



Northern Sonoma County Fire Protection District
Regular Board of Directors' Meeting
Thursday, May 15, 2025 at 6 PM
Geyserville Fire Station – 20975 Geyserville Ave, Geyserville, CA

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

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

1. Opening Greeting

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

2. Public Discussion

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

3. Old Business

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

a. Cloverdale/Northern Sonoma County Fire JPA

- The Board will consider adopting the JPA Side Letter for extension of the JPA. At the May 6th JPA Oversight Committee meeting, the Side Letter for extension of the JPA was approved unanimously by the Committee and recommended to be forwarded to the respective boards for consideration of approval. **(Action Item)**
- The Board will discuss and consider the possibility of approving the formation of an Ad Hoc Committee to advise staff on their April meeting directive to explore the cost and timeline of PERS. **(Action Item)**
- The next JPA Oversight Committee Meeting will be held June 10th at 9:00 am at the Geyserville Fire Station. **(Information only, no action to be taken)**
- Supporting materials included in packet:
 1. JPA Side Letter
 2. Retirement (PERS) Staff Report

b. Policies

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

4. New Business

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

a. Sonoma County Living Wage

- The Board will consider adopting the Sonoma County Living Wage of \$23.15/hour for the positions of Forestry Technician 1 and Seasonal Firefighter. **(Action Item)**
- Supporting materials included in this packet:
 1. Sonoma County Living Wage Staff Report

5. Minutes

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

- a. April 17, 2025 Regular Meeting Minutes **(Action Item)**

6. Financial Report

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

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

7. Consent Calendar

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

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

8. Chief's Report

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

9. Correspondence

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

10. Good of the Order

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

11. Adjournment of the Meeting

Next regular meeting to be held on June 19, 2025 at 6 PM.

**SIDE LETTER TO THE JOINT POWERS AGREEMENT FOR MUTUAL FIRE PROTECTION
BY AND BETWEEN NORTHERN SONOMA COUNTY FIRE PROTECTION DISTRICT
AND
CLOVERDALE FIRE PROTECTION DISTRICT**

The Northern Sonoma County Fire Protection District and Cloverdale Fire Protection District mutually agree to extend all terms and conditions of the existing Joint Powers Agreement (JPA) dated March 24, 2020, to an expiration date of June 30, 2026, unless specifically modified herein by this Side Letter of Agreement. The existing Joint Powers Agreement referred above is attached to this Side Letter and made a part of this document.

The Northern Sonoma County Fire Protection District and Cloverdale Fire Protection District further agree that certain modifications may be necessary to enact prior to June 30, 2026, for purposes of legal requirement, risk management, employee agreements, governance, or operational needs. Any modifications to the existing JPA proposed prior to the expiration date of this Side Letter or adoption of a successor JPA shall be approved by the JPA Oversight Committee and by affirmative action of each District Board of Directors. Once approved, the modification is to be affixed to this Side Letter for tracking purposes and identified by numerical designation (i.e. Attachment 1, 2, 3, etc.).

The JPA Oversight Committee will continue to meet as necessary, in compliance with the Brown Act, to complete the drafting of a Joint Powers Agreement for the 2026-2031 period (5 years). Nothing in this Side Letter or future agreement terminates any clause in the existing Joint Powers Agreement (March 24, 2020).

NORTHERN SONOMA COUNTY FIRE PROTECTION DISTRICT

Dated: _____ By: _____
Board President

ATTEST: _____
Clerk of the Board

CLOVERDALE FIRE PROTECTION DISTRICT

Dated: _____ By: _____
Board President

ATTEST: _____
Clerk of the Board



Northern Sonoma County Fire Protection District
Retirement (PERS) Staff Report
May 15, 2025 Board Meeting

Background

At the April 17, 2025 Board meeting, the Board directed staff to look into PERS. Staff is currently collecting documents for submission to CalPERS.

In 2014, the District went through the process and staff is familiar with the steps, summarized below:

- All public agencies must first submit a completed Applicant Questionnaire and documents of formation for an eligibility determination. One CalPERS has received all the requested information, the determination review takes approximately 3-4 months.
- Once eligibility is determined, the agency requests an actuarial valuation to find out the cost of contracting PERS. The cost is \$900 per scenario and takes approximately 90 days.
- Once the new agency has received the valuation report and initiates the contracting process, this process generally takes an additional 4 to 6 months.

Action Requested

1. The Board will consider forming a committee to advise staff on the board directive to look into PERS.



Northern Sonoma County Fire Protection District
Policy Staff Report
May 15, 2025 Board Meeting

Operational Policies

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

1. Family Support Liaison

Previously Introduced Policies

The following policies were presented last month and may be considered for approval tonight:

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

Action Requested

1. Approve the five policies, listed above, introduced at the April board meeting.

Board Meetings

233.1 PURPOSE AND SCOPE

This policy sets forth the guidelines for holding Board Meetings.

233.2 BROWN ACT

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

233.3 RULES OF ORDER

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

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

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

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

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

233.4 BOARD MEETING CONDUCT

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

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

Board Meetings

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

233.5 ABSENCES

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

233.6 DISRUPTIONS

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

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

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

233.7 OBTAINING THE FLOOR

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

233.8 MOTIONS

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

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

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

Board Meetings

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

233.8.1 MOTION TO CLOSE DEBATE AND VOTE IMMEDIATELY

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

233.8.2 SECONDARY MOTIONS

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

233.8.3 MOTION TO AMEND

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

233.8.4 MOTION TO TABLE

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

233.8.5 MOTION TO POSTPONE

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

233.8.6 MOTION TO REFER TO COMMITTEE

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

233.8.7 MOTION TO ADJOURN

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

Board Meetings

233.8.8 MOTION TO RECONSIDER

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

233.9 VOTING

233.9.1 QUORUM

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

233.9.2 CONFLICT OF INTEREST

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

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

233.9.3 ROLL CALL

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

233.9.4 RECORDING VOTES

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

Northern Sonoma County Fire Protection District

Policy Manual

Board Meetings

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

233.9.5 TIE VOTES

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

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

233.9.6 ABSTENTIONS

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

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

233.9.7 SECRET BALLOTS

Secret ballots are not allowed.

