



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

Thursday, June 19, 2025 at 6 PM

Geyserville Fire Station – 20975 Geyserville Ave, Geyserville, CA

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

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

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

President Stewart

Treasurer Abercrombie

Director Newman

Vice President Heiges

Secretary Peterson

APPROVAL OR AMENDMENT OF THE AGENDA

PUBLIC DISCUSSION

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

OLD BUSINESS

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

1. Cloverdale/Northern Sonoma County Fire JPA

- a. The next JPA Oversight Committee Meeting will be held July 1 at 9:00 AM at the Cloverdale Fire Station.

2. Retirement Advisory Committee

- a. The Board will have the opportunity to ask questions about the Retirement Advisory Committee Staff Report.

- b. Supporting materials included in this packet:
- *Retirement Advisory Committee Staff Report*

NEW BUSINESS

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

1. Presentation of Draft Long Term Facility Plan by District Consultants
 - a. The Board will consider acknowledging review and general acceptance of the Draft Long Term Facility Plan. **(Action Item)**
 - b. The Board will consider approving continued work on that plan by the District and Consultants with a continued focus on the Resource Development components. Such work will continue as Task 1 of the present agreement (dated 7/25/24). **(Action Item)**
 - c. The Board will consider seeking a proposal from DTA to initiate Task 2 of the present agreement dated 7/25/24. The proposal will be evaluated at a subsequent Board meeting and will address the efforts identified in the Facility Plan. **(Action Item)**
 - d. Supporting materials included in this packet:
 - *Facilities Staff Report*
 - *Draft Long Term Facility Plan*
2. Fiscal Year 2025/2026 Preliminary Budget
 - c. The Board will consider adopting the 2025/2026 Preliminary Budget.
 - d. The Board will set September 18, 2025 as the date for the FY 2025/2026 final budget hearing and adoption. **(Action Item)**
 - e. Supporting materials included in this packet:
 - *FY 2025/2026 Preliminary Budgets & Summaries*
3. Fiscal Year 2025/2026 Finance Committee Meetings
 - a. The Board will set the dates for the quarterly Finance Committee meetings. **(Action Item)**
 - b. Supporting materials included in this packet:
 - *Finance Committee Meetings Staff Report*
4. Portal to Portal Strike Team Resolution
 - a. The Board will consider adopting Resolution 2024/2025-0619-01, Resolution of the Board of Directors of the Northern Sonoma County Fire Protection District, Sonoma County, State of California Identifying the Terms and Conditions for Fire Department Response away from their Official Duty Station and Assigned to an Emergency Incident. **(Action Item)**
 - b. Supporting materials included in this packet:
 - *Portal to Portal Resolution Staff Report*
 - *Resolution 24/25-0619-01 Identifying the Terms and Conditions for Fire Department Response Away from their Official Duty Station and Assigned to an Emergency Incident.*

5. Policies

- a. The Board will have the opportunity to ask staff questions regarding the Policy Committee Staff Report.
- b. Supporting materials included in this packet:
 - *Policy Committee Staff Report*
 - *Committees of the Board policy*
 - *Fire Chief Evaluation policy*
 - *Ethics Training policy*
 - *Brown Act Compliance policy*
 - *Cancer Prevention policy*
 - *Recruitment and Selection policy*

6. Fee Schedule

- a. The Board will have the opportunity to ask staff questions about the Fee Schedule Staff Report and review the draft fee schedule.
- c. Supporting materials included in this packet:
 - *Fee Schedule Staff Report*
 - *Draft Fee Schedule*

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. **(Action Item)**

1. Amendment and approval of May 15, 2025 Regular Meeting Minutes
2. Financial Report
3. Chief's Report
4. Other Staff Reports
5. Approval of May checks issued
6. Approval of Policies and Procedures: Family Support Liaison Policy
7. Informational Items

CORRESPONDENCE

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

GOOD OF THE ORDER

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

ADJOURNMENT

Next regular meeting to be held on July 17, 2025 at 6 PM.



Northern Sonoma County Fire Protection District
Retirement Advisory Committee Staff Report
June 19, 2025 Board Meeting

Background

At the May 15, 2025 Board meeting the Board formed the Retirement Advisory Committee to study CalPERS retirement options. Larry Heiges and Rob Stewart were named as committee members.

The committee is currently in Phase I of the new agency contracting process, which involves determining the eligibility of a new public agency. The Public Agency Applicant Questionnaire and supporting documents have been submitted to CalPERS. This portion of the process generally takes three to four months.



Northern Sonoma County Fire Protection District
Facilities Staff Report
June 19, 2025 Board Meeting

Background

The District and its consultant DTA will present and review the Draft Long Term Facility Plan. This Plan is an extension of the District Strategic Plan and seeks to define and guide District Facility needs for the next ten years. The Plan concept was presented at the April 2025 Board meeting.

The Plan is in draft form to allow for continued input and modification. It will be finalized after this meeting and presented at a future meeting for final approval and adoption. The Plan will remain flexible and will be periodically updated to reflect changing needs and context.

The Plan includes:

- Facility Needs Assessment: assembling all known and derived needs for District facilities.
- Logical Project Model: Organizing needs and defining likely projects necessary to address those needs.
- Resource Demand Model: presenting likely costs for the Projects identified in the Plan.
- Resource Development Model: outlining a long-term funding strategy for projects included in the Plan.

For the completed Plan, DTA will also provide a prospective roll out schedule for all projects as well as key milestones for Plan updates.

DTA has included Walter Kieser to provide support on the Resource Development effort.

The Plan identifies a number of projects, several of which address near term needs that are important to the District and for which the District has expressed interest in immediate action. Thus, while the long-term plan is not complete, consideration of these projects is extensive and the District seeks approval to move them into the Schematic Design stage. The subject projects are listed below.

Action Requested

1. The Board will consider acknowledging review and general acceptance of the Draft Long Term Facility Plan.
2. The Board will consider approving continued work on that plan by the District and Consultants with a continued focus on the Resource Development components. Such work will continue as Task 1 of the present agreement (dated 7/25/24).

3. The Board will consider seeking a proposal from DTA to initiate Task 2 of the present agreement dated 7/25/24. The proposal will be evaluated at a subsequent Board meeting and will address the following efforts as identified in the Facility Plan:
 - a. Initiate schematic design on the Geyserville Station for Phase 1 and Phase 2 work
 - b. Initiate schematic design on the Forestry Center. Including schematic design for the forestry satellites
 - c. Initiate schematic Design for a seasonal Outpost Station at/near the Spencer Lane location
 - d. Initiate / Support the District in a Land Acquisition Effort for the above projects.
 - e. Continue the Resource Development effort to develop near term resources for the above project.

DRAFT Long Term Facility Improvement Plan
Facility Needs Assessment
Logical Project Model
Resource Model

Prepared by
Dreiling Terrones **Architecture**

for
Northern Sonoma County Fire Protection District

June 19, 2025



Table of Contents

Introduction

1	Strategic Plan (reference only)	Page 4-5
2	Implementation Plan (reference only)	Page 4-5
3	Needs Assessment	Page 6-41
4	Draft Logical Project Model	Page 42-45
5	Draft Resource Model	Page 46-57
	Next Steps	Page 58

Introduction

The Northern Sonoma County Fire Protection District, in response to growing needs and evolving community demands, is embarking on a long-term facility planning and implementation effort. This effort will seek to make important improvements to existing District facilities, add additional facilities in key areas of need, and provide a framework for ongoing assessment and evolution of both District needs and improvement strategies for the physical plant.

This effort is a direct result of the 2024 – 2029 Strategic Plan and associated Implementation and Management Plan, both released in November of 2024. These Plans were informed by an extensive community engagement effort that captured a wealth of Community Knowledge and Community Goals ,and was expanded by the wisdom and knowledge of all District personnel.

That effort will seek to address present and future needs, envision District growth over the next 25 years and guide District and Community decision makers in addressing the details of Plan implementation.

In recent years numerous projects have been identified as necessary to support growing demands and, in some cases, to meet existing demand. Rather than initiate separate projects as needs arise, the District has chosen to take a long view and assess long-term needs and goals as a whole in order to better inform both near-term and future projects.

The Plan presented here represents:

- An assessment of present, future and envisioned needs
- A synthesis of those needs into a series of Logical Projects
- An analysis of likely project costs over the long term so that long term resources can be identified and pursued
- A resource development strategy to address both near-term and future project funding requirements
- A likely implementation sequence of key projects

Long Term Facility Planning

Large entities such as School Districts, Fire Districts, multi-campus corporations and even private farm compounds include numerous sites, buildings and an ongoing list of physical demands, both for maintenance and new construction. Even a single household has a to-do list somewhere that outlines needs and reflects progress at meeting those needs.

A Long Term Facility Program is simply an organized structure of needs and resulting projects, limited by available resources and delivered over an extended time period.

In public settings where communities have a keen interest in how money is spent and in how key services are provided, it is necessary to ensure all project undertakings make sense and reflect a wide array of opportunities, constraints and changing political influences. In such settings a Long Term Facility Plan and its resulting Program becomes a guiding document that will be used for years to inform ongoing facility decisions.

A proper Plan and Program will be updated periodically as projects are completed, as “next” projects are initiated and as needs and goals evolve. Ideally a Facility Plan is a living tool that is used as a guide for years (or decades) as needs and desires evolve.

The Public Facility Puzzle

Public agencies, especially Public Safety Agencies, deliver valuable services to highly demanding communities. These services are defined and informed by a complex symphony of goals, desires, expectations, codes, resource limitations, engineering realities and a constantly changing political climate. Increasingly, liability for failure to provide services drives organizational planning and resource allocation. Public agencies continually update procedures and practices to ensure proper delivery of desired services. This means change is constant and sometimes surprising.

As part of this symphony of expectations, public facilities are expected to be some of the most substantial, durable and often iconic buildings in our communities. This makes them both solid and expensive. They require high levels of planning and a high commitment of resources to build. This means they tend to last a long time. Proper public buildings are typically designed for primary service lives of 75 to 100 years.

Thus we are faced with the task of building expensive buildings that endure while remaining highly responsive to needs that may change overnight.

This is not, of course, an impossible puzzle. It’s one that requires serious planning and a commitment to accurate long-term vision. For public agencies with multiple sites, multiple facilities of varying ages and a constant need for new facilities, facility planning must always embrace the big picture, both geographically and over time. It needs to look over the horizon as far as possible and continually balance present needs with likely future needs.

The Structure of the Plan

The present Plan includes a series of Components that collect needs, propose an initial project model, assemble likely costs, and identify likely resources. These components are arranged in a logical order that reflects the path of study and consideration taken to arrive at useful recommendations for the path forward.

- Component **1** **District Strategic Plan**
- Standalone document incorporated by reference into Facility Plan.
 - Captures both raw and synthesized community input.
 - Fundamental to-do list for District. Includes numerous bits of direct / indirect guidance for Facility Plan.
 - Updated every 5 years independent of Facility Plan. Updates will likely inform Facility Plan.
- Component **2** **District Management / Implementation Plan**
- Standalone document incorporated by reference. Synthesis of Strategic Plan content into
 - Capable of informing a wide range of management decisions over the plan period.
 - Includes goals for the District physical plant.
 - Provides raw outline of likely physical projects.
- Component **3** **Facility Needs Assessment**
- Assembles known needs/goals into functional format.
 - Organizes needs by site, category and develops Needs Scenarios as prelim project structure.
 - Includes review and development with District Staff.
- Component **4** **Logical Project Model**
- Represents all Needs as Logical Projects that can be effectively modeled for cost and schedule.
- Component **5** **Resource Model**
- Assembles cost data for Logical Projects so that long term Resources Demand can be modeled.
 - Assembles a Resource Development Model that identifies likely long term resources that exist or can be developed as Logical Projects unfold.

The present Plan is intended to support two key efforts:

Long Term Facility Improvement Plan

Create a Long Term Plan that identifies current District goals and desires, and establishes a vision for realizing those goals and desires. The Plan is dynamic. It allows for evolution of goals, changing contexts and variability in resources. It serves as a stabilizing tool for efforts that will extend for years or decades.

The community plays an ongoing role in supporting and updating the plan.

Near Term Project Plans

Identify near term projects the reflect the most important District and Community interests. Create a method for initiating projects on an ongoing basis. Establish methods for final project design, regulatory approvals and construction procurement.

Long Term Facility Improvement Plan

1,2 Strategic Plan

Raw Needs
District Goals
Community Goals
Vision

3 Needs Assessment

Refined Needs
Extensive Research
Needs Synthesis

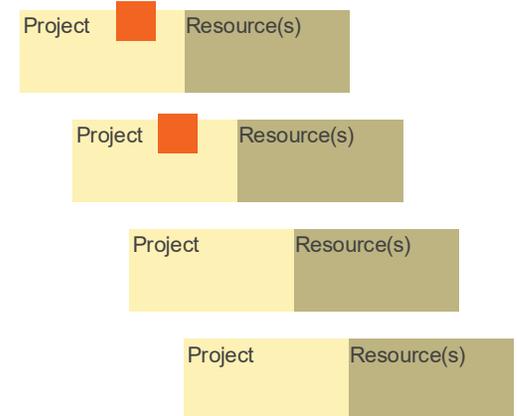
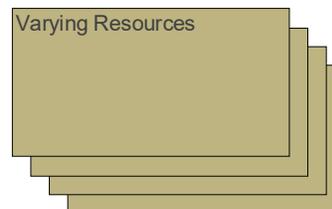
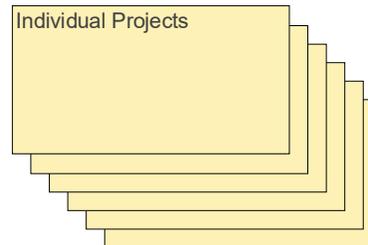
4 Logical Project Model

Logical Projects
Resource Priorities
Schedule Priorities

5 Resource Demand

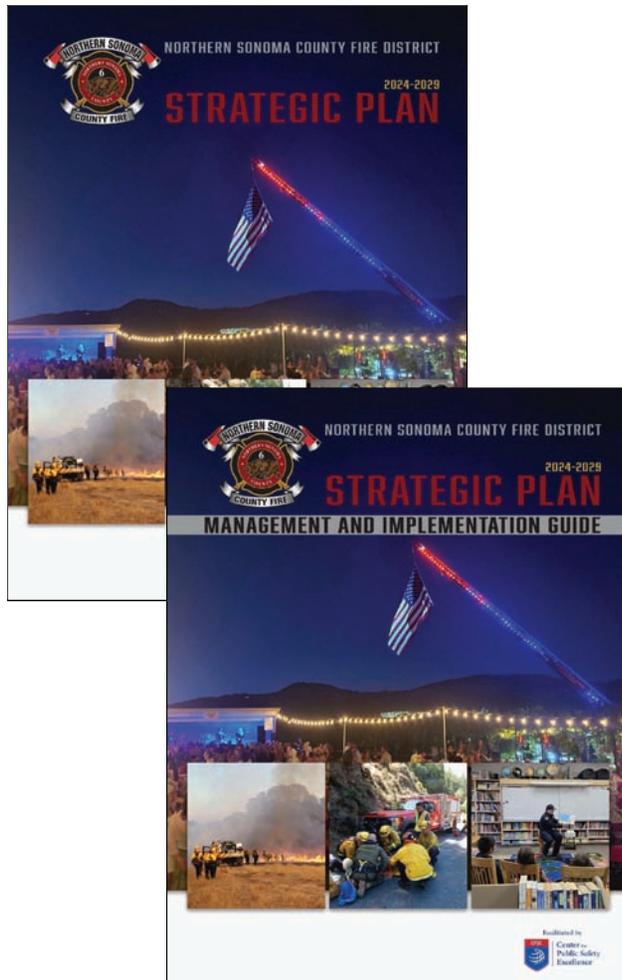
Preliminary Cost Estimates
Resource Demand Model
Resource Development
Resource-driven Schedule

