



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

Thursday, October 16, 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.

OLD BUSINESS

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

1. Long Term Facility Planning

a. Facility Plan Design Progress (No Action)

DTA will be presenting early concepts for the Facility Plan Tier 1 projects for Board consideration and comments. Concepts presented will also be presented at the November Facilities Workshop. These are early concepts intended to stimulate

comments, concerns and other valuable information supporting the ongoing design effort. They form the basis of further experimentation and refinement so that costs and resources are balanced and final designs properly represent District needs and values. Projects will include:

- Geyserville Station Modernization
- Forestry Center Generic Plan
- Chalk Hill Station Test Plan
- Updates on Land Acquisition efforts

b. Facility Plan Financial Strategy **(Action Item)**

Walter Kieser will present recommendations for near term Tier 1 project funding. Recommendations will include commitment to a restricted Capital Account to stabilize resources as they are developed. Recommendations will reflect the work of the Facility Finance Committee that is ongoing. The Board will consider accepting the funding recommendations as presented.

1. Cloverdale/Northern Sonoma County Fire JPA **(No Action)**

The JPA Oversight Committee will report on the October 13, 2025 JPA Oversight Committee Meeting.

2. Retirement Advisory Committee **(No Action)**

In May, staff submitted materials to CALPERS for Phase I of the new agency contracting process, which involves determining the eligibility of a new public agency. On October 2, CalPERS reported that their determination process was almost complete. The next step of Phase I is for the CalPERS management team to review the findings and make a final determination regarding our agency's eligibility.

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. Reserve Funding **(Action Item)**

The Board will consider funding the reserves in the amounts recommended in the Reserve Fund Transfer Staff Report.

2. Purchasing & Procurement Policy **(No Action)**

The Board will have the opportunity to ask staff questions regarding the enclosed Purchasing & Procurement Policy Staff Report. Tonight's policy (Purchasing & Procurement) is a revision of a current policy.

3. First Amendment to Measure H Funding Agreement Between the County of Sonoma and Northern Sonoma County Fire Protection District **(Action Item)**

The Board will consider approving the Measure H Funding Agreement Between the County of Sonoma and Northern Sonoma County Fire Protection District.

4. Health Benefits (**Action Item**)

The Board will consider approving Resolution 2025-2026-1016-01, A Resolution of the Board of Directors of the Northern Sonoma County Fire Protection District Approving Employee Benefits Services with Berry Financial and Insurance Services and Authorizing the Fire Chief and Administrative Manager to Administer Benefits.

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.

1. The Board will amend and/or approve the September 18, 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. Adoption/Amendment of Policies
 - b. Legislative Advocacy
 - c. Board/Staff Interactions
 - d. Medical Supplies

CHIEF'S REPORT

This time is set aside to discuss the 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 November 20, 2025 at 6 PM.

Facilities Master Plan Financing Strategy 2025-26

Financing Strategy Initiating Actions

The following five actions, as needed to initiate the Facilities Master Plan Financing Strategy, were discussed and tentatively approved by the Ad Hoc Committee on October 6, 2025. Once adopted by the Board of Directors, staff and the consultant team will implement each action. It may be that further guidance will be needed as each action unfolds; in such cases, such guidance can be provided by the Ad Hoc Committee, and, if necessary, the entire Board.

1. Dedicate portion of existing cash to capital projects. Earmark and transfer a portion of the existing District cash balance (approximately \$5 million) to a restricted Capital Facilities Account. This account will also be used to accumulate funds for capital facilities from specified sources over time and can only be tapped for Board-approved capital expenditures.
2. Dedicate portions of existing funding sources to Capital Projects. Identify a portion of existing District revenue sources that can be earmarked and transferred to the Capital Facilities Account as the respective funding is received by the District. These sources include:
 - a) Ad Valorem Property Tax. Allocate a portion of District Property Tax, estimated to be \$3 million annually, to the Capital Facilities Account. A five (5) percent allocation (\$150,000) is recommended by the Ad Hoc Committee.
 - b) Measure H District Funding. Allocate a portion of the Measure H District Funding, estimated to be \$3 million annually (2025-26), to the Capital Facilities Account. A 15 (10) percent allocation (\$300,000) is recommended by the Ad Hoc Committee.
 - c) Measure H Vegetation Management Funding. Allocate a portion of the Measure H Vegetation Management Funding, also estimated to be \$3 million annually (2025-26), to the Capital Facilities Account. A five (5) percent allocation (\$150,000) is recommended by the Ad Hoc Committee, recognizing that providing the Countywide vegetation management services directed by Fire Safe Sonoma will require capital expenditure, including new facilities and equipment as the Countywide program gets underway in the coming years.

In total, these earmarked allocations will sum to approximately \$600,000 per year and may be augmented with other funding that becomes available for capital facilities funding in the coming years. **Table 1** shows a calculation of the approximate \$8 million capital that could be raised by issuing debt (or lease instruments) committing these funds over a 20-year term to debt service or lease payments.

Table 1 Short Term Bond Capacity					
Debt Service Funding Sources	Near term (5-year) Annual Funding Allocation				
	Total District Funding	Percentage of Total Allocated	Allocated Amount	Discount Rate	Capitalized Amount
Existing Funding Sources					
Ad Valorem Property Tax	\$ 3,000,000	5.0%	\$ 150,000	4.0%	\$ 2,038,549
Measure H Sale Tax Allocation (Base)	\$ 3,000,000	10.0%	\$ 300,000	4.0%	\$ 4,077,098
Measure H Sale Tax Allocation (Base)	\$ 3,000,000	5.0%	\$ 150,000	4.0%	\$ 2,038,549
Future Funding Options					
Special Tax (Area Specific)					
Special Tax (District Wide)					
General Obligation Bond					
	\$ 9,000,000		\$ 600,000		\$ 8,154,196

Over time, the allocated funding along with an appropriated debt coverage ratio amount, will be dedicated to one or more debt issuances (or leasing arrangements) that generate capital proportional to the costs of approved Master Plan Facilities projects.

3. Determine the most cost-effective approach to raising capital funds for Master Plan Facilities. There are many options available for issuing debt or lease financing arrangements. Staff and consultants will identify and evaluate these options in the near term so that the Board can select the most efficient and cost-effective approach. This may include cooperation with the effort of the Fire Chief’s Association to develop a Countywide fire service financing capacity, a local issue of revenue bonds, or creating a Certificate of Participation (COP), lease-revenue funding.
4. Review and Refine Expenditure Priorities. Based on the funds allocated to the Capital Facilities Account, including cash and bond issuance or leasing (a combined \$10 million), finalize near term priorities for project development and implementation. At the present time the project priorities include:
 - a) Fire Station 1 Modernization
 - b) Site acquisition, design and Phase 1 construction costs for the Forestry Center
 - c) Site acquisition and design for an additional outpost station to serve Knight’s Valley and Franz Valley areas.

It may be that additional funding may become available in the near-term including, State or federal grants that may be sought for the Forestry Center Project.

5. Pursue new capital funding sources. As these funding actions get underway staff and consultants will pursue and evaluate additional, longer range funding sources including District-wide special taxes, a Climate Resilience Bond, general obligation bond, and special assessments applied to sub-areas of the District. As a matter of policy, future capital facilities as prioritized in the Facilities Master Plan will be linked to amount and timing of funding from these new funding sources and the sustained ability to fund concomitant operational costs.

WS-1: Funding Sources & Uses -- Policy Allocation to District 'Uses'					Draft:	6-Oct-25
Captial Funding Source	Required or Preferred Allocation to Uses (Percent Disribution)				Blue =	Primary Use(s)
	Operations, generally	Operations, as specified	District Serving Facilities	Area Serving Facilities	Ongoing Facilities Improvements & Mainenance	Firefigthing Vehicles and Equipment
Cash Reserves						
On Account (October 2025)	0%	0%	0%	0%	0%	0%
Future Accruals	0%	0%	0%	0%	0%	0%
Taxation						
Ad Valorem Property Tax	80%	0%	0%	10%	5%	5%
Special Tax (Area Specific)	0%	0%	0%	0%	0%	0%
Special Tax (District Wide)	0%	0%	0%	0%	0%	0%
Inter-Agency Funding						
Measure H Sale Tax Allocation 5% (Base)	90%	0%	5%	0%	0%	5%
Measure H Sales Tax 5% Allocation (Vegetation Management)	5%	95%	0%	0%	0%	0%
Service Contracts/Exchanges	0%	90%	5%	0%	0%	5%
Settlement Funds	0%	100%	0%	0%	0%	0%
Grant Funding						
Grant Funding (Calfire)	5%	85%	0%	0%	5%	5%
Grant Funding (FEMA)	5%	85%	0%	0%	5%	5%
Grant Funding [Other government entites)	5%	85%	0%	0%	5%	5%
Dedicated Capital Revenue						
Development Impact Fee	5%	0%	70%	15%	5%	5%

Captial Funding Source	Required or Preferred Allocation to Uses (Percent Distribution)				Blue =	Primary Use(s)
	Operations, generally	Operations, as specified	District Serving Facilities	Area Serving Facilities	Ongoing Facilities Improvements & Mainenance	Firefigthing Vehicles and Equipment
Public Bond Funding						
Special Tax Bond (Local Area)	5%	0%	0%	85%	5%	5%
Special Tax Bond (Districtwide)	5%	0%	85%	0%	5%	5%
Climate Resilience Bond (tax increment)	0%	0%	0%	0%	0%	0%
Revenue Anticipation Note (e.g., Measure H)	0%	0%	0%	0%	0%	0%
General Obligation Bond	0%	0%	0%	0%	0%	0%
Assessment District Bond	0%	0%	0%	0%	0%	0%
Charitable Donations						
NSCFPD Foundation	0%	0%	80%	0%	10%	10%
Other Charitable Foundation sources, etc.)	0%	0%	80%	0%	10%	10%
Corporate or other Private Support	0%	0%	80%	0%	10%	10%
Commercial Credit						
Forest Resilience Bond (Blue Forest)	0%	80%	0%	0%	10%	10%
Commercial Credit	0%	0%	0%	0%	0%	0%
Lease-Revenue (COP)	0%	0%	0%	0%	0%	0%

WS-2: Funding Source Evaluation

Draft:

6-Oct-25

Capital Funding Source	Funding Evaluation Topics							
	Status	Restricted or General Revenue	Duration & Growth Potential	Funding Potential	Range of Facilities Funding		Statutory Basis & Proceedings	Administrative Responsibility & Effort
					Annual Funding	Bonding Capacity		
Cash Reserves								
Cash Reserves (October 2025)	Existing	Either					Budget Policy	District Responsibility
Cash Reserves (future)		Either					Budget Policy	District Responsibility
Taxation								
Ad Valorem Property Tax	Existing	General	Recurring, substantial growth	High -- Substantial long-term growth in AV anticipated			Prop. 13 limits, County Tax Exchange Agreement	County Tax Collector, limited District effort
Special Tax (Area Specific)	Two special tax zones in place	Restricted to services/facilities in zone	As specified in measure	Limited -- Political acceptability (tax rate)			Special Tax (Parcel or CFD) voter approval proceeding	District responsibility, annual effort
Special Tax (District Wide)	None	As specified in Measure	As specified in measure	Medium -- Political acceptability (tax rate)			Special Tax (Parcel or CFD) voter approval proceeding	District responsibility, annual effort
Inter-Agency Funding								
Measure H Sale Tax Allocation (Base)	Existing	General	Recurring, modest growth (sale tax)	Medium -- use for both operating & capital expenses			Measure H	
Measure H Sales Tax 5% Allocation (Vegetation Management)	Existing	Restricted to Vegetation Management purposes	Recurring, modest growth (sale tax)	Medium -- use for both operating & capital expenses			Measure H & related MOU with other benefitting Fire Agencies	
Service Contracts/Exchanges	Existing	General, (contract)	Limited, (cost recovery)	Limited -- cost recovery			Contract	District responsibility, annual effort
Wildfire Settlement Funds	Existing	General	Limited new funding available	Limited -- funding mostly appropriated			Trust account controlled by County	Application & fund management by District
Grant Funding								
Grant Funding (Calfire)	Existing	Restricted to Vegetation Management	Uncertain - State Budget stress	Uncertain			Grant Programs Available	Application & fund management by District