233.10 QUESTIONS TO STAFF

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

233.11 ORDER OF SPEAKING

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

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

233.12 RULES FOR SPEAKERS

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

Board Meetings

233.13 FORMS OF BOARD ACTION

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

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

233.13.1 RESOLUTIONS AND ORDINANCES

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

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

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

233.13.2 ACTION BY CONSENSUS

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

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

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

233.13.3 PROCLAMATIONS

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

1. Public awareness

Board Meetings

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

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

233.14 TYPES OF MEETINGS

233.14.1 CLOSED SESSIONS

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

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

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

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

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

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

233.14.2 PUBLIC HEARINGS

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

233.14.3 RESCHEDULED MEETINGS

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

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

Board Meetings

233.14.4 STUDY SESSIONS

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

Annual Study Session of Strategic Plan

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

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

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

233.14.5 EMERGENCY MEETINGS

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

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

233.14.6 ADJOURNED MEETINGS

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

Northern Sonoma County Fire Protection District

Policy Manual

Board Meetings

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

233.14.7 RESCHEDULED MEETINGS

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

233.14.8 TELECONFERENCED MEETINGS

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

233.15 ADEQUACY OF INFORMATION AND FACILITIES

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

233.16 POLICY HISTORY

This policy replaces SOPA-07 Board Meetings.

Board Meeting Agendas

225.1 PURPOSE AND SCOPE

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

225.2 BROWN ACT COMPLIANCE

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

225.3 REGULAR MEETING DATES AND TIME

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

225.4 PREPARATION OF THE AGENDA

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

225.5 POSTING OF THE AGENDA

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

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

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

Northern Sonoma County Fire Protection District

Policy Manual

Board Meeting Agendas

225.5.1 PHYSICAL POSTING LOCATIONS

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

225.5.2 INTERNET AGENDA POSTING

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

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

225.6 AGENDA DISTRIBUTION

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

225.6.1 AGENDA MATERIALS DISTRIBUTION

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

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

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

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

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

Northern Sonoma County Fire Protection District

Policy Manual

Board Meeting Agendas

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

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

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

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

225.7 PROCEDURE FOR PLACING AN ITEM ON THE AGENDA

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

225.7.1 ITEMS ORIGINATING FROM THE FIRE CHIEF

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

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

Northern Sonoma County Fire Protection District

Policy Manual

Board Meeting Agendas

225.7.2 ITEMS ORIGINATING FROM A BOARD MEMBER

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

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

225.7.3 ITEMS ORIGINATING FROM THE PUBLIC

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

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

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

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

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

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

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

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

225.8 CONTENT OF AGENDA ITEMS

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

Board Meeting Agendas

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

225.9 ORDER OF BUSINESS FOR A REGULAR MEETING

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

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

225.9.1 CALL TO ORDER

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

225.9.2 ROLL CALL

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

225.9.3 APPROVAL OR AMENDMENT OF THE AGENDA

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

Northern Sonoma County Fire Protection District

Policy Manual

Board Meeting Agendas

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

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

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

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

225.9.4 PUBLIC DISCUSSION

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

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

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

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

225.9.5 CONSENT CALENDAR

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

Northern Sonoma County Fire Protection District

Policy Manual

Board Meeting Agendas

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

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

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

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

225.9.6 CORRESPONDENCE

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

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

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

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

225.9.7 GOOD OF THE ORDER

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

225.9.8 ADJOURNMENT

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

Board Meeting Agendas

225.10 ORDER OF BUSINESS FOR A SPECIAL MEETING

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

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

225.11 ORDER OF BUSINESS FOR A PUBLIC HEARING

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

Procedures at public hearings shall be as follows:

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

225.12 AMERICANS WITH DISABILITIES ACT

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

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

Board Meeting Minutes

226.1 PURPOSE AND SCOPE

This policy addresses the recording of public meetings.

226.2 POLICY

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

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

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

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

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

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

Board Meeting Minutes

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

226.3 MINUTES OF CLOSED SESSIONS

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

226.4 APPROVAL OF MINUTES

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

Board Member Vacancies

229.1 PURPOSE AND SCOPE

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

229.2 POLICY

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

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

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

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

The vacancy shall be filled in one of three ways:

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

Northern Sonoma County Fire Protection District

Policy Manual

Board Member Vacancies

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

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

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

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

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

229.3 RESIGNATIONS

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

Wellness Program

1021.1 PURPOSE AND SCOPE

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

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

Additional information on member wellness is provided in the:

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

1021.1.1 DEFINITIONS

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

1021.2 WELLNESS COORDINATOR

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

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

Northern Sonoma County Fire Protection District

Policy Manual

Wellness Program

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

Wellness Program

1021.3 TRAINING

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

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

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

1021.4 WELLNESS PROGRAM AUDIT

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

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

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

1021.5 PEER SUPPORT COMMUNICATIONS

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

Wellness Program

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

1021.6 POLICY

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

1021.7 DEPARTMENT AGENCY PEER SUPPORT

1021.7.1 PEER SUPPORT MEMBER TRAINING

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

1021.7.2 PEER SUPPORT MEMBER RESPONSIBILITIES

The responsibilities of District peer support members include:

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

1021.7.3 PEER SUPPORT MEMBER SELECTION CRITERIA

The selection of a District peer support member will be at the discretion of the coordinator.

Selection should be based on the member's:

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

Family Support Liaison

1038.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the position, role and responsibilities of the Family Support Liaison. The procedure describes the conditions under which the position is activated and identifies the district personnel responsible for the activation.

1038.2 POLICY

It is the policy of the Northern Sonoma County Fire Protection District to assign a member to act as a Family Support Liaison, as soon as practicable, to the family of any member who has been seriously injured or has died in the line-of-duty. The member assigned should be the most appropriate person for the circumstances, without regard for rank.

1038.3 PROCEDURE

1038.3.1 LIAISON ACTIVATION CRITERIA

The District will assign a member to the Family Support Liaison position whenever any district member has been seriously injured or has died in the line of duty. At the discretion of the Fire Chief, the position may be activated and filled in the event of an off-the-job serious injury or death or in the event of a member's catastrophic loss.