Near Term Project Plans



Long Term Facility Improvement Plan

Component 1,2 District Strategic Plan



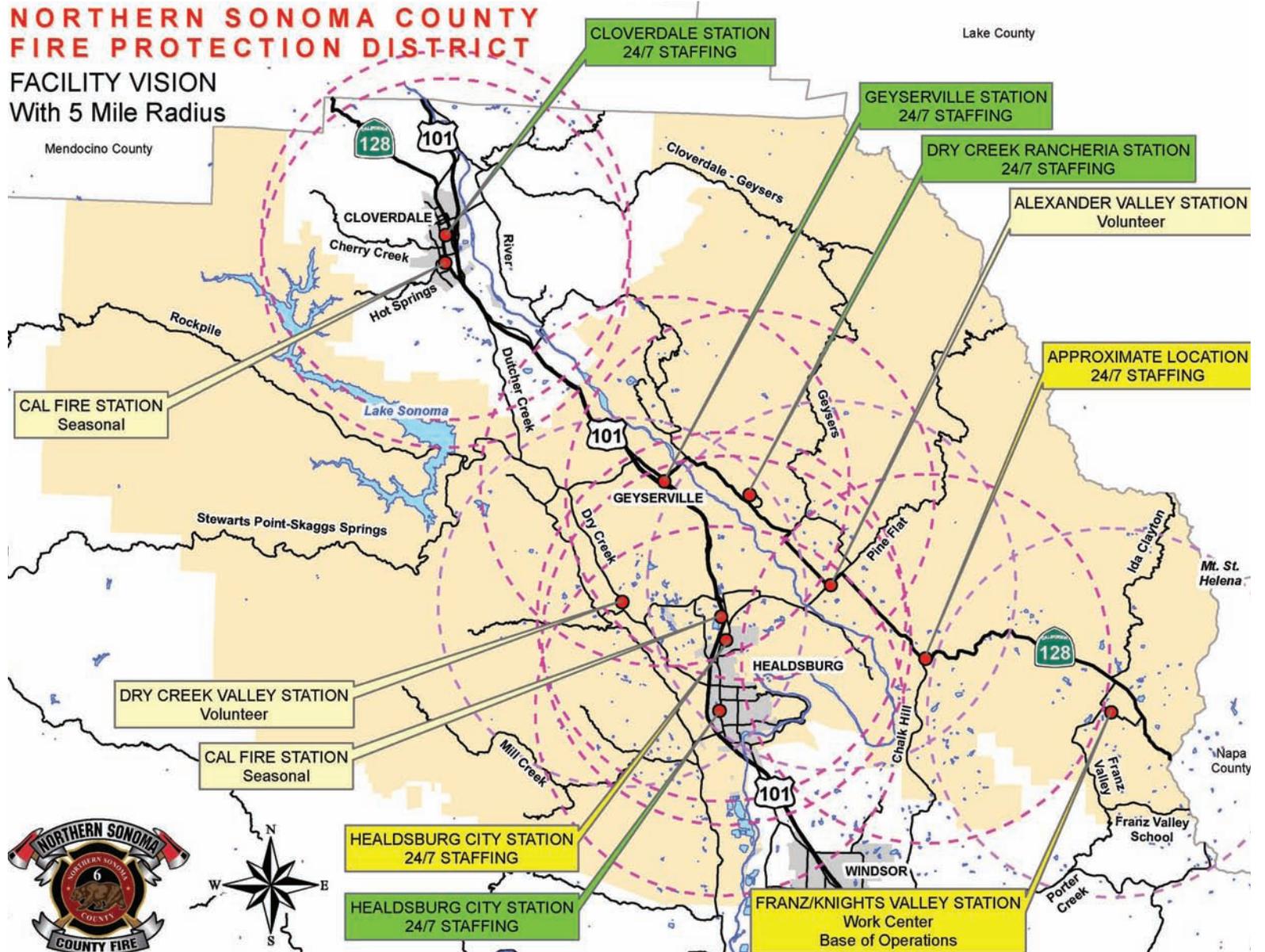
In 2024 the Northern Sonoma County Fire Protection District (the District) contracted with DTA to prepare a Long Term Facility Needs Assessment. The District had just completed updates to its Strategic Plan and the associated Management and Implementation Guide.

The Strategic Plan addressed a wide range of operational and management goals for the District. It included substantial input from the community. This input revealed both a high level of satisfaction with present District performance, as well as a long list of new concerns that reflect the changing expectations of the community with regard to safety, emergency response and, most importantly, our relationship with wildland fire.

While much of the Strategic Plan addressed operational issues, there was also consideration of key physical needs within the District. Some of these were directly stated needs for various aspects of the physical plant. Others were implied as resulting physical responses to operational needs. Direct statements about new remote fire stations were included along side statements about improved recruitment and retention, items which also inform physical plant responses.

The following Long-Term Facility Plan seeks to address the physical elements of the Strategic Plan. It does not include operational and management plans. It is concerned with the physical plant only. It does, however, represent much knowledge about operational and management goals, methods and future expectations so that the prescribed physical efforts are responsive to present and, to the extent possible, anticipated future needs.

The District also prepared the Facility Vision Map to capture the full range of existing and desired facilities. These included facilities in adjacent Districts and jurisdictions that routinely provide cooperative support (and for whom the District provides support as well).



Facility Needs Assessment

Operational Needs

Physical Plant

Capital Fund:

- Construction
- Long Term Maint
- Land Purchase
- High cost equipment
- Project Management / Design / Engineering

The Strategic Plan and the Management / Implementation Plan outlined a wide range of needs and goals. These addressed both operational / cultural needs as well as physical needs. The Plan itself captures hundreds of inputs and revealed several basic trends that were consistent with our initial observations and the various narratives we have heard over the years. There were few surprises. This was true in part because the District is well engaged with its community and there is a high level of interest on the part of many regarding the services already provided by the District.

A majority of the knowledge embedded in the Strategic Plan addressed operational and cultural needs, things that may be supported by aspects of the Physical Plant but are **not** the subject of this study.

Our focus is on the **Physical Plant** and specifically on two categories of need:

- The items that directly address physical plant needs.
- The items that address operational needs but can be interpreted as having implications for the physical plant.

While the content of the Strategic Plan ranged far and wide, there are three primary and very general trends that emerged and can be identified as substantial categories of needs. Each have important implications for the physical plant. These are:

- Recruitment / Retention
- Improved Primary Service Capabilities / Improved Support Services Capabilities
- Substantial Growth in Wildland Fire Service Demand

These reflect both the direct content of the Plan and DTA’s efforts to interpret and supplement that knowledge through research, actual site and facility reviews and our own conceptual design inputs.

Key Trends in Needs Factors

Presently the District is seeing growth in needs and demands as a result of several key trends. These trends reflect the following:

Actual Growth Physically larger District as consolidation trends continue

Service Demand Growth Changing demands on the part of the community

Service Provision Growth Expanded menu of services based on District vision

Operational Growth Larger District workforce serving the broader array of services

Facility Age Physical aging of some facilities

Facility Purpose Changing purposes of some facilities

Geographic Factors Increased WUI populations

Public Interest Larger public interest in selected categories of services, especially wildland fire.

While both substantial and incidental projects have occurred in direct response to past needs, the size of the District and the present complexity of needs warrants a wider and longer view of future facility planning.

Needs Assessment Tasks

As part of the Needs Assessment, DTA performed the following key tasks:

- Full review and interpretation of the Strategic Plan including some extractive analysis to identify subtle trends in public comments.
- On-site review of all District physical plants with consideration of recognized and emerging needs across the District. Each facility was reviewed in the context of its location in relation to the whole District, to adjacent resources in other Districts, and as potential responses to known needs that did not have a location-specific criterion.
- Interviews with all District Staff: Casual conversations at appropriate sites to listen to specific interests and concerns, rehearse possible changes or additions to the physical plant, and

Needs Assessment

1,2 Strategic Plan

Raw Needs
District Goals
Community Goals
Vision

3 Needs Assessment

Refined Needs
Extensive Research
Needs Synthesis

differentiate key aspects of NSCFPD culture that will more precisely inform facility needs.

- General review and interpretation of a wide range of current trends in Fire Service facility design, including close scrutiny of emerging trends to differentiate between truly valuable innovations and those that may be flashy, but also risk early obsolescence.
- Focused research on context-based factors such as population projections, service response times and the relationship between public expectation and practical capability.
- Architectural synthesis: analysis and synthesis of all collected needs data as part of a pre-conceptual design effort by DTA in working with key District staff.

Needs Assessment Elements

The actual Needs Assessment includes the following key elements. These are summarized on the following pages. In some cases more detailed data is included in the Appendices.

External Factors Analysis of external factors (growth, population) that define and affect needs

Internal Factors Analysis of internal factors (staff/management conditions) that define and affect needs

Site Model Arrangement of all needs by identifiable sites

Site Needs Summaries Summary of all needs and implications for project definitions and timing

Site Needs Outlines Detailed capture of all stated and emergent needs

Needs Methods / Categories Various categories of need to support organization into Logical Projects and to establish priorities for funding and timing

External Context Factors

Three primary External Context factors were derived from the Strategic Plan as “needs drivers,” meaning factors exposing potential needs and influencing the identification and priority of those needs.

These factors are:

Population

Service Demands

Wildland Fire Response Demand

Below are summaries of relevant external context factors that affect District needs. They reflect research of various external sources, internal analysis and calculation and include recommendations regarding the extent to which they should inform Needs Assessment and ongoing project identification and design.

Population

Population growth is a common driver of service demand growth. Historically it has resulted from massive suburban expansion around most cities in the U.S., with recent WUI settlement patterns exacerbating demand in semi-rural and semi-wild areas.

Presently all growth projections for Sonoma County indicate no significant growth factors affecting the District specifically. Growth is anticipated around existing cities, mostly in the south County areas. WUI growth will continue but not at a significant rate. WUI impacts have already been accounted for since substantial WUI expansion has already occurred, and response patterns and expectations have been established.

Since all cities in Sonoma County have Urban Services Boundaries, excess suburban expansion beyond existing city limits is not expected. For the District this means primary population growth will occur in Cloverdale. Geyserville will experience internal growth but not at a substantial rate.

Population growth in rural and semi-wild areas will result from property subdivision at a limited rate as many areas of the County have minimum parcel sizes that limit sprawl inducing subdivision.

Population growth is also affected by key demographic patterns, primarily related to age and internal birth rates. As with many rural and semi-wild counties in California, older people own a majority of parcels. A substantial portion of these owners do not have offspring that wish to occupy these lands. This group often represents in-migration to the District (and County) but does not necessarily increase general population numbers substantially. Instead many of these simply replace people who have moved out of the District for various reasons.

Birth rates are lower when these demographic trends are present, so growth from internal increases also does not affect District needs at a high level. The general trend across the U.S. is for young people to move toward cities and more populated areas from rural areas. This occurs across most socioeconomic categories and directly affects population patterns in rural and semi-wildland areas.

Service demands are increased where populations are older or aging. Primary drivers are increased medical calls and increased awareness of risks in general. These items are addressed below under Service Demands

External Context Factors

Household Growth 2050

17% growth in county households

9% in north county

2% of total Bay Area projection

- Primarily occurs in existing cities, south county
- Non-substantial growth in rural, WUI.
- Primarily retirement, labor, internal retainable growth (babies)
- Not enough to drive Station demand alone (new areas of increased density)
- Enough to affect Service Demand slightly

Population

Plan Bay Area 2050

updated: 1/21/2021

County	Households			Percent Growth	Share of Regional Growth
	2015	2050	Growth		
San Francisco	366,000	578,000	213,000	58%	16%
San Mateo	265,000	394,000	129,000	48%	9%
Santa Clara	623,000	1,075,000	453,000	73%	33%
Alameda	552,000	847,000	295,000	54%	22%
Contra Costa	383,000	551,000	169,000	44%	12%
Solano	142,000	177,000	35,000	24%	3%
Napa	50,000	56,000	5,000	10%	0%
Sonoma	188,000	220,000	32,000	17%	2%
Marin	109,000	146,000	37,000	34%	3%
South Sonoma	64,000	83,000	19,000	30%	1%
Central Sonoma	88,000	98,000	10,000	11%	1%
North Sonoma	36,000	39,000	3,000	9%	0%
	188,000	220,000	32,000		

Bay Area Population Trends

Bay Area Association of Governments

City	2010	2015	2020	2025	2030	2035	2040
Cloverdale	8,690	8,615	11,925	12,440	13,195	13,320	13,635
Cotati	7,615	7,635	7,945	8,490	9,475	9,695	10,770
Healdsburg	11,335	10,445	10,970	11,325	11,895	12,235	12,375
Petaluma	58,075	59,425	60,830	63,455	64,795	65,970	67,390
Rohnert Park	42,840	47,215	47,845	50,220	52,720	53,895	56,050
Santa Rosa	167,220	168,850	173,305	186,445	204,795	213,615	223,060
Sebastopol	7,715	7,250	7,640	8,285	8,905	9,180	9,360
Sonoma	10,795	10,430	10,880	11,235	11,570	11,675	11,905
Unincorporated Sonoma	144,095	138,845	144,500	149,765	155,665	159,425	160,150
Windsor	26,610	25,175	26,170	27,160	28,345	32,550	32,805
	484,990	483,885	502,015	528,820	561,360	581,560	597,505

