Peterson thanked Ernie for sitting through the meeting and Erik for filling in. Newman announced a community meeting in Knights Valley on September 27 where Knights Valley Fire will address the community.

**ADJOURN TO CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATORS**

The Board adjourned to a closed session to discuss salary and benefits for the Fire Chief, pursuant to Government Code Section 54957.6.

**RECONVENE TO REGULAR MEETING**

The closed session ended at 8:25 PM. The Board decided to provide the Fire Chief with a raise that maintains 5% separation above Assistant Chief, based on a 30-hour work week with no benefits. In addition, the Chief will receive a \$250 stipend each month. These changes will be effective September 1, 2025.

**ADJOURNMENT**

The meeting was adjourned at 7:42 PM.

Respectfully submitted,

Anneke Turbeville

Anneke Turbeville, Clerk of the Board

Date Approved by the Board:



Northern Sonoma County Fire Protection District  
Financial Summary Staff Report  
September 18, 2025 Board Meeting

**Highlights**

- Right now, our revenues look low, since we haven't received any tax money for this fiscal year. Do not be alarmed at the negative balance. We do not have a negative balance in our bank account. Our combined bank account balance, located on the financial summary page, is 4.6 million.
- Though still early in the year, some expense accounts are already nearly maxed out. This is because some vendors, like workers comp, send an annual invoice.
- A negative revenue number showing on the financials is FY24/25 revenue that was received during this fiscal year and has been adjusted in the books.
- We have not received any invoices from Cloverdale Fire for this fiscal year. In reality, our expenses for the JPA contract are very high due to strike teams. These expenses will be offset by reimbursements received later in the year.

**FISCAL YEAR 2025/2026 FINANCIALS SUMMARY  
AUGUST 31 2025 YTD**

**Summit State Bank Enterprise Checking Account Monthly Summary**

\$	250,000.00	Beginning Month Balance
\$	35,131.23	Monthly Revenue
\$	(459,377.84)	Monthly Expenditures
\$	(145,000.00)	Withdrawal (Transfer to Payroll)
\$	(16,250.00)	Withdrawal (Transfer to ICS)
\$	-	Withdrawal (Transfer to CD)
\$	585,496.61	Deposit (Transfer from ICS)
\$	-	Deposit (Transfer from CD)
\$	<b>250,000.00</b>	<b>Balance for Period Ending August 31, 2025</b>

**Summit State Bank August Deposits**

\$	16,250.00	DTA: Refund of overpayment of INV9305
\$	15.00	Report Fee
\$	1,970.23	Bike Monkey: EMS GranFondo 2025
\$	16,896.00	County of Sonoma: DSI for FY24-25
\$	<b>35,131.23</b>	<b>Total Deposits</b>

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

\$	15,098.73	Beginning Month Balance
\$	(140,907.24)	Withdrawal- Payroll
\$	145,000.00	Deposit (Transfer from Summit Enterprise)
\$	<b>19,191.49</b>	<b>Balance for Period Ending August 31, 2025</b>

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

\$	250,000.00	Beginning Year Balance
\$	479,195.31	YTD Revenue
\$	(1,104,780.38)	YTD Expenditures
\$	(290,000.00)	Withdrawal (Transfer Payroll)
\$	(459,128.48)	Withdrawal (Transfer ICS)
\$	-	Withdrawal (Transfer to CD)
\$	1,374,713.55	Deposit (Transfer from ICS)
\$	-	Deposit (Transfer from CD)
\$	<b>250,000.00</b>	<b>Balance for Period Ending August 31, 2025</b>

**Encumbered Funds**

\$	265,000.00	Vegetation Management
\$	612,414.30	Vehicle Replacement
\$	<b>877,414.30</b>	<b>Total Encumbered Funds</b>

**Summit State Bank ICS Account Monthly Summary**

\$	4,301,824.46	Beginning Month Balance
\$	(584,786.41)	Withdrawal (Transfer to Checking)
\$	16,250.00	Deposit (Transfer from Checking)
\$	<b>3,733,288.05</b>	<b>Balance for Period Ending August 31, 2025</b>

**Reserved Funds**

\$	-	Apparatus Replacement
\$	-	Capital Equipment Replacement
\$	-	New Station / Building Reserve Fund
\$	-	Fire Sales Tax Reserve Fund (General)
\$	-	Fire Sales Tax Reserve Fund (Vegetation Management)

**Summit State Bank CDRS Account Summary Maturity Date 01/15/26**

\$	601,503.10	Beginning Balance
\$	602,366.04	Last Month Balance
\$	-	Transfer Out of CD
\$	1,787.34	Interest
\$	<b>604,153.38</b>	<b>Balance for Period Ending August 31, 2025</b>

**Combined Balance**

\$	<b>4,606,632.92</b>	<b>Balance for Period Ending August 31, 2025</b>
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<u>General Fund Revenue</u>	<u>Actual 25/26</u>	<u>Prelim Budget</u>	<u>Under Budget</u>	<u>% Budget</u>
40002 Prop Tax - Current Year	\$ -	\$ 3,000,000	\$3,000,000.00	0.00%
40003 Direct Charges - Current Year	\$ -	\$ 150,000	\$150,000.00	0.00%
40012 SB2557 Prop Tax - Admin Fee	\$ -	\$ (35,000)	-\$35,000.00	0.00%
40101 Prop Tax - Current Unsecured	\$ -	\$ 90,000	\$90,000.00	0.00%
40111 Prop Tax - Supplemental	\$ -	\$ 25,000	\$25,000.00	0.00%
40202 Direct Charges- Prior Year	\$ -	\$ 500	\$500.00	0.00%
40211 Prop Tax - Prev FY (Unsecured)	\$ -	\$ 1,000	\$1,000.00	0.00%
40221 Prop Tax - Prev FY (Secured)	\$ -	\$ (100)	-\$100.00	0.00%
40404 Prop Tax - Timber Yield Tax	\$ -	\$ 500	\$500.00	0.00%
42111 State - Other In-Lieu Tax	\$ -	\$ 100	\$100.00	0.00%
42291 HOPTR- State	\$ -	\$ 10,000	\$10,000.00	0.00%
42627 IRP 61 Geysers Revenue	\$ -	\$ (240,000)	-\$240,000.00	0.00%
44002 Interest - Pooled Cash from County	\$ -	\$ 3,000	\$3,000.00	0.00%
44003 Other Interest Earnings - CDRS	\$ 3,784.57	\$ 35,000	\$31,215.43	10.81%
45008 CSFA 40/NSCFPD	\$ -	\$ 30,000	\$30,000.00	0.00%
46003 OES Strike Team/Incident Reimb	\$ -	\$ 1,000	\$1,000.00	0.00%
46004 ABH Reimbursements	\$ -	\$ 1,000	\$1,000.00	0.00%
46015 Measure H - Current Year	\$ -	\$ 3,000,000	\$3,000,000.00	0.00%
46022 Public Records Request Fees	\$ 15.00	\$ 100	\$85.00	15.00%
46023 Sale of Fixed Assests - Surplus	\$ -	\$ 10,000	\$10,000.00	0.00%
46028 Misc. Revenue, Other	\$ 121.00	\$ 5,000	\$4,879.00	2.42%
46029 Reimbursements	\$ -	\$ 10,000	\$10,000.00	0.00%
47002 Administrative - Reimbursements	\$ -	\$ 11,000	\$11,000.00	0.00%
<b>General Fund Total Revenue</b>	<b>\$3,920.57</b>	<b>\$ 6,108,100</b>	<b>\$6,104,179.43</b>	<b>0.06%</b>

<u>General Fund Expenditures</u>	<u>Actual 25/26</u>	<u>Prelim Budget</u>	<u>\$ Under Budget</u>	<u>% of Budget</u>
50701 Permanent Employees	\$ 45,368.49	\$ 300,000	\$254,631.51	15.12%
50702 Stipend/Extra Help	\$ 375.00	\$ 10,000	\$9,625.00	3.75%
50703 Overtime	\$ -	\$ 5,000	\$5,000.00	0.00%
50704 FLSA Overtime	\$ -	\$ 1,000	\$1,000.00	0.00%
50705 Overtime -Strike Team	\$ -	\$ 1,000	\$1,000.00	0.00%
50706 Uniform Allowance	\$ 274.07	\$ 1,250	\$975.93	21.93%
50708 Contract Employees	\$ -	\$ 3,000,000	\$3,000,000.00	0.00%
50709 Temporary Employees	\$ 10,000.80	\$ 45,100	\$35,099.20	22.17%
50712 Fire Prevention	\$ 12,059.52	\$ 82,800	\$70,740.48	14.56%
50753 FICA Retirement	\$ 4,524.12	\$ 27,600	\$23,075.88	16.39%
50754 457 Retirement Contributions	\$ 3,438.77	\$ 29,000	\$25,561.23	11.86%
50755 457 Plan Mgmt	\$ -	\$ 1,200	\$1,200.00	0.00%
50756 Medicare	\$ 1,058.04	\$ 6,500	\$5,441.96	16.28%
50801 Health Insurance	\$ 8,749.07	\$ 45,360	\$36,610.93	19.29%
50803 Dental Insurance	\$ 338.40	\$ 4,032	\$3,693.60	8.39%