1038.3.2 LIAISON ROLE AND RESPONSIBILITIES

The Family Support Liaison will coordinate the needs and wishes of an employee's family with the responsibilities and needs of the District and will represent the District in helping meet the needs of the employee's family by communicating directly with the Fire Chief or the authorized designee. Responsibilities shall include, but not be limited to, the following:

- (a) Establish ongoing communication with the member's Duty Chief and obtain a briefing regarding circumstances of the event, keeps family up to date with present and other relevant information.
- (b) Establish contact with family members. Identify immediate needs and questions and provide appropriate solutions or responses. Relay any unfilled needs and unanswered questions to the Fire Chief.
- (c) Coordinate or provide transportation to hospitals, places of worship and/or other appropriate locations.
- (d) Within 24 hours of an employee's line-of-duty death, arrange for the Fire Chief to visit the family.
- (e) Establish contact with the district Public Information Officer and coordinate media information needs, while considering the privacy wishes of the family.
- (f) Coordinate with local law enforcement to provide for the physical security of the family.

Family Support Liaison

- (g) Establish communications with other support personnel or groups, including district chaplains, employee associations, human resources representatives and appropriate labor organizations.
- (h) If appropriate, coordinate with the district-appointed funeral detail officer.
- (i) Ensure the family knows how to reach him/her and establish a time to contact the family in the future.

1038.3.3 SELECTION AND REPORTING REQUIREMENTS

The affected member's Duty Chief will select the Family Support Liaison. The following guidelines should be used for selection:

- (a) The liaison should be an individual the family knows and with whom they are comfortable working.
- (b) If the family has no preference, the selection may be made from names recommended by the affected member's supervisor and/or coworkers.
- (c) The liaison should report directly to the affected member's Duty Chief.
- (d) If the selected liaison does not already have an assigned district cellular telephone, one should be assigned to facilitate the necessary communications.



Northern Sonoma County Fire Protection District
Sonoma County Living Wage Staff Report
May 15, 2025 Board Meeting

Sonoma County Living Wage Ordinance

The District has made an informal practice of adopting the Sonoma County Living Wage. On July 1st, the Sonoma County Living wage will be raised to \$23.15/hour. Though we are not required to adopt this pay rate, it shows a good faith effort to acknowledge the high cost of living in this area.

This is taken directly from the Sonoma County Living Wage Ordinance:

“The purpose of this article is to implement a policy to help low wage workers earn an hourly wage that is sufficient to live with dignity and to achieve economic self-sufficiency...The establishment of a living wage ordinance is one (1) component of a more comprehensive strategy to address poverty in Sonoma County. The board of supervisors finds that the use of county funds to provide living wage jobs will decrease poverty, increase consumer income, invigorate neighborhood businesses, and reduce the need for taxpayer-funded social service programs.”

The District currently has two positions that make less than \$23.15/hour. Both positions are seasonal positions without benefits. The hourly rate for a seasonal firefighter is \$18.10/hour and the hourly rate for a seasonal Forestry Technician 1 (FT1) is \$20/hour. Two (2) 4-month seasonal firefighter positions and all seasonal FT1 positions (we only have one at this time) would be affected by this increase.

Action Requested

1. Board approval to adjust the hourly rate for FT1 and seasonal firefighter positions to \$23.15/hour beginning July 1st.



Northern Sonoma County Fire Protection District
Minutes of the Regular Board of Directors' Meeting
Thursday, April 17, 2025 at 6:00 PM
Geyserville Fire Station – 20975 Geyserville Ave, Geyserville, CA

1. Opening Greeting

- a. Call to Order: The meeting was called to order by President Rob Stewart at 6:01 PM.
- b. Roll Call: Directors Rob Stewart, Pat Abercrombie, Fred Peterson, and Scott Newman were present. Director Larry Heiges was absent. Fire Chief Marshall Turbeville, Administrative Manager Anneke Turbeville, and District Treasurer Michael Pigoni were also present.
- c. Pledge of Allegiance
- d. Approval or Amendment of the Agenda: **A motion was made and seconded (Peterson/Newman) to approve the agenda. All ayes.**

2. Public Discussion

None.

3. Old Business

- a. Cloverdale/Northern Sonoma County Fire JPA

Director Peterson said the March 27th Special Meeting with Cloverdale Fire went well and the discussion between boards was good. Director Newman said there was a lot of discussion of the past, but he would like more focus on going forward.

Director Stewart announced that there was also a JPA meeting today. The meeting went well and they agreed to evergreen the current JPA for one more year, giving them time to conduct the merging of the two districts. He was encouraged by the meeting and feels that the labor group has made great strides.

Director Newman agrees with what Director Heiges wrote in his letter about it not being a good match.

Fred Peterson announced that he is stepping down from the JPA committee and hopes that Larry Heiges will step in to take his place. If Heiges cannot do it, he recommends Pat Abercrombie for the position.

Director Abercrombie pointed out the need for an organizational chart, emphasizing Heiges' point that a merger of equals is doomed. Abercrombie asked if there would be one chief and one board, and Director Stewart replied yes. Director Abercrombie

wondered if the JPA committee can come up with the plan, or if a facilitator is needed. A discussion followed about the benefits and drawbacks of a facilitator and it was decided that first we need a plan. Members of the public suggested we come up with our own vision and present it to Cloverdale, since our needs are different and progress has been slow.

Michael Pighoni pointed out that Cloverdale Fire has a parcel tax that would go away if we took them over.

The Board agreed that they want to look into bringing the employees back to this District. The Board directed staff to look into PERS.

b. City and Planning Unit Outreach Committee

Director Peterson reported that this committee will no longer hold quarterly meetings. Instead, they will meet as issues arise. Chief Turbeville reported on vegetation management on Fitch Mountain and city properties.

c. Policies

Director Peterson noted that the policies presented tonight are meaty policies and should be reviewed closely.

4. New Business

a. Facilities Needs Assessment

Martin Dreiling of DTA gave a presentation on the progress of the facilities assessment process, including maps of existing and potential locations and considerations for facilities. The Board agreed to direct Dreiling to move the Geyserville Fire Station into the schematic design phase. A facilities workshop will be held immediately before the June board meeting.

a. Purchase Request: Helicopter Dip Tank

The dip tank under consideration will be part of a network of dip sites. Calpine will do the plumbing and hookup. **A motion was made and seconded (Newman/Peterson) to authorize \$40,000 from fiscal year 2024/2025 for the partial funding of a helicopter dip tank to be placed in The Geysers. All ayes.**

5. Minutes

a. March 20, 2025 Regular Meeting Minutes: **A motion was made and seconded (Abercrombie/Peterson) to approve the March 20, 2025 Regular Meeting Minutes. All ayes.**

b. March 27, 2025 Special Meeting Minutes: **A motion was made and seconded (Newman/Abercrombie) to approve the March 27, 2025 Special Meeting Minutes. All ayes.**

6. Financial Report

There were no questions for staff or the Board Treasurer on the past month's income and expenditures.