Population Growth 2040

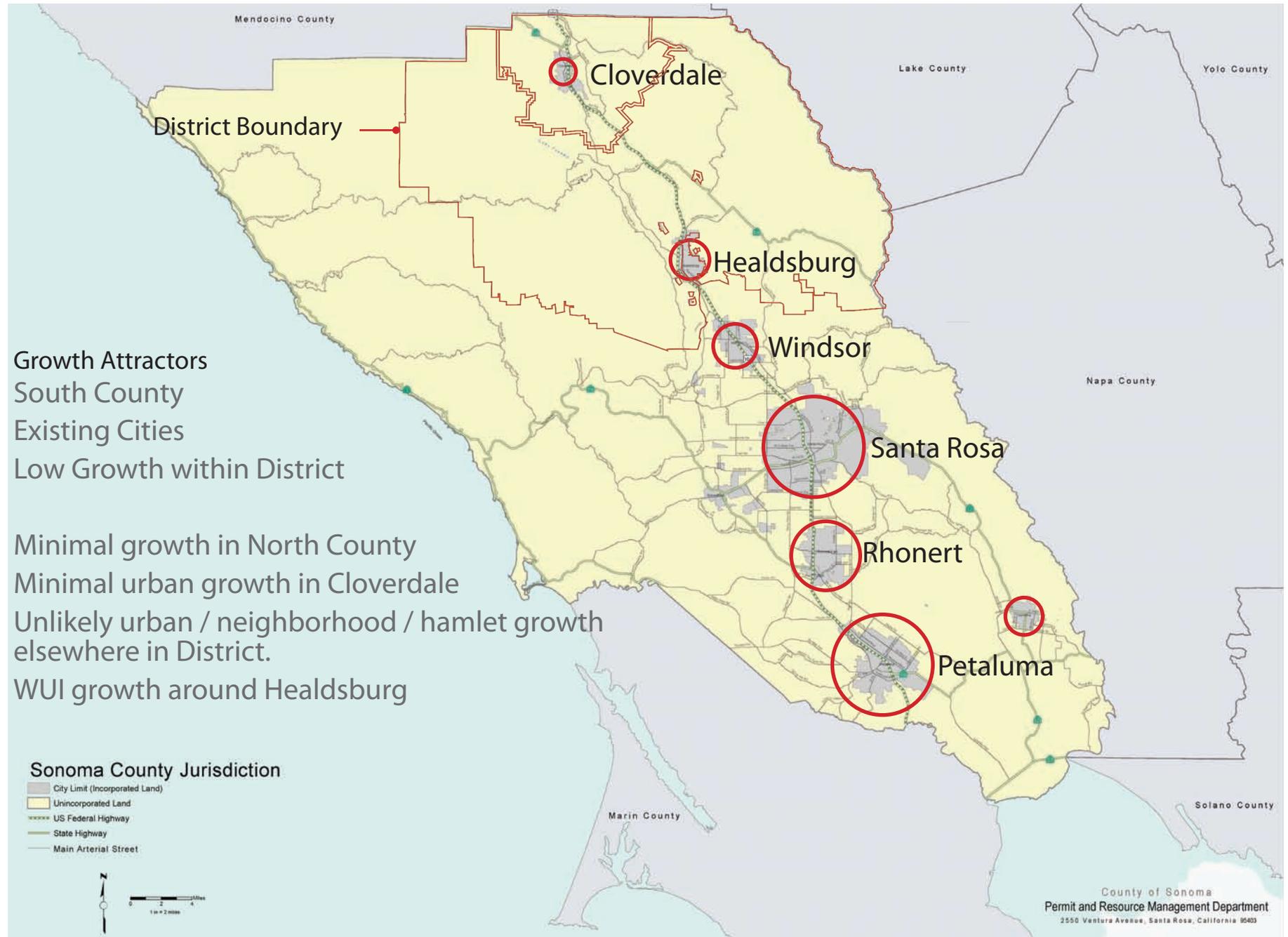
Sonoma Co 68,685

Cloverdale: 1,195

Unincorporated SoCo: 10,385

External Context Factors

Population



External Context Factors

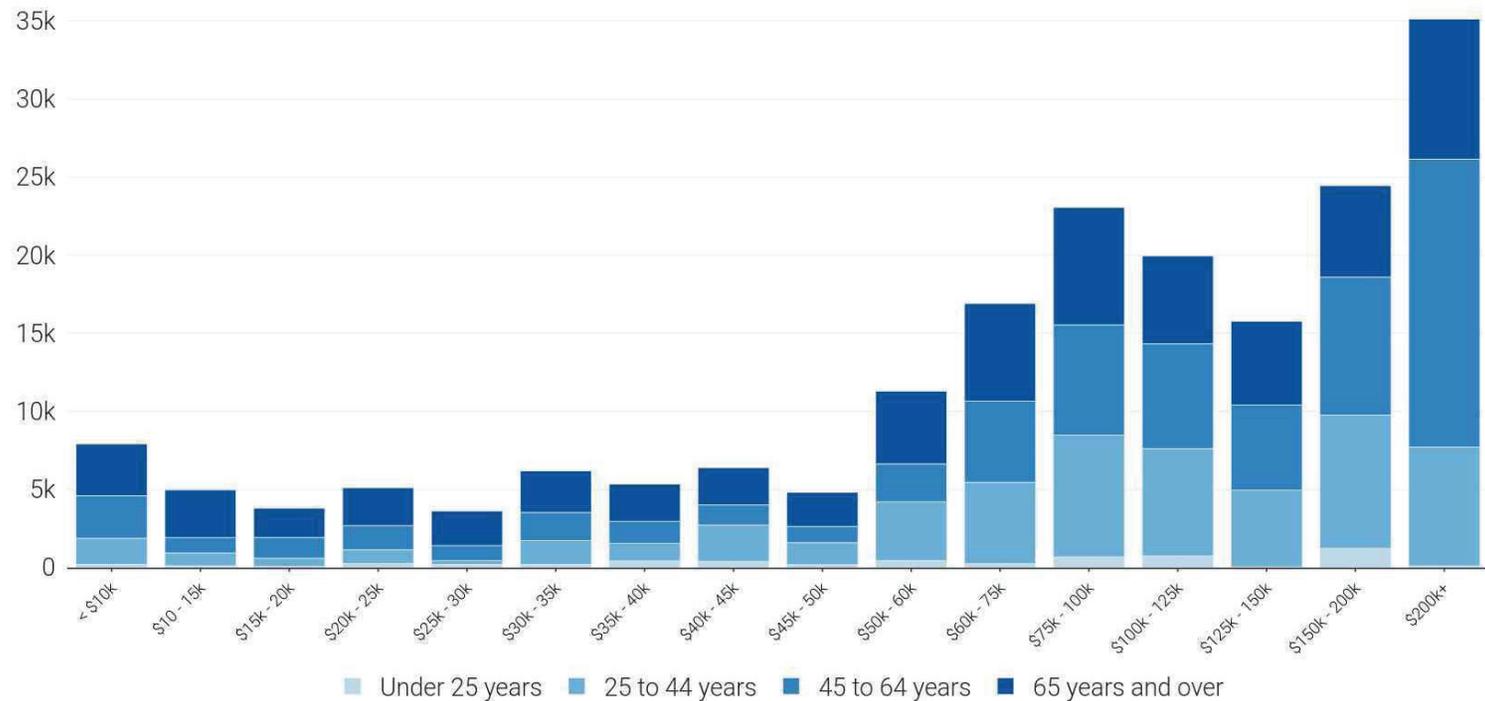
Service Demand

Beyond simple population numbers, the characteristics of the population also affects Service Demand. Sonoma County, and especially the North County, has a high proportion of higher income households.

Ages are generally distributed evenly among households of varying income levels. Minor variations are indicated in the chart below. Since there are a high proportion of higher income households this necessarily means there are higher actual numbers of older people. Older populations generate a higher level of emergency calls, primarily medical.

Sonoma County, CA households distribution by income bracket and age group

Number of households, by income brackets & age groups



Source: U.S. Census Bureau, American Community Survey (ACS) 2022 1-Year Estimates

Neilsberg

External Context Factors

Service Demand

Service Demand is affected by a number of factors, from physical conditions of the District (geography, settlement patterns, transportation patterns) to demographic factors beyond population growth. The age and socioeconomic patterns of the resident population in the District have important effects on both the frequency and character of service calls and background demands.

Below is a general outline of key factors affecting Service Demand and their implications for the District. These factors affect Needs in two categories:

Present Where Service Demands generated by these factors are not presently being met

Future Where changes to these factors will likely increase Service Demands in the future

District Type NSCFPD is a unique District. It is primarily a rural / wildland District with Urban demand areas in key locations, both inside and immediately outside the District.

As such, it maintains both urban and wildland emergency capabilities, serving both urban and rural constituencies. For this reason many of the potential needs that might be triggered by Service Demand issues are also met by the Wildland Fire capabilities of the District. A strong wildland fire response translates to a stronger ability to access wider areas of the District to meet other needs.

Population Growth Since population growth projections are low, and growth locations are predictable, Population Growth will have limited effect on Service Demand.

Likely growth in Service Demand will be incremental and will include medical calls and other emergencies primarily in urban and suburban areas already well-served in response both to growth and demographic trends.

Refer to LOS below.

Size of District (beyond Cloverdale) The physical size of the District is a key factor in Service Demand. Physical size not only includes the population factor, but geographic factors that affect needs in many ways. Population Factors in the District were addressed above and we have already seen that growth does not generate a significant Demand increase.

Geographic factors are significant in the District. Served populations are distributed widely, though service densities fall off quickly the further we travel away from towns and cities. Positively, most residents occupying remote lands are also well-acclimated to the discipline of such lifestyles, and their service demands tend to reflect alignment with that discipline. Key components of such demands are primarily related to Wildland Fire.

External Context Factors

Service Demand

Size of District (cont)	<p>The District has adapted well to present demands and generally serves all needs adequately. The exceptions (and the majority of requests made by the public) are related to Wildland Fire. These have implications for transportation, increased District facilities, and increased operational capabilities.</p> <p>The physical plant aspects of Wildland Fire demands are addressed in the next section.</p>
The Cloverdale Factor	<p>The potential consolidation with the Cloverdale Fire Protection District should have limited effect on Service Demands with regard to the physical plant. The Districts already share some resources through agreement, various cooperative actions are already common, and Cloverdale District facilities are fully functional and well-positioned.</p> <p>There is a stated need for an Outpost Station in the River Road area that is already being considered by Cloverdale. Such a facility is consistent with this Plan.</p>
Transportation Infrastructure	<p>Transportation capabilities within the District are generally defined by the extent and condition of both public and private roads. Since the District is not a transportation agency, there are no transportation elements in the present Plan.</p> <p>Most transportation needs will be addressed operationally and may affect Level of Service capabilities (below). The primary improvements available are operational, and affect remote public roads and private roads substantially. Such improvements include vegetation management and the improvement to back country access for wildland fire management.</p>
Level of Service	<p>Level of Service is generally measured by Response Times as they relate to travel distances, and by Response Capability (meaning types of response supported by particular staff and equipment). NFPA sets general standards for response times and classifies Demand Zones based on population density.</p> <p>NFPA also identifies ideal staffing levels as well as completion standards: meaning the calls where response time and staffing levels can be met.</p>

NFPA 1720 Table 4.3.2 Staffing and Response Time

Demand Zone	Demographics	Staffing	Response Time (min)	Percentage of Completion
Urban	> 1,000 people / s.m.	15	9	90
Suburban	500 -1,000 people / s.m.	10	10	80
Rural	< 500 people / s.m.	6	14	80
Remote	Travel distance ≥ 8 mi.	4	no min	90
Special Risks	Determined by Authority Having Jurisdiction (AHJ)		tbd	

External Context Factors

Service Demand

Level of Service (LOS) needs (actual)	Presently the District is meeting all LOS requirements. The key factor in this capability is the extent to which the District serves rural and remote lands. Such lands necessarily tolerate longer response times due to lower population densities and geographic dispersion. While the public may seek higher levels of response when they choose to occupy remote locations, it is well understood that many urban services decline with greater distance from urban centers.
LOS demand increase: actual (population, demographics)	Actual Service Demand increases related to population and demographics will grow at the rate population grows, as well as at the rate population ages. As stated earlier, these factors are low in magnitude and are not anticipated to generate actual needs other than incremental operational requirements. The physical plant already accommodates these with the exception of EMS capabilities. Current EMS providers are located in Cloverdale and Healdsburg. Adding EMS physical facilities at an intermediate location can provide enhanced response as demands for EMS grows.
LOS demand increase: perceived	There is also an increase in Service Demand related to changing cultural preferences. Community tolerance for hardship is generally decreasing and that means demand for broader services with shorter response times even in rural and remote areas is continuing to grow. The growth of this type of demand is very hard to predict as it is often influenced by external factors, such as an event located elsewhere that gains national attention, triggering demands for new responses that may or may not be warranted. Much of this kind of demand affects operational capabilities more than physical plant. However, it is this kind of demand that may seek more stations in more locations. Fortunately, this is also an area where the physical response to the critical demand increase (wildland fire) can also address these demand increase.

NSCFPD Response Times

$$T = .65 + KD$$

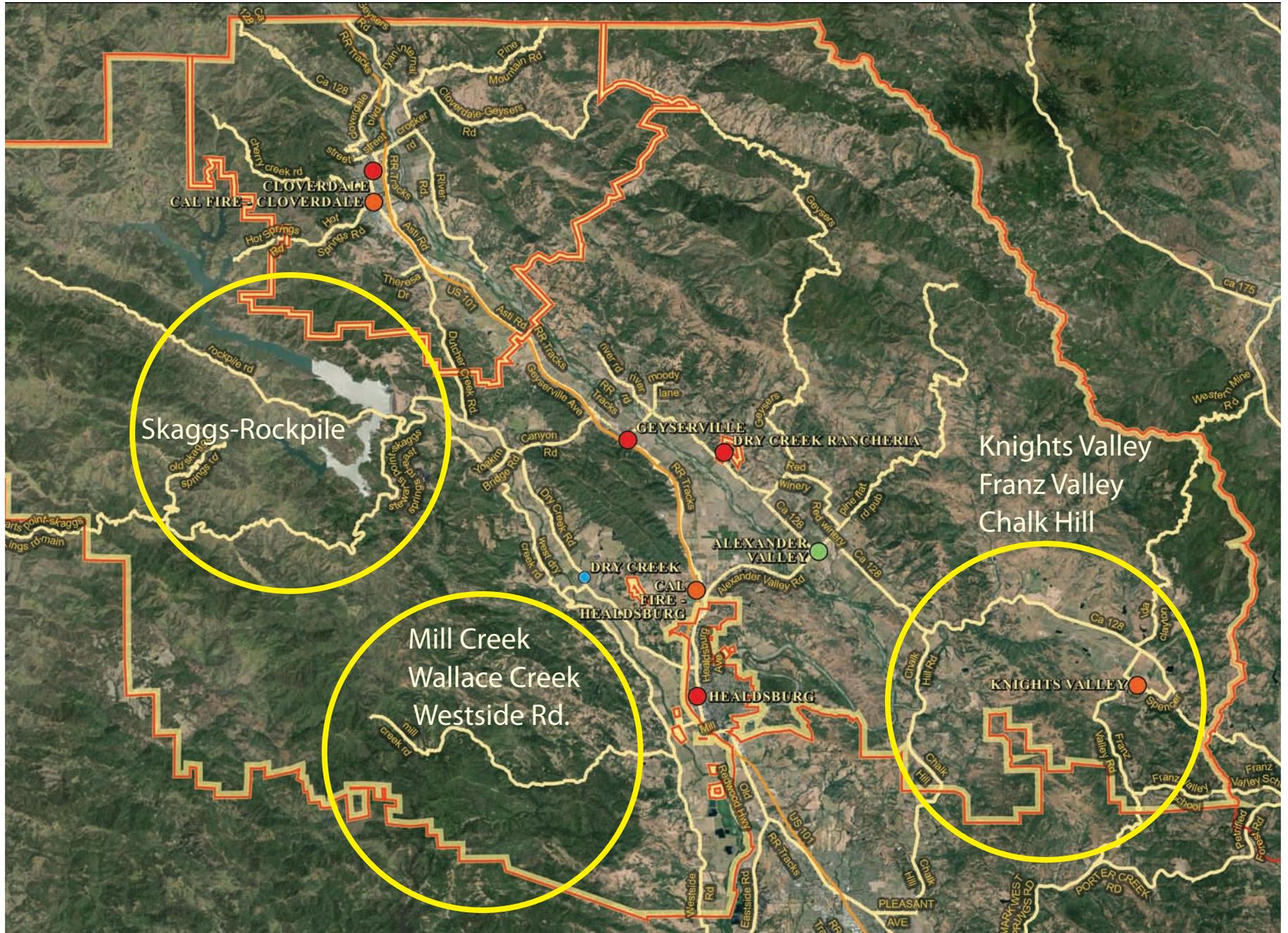
	Demand: Rural	Travel Distance	Reponse Time (min)	Code 3 Response	K
General response time from Geyserville to areas of rural population. These times reflect travel to centroids of known rural and remote areas. These times do not include travel time to actual sites, as a majority of sites are "remote".	Knight's Valley	18.7 mi	32.44	CAL	1.7
	Mill Creek	14.8 mi	25.81	HBG	1.7
	Westside Rd	12 mi	21.05	HBG, SCFD	1.7
	Skaggs /Rockpile	13.4 mi	26.11	SCN, HBG	1.9
	Geysers	14.9 mi	31.94	SCN	2.1

External Context Factors

Service Demand

- Response Reliability** Response reliability measures the ability to respond effectively to a single event with adequate staff and equipment. The District provides highly reliable responses for most single-event demands.
- A problem for any District is the ability to respond to multiple events simultaneously. This problem is recognized in the various standards that allow for more response variability when multiple events are occurring. Cooperative agreements among other Districts ensure multiple response efforts and disaster response is addressed effectively regardless of location.
- NSCFPD routinely supports and is supported by neighboring Districts for more complex response requirements.
- Response Distribution** Response distribution measures the locational array of physical and operational capabilities throughout the District. In a District such as ours, there are many remote areas not immediately served by physical sites. While this is normal and fully compliant with all standards, the perception of remoteness does have an effect.
- This is another area where the demand increase in response to wildland fire will also address distribution concerns.
- The Strategic Plan included a new staffed station somewhere in the southeast corner of the District partly for this reason.
- The map at right indicates three areas where facilities and resources are light and, if addressed, could improve Response Distribution.
- These areas are:
- **Skaggs Springs / Rockpile Road**
 - **Mill Creek, Wallace Creek and Westside Road**
 - **Knights Valley, Franz Valley, Chalk Hill**

External Factors in Needs Analyses Service Demand



External Context Factors

Wildland Fire

Wildland Fire patterns in Sonoma County are well understood and well documented. It is not necessary to repeat the familiar litany of larger, more frequent fires here. Most people in Sonoma County have had direct or near-direct interactions with actual fires in recent years.