Capital Funding Source	Funding Evaluation Topics							
	Status	Restricted or General Revenue	Duration & Growth Potential	Funding Potential	Range of Facilities Funding		Statutory Basis & Proceedings	Administrative Responsibility & Effort
					Annual Funding	Bonding Capacity		
Grant Funding (FEMA)	Existing	As specified in Grant	Uncertain -- Federal Budget reductions	Uncertain			Grant Programs Available	Application & fund management by District
Grant Funding [Other federal]	?	As specified in Grant	Uncertain -- Federal Budget reductions	Uncertain			Grant Programs Available	Application & fund management by District
Dedicated Capital Revenue								
Development Impact Fee	None		Limited growth, mostly at Geysers	Limited			Govt Code Section 66000 compliance	Created & Managed by District
Public Bond Funding								
Special Tax Bond (Local Area)	None	As specified in measure	Perpetual, limited growth	Limited			Fire District Law, Prop 218	Created & Managed by District
Special Tax Bond (Districtwide)	None	As specified in measure	Perpetual, limited growth	Medium			Fire District Law, Prop 218	Created & Managed by District
Climate Resilience Bond (tax increment)	None	As specified in measure	Geysers AV will cause substantial increase in AV				Dodd Legislation, Tax Increment negotiation with County	Created & Managed by District
Revenue Anticipation Note (Measure H)	None	As specified in measure	Perpetual, medium growth	Medium			Pledge of revenue	Created & Managed by District
General Obligation Bond	None	As specified in measure	Long term, AV growth lowers mil rate applied	High			Prop 13 compliance	Created & Managed by District
Assessment District Bond	None	As specified in measure	Perpetual, medium growth	Medium			Fire District Law, Prop 218	Created & Managed by District
Charitable Donations								
Firefighters Association	Existing		Successful existing effort	Limited			Voluntary	Created & Managed by District
Foundation sources, etc.)	None			Limited			Voluntary	Created & Managed by District
Corporate Support	None			Limited			Voluntary	Created & Managed by District
Commercial Credit								
Forest Resilience Bond (Blue Forest)	None	Credit only	Cash flow management only	Limited			Private financing	Created & Managed by District
Commercial Credit	None	Credit only	Cash flow management only	Limited			Private financing	Created & Managed by District

Capital Funding Source	Funding Evaluation Topics							
	Status	Restricted or General Revenue	Duration & Growth Potential	Funding Potential	Range of Facilities Funding		Statutory Basis & Proceedings	Administrative Responsibility & Effort
					Annual Funding	Bonding Capacity		
Lease-Revenue, Certificate of Participatio	None	As developed and approved	Equipment financing	Medium			Private financing	Created & Managed by District

WS-3 Application of Funding Sources to Tier 1 Projects Scenario

Draft:

Funding Sources & Debt Options	Facilities Master Plan Tier 1 Projects															
	Phase 1 Station #1 Renovations:		Station 1 Land Acquisition		Phase 2 Station 1 Renovations		FC Land Acquisition		Forestry Center Phase 1		Forestry Center Phase 2		KNV CHK Land Acquisition		KNV Outpost Station	
	Source	Amount	Source	Amount	Source	Amount	Source	Amount	Source	Amount	Source	Amount	Source	Amount	Source	Amount
Project Estimated Costs		\$ 8,018,500		\$ 300,000		\$ -		\$ 435,000		\$ 8,788,500		\$ -		\$ 100,000		\$ 5,325,000
Cash Reserves																
Cash Reserves (October 2025)		✓		✓												
Cash Reserves (future)																
Taxation																
Ad Valorem Property Tax (CAPEX)																
Special Tax (Area Specific)																✓
Special Tax (District Wide)	✓		✓				✓		✓		✓					
Inter-Agency Funding																
Measure H Sale Tax Allocation (Base)	✓		✓		✓		✓		✓		✓		✓		✓	
Measure H Sales Tax 5% Allocation (Vegetation Management)											✓		✓			
Service Contracts/Exchanges																
Wildfire Settlement Funds																
Grant Funding																
Grant Funding (Calfire)																
Grant Funding (FEMA)																
Grant Funding [Other federal]																
Dedicated Capital Revenue																
Development Impact Fee																
Project Mitigation Agreements																
Public Bond Funding																
Special Tax Bond (Local Area)																
Special Tax Bond (Districtwide)																
Climate Resilience Bond (tax increment)																
Revenue Anticipation Note (Measure H)																
General Obligation Bond																
Assessment District Bond																
Charitable Donations																
Firefighters Association																
Foundation sources, etc.)																
Corporate Support																
Commercial Credit																

Forest Resilience Bond (Blue Forest)
Commercial Credit
Lease-Revenue, Certificate of Participation

Total Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Control	\$ 8,018,500	\$ 300,000	\$ -	\$ 435,000	\$ 8,788,500	\$ -	\$ 100,000	\$ 5,325,000

WS-4 Short Term Bond Capacity

Debt Service Funding Sources	Near term (5-year) Annual Funding Allocation				
	Total District Funding	Percentage of Total Allocated	Allocated Amount	Discount Rate	Capitalized Amount
Ad Valorem Property Tax	\$ 2,000,000	5.0%	\$ 100,000	4.0%	\$ 1,359,033
Special Tax (Area Specific)	\$ -				
Special Tax (District Wide)	\$ -				
Measure H Sale Tax Allocation (Base)	\$ 3,000,000	15.0%	\$ 450,000	4.0%	\$ 6,115,647
General Obligation Bond	\$ -				
	\$ 5,000,000		\$ 550,000		\$ 7,474,679



Northern Sonoma County Fire Protection District
Reserve Fund Transfer Staff Report
October 16, 2025, Board Meeting

Background

The Financial Reserves policy was adopted by the Board of Directors to establish and define operating and reserve funds to ensure financial stability of the district in the event of a natural or fiscal emergency as well as planning for short-term and long-term capital acquisition. This policy defined the types of funds including encumbered and unrestricting funding and establishing 5 “Reserve Funds” These were defined as:

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

One of the key points recommended by the Finance Committee and established by the Board of Directors in the adoption of this policy was to strive to maintain a balance of 30% of the Operations Budget for emergencies. This was further discussed during the last meeting of the Finance Committee in determining appropriate designation of undesignated funds to reserve funds and is further detailed below.

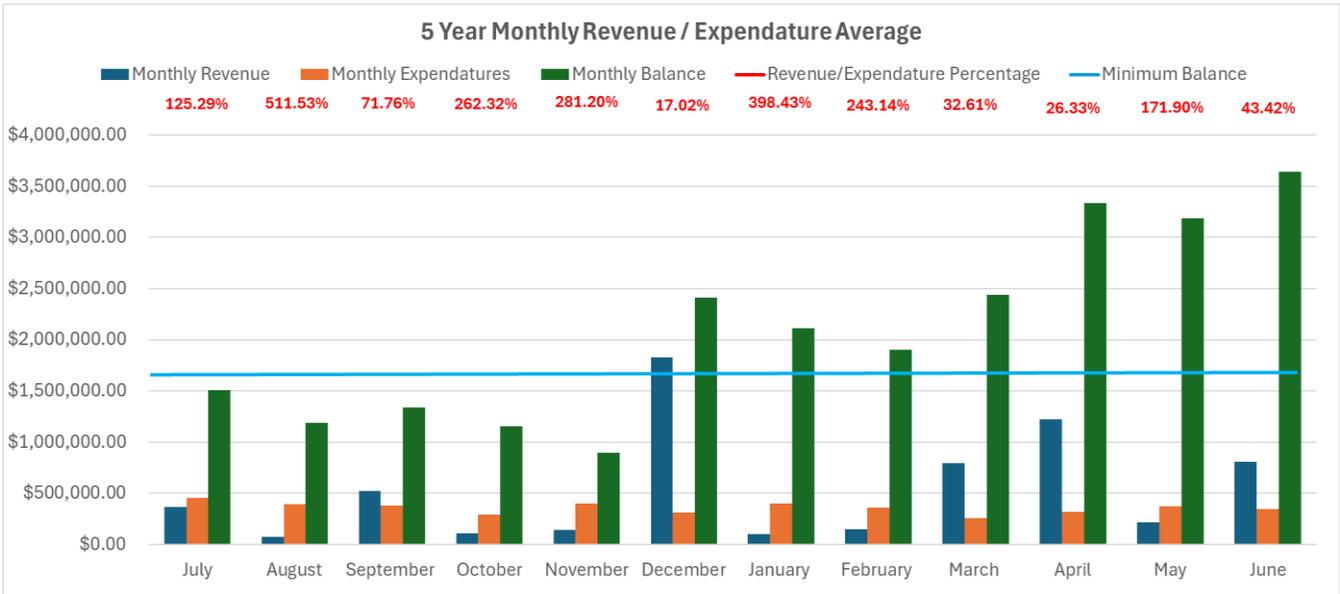
Highlights

The combined balance for the end of FY 2024/25 was approximately \$6,002,075. On 7/1/2025, the Fire District had approximately \$1,268,960 in encumbered funds for apparatus on order and vegetation grant projects in progress, leaving a balance of \$4,733,115 of undesignated funds.

In addition to the encumbered funds, there were also reserves tied to Measure H revenues, \$908,025 for fire operations and \$1,074,362 for vegetation management, totaling \$1,982,387.

Considering the Measure H reserves, the total undesignated fund balance at the end of the fiscal year was approximately \$2,750,728.

A 5-year analysis of revenues and expenditures was completed to determine the average cashflow per month for the fire district. This analysis also included the combined fund balance for each month and the percentage of expenditures versus revenues. The results are shown on the table below.



During the Finance Committee meeting in August, it was discussed, and it was recommended that a balance of undesignated funds be established at \$1,600,000 at the beginning of the fiscal year to ensure adequate funds throughout the year. The committee would then make recommendations to designate any excess funds to reserve accounts as part of the adoption of the new fiscal budget each year.

Further, to better clarify the “emergency” operation funds, it is recommended that the Board approve a revision to the Financial Reserves policy to add an additional reserve fund titled “Operations Reserve Fund” for the 30% reserve balance as outlined in the policy.

The Finance Committee recommended that the Board designate \$900,000 to the Operation Reserve Fund this year, which would equal approximately 15% of the total budget for this fiscal year.

If approved, the Monthly Summary Sheets would provide a more accurate picture of available funds.

Action Requested

Action requested by the Board is to approve the change to the Financial Reserves policy to add the Operations Reserve Fund and to designate \$900,000.00 to this fund for the current fiscal year. Additionally designate the balances of the Measure H funding to the appropriate reserve account.



Northern Sonoma County Fire Protection District
Purchasing & Procurement Policy Staff Report
October 16, 2025 Board Meeting

Background

Our current Purchasing & Procurement Policy was based on our previous policy Budget Spending (adopted on August 14, 1996), the Sonoma County Fire District Purchasing Policy, and edits from the Finance Committee, staff, and consultants.

After review of this policy from Jarvis Fay, staff learned that the policy did not align with current county and state codes, including services under Public Contract Code § 20812, construction under Public Contract Code § 20813, and architectural and engineering services under Government Code § 4529.10 et seq.

Jarvis Fay rewrote the policy to:

- Align it with applicable law, including the procurement requirements relating to "construction" and "special services" under Public Contract Code section 20810 et seq.;
- Comply with the County's purchasing and contracting requirements for the procurement of services, including incorporating the County's current Service Agreement Policy as an attachment;
- Clarify requirements relating to the application of prevailing wage requirements to "public works," as defined under the Labor Code;
- Reorganize sections of the policy for logical flow; and
- Clarify portions of the policy, consistent with general best practices for local agency procurement, to ensure flexibility for the District.

Action Requested

1. Review draft Purchasing & Procurement policy. Send revisions/suggestions/corrections to Anneke Turbeville. Please note that this policy is not in Lexipol format yet- the formatting will change slightly when entered into Lexipol.

Purchasing and Procurement

Adopted: < _____ >

213.1 PURPOSE

The purpose of this policy is to provide efficient procedures for the purchase and procurement of goods and services that enable the District to secure goods and services based on the lowest cost and/or best value to the District; maintain financial control over purchasing transactions; exercise sound management of public funds through competitive procurement processes that are fair, open, and transparent; and protect the integrity of the District and maintain public trust. The District will purchase and procure goods and services in an efficient and cost-effective manner consistent with applicable law, including, but not limited to, Public Contract Code § 20810 et seq. and the requirements set forth in this policy.