7. Consent Calendar

A motion was made and seconded (Peterson/Newman) to approve the March checks issued. All ayes.

8. Chief's Report

There were no questions for the Fire Chief regarding the Chief's monthly report.

9. Correspondence

Scott Newman's letter regarding the Spencer Lane property was not included in the agenda packet, so it will be included next month.

10. Good of the Order

Pat Abercrombie reported that there has been good vegetation work on Fitch Mountain.

11. Adjourn to Closed Session

The regular meeting was adjourned to a closed session at 8:02 PM for employee performance evaluation and review, Fire Chief, pursuant to Government Code Section 54957.

12. Reconvene to Regular Meeting

A thoughtful performance evaluation of the Chief was conducted and salary was discussed. No action was taken. The closed session was reconvened to the regular meeting at 9:15 PM.

13. Adjournment of the Meeting

The regular meeting was adjourned immediately after the closed session ended. **A motion was made and seconded (Peterson/Newman) to adjourn the meeting at 9:15 PM. All ayes.**

Motion Made/Seconded

Anneke Turbeville - Clerk of the Board



Northern Sonoma County Fire Protection District
Financial Summary Staff Report
May 15, 2025 Board Meeting

Highlights

1. The second installment of property taxes arrived, totaling \$1,240,880.93. The third (final) installment will arrive sometime in July.
2. The Finance Committee met on April 29th to discuss the 25/26 preliminary budget, which will be presented at the June board meeting.

Action Requested (For Consent Calendar)

1. Approve April checks issued.

FISCAL YEAR 2024/2025 FINANCIALS SUMMARY

APRIL 30 2025 YTD

Summit State Bank Enterprise Checking Account Monthly Summary

\$	250,000.00	Beginning Month Balance
\$	1,552,128.39	Monthly Revenue
\$	(313,552.91)	Monthly Expenditures
\$	(148,382.86)	Withdrawal (Transfer to Payroll)
\$	(1,537,943.93)	Withdrawal (Transfer to ICS)
\$	-	Withdrawal (Transfer to CD)
\$	447,751.31	Deposit (Transfer from ICS)
\$	-	Deposit (Transfer from CD)
\$	250,000.00	Balance for Period Ending April 30, 2025

Summit State Bank April Deposits

\$	53,287.88	State of CA: LNU Aug coverage
\$	206,814.84	State of CA: NEM-22-09
\$	22.00	Employee tee shirt sales
\$	49,994.21	City of Healdsburg: scn24-007
\$	1,240,880.93	Sonoma County: Property Tax disbursement
\$	1,128.53	Hopper Adventures: Event Staffing payment
\$	1,552,128.39	Total Deposits

Summit State Bank Business Checking Account Monthly Summary (PAYROLL)

\$	11,250.76	Beginning Month Balance
\$	(99,962.70)	Withdrawal- Payroll
\$	148,382.86	Deposit (Transfer from Summit Enterprise)
\$	59,670.92	Balance for Period Ending April 30, 2025

Summit State Bank Enterprise Checking Account Year to Date SUMMARY

\$	250,000.00	Beginning Year Balance
\$	6,205,485.21	YTD Revenue
\$	(3,641,249.85)	YTD Expenditures
\$	(1,345,282.86)	Withdrawal (Transfer Payroll)
\$	(6,050,996.07)	Withdrawal (Transfer ICS)
\$	-	Withdrawal (Transfer to CD)
\$	4,832,043.57	Deposit (Transfer from ICS)
\$	-	Deposit (Transfer from CD)
\$	250,000.00	Balance for Period Ending April 30, 2025

Encumbered Funds

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

Summit State Bank ICS Account Monthly Summary

\$	2,441,642.72	Beginning Month Balance
\$	(411,848.20)	Withdrawal (Transfer to Checking)
\$	1,537,943.93	Deposit (Transfer from Checking)
\$	3,567,738.45	Balance for Period Ending April 30, 2025

Reserved Funds

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

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

\$	589,838.27	Beginning Balance
\$	593,958.06	Last Month Balance
\$	-	Transfer Out of CD
\$	2,105.84	Interest
\$	596,063.90	Balance for Period Ending April 30, 2025

Combined Balance

\$	4,473,473.27	Balance for Period Ending April 30, 2025
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2024-2025 April 30 YTD General Fund