What is important about Wildland Fire with regard to Facilities Needs is the distinction between two broad categories of Wildland Fire Management:

- Actual Fire Management** Fire fighting and fire management during a fire event
- Preemptive Fire Management** Fuels management, forest health and wildland fire planning

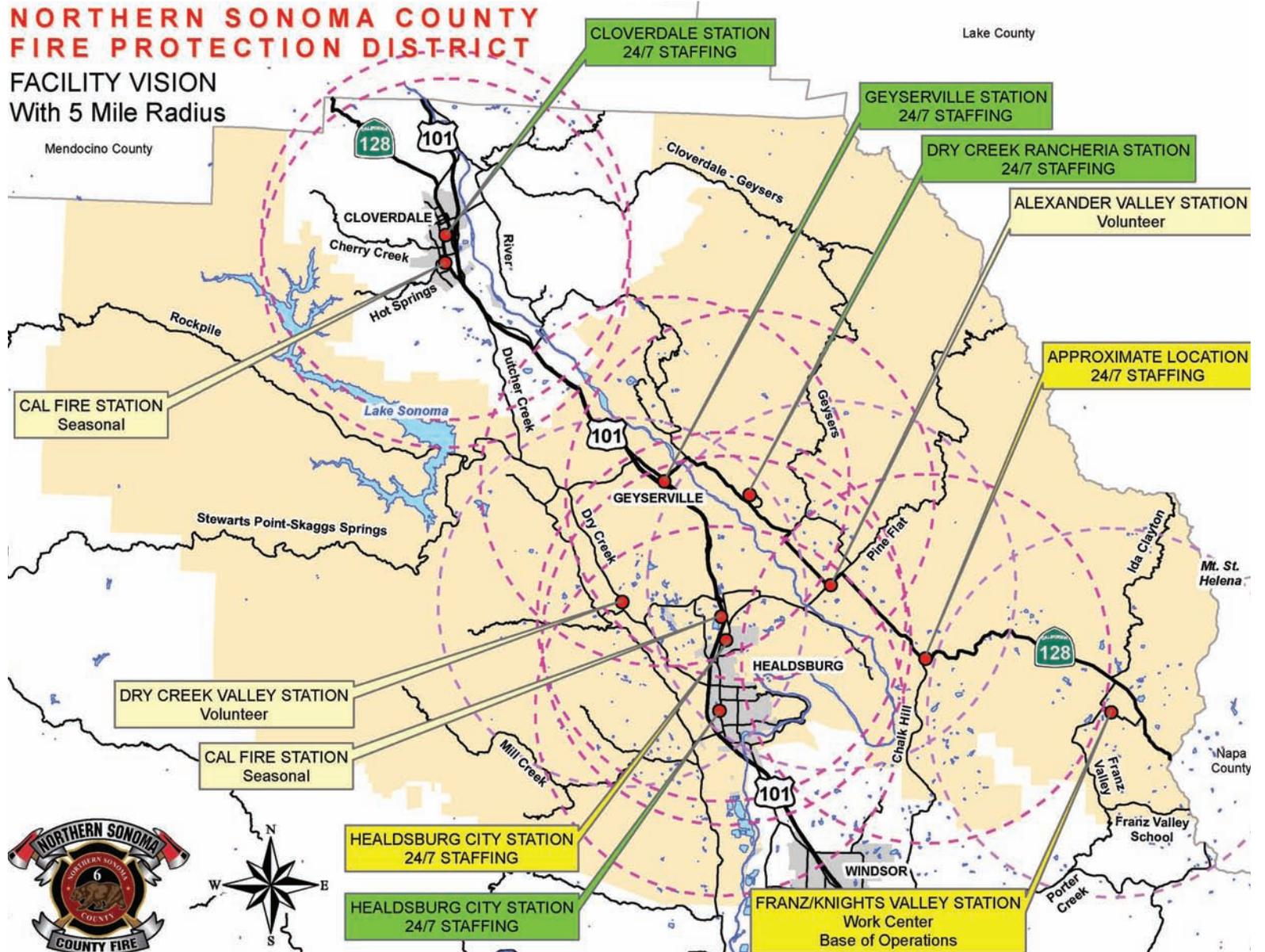
Actual Fire Management

This is fire fighting. Beyond urban and structure fires (and LOS for all other response needs), assessing District wildland fire capabilities includes consideration of all local and regional assets. Fire fighting during a large event is fully cooperative. No individual District is expected to have full capabilities for handling large events in isolation. Such capability is operationally impractical due to the resulting redundancy and would be economically wasteful.

Present capabilities in the District include:

- CalFire Stations** Multiple CalFire stations within District boundaries and more in adjacent areas
- Neighboring Districts** Cloverdale, Healdsburg, Sonoma County, Napa County, Lake County, Mendocino County, Dry Creek Rancheria... and more
- CalFire Air Attack** Santa Rosa, Ukiah

The District, based on this cooperative model, has adequate capabilities for most direct needs. Public perception may generate additional needs. There is much public misunderstanding about wildland fire fighting, the necessity to differentiate between fire fighting and rescue operations, and the visible confusion that results from “fighting” fires at long distances from actual fire fronts.



External Context Factors

Wildland Fire

Primary needs related to actual fire management focus on operational capabilities, equipment and the ability to increase seasonal presence in key areas.

The facility component of these needs are limited to:

Outpost Stations Equipment placement and temporary staffing / housing in locations close to areas of high wildfire risk

Increase in Shifts Adding shifts generates needs for increased residential housing at existing stations, outpost stations and future fully staffed stations.
Increased training capabilities, primarily for wildland fire management

Key Tactical Features Water stockpile / placement capabilities in remote areas
Identification and support for staging / incident management at key locations
Established areas of refuge in remote areas



Preemptive Fire Management

Communities are becoming increasingly aware that much of our present fire problem is related to forest health and, particularly, the long term accumulating effects of excess fire suppression over the last 120 years. While fires have been present continually over that period, fire frequency has been reduced in many areas, resulting in excess fuel buildup of both dead and living material.

This is also a narrative that need not be fully repeated here. Sonoma County is already familiar with this idea and its operational consequences.

Resulting action, however, is severely lacking. Actual progress on vegetation management is not occurring at the rate it should, and the fire deficit continues to grow.

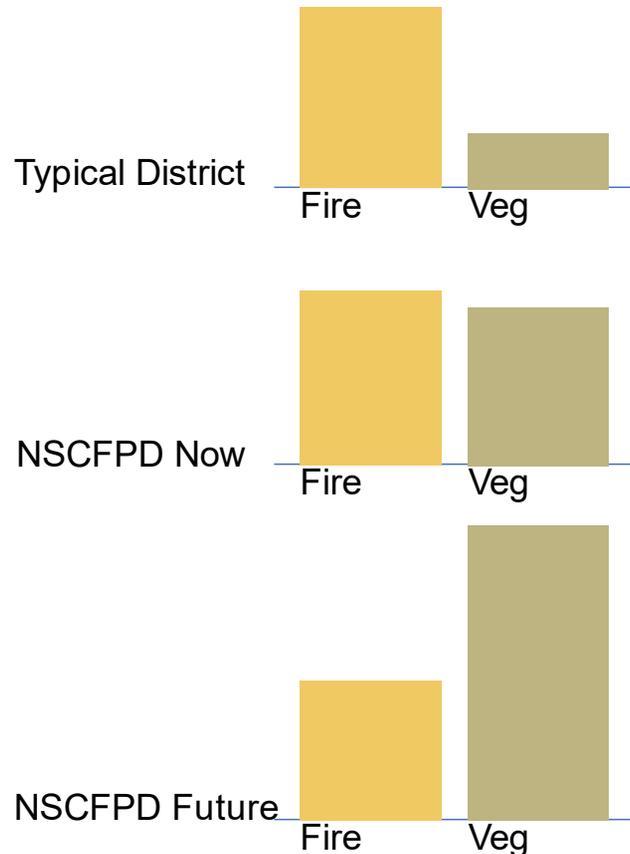
NSCFPD has emerged as a leader in addressing vegetation management at institutional scales. It has embraced fuels management at a scale not typically seen in local Fire Districts. A search of web resources describing local fire district veg management will invariably point back to NSCFPD.

External Context Factors

Fire District of the Future

As awareness of the veg management need grows and as evidence continues to emerge that forest health is one of the key methods or large fire management, it is expected the fuels staff will exceed fire fighting staff by a large margin.

Presently District fuels staff



Wildland Fire

Veg Management in the District includes the following components:

- Fuels Crew** Actual fuels management on public and private lands utilizing dedicated fuels staff and equipment.
- Fuel Crew HQ** Dedicated facility for Fuels Crew operations, equipment and administration
Presently occurs at Alexander Valley station.
- Fuels Management Planning** Robust fire planning efforts addressing needs in the District as well as County-wide needs
- Education and Outreach** Demonstration through action, partnerships and direct engagement with landowners in areas of critical need

This is the single largest growth category in the District. The present operational plan includes the development of multiple crew “modules” each capable of delivering whole projects. Modules will have staggered schedules so crews are available seven days a week, thus allowing projects to continue through weekends.

Crews require training, management and “back of house” features. More crews mean more equipment. The present equipment kit is robust and is planned to grow. Equipment requires housing, service and long term maintenance at higher levels than fire fighting equipment.

Fuels management operations occur seven days a week, every week throughout the year. It is ongoing full time employment utilizing all resources at high levels all year long. Vehicles and tools go out every day and are used hard. This generates substantial facility needs.

This requires a substantial facility that will be comparable to a large staffed fire station absent the residential capability. And, in fact, there are residential needs associated with the fuels crew: temporary housing facilities at remote locations where commute distances are long, or where overnight managements needs are present.

Since fuels operations occur all over the District, and potentially all over the County via Measure H, there are remote facility needs emerging. The need for fuels crew satellite facilities was identified by Staff. Satellite locations are needed to provide secure temporary equipment placement, staff parking (in a park-and-ride scenario), and even overnight sleeping capabilities as a means to reduce commutes, simplify logistics and put more hours into actual fuels work.

The present facility at Alexander Valley is unable to fully serve present needs. It has no capability of meeting growth needs in this area.

Internal Context Factors

Key Needs are also identified by Internal Context Factors. These are primarily the conditions and capability of existing facilities to serve present needs. These factors emerge through observation, interaction with District Staff and community members, and by DTA's internal review and analysis of existing facilities, functional capabilities, technical fitness, maintenance conditions, code compliance, and other items of metric of general physical plant health and fitness.

Needs Assessment Methods

Category	Description
Staff and Community Input	Knowledge collected from Staff interviews, community workshops, incidental interactions and organizational history. Includes focused workshops with Staff to gather their opinions about what's missing, what works, what may need correction. Includes ongoing interaction with Staff in the context of other projects.
Direct Facility Observation	Site visits, building inspections and review of existing documents to assess opportunities, deficiencies and general value of existing facilities. Includes multiple visits to all sites, walkthroughs with key staff, observation of operations and processes, and ongoing collection of anecdotes, complaints, and ideas while on site. Includes ongoing observations while visiting sites for other projects.
Needs Synthesis	Identification of needs based on preliminary programming / design considerations by DTA. This effort includes our reaction to the above inputs, our knowledge of general needs patterns for public facilities, and preliminary levels of conceptual design in response to various emergent opportunities.
Typological Research	Collection and interpretation of emerging knowledge, opinions and precedents in similar facility design. Includes detailed review of comparable facilities, both old and new, and presentation of samples to key Staff to stimulate reactions, opinions and deeper consideration of similar needs within the District.

Internal Context Factors

Needs Categories

Needs are categorized to clarify their value and relative importance. This supports overall assessment and translation of Needs into Logical Projects. The categories below represent logical categories that can assist in determining priorities, matching needs with funding sources, and can help the District make important decisions when resource availability may limit project scope.

Category	Strategic Plan Goals	Description
Service Demand Growth	Recruitment / Retention	Facility expansion and improvements supporting increased public demand for Services.
	Service Capabilities	
	Wildland Fire Service Demand	Includes genuine population growth, stated demands by the community, and accepted trends in cultural demand evolution. Addresses all services including emergency / urban / structure fire response, medical response, community education and general community services.
Firefighter Health / Safety	Recruitment / Retention	Improvements directly related to firefighter health and safety. Addresses physical plant improvements, training facilities, human factors components throughout the physical plant.
Operational Improvements	Service Capabilities	Physical Plant improvements directly related to operational needs
	Wildland Fire Service Demand	
General Maintenance of Capital Assets	Service Capabilities	General building maintenance and incidental improvements to address recruitment / retention. Addresses deferred maintenance, physical plant improvements related to program evolution, incidental discretionary improvements.
Equipment Acquisition Associated with Service Demand Growth	Service Capabilities	Substantial equipment purchases directly related to other improvement categories.
	Wildland Fire Service Demand	
Fire Prevention	Wildland Fire Service Demand	Facility expansion and improvements directly related to improved capacity for wildland fire management and prevention.

Internal Context Factors

Sites

The present Needs Assessment includes the collection of a large quantity of granular data that includes the substantial listing of concerns and interests captures in the Strategic Plan, responses to external factors, bits and pieces collected through site reviews and staff interviews, the resulting synthesis of all this by DTA, and ongoing additions, revelations and emerging clarity as the process moves along.

A key part of the Needs Assessment effort includes organizing all of this data into a logical structure that can, eventually, be presented as rational, responsive and constructible projects.

As an initial task we have chosen to organize all collected data by District Sites. Since projects will eventually occur on physical sites, the Site model is valuable and likely reflects the ways the District and Community already organize their concerns in their own minds.

The Needs Summaries presented below reflect the Site model. These are summaries of more complete (though fully unstructured) Needs Outlines that have been used to collect individual data bits. These are Summaries only. Detailed Needs Outlines are included in the Appendices. These outlines will inform actual project programs that will be used for final project design as projects are developed over the implementation period.

Several areas of need are not site specific, or may require decisions about final location of facilities (including the likelihood of adding new Sites). For this reason we are using unique names that are clearly identifiable to both Staff and the public ,and may not coincide with existing Station numbers.

Site	Description
Geyserville	Station 1, entire site, all needs
Cloverdale	
Forestry Center	Site to be determined
Knights Valley	Spencer Lane and possible land acquisition for outpost station, staffed station Include remaining consideration of Chalk Hill options
Alexander Valley	Existing site with potential site expansion
Dry Creek/Westside	Existing Dry Creek site, potential additional site
Forestry Satellites	Sites to be determined. May occur on other sites above

Internal Context Factors

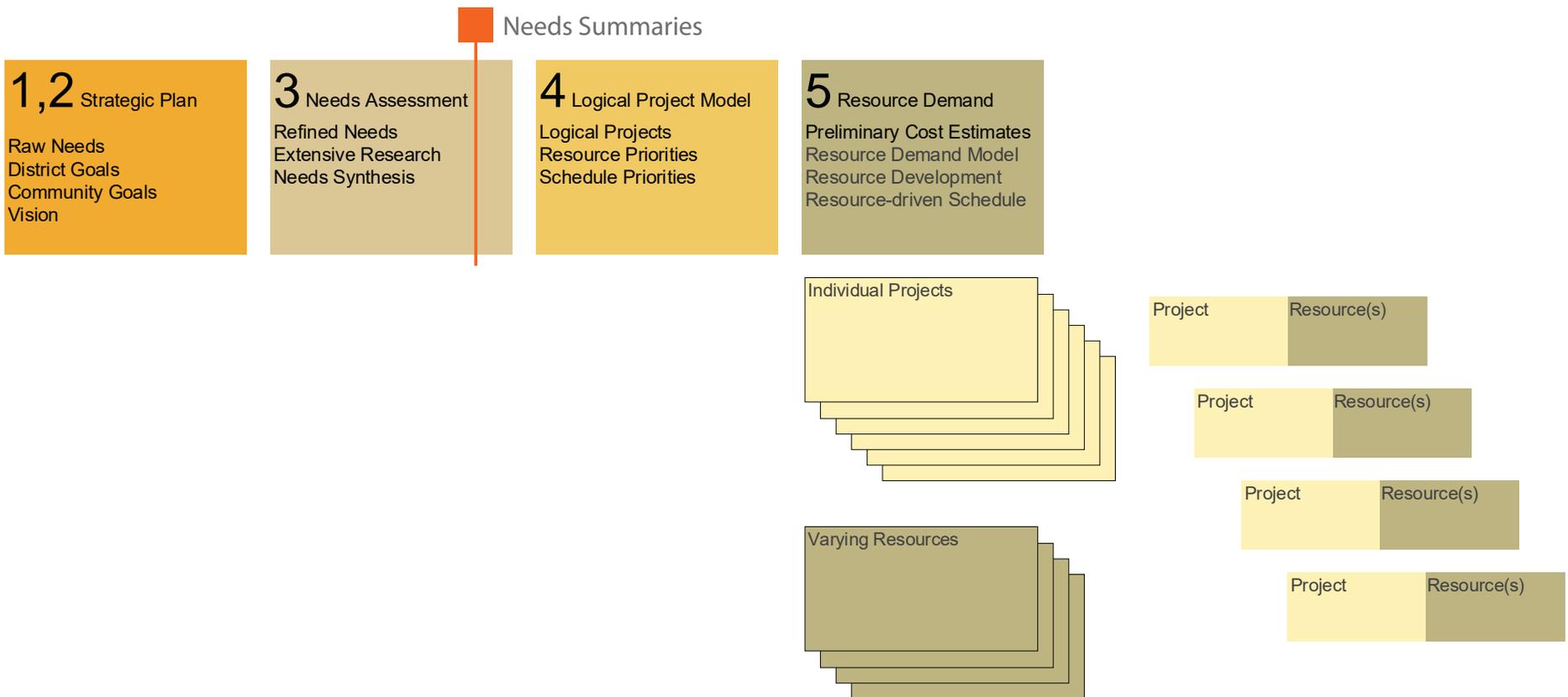
Site Needs Summaries

All needs considerations are summarized by Site on the following pages. Detailed needs Outlines are located in the Appendices. These summaries are general in nature and may not display specific items that were discussed or otherwise captured.