213.2 DEFINITIONS

Unless the context clearly indicates otherwise, the following definitions apply to this policy, regardless of whether the defined term is capitalized:

Approval Authority means the District personnel who, depending on the total amount of the purchase or contract, are authorized to approve purchase orders or contracts and expenditures of District funds. (See Section 213.4.)

Board means the District's Board of Directors or authorized delegee.

Capital Asset means a good valued at over \$5,000 at the time of purchase that is expected to provide value to the District for a long duration (e.g., equipment, vehicles).

Construction means the construction or completion of any building, structure, or improvement, as set forth in Public Contract Code § 20813.

Contract means a written, legally binding agreement between the District and a vendor to provide goods and/or services to the District.

Cooperative Purchasing Contract means a contract for goods or services between a vendor and another public agency, awarded following a competitive procurement process, and made available to other public agencies. Agencies that administer Cooperative Purchasing Contracts include, but are not limited to, the U.S. Government Services Administration (GSA) and the California Department of General Services (DGS) pursuant to California Multiple Award Schedules (CMAS).

County means the County of Sonoma.

DIR means the California Department of Industrial Relations.

Emergency means a sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services, as determined by the Board of Directors as set forth in Section 213.7(B), below. (See also Pub. Con. Code § 1102.)

Federal Procurement Requirements means the uniform federal award procurement requirements set forth in 2 CFR §§ 200.318-200.326, which apply to federally funded procurements, and any additional federal requirements or funding conditions that apply to a particular procurement.

Finance Manager means the District employee responsible for controlling District finances, planning, organizing, auditing financial statements, accounting, purchasing, and contracts.

Fire Chief means the Fire Chief of the District and his or her delegee(s).

Goods means tangible items, such as materials, equipment, and supplies.

Invoice means a legible, vendor-generated, written detail of the goods or services provided by a vendor to the District, which includes, at a minimum, the vendor's business name, address, and contact information, a description of the goods and/or services, and the cost thereof.

Lowest Responsible Bidder means the responsible bidder that submitted the lowest responsive bid.

Receipt means a legible, vendor-generated record of the purpose and cost of a purchase, which includes the business name, address, and contact information for the vendor.

RFP means a request for proposals transmitted to qualified vendors to seek a competitive proposal to provide goods or services to the District.

RFQ means a request for qualifications transmitted to potentially qualified vendors to evaluate qualifications for providing services to the District.

Special Services, as defined in Public Contract Code § 20812(a), are limited to the fields of accounting, administration, ambulance, architecture, custodial, economics, engineering, finance, insurance, labor relations, law, maintenance, mechanics, medicine, planning, science, technology, and other services which are incidental to

the operation of the District. The term “special services” includes “architectural and engineering services,” which are defined in Government Code § 4529.10 et seq. as all architectural, landscape architectural, environmental, engineering, land surveying, and construction project management services.

Services means intangible products or assistance, including, but not limited to, special services and construction.

Vendor means a business entity or sole proprietor that may provide goods or services to the District. As used herein, the term “vendor” also means a contractor, consultant, or supplier, as applicable.

213.3 ROLES AND RESPONSIBILITIES

The application of this policy is the responsibility of the Finance Manager. The interpretation of this policy is the responsibility of the Fire Chief. District personnel that are authorized to procure goods and services on behalf of the District must comply with this policy, including use of the appropriate procurement method to procure goods and services and maintaining records of each procurement. District personnel will neither solicit nor accept gratuities, favors, or anything of monetary value from a vendor.

213.4 APPROVAL AUTHORITY

The following Approval Authority Schedule includes the approval authority applicable to all District contracts and purchase orders. The Fire Chief will determine which, if any, approval authority level applies to individual District personnel and will assign such approval authority level to District personnel, as appropriate. District personnel with approval authority may approve and sign contracts or purchase orders on behalf of the District provided the dollar amount of the contract or purchase order is within the individual’s authorized approval amount. Any contract or purchase order over \$25,000 requires the approval of the Fire Chief or Board of Directors, as set forth below.

Approval Authority Schedule	
Approval Authority Level	Approval Amount
BASIC	\$0 - \$500
INTERMEDIATE	\$501 - \$5,000
EXECUTIVE	\$5,001 - \$25,000
FIRE CHIEF	\$25,001 - \$100,000
BOARD OF DIRECTORS	Over \$100,000

213.5 PROCUREMENT

For purposes of this policy, there are three types of procurements: goods, services (excluding construction), and construction. All District procurements must be made in compliance with applicable state law and this policy. District procurements which are subject to federal funding, in whole or in part, must also comply with applicable federal procurement requirements. In the event of any conflict between federal, state, and local requirements, the most stringent requirement must be used.

213.5.1 GOODS

This Section applies to the procurement and purchase of goods, including, but not limited to, materials, supplies, and equipment.

A. Procurement Methods and Thresholds. The applicable procurement method for goods depends on the dollar amount of the proposed purchase order or contract, as follows:

1. Direct Buy Method. Goods with an estimated value of \$25,000 or less may be procured using the direct buy method. For the direct buy method, District personnel with the appropriate approval authority may purchase goods directly from a vendor with cash (see District's Petty Cash Management Policy), credit card (see District's Credit Card Purchases Policy), using a vendor account followed by an invoice, or by a negotiated written contract or purchase order. If the purchase involves a contract or purchase order, District personnel must review the terms and conditions of the contract or purchase order before signing the contract or purchase order to ensure that there are no conflicts with District policies. The documentation required for the direct buy method includes the invoice and/or receipt and the contract or purchase order, if applicable.

2. Request for Quotes. Goods with an estimated value over \$25,000 and up to \$100,000 may be procured by a written request for quotes.

(a) Procedures. The request for quotes may be issued to potential vendors by email, mail, or any other method deemed appropriate by the approval authority. District personnel will attempt to obtain at least three written quotes.

(b) Contents. The request will describe the desired goods in sufficient detail to ensure a fair comparison of quotes, which may include size, performance criteria, standards, shipping costs, time for delivery, and warranty requirements.

(c) Award. A purchase order or contract will be awarded, if at all, based on the lowest quote that best meets the needs of the District.

3. Request for Proposals. Goods with an estimated value exceeding \$100,000 will be procured using an RFP.

(a) Procedures. The Fire Chief will publicly advertise the RFP by publication of notice of the RFP in a newspaper of general circulation, posting the RFP on the District's website, or by any other means deemed appropriate by the Fire Chief, in an effort to obtain at least three written proposals. The Fire Chief will determine the procedures applicable to an RFP for goods, including the basis for award (e.g., best value, etc.).

(b) Contents. Each RFP must include a clear and comprehensive description of the desired goods, which may include specifications, size, performance criteria, standards, shipping costs, time for delivery, and warranty requirements, as well as applicable terms and conditions. The RFP must provide instructions for submission of a written proposal and identify the required contents for a proposal, which should correspond with the stated evaluation criteria. The RFP must identify the evaluation criteria, which may include price; schedule; experience; qualifications; and approach, including the ability of the vendor to provide training, future maintenance, repairs, or parts for the goods. The RFP may also identify the relative weight attached to each evaluation criterion. The request may also attach a copy of the District's form contract, if applicable.

(c) Proposal Submission and Evaluation. Proposals will be submitted to the Fire Chief by the date and time specified in the RFP. Proposals will be fairly and objectively evaluated based upon responsiveness to the RFP and based on the criteria set forth in the RFP. Evaluation may be conducted by a panel that includes individuals with relevant technical expertise.

(d) Recommendation for Award. The Fire Chief will prepare a staff report for the Board with a recommendation for award. Following Board approval and award, the Fire Chief may send a notice of award to the selected vendor.

B. Miscellaneous Requirements.

1. Equipment for Fire Protection Purposes. Pursuant to Health & Safety Code § 13867, the purchase of any equipment for fire protection purposes must conform to the standardization provisions of Health & Safety Code § 13025 et seq.

2. Capital Asset. If a procurement includes the purchase of a capital asset, the capital asset must be marked with a District inventory tag, and the following

information must be sent to the Finance Manager: item description, inventory tag number, and the purchase price.

3. Master Purchase Contract. A master contract for ongoing or recurrent purchases of goods may be awarded subject to the same competitive procurement requirements that apply to any other contract for goods.

213.5.2 SERVICES

This Section applies to services, excluding construction. (See Section 213.5.3 for requirements applicable to construction.) Pursuant to Public Contract Code § 20812(b), the District will follow the contracting and purchasing procedures which apply to the County for the procurement of services. The County's current contracting and purchasing procedures for services are described in general terms below. For more information, consult the County's "Service Agreement Policy," which is attached hereto as **Attachment A**. The County's contracting and purchasing procedures may be updated from time to time, so it is important to routinely check with the County for updates to its procedures. The following procurement requirements will be deemed modified to align with future amendments to the County's procedures.

A. Procurement Methods and Thresholds. Except as otherwise specified below, the applicable procurement method for services depends on the dollar amount of the proposed contract, as follows:

1. Direct Contract. Service contracts under \$5,000 may be procured via negotiated contract.

2. Informal Process. Service contracts between \$5,000 and up to \$50,000 require an informal process of obtaining at least one written quote or proposal.

3. Formal Competitive Process. Service contracts over \$50,000 require a formal, competitive procurement process using either an RFP or RFQ. To the extent practicable, an RFP for services should include the content specified under "RFP Development" and follow the process specified under "RFP Process" in Attachment A, as applicable. A contract will be awarded, if at all, to the "responsive and responsible offeror," as set forth under "Contract Award" in Attachment A. (See Attachment A for more information.)

4. Architectural and Engineering Services. Notwithstanding any provision to the contrary in this Section, all contracts for "architectural and engineering services," which is defined in Government Code § 4529.10 to include all architectural, landscape architectural, environmental, engineering, land surveying, and construction project management services, will be procured pursuant to a fair,

competitive selection process as specified in Government Code § 4529.12.

B. Miscellaneous Requirements.

1. Scope of Services. Each contract should include a clear and detailed scope of services, specifying deliverables, a description of services, specifications, milestones, standards of performance, and/or any other relevant information relating to the services, as set forth under “Scope of Services (Statement of Work)” in Attachment A.

2. Payment Terms. Each contract must clearly specify how payment under the contract will be made, including the basis for payment, as set forth under “Payment Terms” in Attachment A.

213.5.3 CONSTRUCTION

A. Procurement Methods and Thresholds. Contracts for construction of \$10,000 or less may be procured via negotiated contract. Contracts for construction in excess of \$10,000 must be let to bid in accordance with applicable law, including, but not limited to, Public Contract Code § 20813 and the requirements in this Section.

1. Notice Inviting Bids. The District will publish a notice inviting bids at least twice, not less than five days apart, in a newspaper of general circulation in the District, or if there is none, the District will post the notice inviting bids in at least three public places in the District. The first publication or posting of the notice will be at least ten days before the date of opening bids. The notice inviting bids will distinctly state the work to be done and set a date for opening bids.

2. Basis for Award. A contract will be awarded, if at all, to the lowest responsible bidder.

3. Tie Bids. If two or more bids are the same and the lowest, the Board may accept the one it chooses.

4. Rejection of Bids. In its discretion, the Board may reject all bids presented and readvertise for bids.

5. Cost Records. The District will maintain cost records in accordance with Government Code § 4000 et seq., if applicable.

B. Miscellaneous Requirements.

1. Bonds. The Board or its authorized delegee may require bid security, such as a

bid bond, as a condition to submitting a bid, and may require a payment bond, performance bond, or any other bond it deems desirable as a condition to entering into the contract. A payment bond is required by law if the construction contract exceeds \$25,000. Bonds must be issued by a surety admitted in the State of California on bond forms approved by the Fire Chief.

2. Contractor's License. A construction contract may only be awarded to a vendor with a valid California contractor's license in the classification specified by the District. (See Pub. Con. Code § 3300, Bus. & Prof. Code § 7059(b).)

3. Plans and Specifications. The District will prepare detailed plans and specifications for a construction project.

4. Alternative Procurement Methods for Construction. Subject to the limits of law, the District may dispense with the bidding requirements set forth above and use an alternative procurement method for the procurement of a construction contract when approved by the Board and determined to be in the best interests of the District. Alternative procurement methods available to the District for construction include design-build project delivery, progressive design-build project delivery, and any other project delivery method authorized by law.