<u>General Fund Revenue</u>	<u>Actual 24/25</u>	<u>Final Budget</u>	<u>Amended Budget</u>	<u>Under Budget</u>	<u>% Budget</u>
40002 Prop Tax - Current Year	\$ 2,971,553.52	\$ 3,110,488	\$ 3,110,488	\$138,934.48	95.53%
40003 Direct Charges - Current Year	\$ 111,748.67	\$ 160,320	\$ 160,320	\$48,571.33	69.70%
40012 SB2557 Prop Tax - Admin Fee	\$ (33,431.00)	\$ (32,160)	\$ (32,160)	\$1,271.00	103.95%
40101 Prop Tax - Current Unsecured	\$ 85,579.57	\$ 92,645	\$ 92,645	\$7,065.43	92.37%
40111 Prop Tax - Supplemental	\$ 53,303.60	\$ 65,831	\$ 65,831	\$12,527.40	80.97%
40201 Prop Tax - Previous FY	\$ (225.83)	\$ (800)	\$ (800)	-\$574.17	28.23%
40202 Direct Charges- Prior Year	\$ 571.00	\$ 1,000	\$ 1,000	\$429.00	57.10%
40211 Prop Tax - Prev FY (Unsecured)	\$ 938.54	\$ 1,000	\$ 1,000	\$61.46	93.85%
40221 Prop Tax - Prev FY (Secured)	\$ (6.40)	\$ (100)	\$ (100)	-\$93.60	6.40%
40404 Prop Tax - Timber Yield Tax	\$ 711.66	\$ 819	\$ 819	\$107.34	86.89%
42111 State - Other In-Lieu Tax	\$ 50.77	\$ 100	\$ 100	\$49.23	50.77%
42291 HOPTR- State	\$ 10,559.65	\$ 9,137	\$ 9,137	-\$1,422.65	115.57%
42627 IRP 61 Geysers Revenue	\$ (236,285.00)	\$ (251,774)	\$ (251,774)	-\$15,489.00	93.85%
44002 Interest - Pooled Cash from County	\$ 2,628.70	\$ 1,800	\$ 1,800	-\$828.70	146.04%
44003 Other Interest Earnings - CDRS	\$ 34,464.87	\$ 20,000	\$ 35,000	\$535.13	98.47%
45008 CSFA 40/NSCFPD	\$ 30,713.00	\$ -	\$ -	-\$30,713.00	100.00%
46001 Government Revenue- Grant Rev	\$ 104,498.57	\$ -	\$ 116,000	\$11,501.43	90.08%
46003 OES Strike Team/Incident Reimb	\$ 25,016.70	\$ 10,000	\$ 350,000	\$324,983.30	7.15%
46004 ABH Reimbursements	\$ 53,287.88	\$ 1,500	\$ 198,583	\$145,295.12	26.83%
46007 Defensible Space Inspections	\$ 27,421.50	\$ 16,000	\$ 27,422	\$0.50	100.00%
46015 Measure H - Current Year	\$ 784,587.43	\$ 1,500,000	\$ 1,500,000	\$715,412.57	52.31%
46022 Public Records Request Fees	\$ 45.00	\$ 100	\$ 100	\$55.00	45.00%
46023 Sale of Fixed Assests - Surplus	\$ 14,500.00	\$ 50,000	\$ 14,500	\$0.00	100.00%
46027 Workers Comp Reimbursement	\$ -	\$ 5,000	\$ -	\$0.00	100.00%
46028 Misc. Revenue, Other	\$ 6,390.58	\$ 153,330	\$ 10,000	\$3,609.42	63.91%
46029 Reimbursements	\$ 13,012.25	\$ 1,000	\$ 13,000	-\$12.25	100.09%
47001 Project Manager	\$ 1,928.56	\$ -	\$ 1,929	\$0.44	99.98%
47002 Administrative - Reimbursements	\$ 25,463.17	\$ -	\$ 25,500	\$36.83	99.86%
49003 Transfer in from Reserves	\$ -	\$ 190,596	\$ -	\$0.00	100.00%
General Fund Total Revenue	\$4,089,026.96	\$ 5,105,832	\$ 5,450,340	\$1,361,313.04	75.02%

<u>General Fund Expenditures</u>	<u>Actual 24/25</u>	<u>Final Budget</u>	<u>Amended Budget</u>	<u>\$ Under Budget</u>	<u>% of Budget</u>
50701 Permanent Employees	\$ 203,563.68	\$ 265,000	\$ 265,000	\$61,436.32	76.82%
50702 Stipend/Extra Help	\$ 1,950.00	\$ 25,000	\$ 5,000	\$3,050.00	39.00%
50703 Overtime	\$ 26,780.89	\$ 25,000	\$ 25,000	-\$1,780.89	107.12%
50704 FLSA Overtime	\$ 6,875.92	\$ 6,000	\$ 6,000	-\$875.92	114.60%
50705 Overtime -Strike Team	\$ 47,465.00	\$ 1,000	\$ 47,465	\$0.00	100.00%
50706 Uniform Allowance	\$ 4,144.35	\$ 5,000	\$ 5,000	\$855.65	82.89%
50708 Contract Employees	\$ 995,566.11	\$ 2,000,000	\$ 2,000,000	\$1,004,433.89	49.78%
50709 Temporary Employees	\$ 268,561.23	\$ 220,000	\$ 250,000	-\$18,561.23	107.42%
50712 Fire Prevention	\$ 39,866.76	\$ 150,000	\$ 53,000	\$13,133.24	75.22%