50805	Vision Insurance	\$ 68.10	\$ 1,008	\$939.90	6.76%
50806	Unemployment Insurance	\$ 443.40	\$ 19,200	\$18,756.60	2.31%
50808	Workers Comp	\$ 106,303.00	\$ 129,000	\$22,697.00	82.41%
51021	Phone Costs	\$ 1,717.96	\$ 8,820	\$7,102.04	19.48%
51032	Janitorial	\$ 1,144.00	\$ 7,150	\$6,006.00	16.00%
51041	Liability Insurance	\$ 79,555.00	\$ 75,000	-\$4,555.00	106.07%
51060	Vehicle Maint/Outfitting	\$ 22,715.20	\$ 40,000	\$17,284.80	56.79%
51061	SCBA Maint/Repair	\$ -	\$ 2,000	\$2,000.00	0.00%
51062	Field Equip Maint	\$ -	\$ 500	\$500.00	0.00%
51063	Office Equip Maint	\$ 1,072.62	\$ -	-\$1,072.62	100.00%
51071	Station Maint	\$ 1,120.78	\$ 15,000	\$13,879.22	11.21%
51205	Payroll Costs	\$ 831.45	\$ 5,000	\$4,168.55	20.79%
51206	Accounting/Audit Services	\$ -	\$ 8,000	\$8,000.00	0.00%
51211	Legal Services	\$ 3,465.00	\$ 10,000	\$6,535.00	23.10%
51221	Medical/Laboratory Services	\$ -	\$ 1,000	\$1,000.00	0.00%
51225	Training Services	\$ -	\$ 10,000	\$10,000.00	0.00%
51235	Dispatch Services	\$ 2,468.55	\$ 25,000	\$22,531.45	4.94%
51241	Outside Printing/Binding	\$ -	\$ 8,000	\$8,000.00	0.00%
51242	Bank Charges/Finance Fees	\$ -	\$ 100	\$100.00	0.00%
51244	Permits/Licenses/Fees	\$ -	\$ 50	\$50.00	0.00%
51249	Professional Services	\$ 116,439.85	\$ 706,500	\$590,060.15	14.03%
51250	Planning/Mapping/Inspection	\$ -	\$ 1,500	\$1,500.00	0.00%
51301	Publications & Legal Notices	\$ 374.48	\$ 1,000	\$625.52	37.45%
51401	Rent/Lease, Equipment	\$ 2,562.94	\$ 10,000	\$7,437.06	42.72%
51602	Business Travel/Mileage	\$ 4,999.42	\$ 5,000	\$0.58	49.99%
51902	Telecommunication Usage	\$ 435.82	\$ 15,000	\$14,564.18	1.25%
51916	County Service Charges	\$ 5,512.00	\$ 8,000	\$2,488.00	55.12%
52021	Safety Clothing	\$ 1,824.30	\$ 20,000	\$18,175.70	3.49%
52022	Clothing & Boot Reimb	\$ -	\$ 2,000	\$2,000.00	0.00%
52031	Food & Beverages	\$ 578.02	\$ 2,000	\$1,421.98	28.90%
52041	Station Supplies	\$ 759.99	\$ 6,600	\$5,840.01	12.67%
52061	Fuel/Oil Costs	\$ 4,656.06	\$ 55,000	\$50,343.94	7.76%
52081	Medical/Lab Supplies	\$ 998.01	\$ 8,000	\$7,001.99	12.48%
52091	Memberships/Certifications	\$ -	\$ 5,100	\$5,100.00	0.00%
52111	Office Supplies	\$ 41.69	\$ 2,500	\$2,458.31	2.08%
52115	Subscriptions	\$ -	\$ 4,000	\$4,000.00	0.00%
52117	Mail & Postage Supplies	\$ 163.70	\$ 1,000	\$836.30	6.55%
52141	Small Tools/Equip <\$1,000.00	\$ 550.94	\$ 25,000	\$24,449.06	1.10%
52142	Computer Equip/Accessories	\$ 310.83	\$ 10,000	\$9,689.17	1.55%
52143	Computer Software/Licensing	\$ 2,448.57	\$ 16,500	\$14,051.43	16.32%
52144	Communication Equipment - radios	\$ -	\$ 7,000	\$7,000.00	0.00%
52191	Utilities	\$ 511.18	\$ 8,000	\$7,488.82	10.22%
52193	Utilities - Electricity	\$ 444.51	\$ 8,200	\$7,755.49	4.45%
54305	Capital Assest - Machinery/Equip	\$ -	\$ 10,000	\$10,000.00	0.00%

54331 Capital Asset - Mobile Equip	\$ 233,666.95	\$ 1,200,000	\$966,333.05	38.94%
54405 Capital Asset - Buildings/Imprv	\$ -	\$ 45,530	\$45,530.00	0.00%
<b>General Fund Total Expenditures</b>	<b><u>\$ 684,370.60</u></b>	<b><u>\$ 6,108,100</u></b>	<b><u>\$5,423,729.40</u></b>	<b><u>11.20%</u></b>
<b>Net Position</b>	<b><u>\$ (680,450.03)</u></b>	<b><u>\$ -</u></b>		

2025 -2026 August 31 YTD  
Vegetation Management Fund

<u>General Fund Revenue</u>	<u>Actual 25/26</u>	<u>Prelim Budget</u>	<u>Under Budget</u>	<u>% Budget</u>
40003 Property Taxes - Special Tax Zone 1	\$ -	\$ 48,000	\$ 48,000.00	0.00%
46001 Govt Rev- Grant Revenue	\$ (2,593.50)	\$ 137,000	\$ 139,593.50	-1.89%
46002 Govt Rev- Fuel Reduct (not grants)	\$ -	\$ 30,000	\$ 30,000.00	0.00%
46015 Measure H	\$ -	\$ 3,000,000	\$ 3,000,000.00	0.00%
46021 Fuel Reduction - Private	\$ 15,948.68	\$ 84,000	\$ 68,051.32	18.99%
49003 Transfer in from Reserves	\$ -	\$ 172,000	\$ 172,000.00	0.00%
<b>General Fund Total Revenue</b>	<b>\$ 13,355.18</b>	<b>\$ 3,471,000</b>	<b>\$ 3,457,644.82</b>	<b>0.38%</b>

<u>General Fund Expenditures</u>	<u>Actual 25/26</u>	<u>Prelim Budget</u>	<u>\$ Under Budget</u>	<u>% of Budget</u>
50701 Permanent Employees	\$ 141,003.51	\$ 1,815,400	\$ 1,674,396.49	7.77%
50703 Overtime	\$ -	\$ 500	\$ 500.00	0.00%
50706 Uniform Allowence	\$ 634.63	\$ 5,100	\$ 4,465.37	12.44%
50709 Temporary Employees	\$ 54,066.50	\$ 250,855	\$ 196,788.50	21.55%
50753 FICA Retirement	\$ 12,568.26	\$ 112,900	\$ 100,331.74	11.13%
50754 457 ER Contributions	\$ 3,368.35	\$ 96,700	\$ 93,331.65	3.48%
50756 Medicare	\$ 2,939.35	\$ 26,400	\$ 23,460.65	11.13%
50801 Health Insurance	\$ 38,590.11	\$ 385,560	\$ 346,969.89	10.01%
50803 Dental Insurance	\$ 1,471.41	\$ 34,727	\$ 33,255.59	4.24%
50805 Vision Insurance	\$ 295.07	\$ 8,568	\$ 8,272.93	3.44%
50806 Unemployment Insurance	\$ 1,464.85	\$ 78,300	\$ 76,835.15	1.87%
50808 Workers Comp - FRMS	\$ -	\$ 39,200	\$ 39,200.00	0.00%
51010 Grant & Contract Admin Costs (Transfer out to General Fund)	\$ -	\$ 11,000	\$ 11,000.00	0.00%
51021 Phone Costs	\$ 1,362.19	\$ 5,000	\$ 3,637.81	27.24%
51060 Vehicle Maint/Outfitting	\$ 2,377.63	\$ 20,000	\$ 17,622.37	11.89%
51062 Field Equip Maint - saws, etc	\$ 3,935.81	\$ 25,000	\$ 21,064.19	15.74%
51071 Maintenance- Bldg & Improvements	\$ -	\$ 2,000	\$ 2,000.00	0.00%
51211 Legal Services	\$ -	\$ 20,000	\$ 20,000.00	0.00%
51221 Medical/Laboratory Services	\$ -	\$ 1,000	\$ 1,000.00	0.00%
51225 Training - supplies, class fees	\$ 750.00	\$ 5,000	\$ 4,250.00	15.00%
51241 Outside Printing/Binding	\$ 445.39	\$ 5,000	\$ 4,554.61	8.91%
51242 Bank Charges, Fees	\$ -	\$ 10	\$ 10.00	0.00%
51244 Permits/Licenses/Fees	\$ 52.50	\$ 2,000	\$ 1,947.50	2.63%
51249 Professional Services	\$ 8,338.25	\$ 110,000	\$ 101,661.75	7.58%
51301 Publications/Legal Notices	\$ -	\$ 1,000	\$ 1,000.00	0.00%
51401 Rent/Lease Costs	\$ 1,698.86	\$ 22,680	\$ 20,981.14	7.49%
52021 Safety Clothing - PPE	\$ 1,032.48	\$ 10,000	\$ 8,967.52	10.32%
52022 Clothing & Boot Reimbursement	\$ -	\$ 5,000	\$ 5,000.00	0.00%
52031 Food & Beverages	\$ -	\$ 1,000	\$ 1,000.00	0.00%
52041 Station Supplies	\$ 97.44	\$ 2,500	\$ 2,402.56	3.90%
52061 Fuel Costs - vehicle/small tool	\$ 5,911.61	\$ 15,000	\$ 9,088.39	39.41%
52081 Medical Supplies	\$ 499.94	\$ 2,000	\$ 1,500.06	25.00%
52091 Mermberships/Certifications	\$ -	\$ 500	\$ 500.00	0.00%
52111 Office Supplies	\$ 8.97	\$ 2,000	\$ 1,991.03	0.45%
52115 Books/Media/Subscriptions	\$ -	\$ 100	\$ 100.00	0.00%

2025 -2026 August 31 YTD  
Vegetation Management Fund

52117 Mail/Postage Supplies	\$ -	\$ 100	\$ 100.00	0.00%
52141 Small Tools/Equip <\$1,000.00	\$ 2,736.61	\$ 40,000	\$ 37,263.39	6.84%
52142 Computer Equipment/Accessories	\$ -	\$ 1,000	\$ 1,000.00	0.00%
52143 Computer Software/Licensing	\$ -	\$ 5,000	\$ 5,000.00	0.00%
52191 Utilities	\$ 72.60	\$ 900	\$ 827.40	8.07%
52193 Utilities - Electric	\$ 277.29	\$ 2,000	\$ 1,722.71	13.86%
54331 Capital Asset - Mobile Equip		\$ 300,000	\$ 300,000.00	0.00%
<b>General Fund Total Expenditures</b>	<b>\$ 285,999.61</b>	<b>\$ 3,471,000</b>	<b>\$ 3,185,000.39</b>	<b>8.24%</b>
<b>Net Position</b>	<b>\$ (272,644.43)</b>	<b>\$ -</b>		

## Northern Sonoma County Fire Protection District Check Detail

August 2025

Num	Name	Memo	Account	Paid Amount
ACH	P Fleet	B196118	52061 · Fuel/Gas/Oil	-801.52 <hr/> -801.52
ACH	Toshiba Finanical Services	561041203	51401 · Rents & Leases - Equipment	-325.64 <hr/> -325.64
ACH	Recology Sonoma Marin	067:07/01/2025-07/31/2025	52191 · Utilities	-72.60
		284:07/01/2025-07/31/2025	52191 · Utilities	-124.47 <hr/> -197.07
ACH	P Fleet	B199158	52061 · Fuel/Gas/Oil	-565.48 <hr/> -565.48
ACH	P Fleet	B202193	52061 · Fuel/Gas/Oil	-725.97 <hr/> -725.97
ACH	P Fleet	B206045	52061 · Fuel/Gas/Oil	-861.05 <hr/> -861.05
ACH	P Fleet	B209923	52061 · Fuel/Gas/Oil	-680.62 <hr/> -680.62
3668	Cloverdale Fire Protection District	HFE0-2024-2025-MAY	50708 · Contract Employees	-6,292.68
		2024-2025-MAY JPA	50708 · Contract Employees	-151,057.65 <hr/> -157,350.33
3669	Cloverdale Fire Protection District	HFE0-2024-2025-June	50708 · Contract Employees	-6,269.22
		2024-2025-June JPA	50708 · Contract Employees	-154,651.89 <hr/> -160,921.11