213.6 ALTERNATIVE PROCUREMENT PROCEDURES

Subject to the limitations of law, the Board or Fire Chief (if within the approval authority of the Fire Chief) may approve alternative selection, evaluation, and award procedures for a specific procurement, if available information demonstrates that a substantial cost savings, enhancement in quality or performance, or other public benefit will result from use of the alternative procurement method. The alternative procurement method will meet the purpose and goals of this policy and will substantially promote the public interest in a manner that could not be achieved by complying with the competitive procurement methods otherwise applicable to the procurement under this policy. See Section 213.5.3(B)(4), *Alternative Procurement Methods for Construction*, for additional limitations on the use of alternative procurement methods for construction.

213.7 EXCEPTIONS TO COMPETITIVE PROCUREMENT

Notwithstanding any other provision in this policy to the contrary, but subject to the limits of law and any limitations in the County's contracting procedures for services, the following procurements may be made without any competitive procurement process with advance approval of the Fire Chief, unless otherwise specified. To request approval, District personnel must submit a noncompetitive procurement justification request to the Fire Chief. Upon approval, contract negotiations may begin.

A. Sole Source. A purchase may be made or contract awarded without a competitive procurement process when there is only one reasonable and practicable source for the required goods or services because of the unique quality of the goods or services; availability; compatibility or standardization with existing District programs, equipment or systems; or fitness for a particular use. A sole source purchase or contract must be supported by detailed and comprehensive documentation to justify the sole source purchase or contract.

B. Emergencies. In the case of an emergency, the Board (or the Fire Chief if the Board has delegated authority to the Fire Chief pursuant to Pub. Con. Code § 22050) may dispense with otherwise applicable competitive procurement procedures to repair or replace a public facility, take any directly related and immediate action required by the emergency, and procure the necessary equipment, services, and supplies for those purposes, in accordance with Public Contract Code § 22050. Emergency procurements will be limited in scope and duration to the extent necessary to satisfy the emergency need. The District will follow the review and reporting procedures for emergency actions set forth in Public Contract Code § 22050.

C. Urgent Purchases. When a good or service is needed by the District on an urgent basis based on unforeseen or unforeseeable circumstances or pending a competitive procurement process, the approval authority may authorize an immediate short-term purchase of goods or services (excluding construction), with approval of the Fire Chief, without compliance with an otherwise applicable competitive procurement process. Any such short-term contract or purchase order may not exceed six months.

D. Cooperative Purchase Contracts and Intergovernmental Procurement. When in the best interests of the District, the Fire Chief is authorized to join with other public jurisdictions in Cooperative Purchasing Contracts; buy directly from a vendor at a price established by a competitive procurement process by another public jurisdiction in compliance with applicable law, even if the District has not joined with that public agency in a formal contract; and, purchase from the United States of America, any state, municipality or other public corporation or agency, without following a competitive procurement process. District personnel will obtain documentation evidencing that a Cooperative Purchasing Contract is currently in effect; that the Cooperative Purchasing Contract originated from a competitive procurement process; that the goods or services to be acquired by the District are comparable to the goods or services set forth in the Cooperative Purchasing Contract; and that the price of goods or services to be acquired by the District is not greater than that specified in the Cooperative Purchasing Contract. When in the best interests of the District, the District may modify the specifications for goods or services set forth in a Cooperative Purchasing Contract, provided that the District obtains the same or similar pricing as that set forth in the Cooperative Purchasing Contract.

E. Contracts with Other Public Agencies for Emergency Services. When the District Board determines that it is in the public interest, the District may contract with any other public agency for fire protection services, rescue services, emergency medical services, hazardous material emergency response services, ambulance services, and any other emergency services for the protection of lives and property, without following a competitive procurement process. (See Pub. Con. Code § 20811.)

F. Purchases Not Susceptible to Competitive Procurement Process. Except where otherwise required by law or applicable funding conditions, procurements which are not readily adaptable to competitive procurement process may be procured without a competitive procurement process. Such procurements may include, but are not limited to, the following:

1. Utility services provided to District buildings and facilities (e.g., telephone, gas, water, sewer, electricity);
2. Appraiser services;
3. Insurance or bond premiums;
4. Professional memberships;
5. Software licenses;
6. Advertisements;
7. Travel expenses;
8. Books, publications, subscriptions, recordings, films and annual book and periodical contracts;
9. Catering for meetings and for fire crews during an active fire (excluding catering for celebrations);
10. Where law fixes the price of property or services;
11. Automotive and heavy equipment repairs including body shop repairs, lights and siren packages, and installation of decals and striping;
12. Uniforms;
13. Medical supplies and equipment;
14. Goods or services for experimental or trial purposes; and
15. Services available from another public agency and provided by such other public agency.

G. Best Interest. If the Fire Chief determines that, due to the nature of the goods or services, (1) a competitive procurement process is not likely to serve the best interests of the District, or if it would be impossible, impractical, or incongruous, or (2) there is a less expensive alternative that will serve the District equally as well, the goods or services may be obtained without a competitive procurement process.

213.8 MISCELLANEOUS REQUIREMENTS

213.8.1 AVAILABLE FUNDING

Prior to procuring goods and services, District personnel will identify available funding for the procurement in the Board-approved budget.

213.8.2 NO RESPONSIVE BIDS OR PROPOSALS

Subject to the limits of law, if no responsive bids or proposals are received following a competitive procurement process, the District may award the contract by negotiated contract, purchase order, or any other procedure determined by the Fire Chief (with approval of the Board, if necessary) to be in the best interests of the District and in compliance with the District's policies and procedures.

213.8.3 CONTRACT EXTENSIONS; MAXIMUM TERM

If in the District's best interests, the Fire Chief may extend the term of a contract, based on satisfactory service and reasonable prices and pursuant to the same terms and conditions of the original contract, to avoid the interruption of services and/or based on sound business judgment. Any such extension requires approval of the Board if the cumulative total amount of the contract with the extension will exceed the Fire Chief's approval authority. For the services set forth in Section 213.5.2, the term of any such contract, including any extension(s), may not exceed three years, unless otherwise approved by the Board.

213.8.4 RECORDS

District personnel will maintain written documentation relating to each procurement, including the solicitation documents (e.g., request for quotes, RFP, or bid documents); documentation evidencing the means of distributing the solicitation and, if possible, the vendors that received the District's solicitation documents; the quote(s), proposal(s), or bid(s) received in response to the solicitation; scoring sheets, if applicable; the executed contract or purchase order; receipts; invoices; and any other documentation relevant to a particular procurement.

213.8.5 DISTRICT CONTRACT TEMPLATES

To the extent practicable, District personnel will use the District's form contract templates when engaging a vendor to provide goods or services.

213.8.6 PREVAILING WAGE REQUIREMENTS

Contracts for "public works," as defined under the Labor Code, are subject to the prevailing wage requirements in Labor Code § 1720 et seq., unless exempt, as specified below. For procurements subject to prevailing wage requirements, the procurement and

contract documents must include information on prevailing wage requirements and compliance as specified in the Labor Code.

A. Definition. For purposes of determining the applicability of prevailing wage requirements, the definition of “public works” under Labor Code § 1720 et seq. applies. The definition of “public works” under the Labor Code includes any construction, alteration, demolition, installation, repair work, maintenance, carpet-laying, certain tree-removal work, and certain hauling and delivery of ready-mix concrete, that is performed under contract and paid for in whole or in part out of public funds.

B. Prevailing Wages. The payment of prevailing wages is required for public works projects over \$1,000, as set forth in Labor Code § 1771.

C. DIR Registration. For each contract subject to prevailing wage requirements, the District may not accept a bid from or award a contract to any contractor or subcontractor that is not registered with the DIR, pursuant to Labor Code § 1771.1, unless exempt, as follows: Contracts for construction, alteration, demolition, or repair work for \$25,000 or less and maintenance contracts of \$15,000 or less are exempt from this requirement.

D. DIR Notification. For contracts subject to DIR registration requirements, District personnel must notify the DIR of a public works contract in accordance with Labor Code § 1773.3 within 30 days after the contract is awarded, but no later than the first day that workers are employed on the project. District personnel are encouraged to electronically transmit notice to the DIR as soon as possible following award to avoid the penalties that may be imposed for late filing.

213.8.7 CONFLICT OF INTEREST

No employee, officer, or agent of the District may participate in the selection, award, or administration of a contract if he or she has a real or apparent conflict of interest. No officer, employee, or agent of the District may solicit or accept gratuities, favors, or anything of monetary value from vendors or parties to subcontracts. District personnel may not violate laws pertaining to conflicts of interest, political contributions, or unlawful activities. A District employee may not participate in the vendor selection process if the employee has a financial relationship, as set forth in Government Code § 87100 et seq., with the person or firm seeking a contract; or a real or apparent conflict of interest under Government Code § 1090 et seq. If there is any uncertainty as to whether a conflict of interest exists, District personnel will consult with the Finance Manager or legal counsel, and another employee may be assigned to facilitate the purchase or contract.

213.8.8 INSURANCE REQUIREMENTS

Insurance requirements may vary depending on the type of procurement, nature of the

contract, and commensurate risk. District personnel will require that vendors procure and maintain the following insurance coverage, as applicable, unless otherwise authorized by the Fire Chief, and will require that vendors provide evidence of the required insurance by furnishing original certificates and amendatory endorsements to the District for review and approval prior to the start of work. The District reserves the right to require complete, certified copies of all required insurance policies, including endorsements, at any time.

A. Policies and Limits. All required insurance must be issued by a company licensed to do business in the State of California, and each such insurer must have an A.M. Best's financial strength rating of "A" or better and a financial size rating of "VII" or better.

1. Commercial General Liability (CGL). A CGL insurance policy issued on an occurrence basis, written on a comprehensive general liability form, providing coverage for bodily injury, personal injury, and property damage, including operations, products and completed operations liability, with limits of at least \$1,000,000 per occurrence. For construction projects, if CGL insurance with a general aggregate limit is used, either the general aggregate limit will apply separately to the project/location or the general aggregate limit will be twice the required occurrence limit.

2. Automobile Liability. The automobile liability insurance policy must provide coverage of at least \$1,000,000 per accident for bodily injury, death, and property damage.

3. Workers' Compensation and Employer's Liability. The workers' compensation and employer's liability insurance policy must comply with requirements of the California Labor Code, providing coverage of at least \$1,000,000 or as otherwise required by statute, per accident for bodily injury or disease.

4. Professional Liability. For service contracts, the vendor typically must provide a professional liability insurance policy appropriate for the vendor's profession. The professional liability policy must insure against vendors' negligent errors and omissions in the provision of services, in an amount not less than \$1,000,000 per occurrence. Coverage for design professionals should be endorsed to include contractual liability.

B. Notice. Each insurance policy must be endorsed to state that coverage will not be reduced, cancelled, or allowed to expire without at least 30 days prior written notice to District by certified mail, return receipt requested.

C. Waiver of Subrogation. Each required policy must include an endorsement providing that the carrier will waive any right of subrogation it may have against the

District.

D. Endorsements. The CGL policy, automobile liability policy, and professional liability policy (if applicable) must contain the following endorsements:

1. Additional Insured Endorsement. Northern Sonoma County Fire Protection District, including its Board of Directors, officers, officials, employees, and volunteers (collectively, "Additional Insured") must be named as an additional insured for all liability arising out of the operations by or on behalf of the named insured, and the policy must protect the Additional Insured against any and all liability for personal injury, death or property damage or destruction arising directly or indirectly in the performance of the contract.

2. Primary and Noncontributory Endorsement. The insurance provided by vendor is primary and no insurance held or owned by any Additional Insured may be called upon to contribute to a loss. Any insurance or self-insurance maintained by the District will be in excess of the vendor's insurance and will not contribute to it.

E. Miscellaneous Requirements.

1. Subcontractors and Subconsultants. A vendor will either include subcontractors or subconsultants as insureds under its policies or it must ensure that each subcontractor or subconsultant maintains the same insurance coverage, including endorsements, as those applicable to the vendor, with respect to the subcontractor's or subconsultant's services, and furnish separate certificates and endorsements for each subcontractor or subconsultant.

2. Deductibles and Self-Insurance Retentions. Any deductibles or self-insured retentions must be declared to and approved by the District. If the District determines that the deductibles are unacceptably high, at District's option, the vendor must either reduce or eliminate the deductibles as they apply to District and all required Additional Insured; or must provide a financial guarantee, to District's satisfaction, guaranteeing payment of losses and related investigation, claim administration, and legal expenses.

213.8.9 SPLITTING PROCUREMENTS

District personnel will not split procurements into multiple purchases or contracts for the purpose of evading the competitive procurement processes set forth in this policy.