2024-2025 April 30 YTD General Fund

50753	FICA Retirement	\$ 37,950.53	\$ 31,748	\$ 31,748	-\$6,202.53	119.54%
50754	457 Retirement Contributions	\$ 15,667.48	\$ 31,125	\$ 23,850	\$8,182.52	65.69%
50755	457 Plan Mgmt	\$ -	\$ 5,000	\$ 5,000	\$5,000.00	0.00%
50756	Medicare	\$ 8,875.55	\$ 9,933	\$ 9,933	\$1,057.45	89.35%
50801	Health Insurance	\$ 12,417.30	\$ 61,000	\$ 61,000	\$48,582.70	20.36%
50803	Dental Insurance	\$ 1,191.08	\$ 4,800	\$ 4,800	\$3,608.92	24.81%
50805	Vision Insurance	\$ 238.31	\$ 1,200	\$ 1,200	\$961.69	19.86%
50806	Unemployment Insurance	\$ 3,655.86	\$ 19,685	\$ 17,608	\$13,952.14	20.76%
50808	Workers Comp	\$ 103,714.00	\$ 100,000	\$ 104,000	\$286.00	99.73%
51010	Grant & Contract Admin Costs	\$ -	\$ 0	\$ 0	\$0.01	0.00%
51021	Phone Costs	\$ 7,348.07	\$ 9,744	\$ 9,744	\$2,395.93	75.41%
51032	Janitorial	\$ 6,163.00	\$ 8,000	\$ 8,000	\$1,837.00	77.04%
51041	Liability Insurance	\$ 85,979.21	\$ 80,000	\$ 86,000	\$20.79	99.98%
51060	Vehicle Maint/Outfitting	\$ 37,590.62	\$ 50,000	\$ 25,000	-\$12,590.62	150.36%
51061	SCBA Maint/Repair	\$ 245.00	\$ 2,500	\$ 2,500	\$2,255.00	9.80%
51062	Field Equip Maint	\$ 377.56	\$ 38,000	\$ 5,000	\$4,622.44	7.55%
51063	Office Equip Maint	\$ -	\$ 9,000	\$ -	\$0.00	100.00%
51071	Station Maint	\$ 6,039.40	\$ 10,000	\$ 10,000	\$3,960.60	60.39%
51205	Payroll Costs	\$ 3,756.94	\$ 4,000	\$ 4,000	\$243.06	93.92%
51206	Accounting/Audit Services	\$ 7,900.00	\$ 8,000	\$ 8,000	\$100.00	98.75%
51211	Legal Services	\$ 10,314.50	\$ 15,000	\$ 15,000	\$4,685.50	68.76%
51221	Medical/Laboratory Services	\$ 1,262.80	\$ 5,000	\$ 5,000	\$3,737.20	25.26%
51225	Training Services	\$ 1,770.70	\$ 30,000	\$ 10,000	\$8,229.30	17.71%
51235	Dispatch Services	\$ 26,211.82	\$ 50,000	\$ 50,000	\$23,788.18	52.42%
51241	Outside Printing/Binding	\$ 8,296.80	\$ 8,000	\$ 8,500	\$203.20	97.61%
51242	Bank Charges/Finance Fees	\$ 80.00	\$ 100	\$ 100	\$20.00	80.00%
51244	Permits/Licenses/Fees	\$ 41.50		\$ 50	\$8.50	83.00%
51249	Professional Services	\$ 530,662.81	\$ 830,000	\$ 830,000	\$299,337.19	63.94%
51250	Planning/Mapping/Inspection	\$ -	\$ 3,500	\$ 3,500	\$3,500.00	0.00%
51301	Publications & Legal Notices	\$ -	\$ 1,000	\$ 1,000	\$1,000.00	0.00%
51401	Rent/Lease, Equipment	\$ 5,024.14	\$ 6,000	\$ 6,000	\$975.86	83.74%
51602	Business Travel/Mileage	\$ 4,317.29	\$ 10,000	\$ 10,000	\$5,682.71	43.17%
51902	Telecommunication Usage	\$ 8,286.57	\$ 35,000	\$ 35,000	\$26,713.43	23.68%
51916	County Service Charges	\$ 7,956.35	\$ 10,000	\$ 10,000	\$2,043.65	79.56%
52021	Safety Clothing	\$ 12,703.55	\$ 52,330	\$ 52,330	\$39,626.45	24.28%
52022	Clothing & Boot Reimb	\$ 1,471.50	\$ 3,000	\$ 3,000	\$1,528.50	49.05%
52031	Food & Beverages	\$ 1,621.60	\$ 2,000	\$ 2,000	\$378.40	81.08%
52041	Station Supplies	\$ 5,591.89	\$ 6,000	\$ 6,000	\$408.11	93.20%
52061	Fuel/Oil Costs	\$ 42,617.68	\$ 60,000	\$ 60,000	\$17,382.32	71.03%
52081	Medical/Lab Supplies	\$ 4,063.75	\$ 8,000	\$ 8,000	\$3,936.25	50.80%
52091	Memberships/Certifications	\$ 5,018.00	\$ 7,000	\$ 7,000	\$1,982.00	71.69%
52111	Office Supplies	\$ 2,029.11	\$ 2,000	\$ 2,000	-\$29.11	101.46%
52115	Subscriptions	\$ 3,470.20	\$ 16,000	\$ 5,000	\$1,529.80	69.40%
52117	Mail & Postage Supplies	\$ 3,341.15	\$ 2,500	\$ 2,500	-\$841.15	133.65%

2024-2025 April 30 YTD General Fund

52141	Small Tools/Equip <\$1,000.00	\$ 17,886.07	\$ 121,000	\$ 50,000	\$32,113.93	35.77%
52142	Computer Equip/Accessories	\$ 8,862.85	\$ 20,000	\$ 20,000	\$11,137.15	44.31%
52143	Computer Software/Licensing	\$ 13,674.07	\$ 15,000	\$ 15,000	\$1,325.93	91.16%
52191	Utilities	\$ 6,257.18	\$ 5,000	\$ 5,000	-\$1,257.18	125.14%
52193	Utilities - Electricity	\$ 7,307.43	\$ 14,000	\$ 10,000	\$2,692.57	73.07%
54305	Capital Assest - Machinery/Equip	\$ 88,723.99	\$ 100,000	\$ 100,000	\$11,276.01	88.72%
54331	Capital Asset - Mobile Equip	\$ 549,959.26	\$ 600,000	\$ 600,000	\$50,040.74	91.66%
59003	Transfer - Apparatus Reserve Fund	\$ -	\$ 0.00	\$ 0.00	\$0.00	0.00%
59004	Transfer - Building Reserve Fund	\$ -	\$ 0.00	\$ 0.00	\$0.00	0.00%
59005	Transfer - Grant Reserve Fund	\$ -	\$ 0.00	\$ 0.00	\$0.00	0.00%
85001	Transfer to Operational Reserves	\$ -	\$ 187,668	\$ 444,512	\$444,512.00	0.00%
85005	Transfer to Building Fund Reserves	\$ -	\$ 0.00	\$ 0.00	\$0.00	0.00%
85010	Transfer to Equipment Reserves	\$ -	\$ 0.00	\$ 0.00	\$0.00	0.00%
85015	Transfer to Measure H Reserves	\$ -	\$ 0.00	\$ 0.00	\$0.00	0.00%
General Fund Total Expenditures		\$ 3,312,708.41	\$ 5,405,833	\$ 5,450,340	\$2,137,631.61	61.28%
Net Position		\$ 776,318.55	\$ (300,001)	\$ (0)		

2024 -2025 April 30 YTD
Vegetation Management Fund

<u>General Fund Revenue</u>	<u>Actual 24/25</u>	<u>Final Budget</u>	<u>Amended Budget</u>	<u>Under Budget</u>	<u>% Budget</u>
40003 Property Taxes - Special Tax Zone 1	\$ 48,250.00	\$ 50,000	\$ 50,000	\$ 1,750.00	96.50%
46001 Govt Rev- Grant Revenue	\$ 387,006.63	\$ 830,000	\$ 515,000	\$ 127,993.37	75.15%
46002 Govt Rev- Fuel Reduct (not grants)	\$ 150,388.79	\$ -	\$ 248,000	\$ 97,611.21	60.64%
46015 Measure H	\$ 784,587.43	\$ 1,500,000	\$ 1,500,000	\$ 715,412.57	52.31%
46021 Fuel Reduction - Private	\$ 157,491.65	\$ -	\$ 233,280	\$ 75,788.35	67.51%
49003 Transfer in from Reserves	\$ -	\$ 487,000	\$ -	\$ -	100.00%
General Fund Total Revenue	\$ 1,527,724.50	\$ 2,817,000	\$ 2,496,280	\$ 1,016,805.50	54.23%