## Northern Sonoma County Fire Protection District Check Detail

**August 2025**

3670	FRMS	FRMS00596:Special Assessment 2024	50801 · Health Ins	-6,057.07 <hr/> -6,057.07
3671	Bell's Ambulance Service	119640: 07/01/2025-07/31/2025	51249 · Other Professional Services	-33,000.00 <hr/> -33,000.00
3672	Cloverdale Auto Parts	732348	51060 · Vehicle Maintenance, Outfitting	-160.96 <hr/> -160.96
3673	Comcast	937:08/01/2025-08/31/2025	51021 · Phone Costs	-105.60 <hr/> -105.60
3674	FRMS	FRMS00596: Special Assessment 2025	50801 · Health Ins	-20,822.38 <hr/> -20,822.38
3675	Garrett Hardware & Plumbing, Inc.	Statement Date 07/31/2025:98966	52141 · Minor Equipment/Small Tools	-2,008.39 <hr/> -2,008.39
3676	Jacobszoon and Associates, Inc.	9595: 07/07/2025-07/31/2025	51249 · Other Professional Services	-2,909.25 <hr/> -2,909.25
3677	L.N. Curtis & Sons	975568	52021 · Safety Clothing, PPE	-655.50 <hr/> -655.50
3678	Nick Barbieri Trucking, LLC	1226814	52061 · Fuel/Gas/Oil	-953.11 <hr/> -953.11
3679	Opperman & Son	01P83605	51060 · Vehicle Maintenance, Outfitting	-18.61 <hr/> -18.61
3680	U.S. Bank	Statement Date 08/06/2025	100066 · US Bank CCs	-9,306.40 <hr/> -9,306.40

# Northern Sonoma County Fire Protection District

## Check Detail

### August 2025

3681	Alexander Valley Association	2025-2026:1155	51401 · Rents & Leases - Equipment	-1,889.11 <u>-1,889.11</u>
3682	AT&T	FirstNet:287290909533X08012025	51021 · Phone Costs	-651.32 <u>-651.32</u>
3683	Cal-Line Equipment	04320551	51062 · Field Equip Maint.	-246.89 <u>-246.89</u>
3684	Cloverdale Auto Parts	732742, 733007, 733121, 733097	51060 · Vehicle Maintenance, Outfitting	-404.17 <u>-404.17</u>
3685	Comcast	459:08/11/2025-09/10/2025	51021 · Phone Costs	-445.14 <u>-445.14</u>
3686	Culligan Quench USA, Inc	09422963	51401 · Rents & Leases - Equipment	-131.10 <u>-131.10</u>
3687	FRMS	105- 09/01/2025-09/30/2025	50801-3 · Health Benefits	-15,783.65 <u>-15,783.65</u>
3688	Grapevine Communications	28985, 28986, 28987	51063 · Office Equip Maint/Repair	-1,072.62 <u>-1,072.62</u>
3689	Kashia Band of Pomo Indians	S00008202025	51225 · Training Services	-750.00 <u>-750.00</u>
3690	Nick Barbieri Trucking, LLC	1228969	52061 · Fuel/Gas/Oil	-1,312.90 <u>-1,312.90</u>
3691	PG&E	07/15/2025-08/12/2025	52193 · Utilities- Electric	-556.62 <u>-556.62</u>

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

				-556.62
3692	Precision Wireless Service	42561	51902 · Telecommunications Usage	-435.82
				-435.82
3693	Tyler Bowman	Reimbursement: GIFFORD STRIKE: FUEL	52061 · Fuel/Gas/Oil	-31.82
		Reimbursement: GIFFORD STRIKE: HOTEL	51602 · Business Tavel/Mileage	-370.66
		Reimbursement: GIFFORD STRIKE: COOLER	52141 · Minor Equipment/Small Tools	-307.72
				-710.20
3694	Ernie's Saw Shop	22045	51062 · Field Equip Maint.	-240.00
				-240.00
3695	North Bay Health & Safety	NSC0011	51249 · Other Professional Services	-2,040.00
				-2,040.00
3696	Opperman & Son	01P84418,01P8445	51060 · Vehicle Maintenance, Outfitting	-378.87
				-378.87

Director Signatures

**Total**      **-425,474.47**

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## Committees of the Board

### 223.1 PURPOSE AND SCOPE

This policy sets forth guidelines for the creation of Board committees.

### 223.2 POLICY

Committees are created for specific purposes. The performance of all duties and functions by committees is for the purpose of advising and recommending actions to the Board of Directors.

It shall be the responsibility of each member of a committee to be fully informed concerning the business assigned to it by the Board. Each committee shall promptly perform tasks assigned to it and report to the Board such information and recommendations as shall be necessary or proper. The committee shall gather information, explore alternatives, examine implications, and offer recommendations to the full Board. Committees shall make regular reports to the Board.

Unless authority to perform a duty is expressly delegated by the Board to a committee, committee motions and recommendations shall be advisory to the Board and shall not commit the District to any policy, act or expenditure. Nor may any committee direct Staff to perform specific duties unless duly authorized by the Board. The committee may meet with Staff and/or District consultants but shall not direct or interfere with their duties.

### 223.3 MEMBERSHIP

The Board may create committees at its discretion. The Board shall publicly announce the members of a committee upon appointment.

#### 223.3.1 ALTERNATE MEMBERS

An Alternate Member shall have the same responsibilities as a regular Committee Member. Alternate Members may not hold office on the committee. An Alternate Member who replaces an absent Committee Chair does not become Committee Chair as a result.

#### 223.3.2 COMMITTEE CHAIR

The Board President shall designate a Committee Chair for each committee, who shall determine, in consultation with the Fire Chief, the date, time, and place of each committee meeting. The Committee Chair may cancel or reschedule a meeting if it is apparent that there will not be a quorum or there are insufficient issues to warrant a meeting. The Committee Chair may alter the agenda and order of business for committee meetings to the extent consistent with the Brown Act.

### 223.4 STANDING COMMITTEES

Standing Committees are those that have either a continuing subject matter jurisdiction or a meeting schedule fixed by charter, ordinance, resolution, or formal action of a legislative body. Standing committees exist to apply more concentrated attention to specialized topics that impact the Board. Upon direction of the Board, standing committees meet and review District functions, activities, and/or operations pertaining to their respective areas of concern as set forth below. Any

### *Committees of the Board*

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recommendations resulting from said review should be submitted to the Board via a written or oral report.

All meetings of standing committees shall conform to the Brown Act, even if they are comprised of less than a quorum of the governing body.

Standing committee meetings will generally include the following topics:

- (a) Call to Order
- (b) Public Input
- (c) Action Items
- (d) Information Items
- (e) Board Member Input
- (f) Establishment of next meeting
- (g) Adjournment

#### **223.5 TEMPORARY ADVISORY (AD HOC) COMMITTEES**

The duties of temporary advisory committees, also called ad hoc committees, shall be outlined at the time of appointment. A temporary advisory committee shall exist for a specified term or until its special duties are completed, whichever comes first, and the committee shall be considered dissolved when its final report has been made.

Temporary advisory committees shall be comprised solely of members of the Board, and shall consist of less than a majority of Board Members. If otherwise compliant with the Brown Act, temporary advisory committees shall not be required to comply with the agenda requirements of regular Board meetings. Board Members not appointed to a temporary advisory committee are not permitted to attend meetings, in order to maintain less than a quorum of the Board.

At the beginning of each calendar year, the Board shall assess the need for all existing temporary advisory committees and formally dissolve any deemed unnecessary.

## Budget Preparation

### 226.1 PURPOSE AND SCOPE

This policy establishes the procedures for preparation of the annual budget.

### 226.2 POLICY

Each year, the Fire Chief or designee shall prepare a preliminary budget with assistance from District staff. Prior to review by the Board, the Finance Committee shall meet with the Fire Chief to review the budget proposal.

- (a) The proposed preliminary budget, as reviewed and amended by the Finance Committee, shall be brought to the Board for approval before June 30 at a regular Board meeting.
- (b) A public hearing shall be held to review the proposed final budget, during which any person may appear and be heard regarding any item in the budget or regarding the addition of other items. The hearing on the preliminary budget may be continued at a later date if necessary.
- (c) On or before October 1 of each year, after making any changes in the preliminary budget, the board shall adopt a final budget. The final budget shall establish its appropriation limit. A copy of the final budget shall be forwarded to the auditor of each county in which the district is located.
- (d) A mid-year budget review will be conducted by the Fire Chief and Finance Committee, and the Board shall make any adjustments to the budget that are necessary and adopt such changes during the next regular or properly noticed special Board meeting.

### 226.3 PUBLIC NOTICE

On or before June 30 of each year, the Board shall publish a notice stating the following:

- (a) That the Board has adopted a preliminary budget that is available for public review at the Geyserville Fire Station during normal business hours and on the District website.
- (b) The date, time and place the Board will meet to adopt the final budget and that any person may appear and be heard regarding any item in the budget or regarding the addition of other items.

The Board shall publish the notice at least two weeks before the hearing in at least one newspaper of general circulation. If there is no newspaper published in the District, the notice shall be posted in three public places in the District at least two weeks before the date of the meeting.

## Legal Counsel and Auditor

### 233.1 PURPOSE AND SCOPE

The Board may appoint a Legal Counsel to assist the Board and District in all applicable issues and activities. Legal Counsel shall be the legal adviser of the District, including the Board as a whole, the Fire Chief and department heads. Legal Counsel shall perform such duties as may be prescribed by the Board of Directors.

The Board shall appoint an Auditor to conduct an annual audit of the District.

### 233.2 LEGAL COUNSEL

The Board may employ by contract or other appropriate means an attorney to serve as Legal Counsel for the District.

- Legal Counsel shall advise the Board and Fire Chief concerning their respective legal responsibilities for full compliance with all laws pertaining to the governing, administering, and operating of the District.
- Legal Counsel shall review and comment on all appropriate District matters that come before the Board or other District matters as requested by the Fire Chief.
- Legal Counsel shall advise the Board and Fire Chief on risk management issues.

Specific duties of the Legal Counsel shall include, but not be limited to, the following:

- Preparing and reviewing contracts, leases, deeds, agreements, and other legal documents.
- Providing legal assistance necessary for formulation and implementation legislative policies and projects.
- Representing the District's interests, as determined by the District, in litigation, administrative hearings, negotiations and similar proceedings.
- Keeping the Board and District staff apprised of court rulings and legislation affecting the legal interest of the District.
- Handling legal aspects of land and right-of-way actions.
- Preparing and processing petitions and other documents involved in annexations.
- Handling legislative matters of interest to or affecting the District.
- Making all necessary preparations for Board elections and reviewing election procedures and returns.
- Bringing to the Board's attention matters of interest or concern.
- Advising the Board on labor-law requirements.
- Performing other tasks as requested by the Board.