These are NOT locked programs but simply reflect the Project Knowledge at this stage of Program development.

Ongoing program and project design and development will continue to identify additional needs, and detail and expand the Needs identified herein.

Our goal is to ensure that all reasonable needs are represented in a series of Projects that can be funded, procured and successfully completed over the course of the Program.



Internal Context Factors

Site Needs Summaries

The Needs Summaries below capture the general categories of need as well as several antecedents that may emerge as necessary to address a primary need. These will not be surprising as these things are usually well understood at an intuitive level. However, the supporting research and the further detailing of these needs are key ingredients in developing a Long Term Facility Plan.

Robust Needs identification is key to shaping a Logical Project Model and the Resulting Resource Model; they are critical ingredients necessary for further defining and launching actual plans and projects.

Site Specific Needs Summary

Geyserville: Key Components

- Administration area reconfiguration, functional improvements, capacity increases, and space re-allocation for improved/responsive function.
- Lobby and public area reconfiguration to better serve actual needs, and separate Front of House from Back of House
- Kitchen / dining reconfiguration / expansion to remove Community Room use conflicts and provide improved kitchen / dining / cohesion function.
- Relocate weight room to proper weight/exercise facility in new building, allowing substantial opportunities to reconfigure admin.
- Full reconfiguration of residential section to improve sleeping/bunking conditions, improve day room / off-hours function, and generally improve character and comfort of all areas.
- Incidental mods to App Bay for specific functional needs.
- Increase storage / support capabilities immediate to App Bay.
- Increase dedicated storage capacity on-site for long term supplies, equipment.
- Site Reconfiguration to remove parking / training / equipment conflicts, improve general circulation flow, and better accommodate emergency capacity

Geyserville

The Geyserville site is the primary Station in the present District configuration, and is the functional and symbolic headquarters of the District. It is a fully staffed station maintaining three shifts, full administration and management capabilities, and support / training facilities.

While a relatively new facility, it was designed during a time of transition in the District, and did not anticipate both the growth in District boundaries and the growth in demand for services that has occurred over the last 20 years. At the time of design, the District was still operating on a volunteer basis.

The overall building size at Geyserville is adequate to meet most identified needs for the long term. The app bay is well outfitted and requires only minor adjustments. Moderate to substantial reconfiguration in some areas of the building can free up important real estate that is currently unused. These occur primarily in the admin areas and residential areas.

The key deficiencies and conflicts occur in the site configuration and limited site area. Because the bays are not pull-through bays, overall site area is compact, and therefore circulation, storage and functional conflicts occur. Parking needs conflict with training needs, peripheral equipment storage and circulation is limited, and general parking capacity is low, especially when accommodating shift changes and emergency opps.

A key fork in the road is commitment to this site. A larger site located elsewhere could certainly address all needs. That, however, is a substantial undertaking with likely prohibitive costs.

Two alternates exist:

- Seek to increase site capacity by acquiring adjacent land at the present site
- Off load several key site functions to another site

In fact the necessary adjustments to the present building have been tested at a conceptual level and are relatively easy to achieve. Thus the present building should be considered well fitted for current and future needs. The present location in the center of Geyserville is also important. It is the face of government for the town and surrounding areas, and is an important symbol to the community. An alternate location would not likely serve this need as well.

The potential additional site capacity that is present can adequately solve most of the site needs.

Recommended improvements

For long term functionality and to capture key functions at a central facility (rather than off-loading training and equipment items to more remote facilities) minimal site expansion offers substantial opportunities. We recommend pursuit of site expansion in one of two areas as shown at right.



Site Specific Needs Summary

Key Components

Cloverdale Station

- Incidental Interior Alterations: adjustments to miscellaneous storage areas, improved connection between kitchen / dining / outdoor areas.
- Incidental Exterior adjustments: Modifications to courtyards, expansion of interior functions (like weight room) to take advantage of exterior spaces.
- General landscape improvements to reduce maintenance and improve visual character of site (natives...)
- Construct full maintenance bay capable of accommodating whole vehicles. Assume adjacent to existing bay.
- Acquire additional sliver of land at northwest to allow for site circulation mods to accommodate maintenance bay.

Outpost Station

- Acquire land along River Rd. Seek location central to River Road area and consider effects of potential Asti Bridge should it occur.
- Develop seasonal Outpost Station that houses two vehicles, provides staff support areas and staff temporary housing.
- Design station such that conversion to staffed station in the future can be accomplished without loss of assets.

Cloverdale

The Cloverdale Station has been included in our consideration because of the likelihood of eventual full District consolidation. Since the present study has a 25-year window of consideration, it is highly likely that consolidation will occur in some form.

Should consolidation not occur, an ongoing relationship via continued JPA mechanisms is equally likely. This means the functional considerations of the Cloverdale Station are relevant to long term needs assessments. This is represented most clearly in the need for a **central maintenance facility** for both Districts that can house full vehicles. The present relationship is clearly efficient for both Districts and duplicating such a function would encumber resources that are better aimed at other needs.

The Cloverdale Station is newer and well designed. The station itself meets most needs, is well zoned and the general character and quality of the spaces is excellent. While there are minor needs throughout the building, most are incidental. It's the primary Station in the present District configuration, and serves the functional and symbolic needs of the Cloverdale community.

Near term modifications include incidental adjustments to the kitchen area to improve communication to the dining and lounge areas and to the outdoors. Various storage and support locations within the building require minor adjustments or simply additional cabinets to improve function.

Opportunities exist to make the courtyard more useful by changing landscaping and providing additional shade. The addition of "porch" coverings at the rear of the building can allow the weight room functions to expand to the exterior, increasing exercise space and function.

Landscaping presently requires high maintenance commitments. Transition to native landscaping can reduce maintenance and improve overall character of the site.

The key physical need for the site is a dedicated maintenance bay capable of housing a full vehicle. Such a bay will likely occur next to the existing app bays and will be associated with the present shop. It should have robust lift capabilities, adequate tool and equipment storage.

Acquisition of the sliver of land available from the adjacent commercial center is required for revised site circulation.

There is an emergent demand for better service capability in the River Road area. The District has imagined an outpost station in that area. This need should be fully informed by the possibility of construction of the Asti bridge.

A seasonal outpost station should also be designed to transition to a fully staffed station at some point in the future. Building design and site utilization should be non-preemptive, and should allow for expansion without demolition.



Site Specific Needs Summary

Key Components

- Dedicated equipment bays for indoor storage and maintenance of an increasing fleet of veg management tools.
- Full array of support spaces for storage, maintenance, crew support and administration. Not unlike a fire station.
- Planning office and related support facilities that facilitate project planning, project management, resource development (grants), private project support.
- Adequate site area for equipment staging, end-of-shift receiving, multi-crew staff parking and related functional needs.

Recommended Features to support the Forestry purpose

- Public access and interface for inquiry, planning coordination, education and demonstration purposes.
- A public face reminiscent of earlier CDF and USFS forestry centers and work centers.
- Create a forest like landscape with demonstration areas for fuels management.
- Consider a fully fire-maintained landscape with opportunities to perform repeated micro-burns and demonstrations.
- Consider a wood lot where repeated ladder fuel and brush management occurs as public demonstrations / participation.

Forestry Center

The District initiated its Fuels Crew Program in 2019 and has been expanding it since. It has evolved into an important service for the community, providing valuable support for defensible space projects and highly valuable direct projects in key areas of the District. With a robust Fuels Crew the District has the ability to pursue larger projects and make substantial gains in supporting forest health as a key fire management strategy.

The fuels operation is the single biggest growth element in the District. It reflects the District's leadership in methods and practice, and the likelihood that District forestry staff will outnumber fire fighting staff by a notable amount. The present Fuels Crew already approaches parity in staffing.

Here in the West the forestry component of all wildland fire districts will likely grow dramatically in the coming years. NSCFPD is at the cutting edge and is developing visionary methods to make this sector the primary fire management tool of the future. In fact, web searches seeking information on other Districts doing the same thing invariably point back to Geyserville.

For this reason there are two categories of needs associated with the fuels operation:

- **Direct functional needs to house and support the operation**
- **Educational and symbolic needs to present forestry to the community**

Functional Needs

The Forestry Center reflects the increased focus on forest fuels management as a key wildland fire management tactic. The District has developed a "module" strategy for operations that can put complete crews in multiple locations. This allows for crew coverage of projects seven days a week, facilitating pile and prescribed burning that may extend through weekends.

This model requires dedicated facilities. Fuels operations, especially delivered by multiple modules, require a wide range of tools and equipment, extensive cleaning and maintenance capabilities, and a complex logistics model. Veg crews work everyday. Equipment is deployed, worked hard and returned for cleaning and maintenance every day. Staff training is continual and management and administration is complex.

Thus the support facilities for the Fuels operations are equally complex. The present Alexander Valley site is not adequate for such an operation without the addition of land. While this could be accomplished there are other needs that should be considered.

Community Needs

The Forestry Center has the opportunity to become not only an important functional facility, but also an important symbolic and educational space. Its crews will be seen all over the County (due to Measure H

funding) and they will be delivering a new message about wildland fire management. The Center has the ability to support that message by becoming a place of education and demonstration.

The Forestry Center has the ability to provide demonstrations in a wide range of subjects, from cutting ladder fuels to maintaining chain saws. It can host meetings and workshops on upcoming fuel management plans. It can house District planning and management staff dedicated to fuel management projects, grant application and actual project management, and youth activities associated with forest health. The Forestry Center could capture the historic spirit of forestry as a key strategy in fire management. It can be the face of the NSCFPD Forestry Division

The Forestry Center has the opportunity to become a showcase of the fire district of the future and can offer a vision for fire management that is proactive and positive.

This means it should be visible. It should be located where it can be seen. It should also be beautiful. Rather than just an industrial facility, it should capture the character and spirit of the CDF station when “forestry” was still in the brand. It should look and feel like the Forest Service work centers. It should be well landscaped and send the message that buildings can exist in a forested environment. The forest simply needs to be maintained.

Conceptual elevation

Site Specific Needs Summary

Key Components

- Temporary occupation when Fuel projects occur in various remote locations.
- Park-and-Ride function for Fuels staff
- Secure parking and equipment storage areas
- Possible shed for overnight equipment parking
- Secure storage for hand tools, supplies, possibly long term.
- Stealth locations
- Shared locations

Forestry Satellites

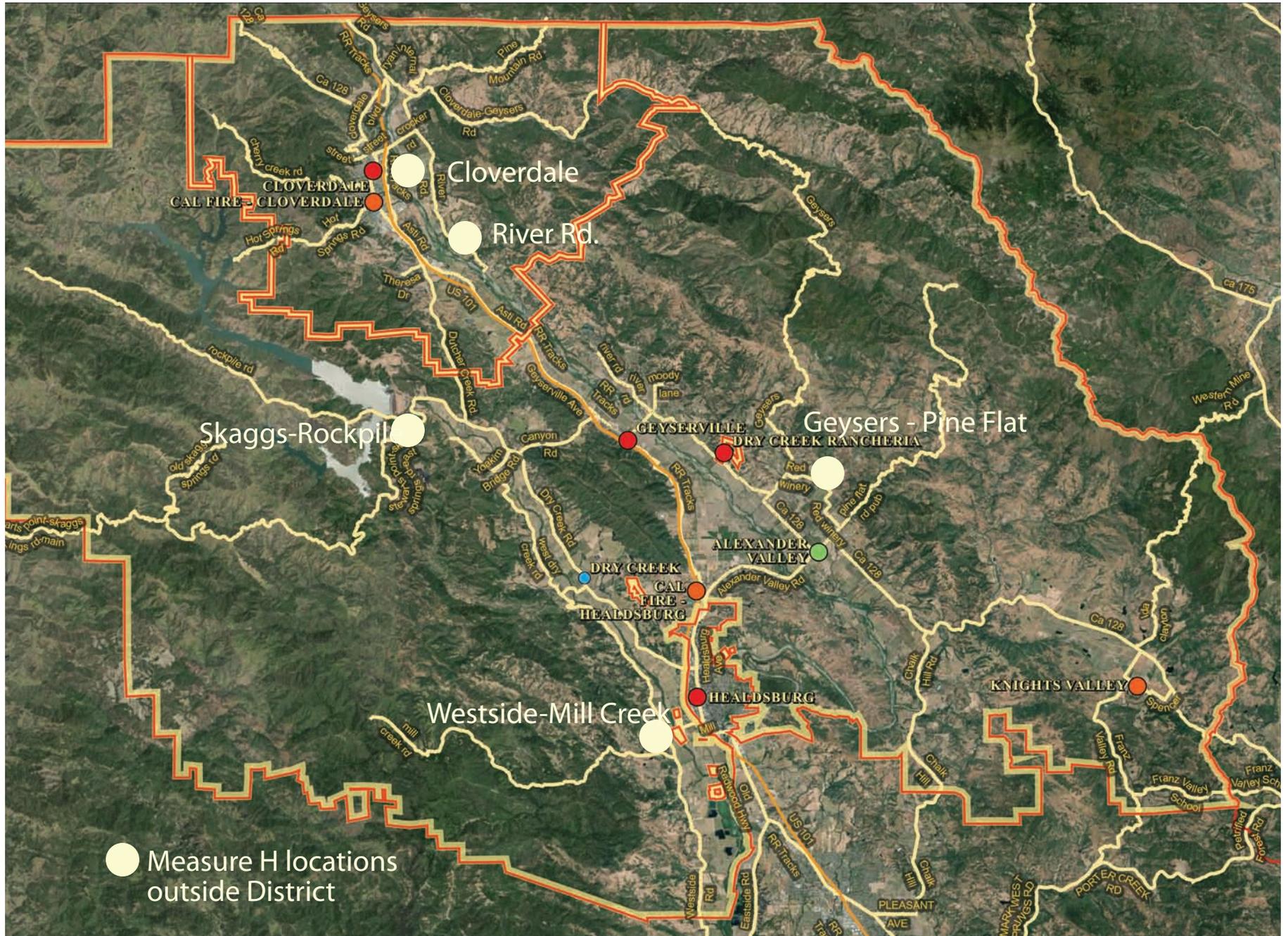
As part of the functional needs of the Fuels Operation, satellite sites are required at various locations. Fuels projects can last from one day to several weeks. Rather than start and end each day at the Forestry Center, the ability to park equipment closer to jobs, stockpile supplies and allow crews to meet nearer to project sites is valuable both for efficiency and morale.

Satellite sites will offer a secure parking area, and perhaps a small building for valuable equipment, storage and stockpile capabilities.

Locations should be obscure so as not to create an attractive nuisance. Sites will be unoccupied most of the time. Ideal locations are shared secure facilities such as other fire stations, back-of-house areas at park and recreation areas, or even on private land where landowners are willing to share.

Candidate locations and service areas are noted below and shown on the map at right.

Fuel Project Work Areas	Location Options
North District, Lake Sonoma North/East, CA 128, Pine Mtn area	Cloverdale Station River Rd Station (future)
Skaggs Springs Rd, Rockpile Rd, Kelly Rd West Dry Creek Areas	Lake Sonoma Park HQ Dry Creek Station
Mill Creek, Wallace Creek, Westside Rd	Near Mill Creek Rd or Felta Rd outlets
Geysers, Pine Flat	TBD
Knights Valley, Franz Valley, Ida Clayton, Chalk Hill	Spencer Lane
Central District (Geyserville Dutcher Creek)	Forestry Center
Measure H locations: Dependent on extent of District support of Measure H projects elsewhere in the County	TBD



Site Specific Needs Summary

Key Components

- Site Acquisition in Knights Valley. Minimum 5 acres to allow for long term flexibility of use.
- Site preparation as necessary to address utilities, drainage and other context factors.

Phase 1: New Outpost Station:

- Develop seasonal Outpost Station that houses two vehicles, provides staff support areas and staff temporary housing.
- Design station such that conversion to staffed station in the future can be accomplished without loss of assets.

Phase 2: Staffed Station

- Additions and modernization to provided all necessary features of a staffed station.
- Station only. Assume admin, training and other functions remain at Geyserville.