213.8.10 CONTRACT PAYMENT AUTHORIZATION

For contracts and purchase orders approved by the Board, the Fire Chief is authorized to make payment for undisputed amounts invoiced under any such contract or purchase order. Payments may be made when vendor invoices are complete, reflect precise quantities as defined in the relevant contract, and the vendor has complied with all applicable contract requirements. The Fire Chief will provide a monthly summary of invoices paid on approved contracts as an information item for review by the Board.

213.9 POLICY REVIEW

The Fire Chief and Finance Manager should ensure that a review of purchasing and procurement activities is conducted at least every three years to determine compliance with any applicable federal, state, and local laws, rules, and requirements, including compliance with the County's contracting and purchasing requirements for services. Any updates to this policy will be distributed to District personnel authorized under this policy to procure goods and services at the time the updates occur. A reminder of policies and procedures may be distributed annually to District personnel.

213.10 POLICY HISTORY

This policy replaces former Purchasing and Procurement policy, adopted on December 12, 2024.

ATTACHMENT A

<insert County's current Service Agreement Policy>



Northern Sonoma County Fire Protection District
Measure H Fire Sales Tax Staff Report
October 16, 2025 Board Meeting

Background

Admin staff attended a meeting on August 7th about the First Amendment to Measure H Funding Agreement. This amendment specifically addresses personnel and requires the District to establish baseline personnel funding for FY 21/22, which is used to ensure that sales tax proceeds are not being used to supplant personnel funding the District had prior to Measure H. Bill Adams and Dana Hampson were in attendance to provide guidance on what to include in districts' baseline personnel calculations. The districts agreed to include wages, benefits, payroll taxes and workers' compensation. Limited or one-time payments for personnel, such as grants and strike team payments, are not included in baseline personnel costs.

The District's baseline personnel cost for vegetation management is \$0.00. The fuels crew was funded using grants, donations, and special project funding, all of which are excluded from establishing baseline calculation costs.

The District's baseline personnel cost for fire is \$966,882.19. Our baseline calculation included the following considerations:

1. A large portion of our personnel costs are reimbursements to Cloverdale Fire Protection District for their employees to staff our station. This is included in our baseline, but the strike team payments were subtracted from that cost.
2. In 21/22 we received a \$275,000 reimbursement from the County of Sonoma for our three paid firefighters, which was subtracted from our cost.
3. In 21/22 our budget was not divided between Fire and Fuels. We went through each account and removed Fuels Crew costs in wages, benefits, payroll taxes and workers compensation, since those were all reimbursed by grants.
4. Workers' compensation invoices do not include details which allow for the easy separation of fuels and fire employees.
5. Multiple employees served as both fire and fuels employees during the same time period (this is no longer allowed).

An annotated budget-to-actual worksheet will be included with our signed amendment. Dana Hampson has reviewed and approved our annotations.

Action Requested

1. Approval of the First Amendment to Measure H Funding Agreement.

**FIRST AMENDMENT TO MEASURE H FUNDING AGREEMENT
BETWEEN THE COUNTY OF SONOMA AND
NORTHERN SONOMA COUNTY FIRE PROTECTION DISTRICT**

This First Amendment to the Measure H Funding Agreement is made and entered into as of October 16, 2025 by and between the County of Sonoma, a political subdivision of the State of California, and Northern Sonoma County Fire Protection District, hereinafter referred to as “COUNTY” and the “FIRE AGENCY”, and collectively as “the Parties.”

RECITALS

WHEREAS, on February 11, 2025, the Parties executed the initial Measure H Funding Agreement (“Initial Agreement”) pursuant to the voter-approved Measure H, “The Improved and Enhanced Local Fire Protection, Paramedic Services and Disaster Response Transactions and Use Tax Ordinance”, which added Article VIII to Chapter 12 of the Sonoma County Code (hereinafter “the Ordinance”); and

WHEREAS, the Initial Agreement expressly addressed the Parties intent and agreement to execute an Amendment prior to the submission of the Annual Report to set forth the Fire Agency’s proportional allocation pursuant to paragraph 4 of the Initial Agreement and the Fire Agency’s baseline personnel funding pursuant to paragraph 5 of the Initial Agreement, as applicable, and;

WHEREAS, the Parties are executing this First Amendment to provide the agreed amendments to paragraphs 4 and 5 of the Initial Agreement.

NOW, THEREFORE, in consideration of the foregoing, COUNTY and FIRE AGENCY do hereby agree as follows:

1. The Parties agree to comply with the purpose, intent, use of fund limitations and specific implementation provisions of the Ordinance, which became operative October 1, 2024.
2. The Parties agree that with the exception of the express amendments provided herein, all terms and conditions of the Initial Agreement remain in effect.
3. Paragraph 4 is replaced in its entirety and amended to read:

Baseline maintenance of effort. As provided in Section 12-65, Ordinance proceeds shall not be used to supplant FIRE AGENCY’S historical general fund contribution for providing fire related services. The proportional allocation to determine maintenance of effort is FIRE AGENCY’S baseline operating budget for Fiscal Year 2021-2022, which includes ad valorem property taxes, parcel taxes or any other taxes and/or fees in support

of the operating cost for providing fire related services but excluding limited term funds such as capital projects, grants, grant matches or other one-time revenues, will be reported on the FIRE AGENCY's Annual Report in Exhibit A. Because FIRE AGENCY is a fire district which allocates the entirety of its general fund to fire related services, there is no proportional allocation and no baseline maintenance of effort to report pursuant to the Ordinance.

- 4. Paragraph 5 is replaced in its entirety and amended to read:

Baseline personnel funding. For the purposes of Section 12-68(A) of the Ordinance, as provided in the operating budget for Fiscal Year 2021-2022, FIRE AGENCY'S annual existing revenues used to fund existing personnel in order to establish the baseline for measuring compliance with the requirement that sales tax proceeds shall only be used to pay for additional personnel will be reported on the FIRE AGENCY's Annual Report in Exhibit A. FIRE AGENCY's baseline FIRE personnel funding for FY 21-22 was \$966,882.19. FIRE AGENCY's baseline VEGETATION MANAGEMENT personnel funding for FY 21-22 was \$0.00.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date.

COUNTY OF SONOMA

NORTHERN SONOMA COUNTY FIRE PROTECTION DISTRICT

By: _____
M. Christina Rivera, County Executive

By: _____
Board Chair

ATTEST:

By: _____
Clerk of the Board of Supervisors

By: _____
Board Clerk

APPROVED AS TO LEGAL FORM

FOR COUNTY:

FOR FIRE AGENCY:

County Counsel

Counsel

**FISCAL YEAR 2021/2022 FINANCIALS DETAIL
JULY 2022 (JUNE 30 YTD)**

Northern Sonoma County Fire Protection District- MEASURE H FIRE

General Fund Revenue		Actual 21/22	Monthly Budget	Annual Budget	\$ Under Budget	% of Budget	Measure H Annotations
40002	Property Taxes for Current Year, Secured	\$ 1,217,571.07	\$ 100,167.80	\$ 1,202,013.63	\$ (15,557.44)	101.29%	
40003	Property Taxes for Current Year, Special Fire Zone	\$ 47,875.00	\$ 3,333.33	\$ 40,000.00	\$ (7,875.00)	119.69%	
40012	SB2557 Property Tax Administration Costs	\$ (15,524.28)	\$ (1,166.67)	\$ (14,000.00)	\$ 1,524.28	110.89%	
40101	Unsecured Property Taxes for Current FY	\$ 36,624.03	\$ 2,916.67	\$ 35,000.00	\$ (1,624.03)	104.64%	
40105	Reimbursement & Collection Costs for Unsecured Delinquent Taxes for Current Year	\$ -	\$ -	\$ -	\$ -	0.00%	
40111	Supplemental Property Taxes for Current FY	\$ 31,071.59	\$ 1,333.33	\$ 16,000.00	\$ (15,071.59)	194.20%	
40201	Secured Property Taxes From Previous FY	\$ (89.27)	\$ (4.17)	\$ (50.00)	\$ 0.00	178.54%	
40211	Unsecured Property Taxes from Previous FY	\$ 776.10	\$ 50.00	\$ 600.00	\$ (176.10)	129.35%	
40221	Supplemental Property Taxes for Previous FY	\$ (37.44)	\$ (1.67)	\$ (20.00)	\$ 17.44	187.20%	
42111	State - Other In-Lieu Tax	\$ 24.55	\$ 2.08	\$ 25.00	\$ 0.45	98.20%	
42291	HOPTR- State	\$ 6,427.88	\$ 500.00	\$ 6,000.00	\$ 0.00	107.13%	
42372	State Property Tax Backfill	\$ 2,886.28	\$ 0.00	\$ 0.00	\$ (2,886.28)	288628000.00%	
42627	Other Governmental Revenue- Special Districts	\$ -	\$ 0.00	\$ 0.00	\$ 0.00	0.00%	
44002	Interest on Pooled Cash	\$ 125.03	\$ 12.50	\$ 150.00	\$ 24.97	83.35%	
44003	Other Interest Earnings	\$ 1,373.30	\$ 208.33	\$ 2,500.00	\$ 1,126.70	54.93%	
46001	Government Revenue- Grant Revenue	\$ 339,599.24	\$ 42,203.81	\$ 506,445.76	\$ 166,846.52	67.06%	
46002	Government Revenue- Fuel Reduction	\$ 328,054.19	\$ 23,333.33	\$ 280,000.00	\$ (48,054.19)	117.16%	
46003	State & Fed OES Strike Team/Incident	\$ 210,968.98	\$ 14,377.95	\$ 172,535.38	\$ (38,433.60)	122.28%	
46004	ABH Reimbursements	\$ -	\$ 519.79	\$ 6,237.48	\$ 6,237.48	0.00%	
46005	IRP Reimbursements	\$ -	\$ 250.00	\$ 3,000.00	\$ 3,000.00	0.00%	
46006	County Funded Firefighters	\$ 275,000.00	\$ 22,916.67	\$ 275,000.00	\$ -	100.00%	<i>This amount (\$275,000) is deducted from cost of contract FF (revenue from County to offset FF costs)</i>
46007	Defensible Space Inspections	\$ 9,740.00	\$ 1,250.00	\$ 15,000.00	\$ 5,260.00	64.93%	

**FISCAL YEAR 2021/2022 FINANCIALS DETAIL
JULY 2022 (JUNE 30 YTD)**

Northern Sonoma County Fire Protection District- MEasure H FIRE

46020	Fire Marshall Services	\$ -	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
46021	Fuel Reduction- Private	\$ 130,935.57	\$ 1,666.67	\$ 20,000.00	\$ (110,935.57)	654.68%
46022	Report Fees /Public Records Request	\$ 15.00	\$ 8.33	\$ 100.00	\$ 85.00	15.00%
46023	Sale of Fixed Assets (Surplus)	\$ 2,661.00	\$ 221.75	\$ 2,661.00	\$ -	100.00%
46027	Workers Comp Reimbursement	\$ -	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
46028	Misc. Revenue	\$ 73,694.13	\$ 166.67	\$ 2,000.00	\$ (71,694.13)	3684.71%
46029	Donations, Reimbursements	\$ 2,435.79	\$ 41.67	\$ 500.00	\$ (1,935.79)	487.16%
46200	Prev Yr Revenue (Payroll Acct.)	\$ -	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
47101	Transfers In- within a Fund	\$ -	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
49003	Reserves	\$ -	\$ 0.00	\$ 0.00	\$ -	0.00%
General Fund Total Revenue		\$ 2,702,207.74	\$ 214,308.19	\$ 2,571,698.25	\$ (130,509.49)	105.07%