### *Legal Counsel and Auditor*

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The Legal Counsel shall serve at the pleasure of the Board and shall be compensated for services as determined by the Board. The Legal Counsel reports to the Board as a whole but is available to each Director for consultation regarding legal matters particular to that Board member's participation. No Board member may request a legal opinion of legal counsel without concurrence by the Board, except as such requests relate to questions regarding that member's participation. The Legal Counsel shall be available to the Fire Chief for consultation on applicable issues and activities.

#### **233.3 AUDITOR**

The District Auditor shall be appointed by the Board by a majority vote in a public meeting. The Board shall determine the duties and compensation of the Auditor. The Auditor shall serve at the pleasure of the Board. Selection of the Auditor shall be done in a noticed public meeting.

The Board may appoint a committee to oversee the work of an independent auditor, who will report to the Board, to conduct an annual audit of the District's books, records, and financial affairs in accordance with state law and the Finance Committee Charter for Audit Compliance. The Fire Chief will install and maintain an accounting system that will completely, and at all times, show the financial condition of the District.

## Duties of the Clerk of the Board (Board Secretary)

### 234.1 PURPOSE AND SCOPE

This policy establishes the duties and responsibilities of the Clerk of the Board (Board Secretary).

### 234.2 POLICY

The Board shall appoint a Clerk of the Board (Board Secretary), who shall be a permanent employee of the District.

### 234.3 DUTIES

The Clerk of the Board shall have the following duties:

- (a) Certify or attest to actions taken by the Board when required.
- (b) Sign the minutes of the Board meeting following their approval.
- (c) Sign the documents as directed by the Board on behalf of the Authority, and sign all other items which require the signature of the Clerk of the Board or Board Secretary.
- (d) Perform any other duties assigned by the Board and the Fire Chief.
- (e) Perform any other duties required under law.

### 234.4 RESPONSIBILITIES

The duties of the Clerk of the Board, with assistance of the Fire Chief, are:

- (a) Respond to routine correspondence.
- (b) Prepare for Board meetings, including preparing the agenda with the advice of the Fire Chief and providing public notice of Board meetings in accordance with state law.
- (c) Attend Board meetings and maintain a record of all proceedings as required by law.
- (d) Ensure accurate minutes of each Board meeting are prepared and maintained.
- (e) Maintain Board records and other documents and reports as required by law.
- (f) Publication of legal notices, appropriate action and certification and filing of documents, e.g., budgets, election reports, audits, resolutions and other legal documents.
- (g) Receive and answer all Board correspondence as directed by the President or their designee.

### 234.5 POLICY HISTORY

This policy replaces SOPA-9 Administrative Assistant.

## Officers of the Board

### 208.1 PURPOSE AND SCOPE

To describe the positions, the annual election process and the respective duties and responsibilities of the Officers of the Northern Sonoma County Fire Protection District Board of Directors.

### 208.2 POLICY

The Northern Sonoma County Fire Protection District Board of Directors (Board) is comprised of five elected members that serve a staggered four year term. Within the Board, there shall be four officer positions that shall be filled by an election of the Board Members. These positions shall be comprised of President, Vice-President, Secretary and Treasurer. These elected positions shall be elected every year as described below. The individual duties and responsibilities of each Officer's position shall be as follows:

### 208.3 PRESIDENT

The President shall serve as the presiding officer at all Board meetings. In the absence or unavailability of the President, the Vice-President shall act as President. In the absence or unavailability of both the President and the Vice President, the remaining members present shall select one of themselves to act as temporary presiding officer of the meeting.

The presiding officer shall have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions. The presiding officer may move, second, debate, and vote from the chair.

#### 208.3.1 DUTIES OF THE PRESIDENT

The President shall preside over and conduct all meetings of the Board of Directors, shall carry out the resolution and orders of the Board of Directors, and shall exercise such other powers and perform such other duties as the Board of Directors shall prescribe including, but not limited to, the following:

- (a) Assist the Clerk of the Board in setting the agenda for the next meeting and requesting any information that may be needed for the Board's review.
- (b) Call the meeting to order at the appointed time.
- (c) Announce the business to come before the Board in its proper order.
- (d) Enforce the Board's policies in relation to the order of business and the conduct of meetings.
- (e) Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference.
- (f) Explain what the effect of a motion would be if it is not clear to every member.
- (g) Restrict discussion to the question when a motion is before the Board.

### *Officers of the Board*

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- (h) Rule on parliamentary procedure.
- (i) Serve as the main contact with the District's legal counsel when directed by the Board to make contact.
- (j) Put motions to a vote, and state clearly the results of the vote.
- (k) Preserve order and decorum.

#### **208.3.2 RESPONSIBILITIES OF THE PRESIDENT**

Responsibilities of the President include, but are not limited to, the following:

- (a) Sign all instruments, act, and carry out stated requirements and the will of the Board.
- (b) Appoint and disband all committees, subject to Board ratification.
- (c) Call such meetings of the Board as deemed necessary, giving notice as prescribed by law.
- (d) Coordinate the preparation of meeting agendas with the Fire Chief and Clerk of the Board.
- (e) Confer with the Fire Chief or designee on crucial matters which may occur between Board meetings.
- (f) Be responsible for the orderly conduct of all Board meetings.
- (g) Be the spokesperson for the Board, unless the Board elects another person.
- (h) Perform other duties as authorized by the Board.

#### **208.4 VICE PRESIDENT**

The Vice-President shall fill in for the President at any meeting they are not able to attend as well as shall take over the proceedings of the meeting in the event the President is required to abstain due to possible conflicts.

#### **208.5 SECRETARY**

The Board Secretary's main responsibility is to review the draft minutes of previous meetings and provide suggestions for clarity prior to the minutes being distributed to the entire Board for review and approval. In the event the Clerk of the Board is not able to attend any meeting, the Board Secretary shall take responsible notes of the meeting's proceedings. At the earliest point possible after any meeting, the Board Secretary shall work with the Clerk of the Board to have the minutes ready for the next month's agenda package.

#### **208.6 TREASURER**

The Treasurer's main responsibility is to review the monthly financials and report to the Board each month on the financial status of the District. This shall include monthly revenue, total revenue and total expenses. In addition, the Treasurer shall review the monthly expenditure report and report on anything noteworthy. The Treasurer shall also be the chairman of the Finance Committee and along with one other appointed Board Member shall interface with the Fire Chief to review mid-year budget adjustments as well as work to develop a comprehensive budget for future fiscal years. The

## *Officers of the Board*

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Clerk of the Board shall forward all budget related correspondence including preliminary budget requests and Prop 4 estimates to the Treasurer to ensure compliance to recommended deadlines.

### **208.7 ELECTION OF OFFICERS**

The Board shall hold an annual organizational meeting at the first regularly scheduled meeting of the calendar year, during which the officers of the Board shall be established or reconfirmed. It is recommended that officer positions are chosen in a manner to allow the rotation of duties (Vice-President to President, Treasurer to Vice-President, and Secretary to Treasurer) among the directors unless there is personal cause for any member to not want to hold a particular office. Once officer positions are established, a vote of the majority of those directors in attendance of the meeting shall elect the members to their positions. Immediately following this vote, the newly elected positions shall fulfill their role.

- Once elected, Board Officers shall serve in their position for a one-year term.
- Board Officers may be removed from a position by a 4/5 vote of the Board (4 out of 5 members).
- The members of the Board are of equal status and there is no requirement to have been a Board Member a certain amount of time prior to serving in a position.

### **208.8 POLICY HISTORY**

This policy replaces SOPA-6A Officers of the Board.

## Public Complaints

### 221.1 PURPOSE AND SCOPE

The Board of Directors desires that public complaints be resolved at the lowest possible administrative level, and that the method for resolution of complaints be logical and systematic.

### 221.2 POLICY

A public complaint is an allegation by a member of the public of a violation or misinterpretation of a District policy, or state, or federal law, or a decision made by the Board, by an individual who has been adversely affected by that alleged violation or misinterpretation.

The method of resolving public complaints shall be as follows:

- An individual with a complaint shall first discuss the matter with the Administrative Manager (or other responsible employee) to resolve the matter informally, if possible.
- If an individual registering a complaint is not satisfied with the disposition of the complaint by the Administrative Manager [or other responsible employee], the complaint shall be forwarded to the Fire Chief or designee. The Fire Chief or designee may conduct conferences and take testimony or written documentation in the resolution of the complaint. The Fire Chief or designee shall memorialize their decision in writing, providing the individual registering the complaint with a copy.
- If an individual filing a complaint is not satisfied with the disposition of the matter by the Fire Chief or designee, they may request consideration by the Board by filing said request in writing within ten (10) days of receiving the Fire Chief's decision. The Board may consider the matter at its next regular meeting, call a special meeting, or decline to consider the matter further. In making a decision, the Board may conduct conferences, hear testimony, and review the materials provided to Fire Chief by the individual registering the complaint. The Board's final decision shall be memorialized in writing, copied to the individual registering the complaint. The action of the Board, including an action to decline to consider a complaint, is the final action of the District, not subject to further internal appeal.

This policy is not intended to prohibit or deter a member of the community or a staff member from appearing before the Board to orally present testimony, a complaint, or a statement in regard to actions of the Board, District programs and services, or pending considerations of the Board during the public comment section of a Board meeting as permitted by the Brown Act. Nothing in this policy shall alter the duties of District employees to protect the District's confidences and avoid insubordination and as otherwise provided by law and District policy.

# Hazardous Materials Response

## 324.1 PURPOSE AND SCOPE

Hazardous materials HAZMAT may include toxic, flammable, corrosive, explosive, radioactive, or reactive materials; materials that can cause health hazards; or a combination of these materials. The purpose of this policy is to provide a general framework for handling a HAZMAT incident.

Training related to HAZMAT response is addressed in the Hazardous Materials Training Policy.

## 324.2 POLICY

It is the policy of the Northern Sonoma County Fire Protection District to protect the safety of the public and responders to HAZMAT incidents and to comply with all applicable state and federal laws during the management and mitigation of all HAZMAT incidents (29 CFR 1910.120).