Other Options (depending on decisions that may be made at other sites)

- Advanced training center: serving needs not presently met at Geyserville, and additional training features structure, work space.
- Forestry Satellites.
- Incidental community facilities: Shared meeting / training room for small community meetings.

Knights Valley / Franz Valley / Chalk Hill

The District has identified the need for an additional staffed station to better serve the southeast areas of the District. Both Knights Valley and Chalk Hill locations have been considered, with Chalk Hill being the most sensible geographically.

Land acquisition options in the Chalk Hill area are, however, limited with sensible sites committed to private residential and agricultural uses that are unlikely to change.

A land acquisition opportunity in Knights Valley does exist that makes this location favorable and highly feasible economically. Such a location will be valuable both to the District extents in Knights Valley and Franz Valley, as well as in neighboring Napa County.

The Knights Valley / Spencer Lane Scenarios offer high variability depending on high level District decisions. The needs below will address the most likely scenarios.

The existing Spencer Lane Station serves as an outpost presently but the building is not adequate both functionally and structurally to accommodate more intense use. Additionally the site is limited in functional use.

While population and growth patterns do not presently warrant a fully staffed station in the Knights Valley area, an outpost station with seasonal staffing is sensible, especially to support wildland fire response.

We recommend land acquisition opposite the Spencer Lane location so that retention of that location is feasible for various support, storage and training purposes.

We also recommended station development in two phases:

Phase One

Develop a simple outpost station that can house two vehicles, provide minimum storage and admin support, and include a multi-function room that can serve as meeting location, seasonal bunking and training purposes.

The station plan should be part of a larger conceptual plan for a fully staffed station so that outpost station components can be retained and utilized when a final staffed station is built in Phase 2.

Phase Two

Construct a staffed station at a time when population and other demands warrant.



Site Acquisition
Outpost Station
Staffed Station
Other District Needs

Site Specific Needs Summary

Key Components

Assuming District decides to pursue Forestry Center at a dedicated site:

Incidental additions and modifications to the existing station:

- Incidental interior alterations
- Office and meeting components
- Toilet, shower components
- Temporary dormitory capability
- Site grading, drainage, paving modifications
- Site security and fencing

Alexander Valley

The Alexander Valley station is currently used as the Fuel Crew headquarters. Due to the growth in the Fuels operation, current needs are not met. Equipment storage needs and site logistics needs are not fully met, site circulation, especially at start of day and end of day is impacted, and basic site needs (drainage, grading, paving) are not met.

The District has the option of improving the site and making it the Forestry Center. This will require the addition of adjacent lands to bring the site up to a minimum of 3.5 acres to meet all needs identified under Forestry Center (above). Yet the visibility / public interface need for the Forestry Center will be only marginally met at the AV site.

It's our recommendation that the Forestry Center seek a dedicated site in an ideal location.

Thus the AV site is available as an Outpost Station.

Due to its proximity to other stations we do not anticipate the AV station transitioning to a fully staffed station in the future. If the decision were made to make it a staffed station, additional land may be required to house all needed components.



Site Specific Needs Summary

Key Components

Outpost Station(s)

- Acquire land. Seek location central to area of highest need.
- Develop seasonal Outpost Station that houses two vehicles, provides staff support areas and staff temporary housing.
- Design station such that conversion to staffed station in the future can be accomplished without loss of assets

Dry Creek / Westside

The Service Demand analysis above indicates a minor need for an additional Outpost Station on the west side of the District. This need is modified by the fact the adjacent Districts also service some of these areas, especially Mill Creek / Wallace Creek / Westside Road.

The key need for additional service capability occurs out Skaggs Springs and Rockpile Roads. Currently the volunteer capability at Dry Creek Station is the closest facility.

For long term planning all locations should be considered as long term needs may expand to indicate a station at each of these locations.

Options include:

Dry Creek Station:

Expand and enhance the Dry Creek Station to house additional equipment, and support seasonal and event triggered operations.

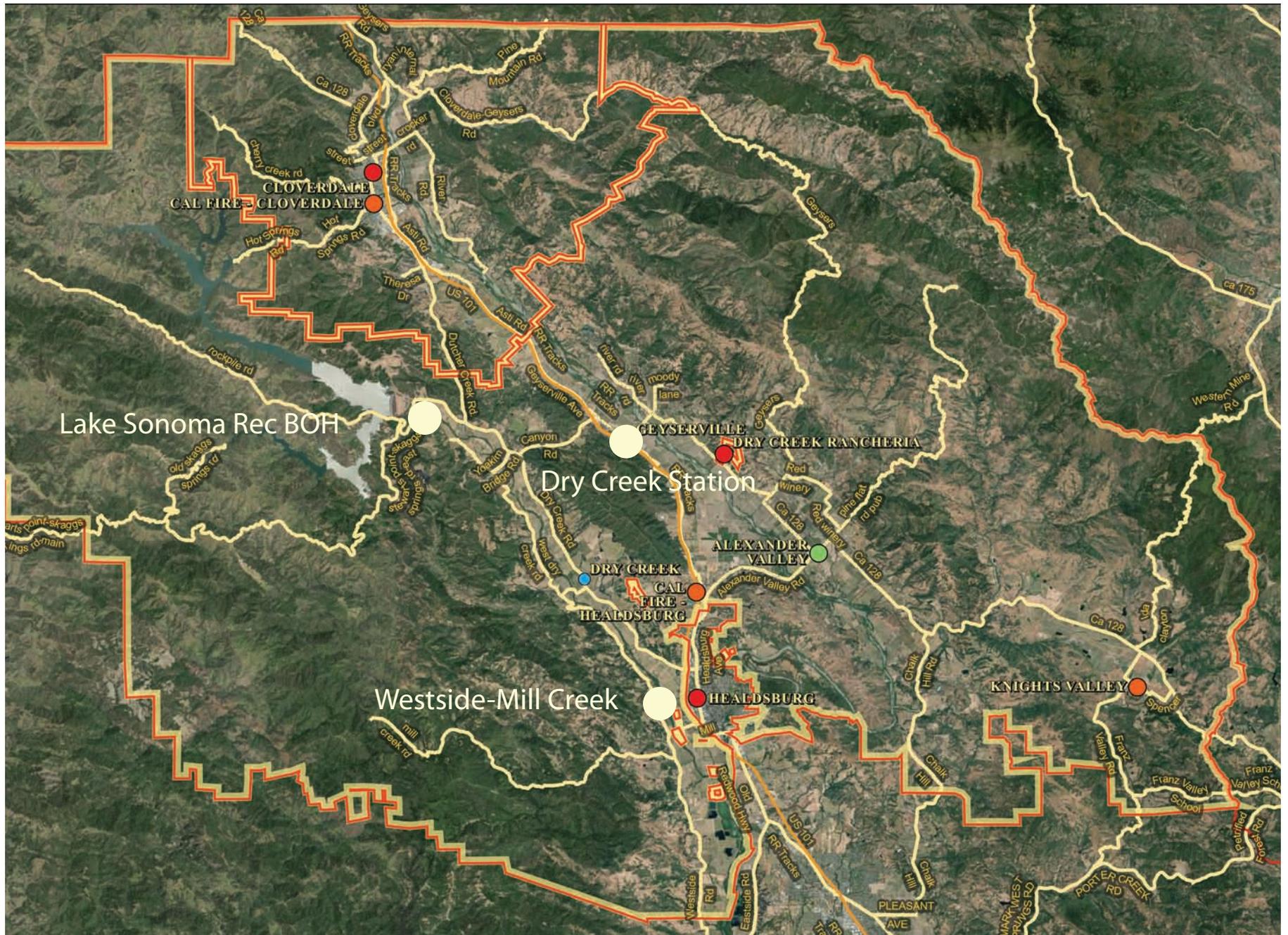
The Dry Creek parcel is, however, impacted with other uses and physical options to expand capabilities are limited (likely prohibitively).

Lake Sonoma Rec Area: Back of House

There are site capabilities here to develop a proper Outpost Station with greater options for staging during large events. The Corp has indicated an interest in supporting such development as it would improve their capabilities within the Rec Area.

Westside Road / Mill Creek / Felta Road location

Presently there are no candidates for a location in this area. Additionally this area is well served by Healdsburg FD.



Component **4** Logical Project Model

The Facility Needs Assessment collected input from numerous sources in an unstructured manner. Community input, direct staff input, physical investigation of facility conditions, and analysis of context factors generated a long list of needs. In order to make use of this data in a productive manner it must be organized into a sensible structure.

Because all needs will be physically addressed via actual construction projects, it is important to start visualizing Needs in the context of projects very early. There is almost no value in assessing Program costs based on Needs without building a structure of actual projects. A substantial portion of Program costs will include project overhead, construction management, logistics and other items that can only be properly quantified in the context of sensible projects.

For these reasons the next key Component of the Program is the Logical Project Model.

Assembling a valuable Logical Project Model involves analysis of the Needs data but it also requires many assumptions about how Needs elements will be grouped. Many early and very fuzzy design decisions have to be made regarding what needs generate what types of projects and how those projects may fit together.

Fortunately, a Logical Project Model remains flexible. While we need this kind of structure early, before serious design work is done, ongoing design work may indicate some reordering, splitting or combining of Logical Projects as the Program proceeds.

The key purpose of defining Logical Projects early is to give us the ability to model costs, resources and schedules, and allow these factors to properly inform ongoing project design. This is the best way to ensure that District goals are achieved in the most efficient and cost effective manner.

Logical Project Model

The following outline presents several of the lenses through which Needs elements are seen in order to develop a useful Logical Project Model.

- Geographic Logic** Location is the first factor in differentiating projects for obvious reasons. Projects are most cost effective when work zones are physically related. Small tasks spread over large areas waste resources. Logical Projects are generally aligned with the Site Model presented above.
- Construction Logic** Projects are differentiated by construction type and construction complexity. They are also differentiated between new construction and renovation, though certain projects may include both.

Projects are also differentiated by size in order to enable a wider range of contractors to participate in District projects.
- Planning Logic** Projects are differentiated for planning and final design complexity. More complex projects that require a wider collection of consultants, longer approval and procurement periods and, potentially, more difficult construction, are differentiated from simpler projects and tasks.

In some cases, projects that generate high levels of community interest are differentiated from those that are “quieter.”
- Resource Types** Certain resource types favor certain kinds of projects. When funding sources are known (such as existing bonds, state funding programs, parcel taxes and such) these inform the way we define Logical Projects. As Resources are developed, further project differentiation may occur so that we can better respond to funding opportunities.
- Management Logic** Various tasks generate different levels of design and construction difficulty. Projects requiring complex bidding and procurement procedures have been differentiated from those that can be procured by simplified methods.

Some projects may pose higher risks of administrative or regulatory complexity than others.

Logical Project Model



Logical Project Model

Project Outline

The table below lists the currently identified Logical Projects. These represent current Project Knowledge. No design work has been done, so this model is necessarily a sketch.

It provides, however, critical organization and the ability to accurately begin modeling costs and schedules, and it serves as a means to have more structured collaboration with staff and stakeholder.

It is highly likely that, as the Program proceeds, these projects will be further split or combined to reflect growing knowledge.

The project structure below will be repeated as we look at Resource Demands (budget) and schedules

Logical Project Outline			Needs Categories					
Sites	Project / Components	Remarks	Service Demand Growth	Firefighter Health / Safety	Operational Improvements	General Capital Improvements	Equipment Acquisition	Fire Prevention
	Geyserville							
1.001	Station Modernization phase 1	Additions, alterations to main building		■	■	■		
1.002	Geyserville Land Acquisition	For site reconfiguration		■	■			
1.003	Station Modernization phase 2	Additions, alterations to main building, site renovation/reconfig		■	■	■		
1.004								
1.005								
	Cloverdale							
2.001	Station Modernization	Incidental interior mods		■		■		
2.002	Cloverdale Land Acquisition	To allow for Central Maint Facility			■	■		
2.003	Central Maint Facility	Central maint facility, site improvements, landscape renovator	■		■	■		
2.004	River Road Land Acquisition	To allow for Outpost station	■					■
2.005	River Road Outpost Station	Outpost / seasonal station, non-preemptive	■					■
	Forestry Center							
3.001	AV Incidental Modernization	For near term Forestry function	■	■	■			■
3.002	Forestry Satellites: Basic	For near term Forestry function	■					■
3.003	FC-Land Acquisition	AV or new site	■					■
3.004	FC New Construction Phase 1	Primary buildout	■					■
3.005	FC New Construction Phase 2	Discretionary buildout	■					■

Logical Project Model

Project Outline

and further set priorities for inclusion in the Program, alignment with funding resources and other management efforts.

The Needs Categories indicated are defined on Page 24. These are included here to begin coding Projects to align with funding resources that may be identified.

Logical Project Outline			Needs Categories					
Sites	Project / Components	Remarks	Service Demand Growth	Firefighter Health / Safety	Operational Improvements	General Capital Improvements	Equipment Acquisition	Fire Prevention
	Knights Valley							
4.001	KV-Land Acquisition	Initial land bank, staging support	■					■
4.002	Spencer Basic Improvements	Incidental mods		■		■		
4.003	KV Outpost Station	Outpost / seasonal station, non-preemptive	■					■
4.004	KV Staffed Station trans	Staffed station transition	■					■
4.005								
	Alexander Valley							
5.001	AV Land Acquisition	Refer to 03 FC for buildout costs	■		■			■
5.002	AV: Interim FC Mods	Volunteer location, forestry satellite			■	■		
5.003	AV: Post FC Mods-Outpost	Outpost, Seasonal Station	■		■			
5.004	not used							
5.005	not used							
	Dry Creek / Westside							
6.001	DC Incidental Mods	Incidental improvements as Volunteer Station (forestry satellite?)				■		
6.002	West side land acquisition	land acquisition for outpost station	■					■
6.003	West side Outpost Station	Outpost / seasonal station, non-preemptive	■					■
6.004	West side Staffed Station trans	Staffed station transition	■					■
6.005								

Draft Long Term Facility Improvement Plan

Component **5** Resource Model

The Resource Model captures two key parts of the Plan:

Resource Demand How much the present Program costs.

The Logical Project Model seeks to identify everything we need to accomplish. The Resource Demand model seeks to identify all the money we may need to accomplish it.

Resource Development How much money we have or can predictably accumulate over the course of the Program.

The Resource Development Model seeks to identify the widest array of accessible and sensible Resources that might be available to the District.

Because we don't have a simple Resource identified at this time (such as a single General Obligation Bond to fund the whole Program) the Resource Model is necessarily dynamic and highly variable. As with the Needs Assessment and the Logical Project outline, the elements of the Resource Model are primarily goals, part of the normal design process in which we develop the scope of our projects as we develop the Resources to fund them.

Since this is a long term Program, it's not necessary to have all Resources defined early. It's only necessary to continue a robust design process wherein we build knowledge about what we want as we build knowledge about how much money we have.

The relationship between those two considerations will determine which projects we do first, which projects wait and which projects may have to change or go away. Both Needs and Resources are highly variable and each will be informed by the other.

Resource Model

The mechanisms we use throughout the Program development effort and for individual Projects as we select them, initiate them and complete them, will shape each side of the Resource Model and deliver the best results for the District and the Community.

The Program will benefit from two key efforts that will be part of all subsequent Program work:

A Dynamic and Integrated Cost Management Strategy

All Program and Project design will include ongoing cost modeling, starting with the Resource Demand Model described below. Cost Models for all projects will be maintained, updated and used to value design decisions. Such valuation may indicate designs need to be modified. Or they may indicate Resources need to be modified. Design should not be driven by cost. It should be driven by value.

A Comprehensive Resource Development Strategy

To compliment design an ongoing Resource Development strategy will be initiated. There will likely include many resources that may fund the Program. Some will occur early and be easily accessible. Others may occur later and present greater difficulty.

The only certainty is that Resources will be widely varied and will likely change over the duration of the Program.

Resource design will be as important as Project design.

Then we start working on both interactively: The Logical Project model and the embedded project scope gets modified by what resources we might be available. In turn the effort we put into Resource Development is modified by the things we really need to build.

Add to that the element of Time. A robust Long-Term Program can be patient. If resources can't be developed soon for a key project, that project may wait on the shelf until such a time as resources can be developed.

It is a dynamic and highly interactive process.

Resource Model



Resource Model

Both sides of the Resource Model remain flexible until hard resources match final project scope. Until then project scope is variable, but resource choices, and the extent to which we combine them are also variable.



Resource Demand

How much money do we need?