General Fund Expenditures		Actual 21/22	Monthly Budget	Annual Budget	\$ Under Budget	% of Budget	Comments
50701	Permanent Employees- Chief & Admin & 1 PR of Cloverdale FF	\$ 119,731.98	\$ 11,693.91	\$ 140,326.94	\$ 20,594.96	85.32%	included
50702	Stipend/Extra Help Employees	\$ 4,225.00	\$ 833.33	\$ 10,000.00	\$ 5,775.00	42.25%	included
50703-01	Regular Overtime	\$ 3,214.92	\$ 0.00	\$ 0.00	\$ (3,214.92)	321492000.00%	Removed all fuels crew OT which is spread out over regular & seasonal (\$10,882.13 minus Cummings ST pay of \$6,131.25 = \$4,750.88) crossover employees (fuels crew FF went on strike teams)
50703-02	Seasonal Overtime	\$ 2,834.00	\$ 1,038.90	\$ 12,466.80	\$ -	22.73%	
50704	FLSA Overtime	\$ 3,279.90	\$ 333.33	\$ 4,000.00	\$ 720.10	82.00%	included
50705	Strike Team Overtime	\$ 24,999.00	\$ 1,258.27	\$ 15,099.26	\$ (9,899.74)	165.56%	not included
50706	Uniform Allowance-	\$ 2,062.50	\$ 208.33	\$ 2,500.00	\$ 437.50	82.50%	included
50707	Strike Team salaries	\$ 1,893.75	\$ 335.54	\$ 4,026.47	\$ 2,132.72	47.03%	not included (stirke team pay for volunteers)
50708	Contract Employees- Cloverdale FF	\$ 981,115.06	\$ 80,627.51	\$ 967,530.13	\$ (13,584.93)	101.40%	strike team pay removed (out of class, out of class OT and strike team OT), subtract \$275,000 reimbursement
50709-1	Temporary/Seasonal Firefighters	\$ 111,820.26	\$ 10,000.00	\$ 120,000.00	\$ 8,179.74	93.18%	included
50709-2	Temporary/Fuels	\$ 465,585.82	\$ 46,618.55	\$ 559,422.65	\$ 93,836.83	83.23%	not included (Fuels Crew pay)
50709-3	Temporary/Inspections	\$ 7,708.00	\$ 1,666.67	\$ 20,000.00	\$ 12,292.00	38.54%	included (DSI)
50711	Volunteer Allowance	\$ -	\$ 333.33	\$ 4,000.00	\$ 4,000.00	0.00%	
50753	FICA Retirement for all salaries	\$ 46,711.76	\$ 3,333.33	\$ 40,000.00	\$ (6,711.76)	116.78%	total FICA minus Fuels Crew FICA
50754	457 Retirement ER Contributions	\$ 9,111.75	\$ 833.33	\$ 10,000.00	\$ 888.25	91.12%	included all (no Fuels Crew 457 this year)
50755	457 Retirement Plan Mgmt	\$ 6,964.87	\$ 583.33	\$ 7,000.00	\$ 35.13	99.50%	included all (no Fuels Crew 457 this year)
50756	Medicare for all salaries	\$ 10,924.79	\$ 833.33	\$ 10,000.00	\$ (924.79)	109.25%	total MEDI minus Fuels Crew MEDI
50806	Unemployment Insurance	\$ 6,056.10	\$ 416.67	\$ 5,000.00	\$ (1,056.10)	121.12%	total SUTA minus Fuels Crew SUTA

**FISCAL YEAR 2021/2022 FINANCIALS DETAIL
JULY 2022 (JUNE 30 YTD)**

Northern Sonoma County Fire Protection District- MEASURE H FIRE

50808	Workers Comp (FASIS quarterly)	\$	100,822.71	\$	7,666.67	\$	92,000.00	\$	(8,822.71)	109.59%	<i>actual total is \$63,114 (refund check did not make it into correct FT). Total Fire is (\$32,935+\$9,313+\$383)*.936 = \$38,966.62</i>
					\$38,966.62						
51021	Phone- Internet, TV, Cell	\$	4,746.96	\$	541.67	\$	6,500.00	\$	3,859.85	73.03%	
51032	Contract Janitorial- carpets, towels	\$	8,044.02	\$	166.67	\$	2,000.00	\$	(6,044.02)	402.20%	
51041	FAIRA Liability insurance	\$	39,121.00	\$	3,333.33	\$	40,000.00	\$	879.00	97.80%	
51060	All fleet maintenace & repair	\$	49,048.34	\$	5,416.67	\$	65,000.00	\$	15,951.66	75.46%	
51061	All SCBA maintenance & repair	\$	-	\$	208.33	\$	2,500.00	\$	2,500.00	0.00%	
51062	Field equipment maint & repair	\$	20,753.47	\$	2,812.50	\$	33,750.00	\$	12,996.53	61.49%	
51063	Office equip maint & repair-computer, copier, backup & maint.	\$	7,510.00	\$	666.67	\$	8,000.00	\$	490.00	93.88%	
51071	Building Maintenance & Repair	\$	2,087.12	\$	833.33	\$	10,000.00	\$	7,912.88	20.87%	
51202	Election Services	\$	-	\$	833.33	\$	10,000.00	\$	10,000.00	0.00%	
51205	IBS Payroll Costs	\$	3,540.35	\$	250.00	\$	3,000.00	\$	(540.35)	118.01%	
51206	Audit - incl. gov't reports	\$	6,950.00	\$	833.33	\$	10,000.00	\$	3,050.00	69.50%	
51211	Legal services, incl LCW, Ross	\$	46,136.25	\$	1,666.67	\$	20,000.00	\$	(26,136.25)	230.68%	
51221	Employment Physicals	\$	1,045.85	\$	125.00	\$	1,500.00	\$	454.15	69.72%	
51225	Training & supplies, class fees	\$	7,117.20	\$	500.00	\$	6,000.00	\$	(1,117.20)	118.62%	
51235	Dispatch Services- REDCOM	\$	3,522.35								
51241	Printing services- signs, newsletters	\$	4,089.10	\$	250.00	\$	3,000.00	\$	(522.35)	117.41%	
51242	Bank Charges	\$	-	\$	0.00	\$	0.00	\$	0.00	0.00%	
51249	Professional Services	\$	197,333.77	\$	14,805.50	\$	177,666.00	\$	(19,667.77)	111.07%	
51250	Mapping- computer programs, GPS	\$	400.00	\$	41.67	\$	500.00	\$	100.00	80.00%	
51301	All published legal notices	\$	-	\$	125.00	\$	1,500.00	\$	0.00	0.00%	
51401	All rent/lease costs for office equipment, Propane Tank Rental	\$	5,634.57	\$	583.33	\$	7,000.00	\$	1,365.43	80.49%	
51602	Travel expenses	\$	2,186.78	\$	83.33	\$	1,000.00	\$	(1,186.78)	218.68%	
51902	Mobile and portable radios, pagers	\$	27,544.00	\$	1,108.33	\$	13,300.00	\$	(14,244.00)	207.10%	
51916	County services- LAFCO, diesel generator, taxes	\$	13,547.82	\$	333.33	\$	4,000.00	\$	(9,547.82)	338.70%	
52021	PPE	\$	24,494.42	\$	2,175.83	\$	26,110.00	\$	0.00	93.81%	
52022	Uniform & boot reimbursements	\$	-	\$	-	\$	-	\$	-	0.00%	
52031	Food & beverages- water, drinks for the station & fire line meals	\$	1,204.99	\$	83.33	\$	1,000.00	\$	(204.99)	120.50%	
52041	Station/Household supplies- light bulbs, cleaning supplies	\$	3,815.18	\$	375.00	\$	4,500.00	\$	684.82	84.78%	

**FISCAL YEAR 2021/2022 FINANCIALS DETAIL
JULY 2022 (JUNE 30 YTD)**

Northern Sonoma County Fire Protection District- MEASURE H FIRE

52061	Fuel (diesel, gasoline and oil) costs	\$	46,313.15	\$	3,395.83	\$	40,750.00	\$	(5,563.15)	113.65%
52081	All medical supply costs	\$	5,738.33	\$	416.67	\$	5,000.00	\$	(738.33)	114.77%
52091	Memberships- SCFDA dinners, CSDA	\$	3,604.00	\$	333.33	\$	4,000.00	\$	396.00	90.10%
52111	Office supplies incl. computer supplies, resource materials	\$	854.66	\$	166.67	\$	2,000.00	\$	1,145.34	42.73%
52115	Reference books, magazines, subscriptions, labor poster	\$	70.74	\$	20.83	\$	250.00	\$	179.26	28.30%
52117	Mail & Postage Supplies	\$	922.26	\$	83.33	\$	1,000.00	\$	77.74	92.23%
52141	Equip. & tools purchases <\$1,000.00	\$	42,934.60	\$	1,666.67	\$	20,000.00	\$	(22,934.60)	214.67%
52142	Computer Equipment/Accessories	\$	536.65	\$	166.67	\$	2,000.00	\$	1,463.35	26.83%
52143	Computer Software/Licensing Fees	\$	2,257.30	\$	208.33	\$	2,500.00	\$	242.70	90.29%
52191	Utilities, Propane for station 2, Water & Garbage	\$	3,570.52	\$	416.67	\$	5,000.00	\$	1,429.48	71.41%
52193	Electrical & natural gas- PG&E	\$	8,422.14	\$	666.67	\$	8,000.00	\$	(422.14)	105.28%
54305	Capital Assets- Furniture/Fixtures	\$	-	\$	0.00	\$	0.00	\$	0.00	0.00%
54405	Buildings & Improvements	\$	(2,000.00)	\$	0.00	\$	0.00	\$	2,000.00	-20000000000.00%
General Fund Total Expenditures		\$	<u>2,502,160.06</u>	\$	<u>214,308.19</u>	\$	<u>2,571,698.25</u>	\$	<u>69,538.19</u>	<u>97.30%</u>
Net Income		\$	<u>200,047.68</u>	\$	<u>0.00</u>					

Total Baseline is \$966,882.19



Northern Sonoma County Fire Protection District
Health Benefits Staff Report
October 16, 2025 Board Meeting

Background

In July, the District was notified that FRMS will no longer offer a program for medical insurance starting in 2026. Since then, staff has been exploring other options to continue offering medical coverage to its employees. Staff looked into the following options:

1. PRIZM (JPA)
2. SDRMA (JPA)
3. Newfront (Small Group)
4. Keenan (Small Group)
5. Berry Financial & Insurance Solutions (Small Group)

The goal was to provide the closest comparable benefits we currently provide to our employees at a price that fits within their allowance.

We currently have eleven employees taking advantage of District sponsored health benefits. We have a total of nineteen positions that offer benefits. Of the eight positions not using health benefits, three are employees who have declined, and five are unfilled positions.

We are remaining with FRMS for vision and dental. This enables us to keep the FRMS Employee Assistance Program (EAP) benefit, which is included with FRMS dental and vision benefits at no extra charge. FRMS will also continue providing our workers' compensation benefits, as well as the Occu-Med program (also included by FRMS at no extra charge), which serves as our employment medical examination service.

We have decided to use the services of Berry Financial & Insurance Solutions for medical insurance plans for 2026. Cloverdale Fire is doing the same. James Berry is local to Cloverdale and will be providing five excellent health plan options for the District.

The overall cost to the District will be less since we are currently under FRMS, a pooled benefit program which averages out costs according to age. Due to the age of our employees, the age-based plan will benefit most individuals and the District as a whole.

Action Requested

Approve Resolution 2025-2026-1016-01, A Resolution of the Board of Directors of the Northern Sonoma County Fire Protection District Approving Employee Benefits Services with Berry Financial and Insurance Services and Authorizing the Fire Chief and Administrative Manager to Administer Benefits.

**RESOLUTION NO. 2025-2026-1016-01
NORTHERN SONOMA COUNTY FIRE PROTECTION DISTRICT**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE NORTHERN SONOMA
COUNTY FIRE PROTECTION DISTRICT APPROVING EMPLOYEE BENEFIT
SERVICES WITH BERRY FINANCIAL AND INSURANCE SERVICES AND
AUTHORIZING THE FIRE CHIEF AND ADMINISTRATIVE MANAGER TO
ADMINISTER BENEFITS**

BE IT RESOLVED that the Board of Directors of the Northern Sonoma County Fire Protection District hereby approves obtaining employee benefit services with Berry Financial and Insurance Services and authorizes the Fire Chief and Administrative Manager to administer benefits.

It is Hereby Certified that the foregoing Resolution No. 2025-2026-1016-01 was duly introduced and legally adopted by the Board of Directors of the Northern Sonoma County Fire Protection District during meeting held on the 16th day of October 2025 by the following roll call vote.

DIRECTORS:

Rob Stewart _____ Larry Heiges _____ Fred Peterson _____ Pat Abercrombie _____

Scott Newman _____

AYES _____ NOES _____ ABSTAIN _____ ABSENT _____

SO ORDERED,

Attested

Anneke Turbeville, Clerk of the Board



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

Thursday, September 18, 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 6:00 PM

PLEDGE OF ALLEGIANCE

ROLL CALL

Directors: Stewart, Newman, Heiges, and Peterson were present. Abercrombie was absent.
Staff & Guests: Fire Chief Turbeville and Clerk Turbeville were present. Treasurer Michael Pigoni was absent. Guests included Cloverdale Director Jeff Richardson, Architect Martin Dreiling, and Financial Consultant Walter Kieser.