<u>General Fund Expenditures</u>	<u>Actual 24/25</u>	<u>Final Budget</u>	<u>Amended Budget</u>	<u>\$ Under Budget</u>	<u>% of Budget</u>
50701 Permanent Employees	\$ 316,444.39	\$ 529,557	\$ 529,557	\$ 213,112.61	59.76%
50703 Overtime	\$ 407.57	\$ 2,500	\$ 2,500	\$ 2,092.43	16.30%
50706 Uniform Allowence	\$ 1,569.18	\$ 10,000	\$ 2,100	\$ 530.82	74.72%
50709 Temporary Employees	\$ 257,852.76	\$ 50,000	\$ 366,000	\$ 108,147.24	70.45%
50753 FICA Retirement	\$ 36,726.83	\$ 36,708	\$ 55,810	\$ 19,083.17	65.81%
50754 457 ER Contributions	\$ 13,125.94	\$ 39,717	\$ 39,717	\$ 26,591.06	33.05%
50756 Medicare	\$ 8,589.39	\$ 8,134	\$ 8,134	\$ (455.39)	105.60%
50801 Health Insurance	\$ 38,451.19	\$ 111,842	\$ 50,000	\$ 11,548.81	76.90%
50803 Dental Insurance	\$ 2,199.60	\$ 8,133	\$ 8,134	\$ 5,934.40	27.04%
50805 Vision Insurance	\$ 442.65	\$ 2,033	\$ 2,033	\$ 1,590.35	21.77%
50806 Unemployment Insurance	\$ 6,984.48	\$ 21,314	\$ 10,000	\$ 3,015.52	69.84%
50808 Workers Comp - FRMS	\$ -	\$ 35,287	\$ 35,287	\$ 35,287.00	0.00%
51010 Grant & Contract Admin Costs (Transfer out to General Fund)	\$ 27,391.73	\$ 300,000	\$ 100,000	\$ 72,608.27	27.39%
51021 Phone Costs	\$ 1,914.02	\$ 9,744	\$ 9,744	\$ 7,829.98	19.64%
51060 Vehicle Maint/Outfitting	\$ 56,522.84	\$ 16,000	\$ 50,000	\$ (6,522.84)	113.05%
51062 Field Equip Maint - saws, etc	\$ 17,043.52	\$ 35,000	\$ 35,000	\$ 17,956.48	48.70%
51071 Maintenance- Bldg & Improvements	\$ 2,311.28	\$ -	\$ 5,000	\$ 2,688.72	46.23%
51211 Legal Services	\$ 37,799.50	\$ 6,000	\$ 45,000	\$ 7,200.50	84.00%
51221 Medical/Laboratory Services	\$ 70.50	\$ -	\$ 1,000	\$ 929.50	7.05%
51225 Training - supplies, class fees	\$ 288.66	\$ -	\$ 300	\$ 11.34	96.22%
51241 Outside Printing/Binding	\$ 5,299.50	\$ -	\$ 10,000	\$ 4,700.50	53.00%
51242 Bank Charges, Fees	\$ 1.95	\$ -	\$ 10	\$ 8.05	19.50%
51244 Permits/Licenses/Fees	\$ 1,356.50	\$ -	\$ 1,500	\$ 143.50	90.43%
51249 Professional Services	\$ 439,185.70	\$ 945,000	\$ 650,000	\$ 210,814.30	67.57%
51401 Rent/Lease Costs	\$ 12,371.73	\$ 100,000	\$ 14,000	\$ 1,628.27	88.37%
52021 Safety Clothing - PPE	\$ 788.29	\$ 22,000	\$ 10,000	\$ 9,211.71	7.88%
52022 Clothing & Boot Reimbursement	\$ 1,719.36	\$ 25,000	\$ 25,000	\$ 23,280.64	6.88%
52031 Food & Beverages	\$ 101.68	\$ 5,000	\$ 2,500	\$ 2,398.32	4.07%
52041 Station Supplies	\$ 1,361.26	\$ 10,000	\$ 5,000	\$ 3,638.74	27.23%
52061 Fuel Costs - vehicle/small tool	\$ 10,211.81	\$ 36,000	\$ 36,000	\$ 25,788.19	28.37%
52081 Medical Supplies	\$ 993.26	\$ -	\$ 500	\$ (493.26)	198.65%
52111 Office Supplies	\$ 501.46	\$ 2,000	\$ 2,000	\$ 1,498.54	25.07%
52141 Small Tools/Equip <\$1,000.00	\$ 25,842.56	\$ 25,000	\$ 50,000	\$ 24,157.44	51.69%
52143 Computer Software/Licensing	\$ 1,290.47	\$ -	\$ 2,200	\$ 909.53	58.66%
52145 Grant Aquired Tools & Equipment	\$ -	\$ 10,000	\$ -	\$ -	100.00%

2024 -2025 April 30 YTD
Vegetation Management Fund

52191 Utilities	\$ 404.26	\$ -	\$ 800	\$ 395.74	50.53%
52193 Utilities - Electric	\$ 771.71	\$ -	\$ 800	\$ 28.29	96.46%
54305 Capital Assets	\$ 106,436.49	\$ 100,000	\$ 110,000	\$ 3,563.51	96.76%
54331 Capital Asset - Mobile Equip	\$ 127,904.68	\$ 350,000	\$ 130,000	\$ 2,095.32	98.39%
85001 Transfer to Operational Reserves	\$ -	\$ 24,775	\$ 150,398	\$ 150,398.00	0.00%
General Fund Total Expenditures	<u>\$ 1,562,678.70</u>	<u>\$ 2,876,744</u>	<u>\$ 2,556,024</u>	<u>\$ 1,314,065.30</u>	<u>61.14%</u>
Net Position	<u>\$ (34,954.20)</u>	<u>\$ (59,744)</u>	<u>\$ (59,744)</u>		