## 324.3 PROCEDURE

~~Information should be provided by the Dispatch Center to the units responding to a HAZMAT incident including the name and type of the material involved (e.g., hydrochloric acid and corrosive), the size and quantity of the containers involved, the nature of the problem (e.g., spill, leak) and any known dangerous properties of the materials.~~

~~The first-in company approaching the incident should use caution, approach from upwind and upgrade of the incident, establish the Incident Command System (ICS) and begin a size-up of the situation. The purpose of the size-up by the first-in company is to determine the nature and severity of the HAZMAT incident and formulate an initial incident action plan (IAP). While it may be necessary to take immediate action to make a rescue or evacuate an area, any action should be taken with an awareness of the risk to district personnel and making appropriate use of available protective equipment. It is important to avoid the premature commitment of personnel to potentially hazardous locations. In some cases, isolating the incident and denying entry until more resources arrive may be the safest approach. First-in companies are encouraged to notify the Sonoma County HAZMat officer through REDCOM at the earliest opportunity.~~

~~In assessing the incident, all available references should be used to determine the hazards that are or potentially could be present. These references may include, but are not limited to, the U.S. Department of Transportation (DOT) Emergency Response Guidebook, the National Institute for Occupational Safety and Health Pocket Guide to Chemical Hazards, Material Safety Data Sheets (MSDS), HAZMAT business plans, manifests or bills of lading, National Fire Protection Association placards, U.S. DOT placards and United Nations Substance Identification Numbers. Other sources of information may be available, such as the Chemical Transportation Emergency Center (CHEMTREC®), facility personnel, district specialists or manufacturers of the materials involved.~~

~~The hazards presented by a HAZMAT incident may change significantly as the materials interact with other materials, the surrounding environment and the actions taken by responders.~~

## Hazardous Materials Response

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~~Responders should consider site topography, surroundings, other potential hazards and prevailing weather conditions. The initial perimeter established for the incident may need to be expanded to establish the appropriate control zones for the response (e.g., exclusion zone, contamination reduction zone, support zone).~~

~~Members will comply with the HAZWOPER standards during all HAZMAT incidents (29 CFR 1910.120).~~

### 324.4 INCIDENT ACTION PLAN

~~Most HAZMAT incidents will require the Incident Commander to request additional resources in order to implement the IAP and safely mitigate the hazard.~~ The primary goal of the IAP will be to protect the safety of the public and responders. ~~The ICS will be used to coordinate resources as the response is reinforced. It is important that duties assigned to personnel are suitable for their level of training under this standard. It is also important to consider the limitations of available~~ The initial IAP should focus on identifying a safe approach for other arriving units, determining the type of hazard and the scope of the incident, isolating the area and denying entry to the public, determining incident-specific personal protective equipment (PPE), and initiating notifications. The initial IAP may be a written document or may be notes kept and the limitations of chemical detection or monitoring equipment on hand when preparing to commit personnel to a potentially hazardous area. controlled by the Incident Commander (IC). The initial IAP should include the following minimum information:

- (a) Incident name, agency or unified command, and command post location.
- (b) Information for responding units on the best route of travel, staging locations, and minimum isolation distances to maintain the safety of responding members.
- (c) The information available on the products involved or an indication that the products are not yet known.
- (d) The incident control objectives and goals.
- (e) An incident site safety plan and designation of an Incident Safety Officer.
- (f) A communications plan including radio frequencies and contact telephone numbers.

When a HAZMAT incident response will be prolonged and will extend beyond an initial operational period, a written IAP should be developed. The written IAP should utilize standard NIMS/ICS forms that may include but are not limited to:

- ICS-201 Incident Briefing.
- ICS-202 Incident Objectives.
- ICS-203 Organization Assignment List.
- ICS-204 Assignment List.
- ICS-205 Incident Radio Communications Plan.
- ICS-206 Medical Plan.

*Hazardous Materials Response*

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- [ICS-207 Incident Organization Chart.](#)
- [ICS-208 Safety Message/Plan.](#)

## Workplace Violence

### 1024.1 PURPOSE AND SCOPE

The purpose of this policy is to make clear that the District does not tolerate any direct or implied threats of violence or violent behavior in the workplace or any act or behavior that is or can be perceived as threatening, hostile, and/or violent (Labor Code § 6401.9).

This policy supplements the Workplace Violence Plan implemented by the Health and Safety Officer pursuant to the Illness and Injury Prevention Program Policy.

### 1024.2 POLICY

It is the policy of the Northern Sonoma County Fire Protection District to provide and maintain a safe work environment for its employees, volunteers, and members of the public.

In responding to any violent behavior in the workplace, the District is committed to providing protection to all involved parties, including protection from future physical and/or mental harm and the protection of the legal rights of victims, witnesses, and those instigating the harm.

### 1024.3 PROHIBITED BEHAVIOR

No member shall engage in, encourage, or promote violent behavior toward any person while conducting district business or on district property.

No member engaged in district business shall carry or possess weapons or explosives unless either:

- (a) Permitted by district policy
- (b) State or local law prohibits the District from restricting the possession of the weapon or explosive

### 1024.4 REPORTING AND INVESTIGATING

#### 1024.4.1 MEMBER RESPONSIBILITY

District members who experience, observe, or have knowledge of prohibited behaviors and actions in the workplace, have a responsibility to report the situation as soon as practicable to a supervisor, a manager, or a human resources representative and to the local police department, if a threat has been made or a crime has occurred.

Members should render aid to anyone who may be in need and be prepared to assist emergency responders, as requested, following any incident of violence in the workplace.

#### 1024.4.2 SUPERVISOR, MANAGER, BATTALION CHIEF, AND ASSISTANT CHIEF RESPONSIBILITIES

Upon receipt of a report of potential or actual workplace violence, supervisors shall gather as much information as possible to assess and determine the severity and potential of the situation.

## Workplace Violence

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If the report is found to be credible, the next immediate supervisor shall be notified as soon as practicable and appropriate action taken.

Local law enforcement personnel shall be notified immediately of all threatening or violent behavior.

### 1024.4.3 INVESTIGATION

The ~~Duty Chief~~ [Administration Division](#) will promptly, impartially, and with as much confidentiality as practicable, coordinate the investigation of all reports of violent behavior.

District members are required to cooperate in any investigation. A timely resolution of each report should be reached and communicated to all parties involved as quickly as possible.

### 1024.4.4 REPORTING NON-WORK-RELATED THREATENING OR VIOLENT BEHAVIOR

District members who are victims of domestic violence or other threatening behavior outside of the workplace or who believe they are potential victims of such behavior and fear it may enter the workplace, are encouraged to report the situation as soon as possible to their ~~supervisor~~ [supervisors](#).

Supervisors receiving any such report shall contact the ~~Chief Officer~~ [Administration Division](#) as soon as practicable so that any appropriate safety measures or plans may be developed.

### 1024.5 RETALIATION PROHIBITED

Any form of retaliation against a member for making a report concerning violent behavior in the workplace is prohibited.

Any member who becomes aware of any retaliation or threatened retaliation shall immediately notify their supervisor.

### 1024.6 RESTRAINING ORDERS

Members who obtain a restraining order listing their workplace, person, or the District as a protected area must provide a copy of the restraining order to their immediate supervisor or the Administrative Manager. The District needs this information in order to provide a safe workplace.

### 1024.7 FOLLOW-UP ACTION

Any employee reported to have exhibited violent or potentially violent behavior will be afforded all rights provided by law, the applicable memorandum of understanding, and/or the Firefighter Bill of Rights provisions before the District takes any disciplinary action.

Actions that may be taken when an employee has been found to have violated this policy include but are not limited to the following:

- Mandatory participation in counseling
- Placing the employee on paid administrative leave pending investigation into an alleged threat or act

## *Workplace Violence*

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- Corrective/disciplinary action up to and including termination
- Criminal arrest and prosecution
- Special procedures, such as job relocation or initiation of a court order

If, upon investigation, it is determined that an allegation is false or was made maliciously, the employee who provided the false information will be subject to disciplinary action, up to and including termination, as well as possible criminal arrest and prosecution.

### **1024.8 LEGAL ACTION**

The Administration Division, in consultation with the district's legal counsel, will determine if the District will seek a temporary restraining order or injunction to reduce future or threatened violent behavior or harassment in the workplace (Code of Civil Procedure § 527.8).

### **1024.9 CORRECTIVE ACTIONS**

At the completion of the investigation and a review of the incident, or in the case of a threat of violence, non-disciplinary corrective actions should be implemented or requested to ensure overall workplace safety. These actions may include but are not limited to:

- Placing the involved member on administrative leave pending further review and determination of permanent action. Administrative leave would be unpaid in the case of a volunteer.
- Reassigning the member to a different work location.
- Referring the member to conflict resolution training sessions.
- Referring the member to the Employee Assistance Program (EAP).
- Modifying workstation designs and office traffic flow patterns.
- Requiring the member to attend a fitness-for-duty evaluation.
- Developing specific workplace violence procedures for incident response, prevention, and corrective actions.

### **1024.10 WORKPLACE VIOLENCE PREVENTION**

All district members are responsible for assisting in the prevention of violence in the workplace.

The District shall provide initial and annual training to members regarding this policy and the district Workplace Violence Prevention Plan (Labor Code § 6401.9).

In the event a violent incident occurs in the workplace, the Fire Chief is responsible for ensuring that all responsibilities have been met and actions carried out, as detailed in this policy and the district Workplace Violence Prevention Plan. The Fire Chief shall review the results of any investigation and ensure appropriate action is taken. Information gathered during an investigation should be used for the continuous improvement of policies and procedures to prevent workplace violence (Labor Code § 6401.9).

*Workplace Violence*

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**1024.11 VIOLENT INCIDENT LOG**

All workplace violence incidents shall be documented in a violent incident log as provided in Labor Code § 6401.9 and the [department agency] Workplace Violence Prevention Plan. The log shall be retained for a minimum of five years and as required by the district records retention schedule (Labor Code § 6401.9).

## Organizational Structure

### 201.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the organizational structure of the Northern Sonoma County Fire Protection District. This policy also provides guidance regarding the District's reporting process through the chain of command.

### 201.2 POLICY

It is the policy of the Northern Sonoma County Fire Protection District to organize its resources in a manner that allows for effective and efficient service delivery to the public. To ensure effective organizational communication, members should generally adhere to the established chain of command unless there is a good faith and reasonable basis for utilizing an alternate channel of communication.

### 201.3 DIVISIONS

The Fire Chief is responsible for managing the Northern Sonoma County Fire Protection District. The following divisions make up the Northern Sonoma County Fire Protection District:

- Administration Division
- Fire Suppression Division
- Fire Prevention Division
- Vegetation Management Division

#### 201.3.1 ADMINISTRATION DIVISION

The Administration Division is directed by the Administrative Manager and provides administrative support to the Fire Chief; prepares and coordinates the District budget; acts as liaison with the Assistant Fire Chief regarding recruitment, promotion and performance appraisals; manages information technology systems and payroll functions; and reviews, prepares and presents staff reports to the Assistant Fire Chief.

It is the responsibility of the Administration Division to prepare and maintain a current organizational chart. The Administrative Division reports to the Assistant Fire Chief.

#### 201.3.2 FIRE SUPPRESSION DIVISION

The Fire Suppression Division is directed by a Battalion Chief. The Fire Suppression Division responds to all fire, rescue and medical aid calls for service; manages major disaster responses; and staffs engine companies and truck companies.