APPROVAL OR AMENDMENT OF THE AGENDA

A motion was made and seconded (Heiges/Peterson) to approve the agenda. All ayes.

PUBLIC DISCUSSION

There was no public discussion.

PUBLIC HEARING

1. AB 2561: Vacancies and Recruitment & Retention Efforts
 - a. District Presentation: AB 2561 The presentation was included in the Agenda Packet.
 - b. Governing Body Questions and Discussion: The Board did not have any questions for the staff.
 - c. Final District Comments: There were no final comments.
 - d. Public Comments: There were no public comments.
2. Ordinance 25/26-0918-01: Fee Schedule
 - a. District Presentation: The staff report explaining the fee schedule was included in the Agenda Packet. Chief Turbeville noted that the fee schedule is primarily for vegetation management billing.
 - b. Governing Body Questions and Discussion: The Board did not have any questions for the staff.
 - c. Final District Comments: There were no final comments.
 - d. Public Comments: There were no public comments.

A motion was made and seconded (Newman/Peterson) to adopt 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 Code §§13916, et seq. Roll call vote: Peterson-aye; Newman-aye; Abercrombie-absent; Heiges- aye; Stewart-aye. Motion passed.

3. Final Budget FY 2025/2026

- a. District Presentation of FY 25/26 Final Budget: The staff report explaining the budget was included in the Agenda Packet
- b. Governing Body Questions and Discussion: The Board asked staff questions about the reserves. Staff explained that the reserves will be funded at an upcoming meeting.
- c. Final District Comments: There were no final comments.
- d. Public Comments: There were no public comments.

A motion was made and seconded (Heiges/Peterson) to approve the FY 25/26 Final Budget. All ayes.

OLD BUSINESS

1. Draft Long Term Facility Plan

DTA presented a brief snapshot of the proposed roll-out sequence for the Tier 1 projects already identified in the Facility Plan and Walter Kieser ran through a PowerPoint presentation entitled Facilities Master Plan Funding Strategy, which included information about funding sources and financing, challenges and efforts required, funding strengths and opportunities, and developing funding resources.

The Board set a date of November 1st at 1 PM for the Community Facilities Planning Workshop.

The Board created a temporary advisory committee called the Facilities Finance Committee, consisting of Fred Peterson and Rob Stewart, to discuss financing options for the facilities master plan.

2. Cloverdale/Northern Sonoma County Fire JPA

The next JPA Oversight Committee will take place on September 24, 2025 at the Geyserville Fire Station. There was no committee report.

NEW BUSINESS

1. Resolution 25/26-0918-01 Proposition 4 Limit

A motion was made and seconded (Newman/Heiges) to adopt 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. All ayes.

2. Policies

The following policies were introduced 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

A motion was made and seconded (Newman/Heiges) to accept the Blomberg & Griffin Accountancy Corporation Independent Audit Proposal. All ayes.

4. Special Tax Zone #1 Annual Report

A motion was made and seconded (Peterson/Newman) to approve the Special Tax Zone FY 24/25 Annual Report. All ayes.

CONSENT CALENDAR

The Chief's Report was pulled from the Consent Calendar for further discussion. The Board would like to see the Chief's Report listed separately from Consent Calendar in the future. **A motion was made and seconded (Peterson/Newman) to approve the remaining consent calendar items. All ayes.**

1. August 21, 2025 Regular Meeting Minutes.
2. Financial Report
3. Checks Written
4. Policies:
 - 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

CHIEF'S REPORT

The written Chief's Report was included in the Agenda Packet. There was a brief discussion about securing health benefits.

CORRESPONDENCE

Scott Newman wondered if the letter to Jackson Winery should be discussed here. He will work on a draft to share with Chief and DTA.

GOOD OF THE ORDER

Director Newman announced the Knights Valley community meeting on Saturday, September 27th at 10 AM at the Chief Augie Firehouse.

Director Peterson announced that he is heading up the Firefighter Reunion, along with Rob Stewart and help from Paul Bernier.

ADJOURNMENT

A motion was made and seconded (Peterson/Newman) to adjourn the meeting at 8:06 PM. All ayes.

Respectfully submitted,

Anneke Turbeville

Anneke Turbeville, Clerk of the Board

Date Approved by the Board:

DRAFT



Northern Sonoma County Fire Protection District
Financial Summary Staff Report
October 16, 2025 Board Meeting

Financial Highlights

- Measure H Sales Tax disbursement received on 9/11 for \$1,595,719.56.
- We still have not paid any invoices from Cloverdale Fire for this fiscal year, so financials for contract employees are 3 months behind. We are waiting for final numbers from Cloverdale Fire to close out our books.
- FY 24/25 audit field day is October 22nd.
- New look for the financials! We will continue using the same format for the summary page but will be taking our financial details directly from QuickBooks.

**FISCAL YEAR 2025/2026 FINANCIALS SUMMARY
SEPTEMBER 30 2025 YTD**

Summit State Bank Enterprise Checking Account Monthly Summary

\$	250,000.00	Beginning Month Balance
\$	1,598,313.06	Monthly Revenue
\$	(84,904.69)	Monthly Expenditures
\$	(139,000.00)	Withdrawal (Transfer to Payroll)
\$	(1,597,877.24)	Withdrawal (Transfer to ICS)
\$	-	Withdrawal (Transfer to CD)
\$	223,468.87	Deposit (Transfer from ICS)
\$	-	Deposit (Transfer from CD)
\$	250,000.00	Balance for Period Ending September 30, 2025

Summit State Bank August Deposits

\$	2,308.50	State of CA: scn23-024, FY24-25
\$	285.00	State of CA: scn23-024, FY24-25
\$	1,595,719.56	County of Sonoma: M-H sales tax, FY25 Q4
\$	1,598,313.06	Total Deposits

Summit State Bank Business Checking Account Monthly Summary (PAYROLL)

\$	19,191.49	Beginning Month Balance
\$	(152,950.87)	Withdrawal- Payroll
\$	139,000.00	Deposit (Transfer from Summit Enterprise)
\$	5,240.62	Balance for Period Ending September 30, 2025

Summit State Bank Enterprise Checking Account Year to Date SUMMARY

\$	250,000.00	Beginning Year Balance
\$	2,077,508.37	YTD Revenue
\$	(1,189,685.07)	YTD Expenditures
\$	(429,000.00)	Withdrawal (Transfer Payroll)
\$	(2,057,005.72)	Withdrawal (Transfer ICS)
\$	-	Withdrawal (Transfer to CD)
\$	1,598,182.42	Deposit (Transfer from ICS)
\$	-	Deposit (Transfer from CD)
\$	250,000.00	Balance for Period Ending September 30, 2025

Encumbered Funds

\$	265,000.00	Vegetation Management
\$	612,414.30	Vehicle Replacement
\$	877,414.30	Total Encumbered Funds

Summit State Bank ICS Account Monthly Summary

\$	3,733,288.05	Beginning Month Balance
\$	(223,410.82)	Withdrawal (Transfer to Checking)
\$	1,597,877.24	Deposit (Transfer from Checking)
\$	5,107,754.47	Balance for Period Ending September 30, 2025

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
\$	604,153.38	Last Month Balance
\$	-	Transfer Out of CD
\$	1,734.73	Interest
\$	605,888.11	Balance for Period Ending September 30, 2025

Combined Balance

\$	5,968,883.20	Balance for Period Ending September 30, 2025
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Northern Sonoma County Fire Protection District Profit & Loss Budget vs. Actual: Fire Division July through September 2025

	Jul - Sep 25	Budget	% of Budget
Income			
40000 · Tax Revenue			
40002 · Prop Tax - CY, Secured		750,000.00	
40003 · Direct Charges - CY		28,750.02	
40012 · SB2557 Prop Tax Admin		(8,749.98)	
40101 · Prop Taxes - CY, Unsecured		22,500.00	
40111 · Supplemental Prop Taxes - CY		12,499.98	
40201 · Prop Taxes - PY, Secured		(75.00)	
40202 · Direct Charges - Prior Year		150.00	
40211 · Prop Taxes - PY, Unsecured		199.98	
40221 · Supplemental Prop Taxes - PY		(49.98)	
40404 · Timber Yield Tax		124.98	
Total 40000 · Tax Revenue		805,350.00	
42000 · Intergovernmental Revenues			
42111 · State- Other In-Lieu Tax		12.48	
42291 · State Homeowners Prop Tax Relf		3,124.98	
42627 · Other Gvt- Special Districts		(60,000.00)	
Total 42000 · Intergovernmental Revenues		(56,862.54)	
44000 · Revenue - Use of Money & Prop			
44002 · Interest on Pooled Cash		750.00	
44003 · Other Interest Earnings	5,519.30	9,499.98	58.1%
Total 44000 · Revenue - Use of Money & Prop	5,519.30	10,249.98	53.8%
45008 · NCPA Fees for Gov't Services		7,500.00	
46000 · Miscellaneous Revenues			
46003 · OES Strike Team/Reimbursement		249.99	
46004 · ABH Reimbursements		249.99	
46015 · Sales Tax	797,859.78	750,000.00	106.4%
46022 · Public Records Requests	15.00	12.48	120.2%
46028 · Misc. Revenue	121.00	1,249.98	9.7%
46029 · Donations/Contrib/Reimbursement		2,500.02	
Total 46000 · Miscellaneous Revenues	797,995.78	754,262.46	105.8%
47000 · Grant & Contract Reimbursements			
47002 · Administrative Reimbursement		2,749.98	
Total 47000 · Grant & Contract Reimbursements		2,749.98	
Total Income	803,515.08	1,523,249.88	52.8%
Gross Profit	803,515.08	1,523,249.88	52.8%
Expense			
50000 · Salaries and Employee Benefits			
50701 · Permanent Employees	66,816.99	81,250.02	82.2%
50702 · Stipend/Extra Help	525.00	1,875.00	28.0%
50703 · Overtime		1,249.98	
50704 · FLSA Overtime	231.50	250.02	92.6%
50705 · Strike Team Overtime	11,841.23	250.02	4,736.1%
50706 · Uniform Allowance	447.17	300.00	149.1%
50708 · Contract Employees		625,000.02	
50709 · Temporary Help/Seasonals	20,557.20	10,000.02	205.6%
50712 · Fire Prevention	17,541.12	18,750.00	93.6%
50753 · FICA	7,717.53	6,799.98	113.5%
50754 · 457 Retirement Contributions	5,270.76	8,250.00	63.9%
50756 · Medicare	1,804.90	1,575.00	114.6%
50801 · Health Ins	9,155.57	14,500.02	63.1%
50806 · Unemployment	460.84	4,750.02	9.7%
50808 · Worker's Comp	106,303.00	14,212.50	748.0%
Total 50000 · Salaries and Employee Benefits	248,672.81	789,012.60	31.5%

Northern Sonoma County Fire Protection District Profit & Loss Budget vs. Actual: Fire Division July through September 2025