The Logical Project Model allows us to accurately assess likely project costs using standard Construction Cost Models. This in turn allows us to collect all Project costs for the Program into a single Resource Demand Model. This presents a likely Resource need for the entire Program.

Of course, since we are at a very early stage in Program development, and as with the Logical Project Model, many assumptions must be made for tasks and project components that have not yet been designed.

This is not an impossible puzzle. It is precisely what Planning is for: to start balancing Needs with Resources as early as possible so good decisions can be made, decisions that have higher odds of surviving over a long design and implementation period. All substantial projects include early decisions based on nearly blank paper.

A robust Needs Assessment coupled with good Logical Project Model can allow for very good assumptions about projects costs. Many elements are quantifiable and much knowledge exists for current construction costs on similar project types. For many of the Needs identified in Component 3, District facilities are measurable and reasonable unit costs can be applied. Where quantities are fully unknown, allowance factors are included so that no line item is blank.

And, as with Logical Projects, as more knowledge is accumulated, these models will be continuously refined.

Resource Development

How Much Money Do We Have?

Like Project design, a Resource Development Model is a sketch on nearly blank paper. It represents highly variable resources with differing interests and differing methods of development that will directly affect the Facility Plan.

Potential Resources are assembled in much the same way that Needs and Logical Projects are assembled. Various Resources are identified, their capacities and timing are charted and a strategy emerges for long term Resource Development.

Of particular interest are Resources that are presently liquid or can be developed quickly so the near-term projects can be started.

No project is started until a supporting Resource has been developed.

Resource Model

Resource Demand

The tables below present the Logical Project Model coupled with the estimated Resource Demand for each project and summary amounts for each Site. The data here is supported by underlying preliminary Cost Models for each project representing known details or reasonable allowances for each item or scope.

These numbers are necessarily fuzzy as almost no design has been performed. They should be seen

proj #	Project	Direct Costs	Indirect Costs	Total Costs	Remarks
01-Geyserville					
1.001	Station Modernization phase 1	5,847,514.87	935,602.38	6,783,117.25	Primarily station modernizati
1.002	Geyserville Land Acquisition	300,625.00		300,625.00	
1.003	Station Modernization phase 2	1,282,176.00	141,039.36	1,423,215.36	Primarily site mods
1.004	not used				
1.005	not used				
Site Project Costs		7,430,315.87	1,076,641.74	8,506,957.61	
02-Cloverdale					
2.001	Station Modernization	276,655.50	63,630.77	340,286.27	Incidental mods
2.002	Cloverdale Land Acquisition	120,000.00	2,400.00	122,400.00	For Central Maint
2.003	Central Maint Facility	1,683,158.40	252,473.76	1,935,632.16	
2.004	River Road Land Acquisition	125,000.00		125,000.00	Assume goodwill
2.005	River Road Outpost Station	5,162,062.50	825,930.00	5,987,992.50	Basic seasonal outpost
Site Project Costs		7,090,220.90	1,080,803.76	8,171,024.66	
03-Forestry Center					
3.001	AV Incidental Modernization				Assumes 6 satellites
3.002	Forestry Satellites: Basic	1,047,420.00	115,216.20	1,162,636.20	Location TBD
3.003	FC-Land Acquisition	645,000.00	51,600.00	696,600.00	Primary functional componer
3.004	FC New Construction Phase 1	8,192,356.20	1,310,776.99	9,503,133.19	Site enahncements for public
3.005	FC New Construction Phase 2	493,637.76	39,491.02	533,128.78	
Site Project Costs		10,378,413.96	1,517,084.21	11,895,498.17	
04-Knights Valley					
4.001	KV-Land Acquisition	100,000.00		100,000.00	Assume goodwill
4.002	Spencer Basic Improvements	197,478.00	15,798.24	213,276.24	
4.003	KV Outpost Station	5,135,359.50	770,303.93	5,905,663.43	May include alt uses
4.004	KV Staffed Station trans	3,587,517.00	287,001.36	3,874,518.36	
4.005					
Site Project Costs		9,020,354.50	1,073,103.53	10,093,458.03	

Resource Model

Resource Demand

as very preliminary cost targets. They are highly valuable because they allows us to start testing overall Program costs, inform the extent of Resource Development necessary, and start revealing the sequence and long term spread of projects.

As design proceeds these will become working budgets for each project and will be updated and modified as project knowledge emerges. Those budgets will be modified by prospective and available Resources.

proj #	Project	Direct Costs	Indirect Costs	Total Costs	Remarks
05-Alexander Valley					
5.001	Land Acquisition				Option not tested
5.002	AV: Interim FC Mods	529,200.00	47,628.00	576,828.00	For temp Forestry use, non
5.003	AV: Post FC Mods-Outpost	448,351.20	58,285.66	506,636.86	Baisc outpost enhancemen
5.004	not used				
5.005	not used				
Site Project Costs		977,551.20	105,913.66	1,083,464.86	
06-Dry Creek / Westside					
6.001	DC Incidental Mods	329,130.00	26,330.40	355,460.40	Remain as volunteer station
6.002	West side land acquisition	27,000.00	1,350.00	28,350.00	Assume goodwill
6.004	West side Outpost Station	460,782.00	82,940.76	543,722.76	
6.003	West side Staffed Station trans	3,455,865.00	483,821.10	3,939,686.10	
6.005					
Site Project Costs		4,272,777.00	594,442.26	4,867,219.26	
Accumulated Program Costs		39,169,633.43	5,447,989.15	44,617,622.58	
		Direct	Indirect	Total	
Indirect Multi-Project Costs					
	Multi-Project Management Fees	1 @	3.00%	1,338,528.68	
	District management Costs	1 @	1.00%	446,176.23	
		@			
	Accumulated Proportion		4.00%	1,784,704.90	
Indirect Multi-Project Costs				1,784,704.90	1,784,704.90
Total Indirect Costs				7,232,694.06	46,402,327.49
				Indirect	Total
Proportions		Indirect Cost / Total Cost		15.59%	
		Indirect Cost / Direct Cost		18.47%	

Resource Model

Resource Demand Summary

The Resource Demand Summaries on the previous page deliver a single result that appears precise. This is because it's derived from individual Project Cost Models tested for one set of numbers.

While these appear to be precise they are not. They are based on very fuzzy information and are intended to serve ONLY as a tool during early Program and Project design and to support the Resource Development effort by providing, at best, a ballpark Demand number.

We recommended that the District measure the Resource Demand for the Program as a range at this early stage.

The table below presents the recommended range.

A similar approach will be used to present likely Resources.

Recommended Range for Resource Demand

		By Project Sequence				
Modeled Costs from Resource Demand	Total Costs	1	2	3	4	
Logical Project Totals	44,617,622.58	9,198,539.59	24,598,174.78	6,881,222.12	3,939,686.10	
Total Modeled Costs	46,402,327.49	9,566,481.17	25,582,101.77	7,156,471.00	4,097,273.54	
Range						
Recommended Low	40,000,000.00	7,500,000.00	22,500,000.00	5,800,000.00	3,500,000.00	
Recommended High	50,000,000.00	10,500,000.00	27,000,000.00	8,000,000.00	5,500,000.00	

Resource Model

Resource Model

Resource Demand - Preliminary Cash Flow

The tables below present the Resource Demand Model showing preliminary Demand sequence. The Demand items are arrayed over the initial 4 point sequence model. These columns do not represent specific times but are used to model which projects are likely to occur early and which projects occur later. The Projects noted in red are recommended for the first tier.

Program Demand Summary		Original Need Priorities			
proj #	Project	1	2	3	4
01-Geyserville					
1.001	Station Modernization phase 1	6,783,117.25			
1.002	Geyserville Land Acquisition		300,625.00		
1.003	Station Modernization phase 2			1,423,215.36	
1.004	not used				
1.005	not used				
	Site Project Costs	6,783,117.25	300,625.00	1,423,215.36	
02-Cloverdale					
2.001	Station Modernization	340,286.27			
2.002	Cloverdale Land Acquisition	122,400.00			
2.003	Central Maint Facility		1,935,632.16		
2.004	River Road Land Acquisition	125,000.00			
2.005	River Road Outpost Station		5,987,992.50		
	Site Project Costs	247,400.00	7,923,624.66		
03-Forestry Center					
3.001	AV Incidental Modernization				
3.002	Forestry Satellites: Basic	581,318.10	581,318.10		
3.003	FC-Land Acquisition	696,600.00			
3.004	FC New Construction Phase 1		9,503,133.19		
3.005	FC New Construction Phase 2			533,128.78	
	Site Project Costs	1,277,918.10	10,084,451.29	533,128.78	
04-Knights Valley					
4.001	KV-Land Acquisition	100,000.00			
4.002	Spencer Basic Improvements	213,276.24			
4.003	KV Outpost Station		5,905,663.43		
4.004	KV Staffed Station trans			3,874,518.36	
4.005					
	Site Project Costs	313,276.24	5,905,663.43	3,874,518.36	

Resource Model

Resource Demand - Preliminary Cash Flow

The Resource Development Model will also display a sequence that will have a more precise time discipline. Grants take a certain amount of time that is only marginally variable.

The combination of these will result in an actual Program Schedule.

First Tier Projects

Initial Resource Development should focus on the Resource demand for these initially.

- 1.001** Geyserville Station Mods Phase 1
- 3.002** Forestry Satellites
- 3.003** Forestry Center Land Aq
- 4.001** KV Land AQ
- 4.002** Spencer Mods
- 5.002** AV Interim Forestry Mods

proj #	Project	1	2	3	4
05-Alexander Valley					
5.001	Land Acquisition				
5.002	AV: Interim FC Mods	576,828.00			
5.003	AV: Post FC Mods-Outpost			506,636.86	
5.004	not used				
5.005	not used				
	Site Project Costs	576,828.00		506,636.86	
06-Dry Creek / Westside					
6.001	DC Incidental Mods		355,460.40		
6.002	West side land acquisition		28,350.00		
6.004	West side Outpost Station			543,722.76	
6.003	West side Staffed Station trans				3,939,686.10
6.005					
	Site Project Costs		383,810.40	543,722.76	3,939,686.10
Accumulated Program Costs		9,198,539.59	24,598,174.78	6,881,222.12	3,939,686.10

Total Project Costs by Priority

Indirect Multi-Project Costs

Multi-Project Indirect Costs by Priority

91,985.40	245,981.75	68,812.22	39,396.86
-----------	------------	-----------	-----------

Tier 1 Projects

The amount for Tier 1 Projects. This is set out so that early Resource Development can focus on near term sources.

	1	2	3	4
	9,290,524.98	24,844,156.52	6,950,034.34	3,979,082.96

Resource Model

Resource Development Categories

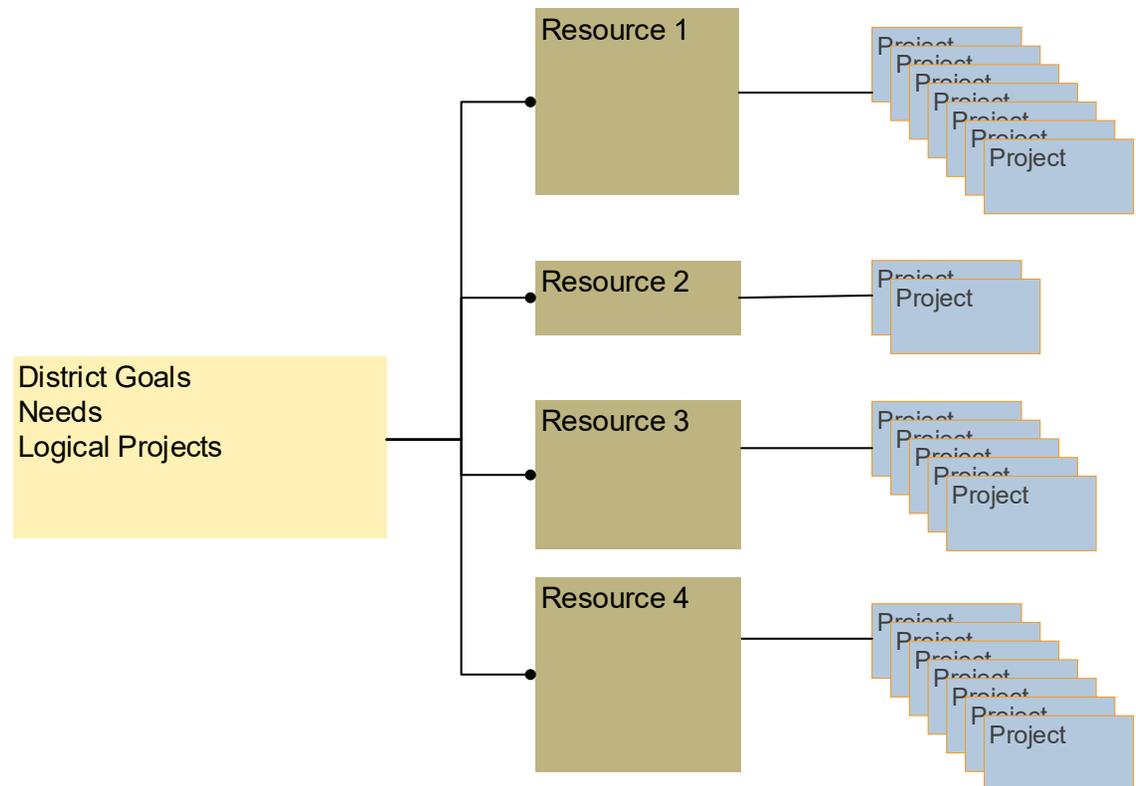
The chart below lists candidate Resources for consideration for a variety District needs captured in the Logical Project Model.

This information will be presented in further detail by the District Consult and included in this Plan when it has been developed further.

Category	Resource	Description
Taxation	Ad Valorem Property Tax	Prop. 13 provisions and County Property Tax Exchange Agreement
	Special Tax- Targeted	Special Tax (Parcel or CFD) voter approval proceeding (Prop. 218 compliant)
	Special Tax	Special Tax (Parcel or CFD) voter approval proceeding (Prop. 218 compliant)
Interagency Funding	Measure H Sale Tax Allocation (Base)	Measure H (5% of Countywide Sales Tax)
	Measure H Sales Tax 5% Allocation (Vegetation Management)	Measure H & related MOU with other benefitting Fire Agencies
	Service Contracts/Exchanges	Contract
	Settlement Funds	Offset for prior wildfire response expenditures
Grant Funding	CalFire	Grant Programs Available
	FEMA	Grant Programs Available
	USDA	Grant Programs Available
	Other Agencies	Grant Programs Available
Dedicated Capital Revenue	Development Impact Fee	Govt Code Section 66000 compliance
	Negotiated contribution for Capital Facilities	Condition of Project Approval (PRMD)
Other Municipal Bond Funding	Climate Resilience Bond (tax increment)	Dodd Climate Resilience Bond Legislation, Tax Increment negotiation with County
	General Obligation Bond	Prop 13 compliance
	Assessment District Bond	Fire District Law, Prop 218
Charitable Donations	Firefighters' Association	Voluntary
	Foundation sources, etc.)	Voluntary
	Corporate Support	Voluntary
Commercial Credit	Forest Resilience Bond (Blue Forest)	Private financing
	Commercial Credit	Private financing
	Lease-Revenue, Certificate of Participation	Private financing

Resource Model

As both Resource Development and Project Design proceed, projects will be matched with available resources, resource commitments will be stabilized and one or more projects will move forward through final design and construction.



What's Next

The Facility Program presented here is a DRAFT document for your review and consideration. We are asking that you review it, comment on it, make suggestions, raise questions and otherwise scrutinize it as you may see fit. We will collect your input, make further additions and adjustments to the content and present it to you at a subsequent Board meeting.

This is not a document that requires approval because we are not establishing a fixed Program based on a fixed Resource. Instead we are presenting a long term general strategy that will remain flexible but will serve as a guidepost and an organizing tool for facilities considerations for the next ten years.

The Program does identify a number of Logical Projects that will occur over a 5 - 10 year period. These projects have not been designed. Each one will be initiated at some point, final design will commence and you will be asked to review and approve both the initiation of those projects and the designs once they are completed.