The Fire Suppression Division reports to the Assistant Fire Chief.

#### 201.3.3 FIRE PREVENTION DIVISION

The Fire Prevention Division is directed by the Fire Prevention Officer. The Fire Prevention Division's mission is to engage in prevention and mitigate the impact of fire incidents.

## *Organizational Structure*

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The Fire Prevention Division performs inspections of businesses and occupancies as mandated by applicable law. In addition, the Division investigates all major fires occurring within the jurisdiction of the Northern Sonoma County Fire Protection District. The Fire Prevention Division reports to the Assistant Fire Chief.

### **201.3.4 VEGETATION MANAGEMENT DIVISION**

The Vegetation Management Division is directed by the Vegetation Management Coordinator. The Vegetation Management Division is responsible for all vegetation management efforts of the District. The Vegetation Management Division reports to the Assistant Fire Chief.

### **201.4 UNITY OF COMMAND**

The principles of unity of command ensure efficient supervision and control within the District. Generally, each member is accountable to a single supervisor at any time for a given assignment or responsibility. Any supervisor may temporarily direct the subordinate of another supervisor where specifically delegated or if an operational need exists.

### **201.5 CHAIN OF COMMAND**

Respect for rank is essential for administrative and operational efficiency. All members of the Northern Sonoma County Fire Protection District shall adhere to the chain of command. All members shall be thoroughly familiar with the Incident Command System (ICS) and operate within its parameters throughout the duration of all emergency incidents.

A supervising or commanding officer will be identified for each District member. This supervisor/commanding officer is the first step in the organizational chain of command, followed by the next level of commanding officer as set forth in the District's organizational structure. In the event that no supervisory officer is available, rank will be determined by seniority in rank.

Members of the Northern Sonoma County Fire Protection District shall generally conduct District business through the established chain of command. Members shall consult with and report to their commanding officer/supervisor when making recommendations for changes, alterations or improvements concerning District matters. Members shall forward all reports and recommendations through the chain of command. The submission should include written comments from the member's immediate supervisor to indicate whether he/she approves of the recommendation. No memo or recommendation should be stopped in the chain of command before it reaches its intended destination/officer.

Other than the exceptions set forth below, no member of the Northern Sonoma County Fire Protection District shall initiate contact with any member of the governing board or with any other local, regional, state or federal official regarding any matter affecting the Northern Sonoma County Fire Protection District without having first informed the Fire Chief through the chain of command.

### **201.6 ORGANIZATIONAL CHART**

See attachment: [Organizational Chart.pdf](#)

## Organizational Structure

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### 201.7 DIRECTIVES AND ORDERS

Members ~~of the Northern Sonoma County Fire Protection District~~ shall ~~make a good faith and reasonable effort to~~ comply with lawful ~~directives and~~ orders ~~of superior officers. Refusal to comply with a lawful order may result in disciplinary action.~~ from any district supervisor or person in a position of authority, absent a reasonable and bona fide justification.

A member who believes any written or verbal order to be unlawful or in conflict with another order shall:

- (a) Immediately inform the supervisor issuing the order, and also the member's immediate supervisor or the Fire Chief, of the conflict or error of the order.
- (b) Provide details explaining the grounds for believing there is a conflict or error.
- (c) Request clarification, guidance, and direction regarding following the order.
- (d) Request the order in writing, absent exigent circumstances, should the conflict or perceived error be unresolved.
- (e) Respectfully inform the supervisor of the intention to disobey what is reasonably believed to be a conflicting or unlawful order.

A member's decision to disobey an order that is believed to be unlawful is not a bar to discipline should the order be determined as lawful.

### 201.8 ALTERNATE CHANNELS OF COMMUNICATION

All members shall endeavor to keep their supervisors informed of any matters that may affect the safety, welfare, or operations of the District.

As a general matter, any concern about a workplace situation should first be raised with the member's immediate supervisor. It is recognized, however, that there may be occasions where the use of the normal chain of command may not be appropriate. If an issue is of a personal nature, involves a sensitive matter, is of significant importance to the District, or involves other members or supervisors, the member may consult directly with the Fire Chief or a representative of the Fire Chief.

All members are free to make or prepare to make, in good faith, any complaint that identifies ethical or legal violations, including fraud, waste, abuse of authority, gross mismanagement, violations of the law or practices that may pose a threat to health, safety, and security without fear of actual or threatened discrimination, retaliation, or reprisal. Such complaints may be made to any supervisor or directly to the Fire Chief. Nothing in this policy shall diminish the rights or remedies of a member pursuant to any applicable federal law, provision of the U.S. Constitution, applicable law, ordinance, or collective bargaining agreement.

Any form of reprisal or retaliation against any member for making or filing a complaint in good faith or for participating in the investigation of a complaint is prohibited. Any member engaging in any form or type of reprisal or retaliation is subject to discipline.

*Organizational Structure*

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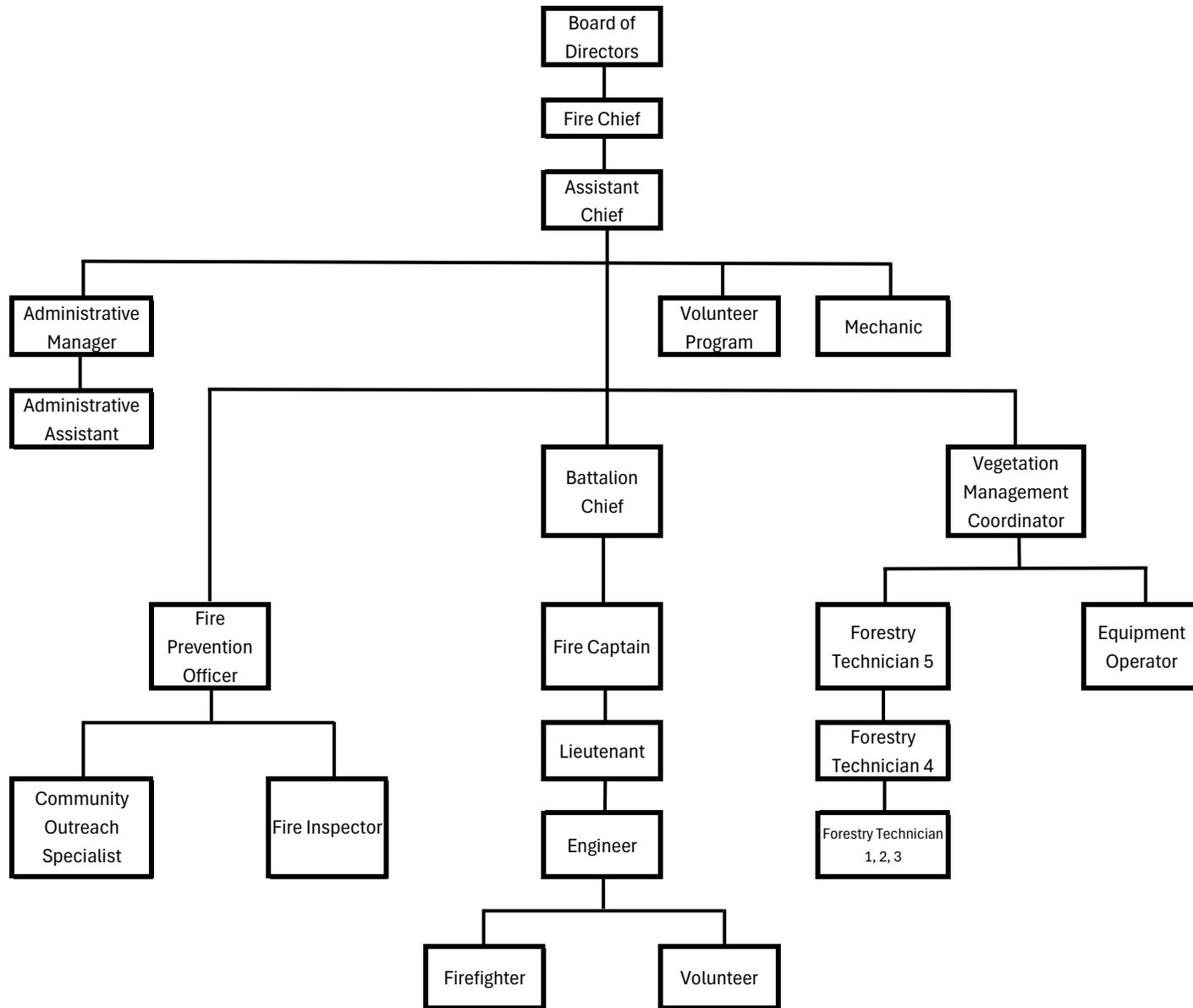
**201.9 POLICY HISTORY**

This policy replaces SOPA-5 Chain of Responsibility.

## Attachments

## Organizational Chart.pdf

### Organizational Chart



# Temporary Modified Duty Assignments

## 1034.1 PURPOSE AND SCOPE

~~The purpose of this policy is to describe the procedure for assigning employees to temporary modified duty when injuries sustained on- or off-duty result in physical limitations as diagnosed by a qualified health care professional. This policy establishes procedures for providing temporary modified-duty assignments. This policy is not intended to affect the rights or benefits of employees under federal or state law, District rules, or current collective bargaining agreements. For example, nothing in this policy affects the obligation of the District to engage in a good faith, interactive process to consider reasonable accommodations for any employee with a temporary or permanent disability or limitation that is protected under federal or state law.~~

## 1034.2 POLICY

~~It is the policy of the~~ Subject to operational considerations, the Northern Sonoma County Fire Protection District ~~to assist injured employees in returning to work as soon as they are medically able to perform meaningful work for the District. In some instances, the return to work may result in a temporary modified-duty assignment~~ may identify temporary modified-duty assignments for employees who have an injury or medical condition resulting in temporary work limitations or restrictions. A temporary assignment allows the employee to work, while providing the District with a productive employee during the temporary period.

## 1034.3 PROCEDURE

~~Temporary~~ Employees may request a temporary modified-duty ~~assignments are intended to provide employees who have sustained a work-related occupational or non-occupational injury that temporarily limits their ability to perform their regularly assigned duties with an opportunity to return to work. The ability of the District to offer an employee-~~ assignment for short-term injuries or illnesses.