	Jul - Sep 25	Budget	% of Budget
51000 · Services			
51021 · Phone Costs	2,582.94	2,749.98	93.9%
51032 · Janitorial Services	1,716.00	1,750.02	98.1%
51041 · Liability Insurance	79,555.00	18,750.00	424.3%
51060 · Vehicle Maintenance, Outfitting	25,900.32	12,499.98	207.2%
51061 · SCBA Maintenance		499.98	
51062 · Field Equip Maint.		75.00	
51063 · Office Equip Maint/Repair	2,145.24	6,000.00	35.8%
51071 · Maintenance - Bldg & Improve	4,312.72	3,000.00	143.8%
51205 · IBS Payroll Costs	1,168.15	1,249.98	93.5%
51206 · Accounting/Audit Services		2,187.48	
51211 · Legal Services	3,465.00	2,500.02	138.6%
51221 · Medical/Laboratory Services		250.02	
51225 · Training Services	35.00	1,249.98	2.8%
51235 · Dispatch Services	2,468.55	7,000.02	35.3%
51241 · Outside Printing and Binding	1,722.16	1,999.98	86.1%
51242 · Bank Charges		25.02	
51244 · Permits/Licenses/Fees		12.48	
51249 · Other Professional Services	128,439.85	237,499.98	54.1%
51250 · Planning/Mapping/Inspections		375.00	
51301 · Publications and Legal Notices	724.48	499.98	144.9%
51401 · Rents & Leases - Equipment	3,062.83	2,500.02	122.5%
51602 · Business Tavel/Mileage	6,850.46	1,249.98	548.0%
51902 · Telecommunications Usage	435.82	1,249.98	34.9%
51916 · County Service Chgs	5,512.00	1,999.98	275.6%
Total 51000 · Services	270,096.52	307,174.86	87.9%
52000 · Supplies			
52021 · Safety Clothing, PPE	1,824.30	4,999.98	36.5%
52022 · Clothing/Boot Expense		499.98	
52031 · Food & Beverages	704.09	250.02	281.6%
52041 · Household Supplies	1,163.33	1,650.00	70.5%
52061 · Fuel/Gas/Oil	6,750.13	13,750.02	49.1%
52081 · Medical/Laboratory Supplies	998.01	1,624.98	61.4%
52091 · Memberships/Certifications		1,500.00	
52111 · Office Supplies	41.69	499.98	8.3%
52115 · Books/Media/Subscriptions		1,000.02	
52117 · Mail and Postage Supplies	165.60	375.00	44.2%
52141 · Minor Equipment/Small Tools	769.24	6,250.02	12.3%
52142 · Computer Equipment/Accessories	467.88	2,500.02	18.7%
52143 · Computer Software/Licensing	2,922.55		
52144 · Communication Equipment		1,249.98	
52191 · Utilities	1,123.23	1,999.98	56.2%
52193 · Utilities- Electric	444.51	2,749.98	16.2%
Total 52000 · Supplies	17,374.56	40,899.96	42.5%
54000 · Capital Expenditures			
54305 · Capital Assets- Machinery/Equip		2,500.02	
54331 · Capital Assets- Mobile Equip	233,666.95	300,000.00	77.9%
Total 54000 · Capital Expenditures	233,666.95	302,500.02	77.2%
85000 · Capital Asset /Contingency Rsv			
85005 · Transfer to LT Build Reserves		83,662.50	
Total 85000 · Capital Asset /Contingency Rsv		83,662.50	
Total Expense	769,810.84	1,523,249.94	50.5%
Net Income	33,704.24	(0.06)	(56,173,733.3)%

Northern Sonoma County Fire Protection District
Profit & Loss Budget vs. Actual: Veg Mgmt Division
 July through September 2025

	Jul - Sep 25	Budget	% of Budget
Income			
40000 · Tax Revenue			
40003 · Direct Charges - CY		11,962.50	
Total 40000 · Tax Revenue		11,962.50	
46000 · Miscellaneous Revenues			
46001 · Government Revenue- Grant Reven		34,375.02	
46002 · Gov't Revenue- Fuel Reduction		19,999.98	
46015 · Sales Tax	797,859.78	750,000.00	106.4%
46021 · Fuel Reduction- Private	15,948.68	44,749.98	35.6%
Total 46000 · Miscellaneous Revenues	813,808.46	849,124.98	95.8%
49000 · Reserves			
49003 · Building/Capital Impr. Reserves		66,250.02	
Total 49000 · Reserves		66,250.02	
Total Income	813,808.46	927,337.50	87.8%
Gross Profit	813,808.46	927,337.50	87.8%
Expense			
50000 · Salaries and Employee Benefits			
50701 · Permanent Employees	216,256.64	336,250.02	64.3%
50703 · Overtime		124.98	
50706 · Uniform Allowance	923.13	1,249.98	73.9%
50709 · Temporary Help/Seasonals	66,816.50	93,810.00	71.2%
50753 · FICA	18,135.88	27,250.02	66.6%
50754 · 457 Retirement Contributions	4,877.29	20,250.00	24.1%
50756 · Medicare	4,241.46	6,375.00	66.5%
50801 · Health Ins	40,493.75	91,000.02	44.5%
50803 · Dental	(114.47)		
50805 · Vision	(22.69)		
50806 · Unemployment	1,736.69	18,850.02	9.2%
50808 · Worker's Comp		21,499.98	
Total 50000 · Salaries and Employee Benefits	353,344.18	616,660.02	57.3%
51000 · Services			
51010 · Grant & Contract Admin Costs		2,775.00	
51021 · Phone Costs	1,849.35	1,249.98	148.0%
51060 · Vehicle Maintenance, Outfitting	4,979.46	10,000.02	49.8%
51062 · Field Equip Maint.	5,243.07	6,250.02	83.9%
51071 · Maintenance - Bldg & Improve		625.02	
51211 · Legal Services	7,004.00	7,500.00	93.4%
51221 · Medical/Laboratory Services		250.02	
51225 · Training Services	750.00	250.02	300.0%
51241 · Outside Printing and Binding	445.39	1,375.02	32.4%
51242 · Bank Charges		2.52	
51244 · Permits/Licenses/Fees	52.50	1,500.00	3.5%
51249 · Other Professional Services	32,104.25	162,499.98	19.8%
51301 · Publications and Legal Notices		250.02	
51401 · Rents & Leases - Equipment	2,548.28	4,999.98	51.0%
Total 51000 · Services	54,976.30	199,527.60	27.6%

Northern Sonoma County Fire Protection District
Profit & Loss Budget vs. Actual: Veg Mgmt Division

July through September 2025

Accrual Basis

	Jul - Sep 25	Budget	% of Budget
52000 · Supplies			
52021 · Safety Clothing, PPE	1,032.48	1,249.98	82.6%
52022 · Clothing/Boot Expense		1,249.98	
52031 · Food & Beverages		124.98	
52041 · Household Supplies	254.74	499.98	51.0%
52061 · Fuel/Gas/Oil	8,441.50	4,999.98	168.8%
52081 · Medical/Laboratory Supplies	847.94	499.98	169.6%
52091 · Memberships/Certifications		124.98	
52111 · Office Supplies	8.97	124.98	7.2%
52115 · Books/Media/Subscriptions		25.02	
52117 · Mail and Postage Supplies		25.02	
52141 · Minor Equipment/Small Tools	7,160.51	7,500.00	95.5%
52142 · Computer Equipment/Accessories	383.70	250.02	153.5%
52143 · Computer Software/Licensing		1,249.98	
52191 · Utilities	145.20	225.00	64.5%
52193 · Utilities- Electric	277.29	499.98	55.5%
Total 52000 · Supplies	18,552.33	18,649.86	99.5%
54000 · Capital Expenditures			
54305 · Capital Assets- Machinery/Equip		15,000.00	
54331 · Capital Assets- Mobile Equip		77,500.02	
Total 54000 · Capital Expenditures		92,500.02	
Total Expense	426,872.81	927,337.50	46.0%
Net Income	386,935.65		100.0%

Northern Sonoma County Fire Protection District Check Detail

August 29 through September 30, 2025

Num	Name	Memo	Account	Paid Amount
ACH	P Fleet	B219810	52061 · Fuel/Gas/Oil	-609.60
				-609.60
ACH	P Fleet	B222831	52061 · Fuel/Gas/Oil	-768.25
				-768.25
ACH	Recology Sonoma Marin	08/01/2025-08/31/2025	52191 · Utilities	-197.07
				-197.07
ACH	Toshiba Finanical Services	563182666	51401 · Rents & Leases - Equipment	-325.64
				-325.64
ACH	P Fleet	B212931	52061 · Fuel/Gas/Oil	-430.10
				-430.10
ACH	P Fleet	B215941	52061 · Fuel/Gas/Oil	-721.94
				-721.94
3697	Bell's Ambulance Service	119641:08/01/2025-08/31/2025	51249 · Other Professional Services	-33,000.00
				-33,000.00
3698	Cloverdale Auto Parts	733878, 734048	51060 · Vehicle Maintenance, Outfitting	-795.82
				-795.82
3699	Cloverdale Automotive	88076	51060 · Vehicle Maintenance, Outfitting	-1,813.73
				-1,813.73
3700	Comcast	937:09/01/2025-09/30/2025	51021 · Phone Costs	-105.60
				-105.60

Northern Sonoma County Fire Protection District Check Detail

August 29 through September 30, 2025

3701	Cook Fire Protection	3894	51071 · Maintenance - Bldg & Improve	-309.25
				-309.25
3702	Garrett Hardware & Plumbing, Inc.	Statement Ending 08/31/2025	52141 · Minor Equipment/Small Tools	-3,876.21
				-3,876.21
3703	Jacobszoon and Associates, Inc.	9618	51249 · Other Professional Services	-1,865.00
				-1,865.00
3704	Nick Barbieri Trucking, LLC	1233299	52061 · Fuel/Gas/Oil	-1,967.11
				-1,967.11
3705	SRS Private Investigations	2025-156, 2025-158	51249 · Other Professional Services	-480.00
				-480.00
3706	The Press Democrat	71020	51301 · Publications and Legal Notices	-350.00
				-350.00
3707	FasTrak Invoice Processing Department	I712537158028	51602 · Business Tavel/Mileage	-8.00
				-8.00
3708	FRM	NSCFPD2508	51249 · Other Professional Services	-421.00
				-421.00
3709	Grapevine Communications	29098,29100,29108	51063 · Office Equip Maint/Repair	-1,072.62
				-1,072.62
3710	U.S. Bank	Statement Date 09/08/2025	10006 · US Bank Credit Card	-19,374.64
				-19,374.64
3711	AT&T	09012025	51021 · Phone Costs	-663.40
				-663.40

Northern Sonoma County Fire Protection District Check Detail

August 29 through September 30, 2025

3712	Cloverdale Auto Parts	735024	51060 · Vehicle Maintenance, Outfitting	<u>-94.58</u> -94.58
3713	Comcast	459:09/11/2025-10/10/2025	51021 · Phone Costs	<u>-445.14</u> -445.14
3714	Healdsburg Signs, Inc.	250915	51241 · Outside Printing and Binding	<u>-1,467.36</u> -1,467.36
3715	Hobart Sales & Service	RC225542	51071 · Maintenance - Bldg & Improve	<u>-1,519.35</u> -1,519.35
3716	Jarvis Fay LLP	20846	51211 · Legal Services	<u>-7,004.00</u> -7,004.00

BOARD SIGNATURES OF APPROVAL

Director

Director

Director

Director

Director

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.

Northern Sonoma County Fire Protection District

Policy Manual

Board/Staff Interactions

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.

Northern Sonoma County Fire Protection District

Policy Manual

Board/Staff Interactions

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

- (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.



Northern Sonoma County Fire Protection District

CHIEF'S REPORT

October 16, 2025

For Previous Month

SIGNIFICANT INCIDENTS

- September 3 – 16: Wildland engine 6172 dispatched as part of a strike team to Garnet Fire in the Sierra National Forest
- September 5: 1 acre vegetation fire in the 10000 block of Pine Flat Road

COMMUNITY MEETINGS/OUTREACH

- September 6: Community CPR class
- September 10: Electronic newsletter
- September 13: Community First Aid Class
- September 23: Electronic newsletter

FIRE OPERATIONS

- New tires purchase for UTVs
- Coordinating 6156 repairs with Buckstop Truckware and Weis
- Fire Captain Joe Stewart became qualified as an engine strike team leader
- Received correspondence from property owner of Alexander Valley Fire Station with updated contact information.

FIRE PREVENTION

- Business and school life safety inspections being prioritized with some defensible space inspections occurring.
- Planning for installation of five fire prevention signs in Knights and Franz Valleys. Northern Sonoma County Fire Foundation is funding.

VEGETATION MANAGEMENT

- Developing bid package for hazard tree removal along Franz Valley Road
- Coordinating with 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)
 - Hacienda-Hollydale-Canyon-Terrace-Summerhome Park (Measure H Funded)

ADMINISTRATION

- Anneke Turbeville will be attending the California Special District's Association's Board Secretary/Clerk Conference in Santa Rosa October 27-29
- We are using a program called DocAccess that works in conjunction with our website to make PDFs on the District website accessible.
- Hired 2 Forestry Technician 4s
- Hired 4 Forestry Technician 1s
- Seasonal Fire Fighter and 1 Seasonal Forestry Technician will be laid off at the beginning of November.
- One Forestry Technician 4 has resigned. The District plans to fill that open position in early 2026.
- On going projects:
 - 5-Year update process to the Sonoma County Multi-Jurisdictional Hazard Mitigation (MJHMP)
 - Facilities Plan
 - Watershed Management Plan for the Lake Sonoma and Gualala River watersheds, partnering with Ag Innovations who received a Bureau of Reclamation Cooperative grant