Northern Sonoma County Fire Protection District

Check Detail

April 2025

Num	Name	Memo	Account	Paid Amount
3524	Bell's Ambulance Service	119631: 03/01/2025-03/31/2025	51249 · Other Professional Services	-17,000.00
				-17,000.00
3525	Campway's Truck Accessory World	44190	51060 · Vehicle Maintenance, Outfitting	-598.41
				-598.41
3526	Comcast	937: 04/01/2025-04/30/2025	51021 · Phone Costs	-105.86
				-105.86
3527	Garrett Hardware & Plumbing, Inc.	Statement: 88600	52141 · Minor Equipment/Small Tools	-193.72
		Statement: 88942	52061 · Fuel/Gas/Oil	-437.98
				-631.70
3528	Grapevine Communications	28506, 28507, 28508, 28509	52143 · Computer Software/Licensing	-1,019.17
				-1,019.17
3529	Healdsburg Signs, Inc.	250238	51241 · Outside Printing and Binding	-473.04
				-473.04
3530	North Bay Vehicle Registration Service	2023INMAR	51249 · Other Professional Services	-154.00
				-154.00
3531	Power Business Technology	228097: 02/08/2025-03/20/2025	51401 · Rents & Leases - Equipment	-92.36
				-92.36
ACH	Toshiba Finanical Services	552217465, new contract/new copier	51401 · Rents & Leases - Equipment	-284.49
				-284.49
3532	Weis Fire & Safety	196554: Final payment for 6156	54331 · Capital Assets- Mobile Equip	-230,116.96
				-230,116.96

Northern Sonoma County Fire Protection District

Check Detail

April 2025

3533	Bauer Compressors	0000334057: 2025 Annual PM & Air Test	51060 · Vehicle Maintenance, Outfitting	-1,845.61
				<hr/>
				-1,845.61
3534	FRMS	101 - 05/01/2025-05/31/2025	50801 · Health Ins, Dental, Vision	-6,378.70
				<hr/>
				-6,378.70
3535	Jacobszoon and Associates, Inc.	9487	51249 · Other Professional Services	-202.50
				<hr/>
				-202.50
ACH	P Fleet	B145197	52061 · Fuel/Gas/Oil	-508.53
				<hr/>
				-508.53
3536	James Tovani	Reimbursement - Travel Exp	51602 · Business Tavel/Mileage	-540.91
				<hr/>
				-540.91
3537	U.S. Bank	Statement Date 04/07/2025	10006 · US Bank credit cards	-13,369.79
				<hr/>
				-13,369.79
3538	AT&T	First Net: 287290909533X04102025	51021 · Phone Costs	-447.17
				<hr/>
				-447.17
3539	Cloverdale Auto Parts	725517, 725556, 725781	52141 · Minor Equipment/Small Tools	-367.50
				<hr/>
				-367.50
3540	Comcast	459: 04/112025-05/10/2025	51021 · Phone Costs	-306.66
				<hr/>
				-306.66
3541	Daniel Jacquez	Reimbursement	51071 · Maintenance - Bldg & Improve	-162.86
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				-162.86
3542	Jarvis Fay LLP	20203, 20204	51211 · Legal Services	-1,561.50
				<hr/>
				-1,561.50

Northern Sonoma County Fire Protection District

Check Detail

April 2025

3545	Zak Leandro	Reimbursement	51062 · Field Equip Maint.	<u>-28.37</u> -28.37
3543	North Bay Health & Safety	NSC008	51249 · Other Professional Services	<u>-3,360.00</u> -3,360.00
ACH	P Fleet	B148136	52061 · Fuel/Gas/Oil	<u>-810.84</u> -810.84
3544	Precision Wireless Service	42285	51060 · Vehicle Maintenance, Outfitting	<u>-415.55</u> -415.55
3546	49er Communications, Inc.	82768	51902 · Telecommunications Usage	<u>-1,946.69</u> -1,946.69
3547	Cloverdale Auto Parts	726103	52141 · Minor Equipment/Small Tools	<u>-15.16</u> -15.16
3548	FasTrak Invoice Processing Department	I712269011560	51602 · Business Tavel/Mileage	<u>-8.00</u> -8.00
3549	FasTrak Violation Processing Dept.	T662578924094	51602 · Business Tavel/Mileage	<u>-12.25</u> -12.25
3550	Life-Assist	1592284	52081 · Medical/Laboratory Supplies	<u>-501.33</u> -501.33
ACH	P Fleet	B151938	52061 · Fuel/Gas/Oil	<u>-360.35</u> -360.35
ACH	PG&E	03/14/2025-04/13/2025	52193 · Utilities- Electric	<u>-631.09</u>

Northern Sonoma County Fire Protection District

Check Detail

April 2025

-631.09

3551 SRS Private Investigations

2025-076

51249 · Other Professional Services

-360.00

-360.00

Director's Signatures

Total Checks

-284,617.35

x

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x

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x

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X

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X

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Northern Sonoma County Fire Protection District
Chief's Report
May 15, 2025 Board Meeting

Significant Incidents

- None

Community Meetings/Outreach

- April 15: Electronic Newsletter
- April 23: Geyserville Town Meeting
- April 28: COPE Leadership
- April 30: Electronic Newsletter

Fire Operations

- Staffed Lake Sonoma event and Gran Fondo event.
- One Type 6 engine arrived and is nearing being placed in service. This engine is the replacement for Engine 6156 which was destroyed in 2022. One Type 3 will transition to not being response ready with equipment removed and not regularly checked for readiness. A second Type 6, 2 Type 3s, and water tender remain on order.
- Grading and paving occurring at Alexander Valley Station.
- Two helicopter dip site tanks have been ordered for a dual tank site located in The Geysers.
- Geysers Training scheduled for May 28.

Fire Prevention

- Business and school life safety inspections.
- Defensible space inspections started. Planning to inspect all of West Dry Creek Road and if time allows also the Mill Creek Community and Westside Road.

Vegetation Management

- Fuels Crew worked on the following projects:
 - Sweetwater Springs Road (Measure H Funded).
 - (South) Chalk Hill Road (Measure H Funded).
 - East Healdsburg Shaded Fuel Break (Northern Sonoma County Fire Foundation PG&E Funded).
 - Fitch Mountain (Healdsburg City Coastal Conservancy Grant).

Administration

- 5-Year update process to the Sonoma County Multi-Jurisdictional Hazard Mitigation (HMP) in progress.
- Facility needs assessment in progress.
- Partnering with Ag Innovations who received a Bureau of Reclamation Cooperative Watershed Management Grant for the Lake Sonoma and Gualala River watersheds.
- Supported/partnered on three CAL FIRE Work Force Development grant submissions.
- Northern Sonoma County Fire Foundation to be the fiscal sponsor (accept donations, grants, etc.) to partner with District and Santa Rosa Junior College to continue the Wildfire Resiliency Program (WRP). Grant was submitted for funding for the WRP.