Employees seeking a temporary modified-duty assignment ~~will be based on the limitations of the employee and the needs of the District, and will generally not exceed six months. The process for evaluating an employee for a modified-duty assignment after being medically cleared with restrictions from an injury occurring on- or off-duty, or an illness as a result of an exposure, shall be as follows:~~

~~The employee's treating health care professional must have provided the employee with written clearance stating that the employee is able to work modified duty with identified work restrictions. The employee must provide the clearance document to the District as soon as practicable. The Fire Chief or authorized designee should poll all of the Divisions to determine the availability of a temporary modified-duty assignment that is commensurate with the employee's work restrictions. There may be instances when a temporary modified-duty position within the employee's work restrictions is not available. If a temporary modified-duty assignment is available, the employee may be required to schedule an appointment with District's occupational medical provider for final medical~~

## *Temporary Modified Duty Assignments*

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~~clearance before reporting for duty. Temporary modified-duty assignments shall not exceed six months without approval from the Fire Chief or the authorized designee. Extensions will be based on the employee's need for continued temporary modified duty and the District's need for continued work in the task assigned. Extensions are not guaranteed. Extensions in a temporary modified-duty assignment will be granted on a case-by-case basis and at the sole discretion of management. An authorized extension will not expand any temporary modified duty into a permanent assignment and will not be considered as precedent for any other extensions. With the exception of employees who are disabled, as defined by the Americans With Disabilities Act (ADA) or the California Fair Employment and Housing Act (Government Code § 12940 et seq.), temporary modified-duty assignments normally will end at the point when the injured employee's condition is declared permanent and stationary. As a benefit to an employee who has been injured off duty, this temporary modified duty assignment may be offered to the employee. While an employee is assigned to this position, the employee will not continue to accrue vacation and sick leave at their normal 56hr rate. They will accrue those hours at the 40hr rate beginning from the time they are cleared by their physician to work modified duty should submit a written request to their Battalion Chief or the authorized designee. The request should, as applicable, include a certification from the treating medical professional containing:~~

- ~~(a) An assessment of the nature and probable duration of the illness or injury.~~
- ~~(b) The prognosis for recovery.~~
- ~~(c) The nature and scope of limitations and/or work restrictions.~~
- ~~(d) A statement regarding any required workplace accommodations, mobility aids, or medical devices.~~
- ~~(e) A statement that the employee can safely perform the duties of the temporary modified-duty assignment.~~

~~The Battalion Chief will make a recommendation through the chain of command to the Fire Chief regarding temporary modified-duty assignments that may be available based on the needs of the District and the limitations of the employee. The Fire Chief or the authorized designee shall confer with the Fire Chief or the District's Counsel as appropriate.~~

### **1034.3 GENERAL CONSIDERATIONS**

~~Priority consideration for temporary modified-duty assignments will be given to employees with work-related injuries or illnesses that are temporary in nature. Employees having disabilities covered under the Americans with Disabilities Act (ADA) or California Fair Employment and Housing Act shall be treated equally, without regard to any preference for a work-related injury.~~

~~No position in the Northern Sonoma County Fire Protection District shall be created or maintained as a temporary modified-duty assignment.~~

~~Temporary modified-duty assignments are a management prerogative and not an employee right. The availability of temporary modified-duty assignments will be determined on a case-by-case basis, consistent with the operational needs of the District. Temporary modified-duty assignments~~

## Temporary Modified Duty Assignments

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are subject to continuous reassessment, with consideration given to operational needs and the employee's ability to perform in a modified-duty assignment.

Temporary modified-duty assignments shall generally not exceed a cumulative total of 1,040 hours in any one-year period.

### **1034.5 ACCOUNTABILITY**

Written notification of assignments, work schedules, and any restrictions should be provided to employees assigned to temporary modified-duty assignments and their supervisors. Those assignments and schedules may be adjusted to accommodate district operations and the employee's medical appointments, as mutually agreed upon with the Battalion Chief.

#### **1034.5.1 EMPLOYEE RESPONSIBILITIES**

The responsibilities of employees assigned to temporary modified duty shall include but are not limited to:

- (a) Communicating and coordinating any required medical and physical therapy appointments in advance with their supervisors.
- (b) Promptly notifying their supervisors of any change in restrictions or limitations after each appointment with their treating medical professionals.
- (c) Communicating a status update to their supervisors no less than once every 30 days while assigned to temporary modified duty.
- (d) Submitting a written status report to the Battalion Chief that contains a status update and anticipated date of return to full duty when a temporary modified-duty assignment extends beyond 60 days.

#### **1034.5.2 SUPERVISOR RESPONSIBILITIES**

The employee's immediate supervisor shall monitor and manage the work schedule of an employee assigned to temporary modified duty.

The responsibilities of supervisors shall include but are not limited to:

- (a) Periodically apprising the Battalion Chief of the status and performance of employees assigned to temporary modified duty.
- (b) Notifying the Battalion Chief and ensuring that the required documentation facilitating a return to full duty is received from the employee.
- (c) Ensuring that employees returning to full duty have completed any required training and certification.

### **1034.6 MEDICAL EXAMINATIONS**

Prior to returning to full-duty status, employees shall be required to provide certification from their treating medical professionals stating that they are medically cleared to perform the essential functions of their jobs without restrictions or limitations.

The District may require a fitness-for-duty examination prior to returning an employee to full-duty status.

## *Temporary Modified Duty Assignments*

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### **1034.7 PREGNANCY**

If an employee is temporarily unable to perform regular duties due to a pregnancy, childbirth, or a related medical condition, the employee will be treated the same as any other temporarily disabled employee (42 USC § 2000e(k)). A pregnant employee shall not be involuntarily transferred to a temporary modified-duty assignment. Nothing in this policy limits a pregnant employee's right to a temporary modified-duty assignment if required under Government Code § 12945.

If notified by an employee or the employee's representative regarding limitations related to pregnancy, childbirth, or related medical conditions, the District should make reasonable efforts to provide an accommodation for the employee in accordance with federal and state law. The accommodation should be provided without unnecessary delay, as appropriate (42 USC § 2000gg-1; 29 CFR 1636.3; 29 CFR 1636.4; Government Code § 12945).

#### **1034.7.1 NOTIFICATION**

Pregnant employees should notify their immediate supervisors as soon as practicable and provide a statement from their medical providers identifying any pregnancy-related job restrictions or limitations. If at any point during the pregnancy it becomes necessary for the employee to take a leave of absence, such leave shall be granted in accordance with the District's personnel rules and regulations regarding family and medical care leave.

### **1034.8 PROBATIONARY EMPLOYEES**

Probationary employees who are assigned to a temporary modified-duty assignment may have their probation extended by a period of time equal to their assignment to temporary modified duty.

### **1034.9 MAINTENANCE OF CERTIFICATION AND TRAINING**

Employees assigned to temporary modified duty shall maintain all certification, training, and qualifications appropriate to both their regular and temporary duties, provided that the certification, training, or qualifications are not in conflict with any medical limitations or restrictions. Employees who are assigned to temporary modified duty shall inform their supervisors of any inability to maintain any certification, training, or qualifications.

# Emergency Response

## 308.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure a safe and appropriate response to emergencies while maintaining the safety of district members and the public by requiring operators of district vehicles to conform to applicable California laws and regulations during an emergency response (~~Vehicle Code § 21055~~).

### 308.1.1 DEFINITIONS

Definitions related to this policy include:

**Emergency response** - Any call for service or assistance involving fire, explosion, or violent rupture; human rescue; human entrapment; illness or injury; hazardous materials release or threat of contamination; flooding; threatened or actual acts of violence; any explosive, bomb, or threatened bombing; any act of terrorism; any natural disaster; any release, spill, or threat of release of radioactive materials; any spill, release, or threat of release of any active biological agent; or any other circumstance that presents a threat to life-safety or to property.

## 308.2 EMERGENCY CALLS

Fire personnel dispatched to an emergency shall proceed immediately, shall continuously operate emergency lighting equipment, including at minimum a steady forward-facing red light, and shall sound the siren as reasonably necessary (Vehicle Code § 21055).

Responding with emergency lights and siren does not relieve personnel of the duty to continue to drive with due regard for the safety of all persons. The use of any other warning equipment without a red light and siren does not provide any exemption from the Vehicle Code.

Personnel should only respond with emergency lights and siren when so dispatched to an emergency or when circumstances reasonably indicate an emergency response is required.

Personnel not authorized to respond with emergency lights and siren shall observe all traffic laws and proceed without the use of emergency lights and siren.

## 308.3 MULTIPLE EMERGENCY VEHICLE RESPONSES

When more than one apparatus responds to an emergency, emergency vehicle operators should remain alert to the presence of other emergency vehicles and exercise due caution. Personnel must further exercise due caution in recognizing that traffic yielding to one emergency vehicle may not expect other emergency vehicles to follow.

## 308.4 INITIATING AN EMERGENCY RESPONSE

If a member believes an emergency response to any call is appropriate, the member shall ensure the Dispatch Center is immediately notified.

## Emergency Response

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### 308.5 RESPONSIBILITIES OF RESPONDING PERSONNEL

~~District personnel-~~ Emergency vehicle operators shall exercise sound judgment and care, with due regard for life and property while operating a vehicle en route to an emergency. ~~-Emergency vehicles shall-~~ response.

In addition, emergency vehicle operators should reduce speed at all intersections and should come to a complete stop at a negative right-of-way intersection ( all blind street intersections or intersections where there is either a red light, a flashing red light, stop sign, yield sign) and proceed only when the operator can account for all oncoming traffic in all lanes yielding or a stop sign. Emergency vehicle operators should also come to a complete stop at intersections whenever they reasonably believe they cannot account for traffic in approaching lanes or when vehicles have not yielded the right-of-way. When emergency vehicles must use center or oncoming traffic lanes to approach controlled intersections, (traffic signal or stop sign), they must come to a complete stop before proceeding through the intersection, including occasions when the emergency vehicle has a green light. After coming to a complete stop, emergency vehicle operators should only proceed when it is safe to do so.

The decision to continue an emergency response is at the discretion of the emergency vehicle operator or Company Officer. If, in the ~~vehicle operator's judgment~~ judgment of either individual, the roadway conditions or traffic congestion does not permit such a response without unreasonable risk, the ~~vehicle operator may elect to respond to the call~~ response may be continued without the use of red lights and siren at the legal speed limit. In such an event, the vehicle operator or the Company Officer should ensure the Dispatch Center is promptly notified. Personnel shall also discontinue the emergency response when directed by any supervisor.

#### 308.5.1 OFF DUTY AND VOLUNTEER RESPONSE FOR CALL BACK

To ensure the safety of all members (career and volunteer) under no circumstances should a privately owned vehicle (POV) be used to respond to the scene of an incident.

When responding for emergency call back, all members should report back to their assigned station and then respond in appropriate department owned apparatus as determined by REDCOM or the Incident Commander.

When driving their own POV to the station for call back, all applicable traffic laws should be followed. At no time should any emergency lights or sirens be added to a member's POV.

#### 308.5.1 RAILROAD CROSSINGS

Railroad crossings present unique hazards to the operators of emergency vehicles. When stopping at any type of railroad crossing, emergency vehicle operators should turn off the siren and all unnecessary noise in the cab and open their windows to listen for approaching trains.

At uncontrolled railroad crossings, emergency vehicle operators should stop and look both ways to verify there is no rail traffic before proceeding with caution across the tracks.

When approaching a controlled railroad crossing with gates and/or signals activated, emergency vehicle operators shall stop and monitor for approaching trains. Operators shall not proceed at

## *Emergency Response*

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the crossing until the gates return to the open position, signaling devices have turned off, and the crossing is clear in all directions (Vehicle Code § 22451).

Apparent malfunctions at a railroad crossing should be reported to the Dispatch Center as soon as reasonably practicable.

At crossings controlled by only activated signals that reasonably appear to be malfunctioning, an operator may proceed across the crossing if there is no rail traffic approaching from either direction and it is safe to do so (Vehicle Code § 22451).

If the unit is delayed by rail traffic, the Company Officer should immediately contact the Dispatch Center to report the delay.

### **308.6 FAILURE OF EMERGENCY EQUIPMENT**

If the emergency equipment on the vehicle should fail to operate, the vehicle operator must terminate the emergency response and respond accordingly. In all cases, the vehicle operator or ~~company officer~~ Company Officer shall notify the Dispatch Center of the equipment failure so that another apparatus may be assigned to the emergency response.

### **308.7 POLICY HISTORY**

This policy replaces SOGO-25 Apparatus Driver Response.

# Drug and Alcohol Free Workplace

## 1025.1 PURPOSE AND SCOPE

The Northern Sonoma County Fire Protection District prohibits the use of drugs and alcohol in the workplace in order to provide a safer work environment for members and to protect the public's safety and welfare. This policy applies to all members when they are on District property or when performing District-related business elsewhere (41 USC § 8103).

### 1025.1.1 DEFINITIONS

~~Definitions related to this policy include:~~

~~**Controlled substance or drug** -- Those substances listed in the Controlled Substances Act (21 USC § 812), except that lawful possession or use of medications prescribed by the member's licensed physician shall be excluded.~~

~~**Reasonable suspicion** -- Belief based on objective factors, such as behavior, speech, body odor, appearance or other evidence of impairment which would lead a reasonable person to believe that the member may be under the influence of drugs or alcohol.~~

## 1025.2 POLICY

It is the policy of the Northern Sonoma County Fire Protection District to provide a drug free workplace for all members.

## 1025.3 GENERAL GUIDELINES

~~The Northern Sonoma County Fire Protection District recognizes the need to maintain an attitude of assistance and treatment toward member's problems. However, because of the dangers to members' health and safety and that of the general public, alcohol and drug use in the workplace or on District time shall not be tolerated. Any paid employee violating this policy shall be subject to disciplinary action, up to and including termination. Any volunteer violating this policy may be temporarily or permanently prohibited from performing District duties.~~ [Alcohol and drug use in the workplace or on district time can endanger the health and safety of district members and the public.](#)

[Members who have consumed an amount of an alcoholic beverage or taken any medication, or a combination thereof, that would tend to adversely affect their mental or physical abilities shall not report for duty. Affected members shall notify the Fire Chief or the appropriate supervisor as soon as they are aware that they will not be able to report to work. If a member is unable to make the notification, every effort should be made to have a representative contact the supervisor in a timely manner. If the member is adversely affected while on-duty, the member shall be immediately removed and released from work \(see the Work Restrictions section in this policy\).](#)

### 1025.3.1 USE OF MEDICATIONS

Members should not use any medications that will impair their ability to safely and completely perform their duties. Members who are medically required or need to take any such medication shall report that need to their immediate supervisor prior to commencing any on-duty status.

## *Drug and Alcohol Free Workplace*

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### **1025.4 WORK RESTRICTIONS**

If a member informs a supervisor that the member has consumed any alcohol, drug, or medication that could interfere with a safe and efficient job performance, the member may be required to obtain clearance from a physician before continuing to work.

If the supervisor reasonably believes, based on objective facts, that a member is impaired by the consumption of alcohol or other drugs, the supervisor shall prevent the member from continuing work and request that a Battalion Chief respond to the location of the impaired member. The Battalion Chief shall ensure the member is transported to a safe location and that the continuity of District operations is maintained.

### **1025.5 DRUG AND ALCOHOL TESTING**

~~Except as provided otherwise in an employee collective bargaining agreement or as modified for volunteers who are required to test under the DOT Drug and Alcohol Testing Policy, the District has the discretion to test a current employee for alcohol or drugs as follows:~~

#### 1025.5.1 REASONABLE SUSPICION

The District may require a blood test, urinalysis or other drug and/or alcohol screening of those persons reasonably suspected of using or being under the influence of a drug or alcohol at work. With the exception of members described in the DOT Alcohol and Drug Test Policy, testing must be approved by a Chief Officer..

In order to receive authority to test, the supervisor must record the factors that support reasonable suspicion and discuss the matter with a Chief Officer. If there is a reasonable suspicion of drug or alcohol use, the member will be relieved from duty and placed on sick leave (if available) if they are a paid employee, or restricted from working if they are a volunteer, until the test results are received.

#### 1025.5.2 POST-COLLISION TESTING

See the DOT Drug and Alcohol Testing Policy.

#### 1025.5.3 SCREENING TEST DISPOSITION

Employees may be subject to disciplinary action if they:

- (a) Fail or refuse to submit to a screening test as requested.
- (b) After taking a screening test that indicates the presence of a controlled substance, fail to provide proof, within 72 hours after being requested, that they took the controlled substance as directed, pursuant to a current and lawful prescription issued in their name.
- (c) Violate any provisions of this policy.

### **1025.6 MEMBER RESPONSIBILITIES**

~~Members shall come to work in an appropriate mental and physical condition and are absolutely prohibited from manufacturing, distributing, dispensing, possessing or using controlled substances or alcohol on District premises or on District time.~~

## *Drug and Alcohol Free Workplace*

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~~Members must notify their supervisor before beginning work when they are taking any medications or drugs, prescription or non-prescription, which may interfere with the safe and effective performance of duties or operation of District equipment.~~

~~Members must notify a supervisor immediately when they observe behavior or other evidence they believe demonstrates that a fellow employee poses a risk to the health and safety of the employee or others due to drug or alcohol use.~~

~~Members are required to notify their immediate supervisor of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.~~

### **1025.7 COMPLIANCE WITH THE DRUG FREE WORKPLACE ACT**

~~No later than 30 days following notice of any drug statute conviction for a violation occurring in the workplace involving a member engaged in the performance of a federal grant, the District will take appropriate disciplinary action, up to and including dismissal, and/or requiring the member to satisfactorily participate in a drug abuse assistance or rehabilitation program (41 USC § 8104).~~

### **1025.8 EMPLOYEE ASSISTANCE PROGRAM**

~~Employees who experience drug or alcohol problems are encouraged to seek referral for rehabilitation through an Employee Assistance Program (EAP) or their insurance provider. [A voluntary employee assistance program may be available to assist those who wish to seek help for alcohol and drug problems \(41 USC § 8103\). Insurance coverage that provides treatment for drug and alcohol abuse also may be available. Employees should contact the Fire Chief, their insurance providers, or the employee assistance program for additional information.](#) It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to performance problems. ~~Employees may contact their insurance provider or an EAP representative for additional information.~~~~

~~The District recognizes the need for confidentiality and privacy and forbids disclosure of any information relating to chemical abuse treatment, except on a need to know basis or as allowed by law. Information shall only be released with the express written consent of the employee involved or pursuant to an agreement or other lawful process. All documents generated by the EAP are considered confidential medical records.~~

### **1025.9 SEARCHES**

~~In order to promote a safe, productive and efficient workplace, the District has the right to search and inspect all District property, including, but not limited to, lockers, storage areas, furniture, vehicles and other places under the common control of the District or the joint control of the District and members. No member has any expectation of privacy in any District building, on any District property or when using any District communications system.~~

~~If the member is covered by the Firefighters Procedural Bill of Rights Act, no search of such spaces shall be made except in the member's presence or with his/her consent or after notice~~

## *Drug and Alcohol Free Workplace*

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~~has been given to the member (Government Code § 3250 et. seq.). Nothing herein shall affect a search conducted pursuant to a search warrant.~~

### **1025.10 EXCEPTIONS**

There will be times when the workplace may be used a venue for events, such as the annual holiday party. During these events, off-duty members may consume alcohol with approval from the Fire Chief or authorized designee.

### **1025.11 POLICY HISTORY**

This policy replaces SOPA-19 Drugs and Alcohol.



Northern Sonoma County Fire Protection District  
Chief's Report  
September 18, 2025 Board Meeting  
*For Previous Month*

**Significant Incidents**

- Aug 3 -17 Wildland engine 6172 dispatched as part of a strike team to Lake Fire in Lake County and Gifford Fire in San Luis Obispo County. Captain Joe Stewart also sent as a task force leader to the Gifford Fire.
- Aug 16 Small vegetation fire along Highway 128 in Knights Valley.
- Aug 21 – 31 Wildland engine 6171 dispatched as part of a strike team to Pickett Fire in Napa County.
- Aug 22 – Sep 10 Captain Joe Stewart was sent as strike team leader trainee to the Pickett Fire in Napa County and Dillon Fire in Siskiyou County.

**Community Meetings/Outreach**

- Aug 1 Community CPR Class
- Aug 3 Alexander Valley Association Annual Picnic
- Aug 16 Alexander Valley South Regional COPE meeting
- Aug 28 Electronic Newsletter

**Fire Operations**

- Training with CAL FIRE on September 7 for night flying helicopter wildland firefighting water drops.
- Wildland Engine 6172 experienced a fan belt and fan failure on the last assigned day to the Gifford Fire. Repairs were made in San Luis Obispo County.
- Two dip tanks were delivered to a large flat area in The Geysers. Calpine will be installing the infrastructure to keep them filled. These two tanks are part of a network of dip sites in The Geysers and adjacent area.

**Fire Prevention**

- Coordinating with City of Santa Rosa for water sources at their pump stations along Pine Flat Road.
- Business and school life safety inspections being prioritized with some defensible space inspections occurring.

**Vegetation Management**

- Developing bid package for hazard tree removal along Franz Valley Road.
- Coordinating South Lake County Fire Protection District for mastication along Geysers Resort Road.
- Fuels Crew worked on the following projects:
  - Mark West Springs Road (Measure H Funded)
  - Stewarts Point – Skaggs Springs Road (Measure H Funded)
  - Seaview Road (Measure H Funded)
  - Wallace Creek Road (Grant Funded)
  - Sweetwater Springs Road (Measure H Funded)

**Administration**

- Staff are evaluating health benefit program proposals from the following four program providers: Newfront, Keenan, SDRMA, and PRISMHealth.

- Hired 2 Forestry Technician 4s.
- Ongoing projects:
  - 5-Year update process to the Sonoma County Multi-Jurisdictional Hazard Mitigation (HMP)
  - Facilities needs assessment
- Watershed Management Plan for the Lake Sonoma and Gualala River watersheds, partnering with Ag Innovations who received a Bureau of Reclamation Cooperative grant.