Adopt / Validate Facility Plan	District commitment to Project Model and ongoing Plan evolution. Review of general Plan contents and direction, Resource strategy
Advance Resource Development Effort	Identify near term resources to address near term projects. Build Resource strategy to start developing application, inquiry, and negotiation elements.
Tier 1 Projects	Commit to Tier 1 Projects and initiate design / engineering efforts
Continued Plan Development	Continue evolving Plan to address remaining variables, identify additional scope, eliminate scope (as may be warranted) and otherwise stabilize Plan contents.
Community Engagement	Presentation of Plan to Community

No appendices at this time

Long Term Facility Improvement Plan Appendices

**FY 2024-25 Preliminary Budget Summary –
General/Operating Fund
Northern Sonoma County Fire Protection District**

(1)* Estimated Beginning Fund Balance @7/01/25:	\$5,600,000	
(2) Plus: Budgeted FY 2025-2026 Revenues: (total from attached worksheet)	6,108,100	
(3) Less: Budgeted FY 2025-2026 Expenditures: (total from attached worksheet)	6,108,100	
(4)* Estimated Ending Fund Balance @6/30/26:	\$5,600,000	
(5) Preliminary Budget Approval Date:	<table border="1"><tr><td>June 19, 2025</td></tr></table>	June 19, 2025
June 19, 2025		
(Please have your Board Members sign below or attach resolution confirming approval)		

Board Member

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

Northern Sonoma County Fire FY 25/26 Preliminary Budget

GENERAL FUND REVENUE

Property Taxes

Account	Description	2024/2025 Adopted	2025/2026 Prelim
40002	Property Taxes - Current Year	3,110,488	3,000,000
40003	Property Taxes - Direct Charges (Current Year)	160,320	150,000
40012	Property Taxes - Admin Fee	(32,160)	(35,000)
40101	Property Taxes - Current Year Unsecured	92,645	90,000
40105	Property Taxes - Collection for Delinquent Taxes	-	-
40111	Property Taxes - Supplemental	65,831	25,000
40201	Property Taxes - Previous Fiscal Year	(800)	-
40202	Property Taxes - Direct Charges (Prior Year)	1,000	500
40211	Property Taxes - Previous Fiscal Year (Unsecured)	1,000	1,000
40221	Property Taxes - Previous Fiscal Year (Secured)	(100)	(100)
40404	Timber Yield Tax	819	500
Total Property Taxes		\$ 3,399,043	\$ 3,231,900

Intergovernmental Refund

Account	Description	2024/2025 Adopted	2025/2026 Prelim
42111	State - Other In-Lieu Tax	100	100
42291	State Homeowners Property Tax Exemption Reimbursement	9,137	10,000
42292	HOPTR- Special Districts	-	-
42372	State Property Tax Backfill	(251,774)	-
42627	Other Government (Geysers Deduction)	-	(240,000)
Total Intergovernmental Refund		\$ (242,537)	\$ (229,900)

Use of Money / Property

Account	Description	2024/2025 Adopted	2025/2026 Prelim
44002	Interest on Pooled Cash from County	1,800	3,000
44003	Other Interest Earnings - CDRS	35,000	35,000
Total Use of Money / Property		\$ 36,800	\$ 38,000

NCPA Fees for Government Services

Account	Description	2024/2025 Adopted	2025/2026 Prelim
45008	CSA40/NSCFPD	-	30,000
Total NCPA Fees for Government Services		\$ -	\$ 30,000

Other Financing Sources

Account	Description	2024/2025 Adopted	2025/2026 Prelim
46001	Government Revenue - Grant Revenue	116,000	-
46003	OES Strike Team/Incident Reimbursements	350,000	1,000
46004	ABH Reimbursements	198,583	1,000
46007	Defensible Space Inspections	27,422	-
46015	Sales Tax Revenue - Measure H - Current Year	1,500,000	3,000,000
46022	Public Record Requests - report fees	100	100
46023	Sale of Fixed Assets - surplus	14,500	10,000
46027	Workers Comp Reimbursement	-	-
46028	Misc. Revenue, Other	10,000	5,000
46029	Reimbursements/Donations/Contributions	13,000	10,000
47001	Project Management-Reimbursement	1,929	-
47002	Administrative Reimbursement	25,500	11,000
49003	Transfers In from Reserves	-	-

Other Financing Sources Total **\$ 2,257,034** **\$ 3,038,100**

TOTAL REVENUE **\$ 5,450,340** **\$ 6,108,100**

GENERAL FUND EXPENDITURES

Salaries / Employee Benefits

Account	Description	2024/2025 Adopted	2025/2026 Prelim
50701	Permanent Employees - Chief/Admin	265,000	300,000
50702	Extra Help - Stipend, Special Event Staffing	5,000	10,000
50703	Intern & Seasonal Overtime	25,000	5,000
50704	FLSA Overtime	6,000	1,000
50705	Strike Team Overtime - Interns & Seasonal	47,465	1,000
50706	Uniform Allowance - Intern & Seasonal FF	5,000	1,250
50708	Contract Employees- Cloverdale JPA	2,000,000	3,000,000
50709	Temporary Help - Seasonal	250,000	45,100
50712	Fire Prevention Employees	53,000	82,800
50753	FICA Retirement for all salaries	31,748	27,600
50754	457 Employer Contributions- Retirement	23,850	29,000
50755	457 Plan Management Fees- Retirement	5,000	1,200
50756	Medicare	9,933	6,500
50801	Health Insurance - Kaiser	61,000	45,360
50803	Dental Insurance - Delta Dental	4,800	4,032
50805	Vision Insurance - VSP	1,200	1,008
50806	Unemployment Insurance	17,608	19,200
50808	Workers Comp - FRMS	100,000	129,000
Salaries / Employee Benefits Total		\$ 2,911,604	\$ 3,709,050

Services

Account	Description	2024/2025 Adopted	2025/2026 Prelim
51021	Phone Costs	9,744	8,820
51032	Janitorial - carpet cleaning, ALSCO, pest control	8,000	7,150
51041	FAIRA Liability Insurance (annual)	86,000	75,000
51060	Vehicle Maintenance & Outfitting	25,000	40,000
51061	SCBA Maintenance	2,500	2,000
51062	Field Equip Maintenance - chipper maint, PPE repair, chainsaw maint	5,000	500
51063	Office Equipment Maintenance - computer & network maintenance	-	-
51071	Station Maint- electric, pest, generator, dishwasher, hood, plymovent	10,000	15,000
51202	Election Costs	-	-
51205	IBS Payroll Costs	4,000	5,000
51206	Audit Costs - Blomberg, CGC Report	8,000	8,000
51211	Legal Services	15,000	10,000
51221	Employment Physicals - new employees plus every 2 years	5,000	1,000
51225	Training Costs - supplies, class fees, books, videos etc.	10,000	10,000
51235	Dispatch Services- REDCOM	50,000	25,000
51241	Printing Services - signs, newsletters, vehicle striping	8,500	8,000
51242	Bank Fees	100	100
51244	Permits/Licenses/Fees	50	50
51249	Professional Services	830,000	706,500
51250	Planning & Mapping - GIS, GPS etc.	3,500	1,500
51301	Publications, Legal Notices	1,000	1,000
51401	Rent/Lease Costs -	6,000	10,000
51602	Travel expenses - lodging costs	10,000	5,000
51902	Communications- mobile and portable radios and pagers	35,000	15,000
51916	County Services - LAFCO, mosquito/assessment taxes, generator fee	10,000	8,000
Services Total		\$ 1,142,394	\$ 962,620

Supplies

Account	Description	2024/2025 Adopted	2025/2026 Prelim
52021	Safety Clothing - PPE	52,330	20,000
52022	Boot & Clothing Reimbursement	3,000	2,000
52031	Food & Beverages	2,000	2,000
52041	Household Supplies - lightbulbs, cleaning supplies, paper towels	6,000	6,600
52061	Fuel - diesel, gasoline and oil for small tools and vehicles	60,000	55,000
52081	Medical Supplies - includes oxygen	8,000	8,000
52091	Memberships - associations, organizations	7,000	5,100
52111	Office Supplies/Equipment	2,000	2,500
52115	Subscriptions - books, magazines, newsletters	5,000	4,000
52117	Mail/Postage	2,500	1,000
52141	Small Tools & Minor Equipment (<\$1,000.00)	50,000	25,000
52142	Computer Equipment/Accessories - computers, keyboards, printers	20,000	10,000
52143	Computer Software/Licensing - QB, Office 365, website, photos, storage	15,000	16,500
52144	Communication Equip - mobile and portable radios and pagers	-	7,000
52191	Utilities -Propane, garbage, water & sewer bills	5,000	8,000
52193	Electrical & Natural Gas - PG&E	10,000	8,200
Supplies Total		\$ 247,830	\$ 180,900

Building/Capital Expenditures

Account	Description	2024/2025 Adopted	2025/2026 Prelim
54305	Capital Assets - Furniture, Fixtures, Field & Shop Equipment	100,000	10,000
54331	Capital Assets - Mobile Equipment (>\$1,000.00)	600,000	1,200,000
54405	Capital Assets - Purchase/Major Improvements to District buildings	-	45,530
Building/Capital Expenditures Total		\$ 700,000	\$ 1,255,530

Capital Assets/Contingency Reserves

Account	Description	2024/2025 Adopted	2025/2026 Prelim
85001	Transfer to Operational Reserves	448,512	-
85002	Transfer to Apparatus Replacement Reserve Fund	-	-
85005	Transfer to Long Term Building Fund Reserves	-	-
85010	Transfer to Equipment Reserves	-	-
85015	Transfer to Measure H Reserves	-	-
Capital Assets/Contingency Reserves		\$ 448,512	\$ -

GENERAL FUND TOTAL EXPENDITURES	\$ 5,450,340	\$ 6,108,100
GENERAL FUND TOTAL REVENUE	\$ 5,450,340	\$ 6,108,100
GENERAL FUND TOTAL NET	\$ -	\$ -

**FY 2024-2025 Preliminary Budget Summary –
Vegetation Management Fund
Northern Sonoma County Fire Protection District**

- | | |
|---|----------------------|
| (1)* Estimated Beginning Fund Balance 7/01/25: | \$0 |
| (2) Plus: Budgeted FY 2025-2026 Revenues:
(total from attached worksheet) | 3,471,000 |
| (3) Less: Budgeted FY 2025-2026 Expenditures:
(total from attached worksheet) | 3,471,000 |
| (4)* Estimated Ending Fund Balance 6/30/26: | \$0 |
| (5) Preliminary Budget Approval Date: | June 19, 2025 |
| (Please have your Board Members sign below or
attach resolution confirming approval) | |

Board Member

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

Vegetation Management Summary FY 24/25 Preliminary Budget

VEGETATION MANAGEMENT REVENUE			
Account	Description	2024/2025 Adopted	2025/2026 Prelim
40003	Property Taxes - Direct Charges (Current Year) Special Tax Zone 1	50,000	48,000
46001	Government Revenue- Grants	515,000	137,000
46002	Government Revenue- Vegetation Management	248,000	30,000
46015	Sales Tax Revenue - Measure H	1,500,000	3,000,000
46021	Fuel Reduction Reimbursement from Private Landowners/Communities	233,280	84,000
46027	Worker's Comp Reimbursement	-	-
46028	Misc. Revenue	-	-
46029	Reimbursements	-	-
49003	Transfers In from Reserves (Grant funding already received)	-	172,000
Total Revenue		\$ 2,546,280	\$ 3,471,000

VEGETATION MANAGEMENT EXPENDITURES

Salaries / Employee Benefits

Account	Description	2024/2025 Adopted	2025/2026 Prelim
50701	Permanent Employees	529,557	1,815,400
50703	Intern & Seasonal Overtime	2,500	500
50706	Uniform Allowance (Boots)	2,100	5,100
50709	Temporary/Seasonal Employees (FT2 & FT1)	366,000	250,855
50753	FICA Retirement	55,810	112,900
50754	457 Employer Contributions- Retirement	39,717	96,700
50756	Medicare	8,134	26,400
50801	Health Insurance	50,000	385,560
50803	Dental Insurance	8,134	34,727
50805	Vision Insurance	2,033	8,568
50806	Unemployment Insurance	10,000	78,300
50808	Workers Comp	35,287	39,200
50900	Vegetation Management Project Credit	-	-
Fuel Crew Salaries / Employee Benefits Total		\$ 1,109,272	\$ 2,854,210

Services Total

Account	Description	2024/2025 Adopted	2025/2026 Prelim
51010	Grant & Contract Administration Costs (Transfer to General Fund)	100,000	11,000
51021	Phone Cost	-	5,000
51060	Vehicle Maintenance/Outfitting	50,000	20,000
51062	Field Equip Maintenance	35,000	25,000
51071	Building Maintenance/Improvements	5,000	2,000
51211	Legal Services	45,000	20,000
51221	Medical/Laboratory Services	1,000	1,000
51225	Training Services	300	5,000
51241	Outside Printing and Binding	10,000	5,000
51242	Bank Charges	10	10
51244	Permits/Licenses/Fees	1,500	2,000
51249	Professional Services	650,000	110,000
51301	Publications and Legal Notices	-	1,000
51401	Rent/Lease Costs	14,000	22,680
Services Total		\$ 911,810	\$ 229,690

Supplies

Account	Description	2024/2025 Adopted	2025/2026 Prelim
52021	Safety Clothing - PPE	10,000	10,000

52022	Crew Clothing/Uniforms	-	5,000
52031	Food & Beverages	2,500	1,000
52041	Household Supplies	5,000	2,500
52061	Fuel for Small tools and Vehicles	36,000	15,000
52081	Medical/Laboratory Supplies	500	2,000
52091	Memberships/Certifications	-	500
52111	Office Supplies/Equipment	2,000	2,000
52115	Books/Media/Subscriptions	-	100
52117	Mail and Postage Supplies	-	100
52141	Small Tools & Minor Equipment (<\$1,000.00)	50,000	40,000
52142	Computer Equipment/Accessories - computers, keyboards, printers	-	1,000
52143	Computer/Software/Licensing	2,200	5,000
52191	Utilities	800	900
52193	Utilities - Electricity	800	2,000
Supplies Total		\$ 109,800	\$ 87,100

Building/Capital Expenditures Total

Account	Description	2024/2025 Adopted	2025/2026 Prelim
54305	Capital Assets - Furniture, Fixtures, Field & Shop Equipment	110,000	-
54331	Capital Assets - Mobile Equipment (>\$1,000.00)	130,000	300,000
Building/Capital Expenditures Total		\$ 240,000	\$ 300,000

Capital Assets/Contingency Reserves

Account	Description	2024/2025 Adopted	2025/2026 Prelim
85001	Transfer to Operational Reserves	175,398	
85010	Transfer to Equipment Reserves	-	
85015	Transfer to Measure H Vegetation Reserves	-	
Capital Assets/Contingency Reserves		\$ 175,398	\$ -

TOTAL EXPENDITURES	\$ 2,546,280	\$ 3,471,000
TOTAL REVENUE	\$ 2,546,280	\$ 3,471,000
VEGETATION MANAGEMENT NET	\$ -	\$ -



Northern Sonoma County Fire Protection District
Finance Committee Staff Report
June 19, 2025 Board Meeting

Background

Resolution 23/24-0215-01 was adopted by the Board on February 15, 2024 and states the following:

1. The [Finance] committee shall be comprised of two members of the District Board.
2. The Finance Committee shall hold regular, quarterly meetings.

The Finance Committee currently consists of Pat Abercrombie (current Treasurer) and Larry Heiges (last year's Treasurer).

The Finance Committee suggests setting the following dates for Finance Committee Meetings:

1. August 21, 2025
2. December 18, 2025
3. March 19, 2026
4. June 18, 2026

Action Requested

1. Set the Finance Committee meeting dates for the 25/26 fiscal year.



Northern Sonoma County Fire Protection District
Portal to Portal Resolution Staff Report
June 19, 2025 Board Meeting

Background

Each year, our agency submits information through the Mutual Aid Reimbursement System (MARS) that is used to generate invoices for the incidents we respond to under the terms and conditions of the Agreement for Local Government Fire and Emergency Assistance (California Fire Assistance Agreement - CFAA).

The Agreement requires any agency seeking reimbursement of personnel for more than actual hours worked on the incident must file a Memorandum of Understanding (MOU), Memorandum of Agreement (MOA), Governing Body Resolution (GBR) or equivalent document with Cal OES Fire and Rescue Division, and have it approved by Cal OES and the Committee upon request. The MOU/MOA, GBR or equivalent shall indicate how personnel will be paid. If an Emergency Activity Record OES F-42 is submitted and the above documentation is not on file with Cal OES at the time of initial dispatch, the local agency will be reimbursed for actual hours worked and will not be entitled to portal-to portal compensation for said response.

This resolution replaces the current resolution on file, adopted August 18, 2022, which did not include Fire Inspector. The Fire Inspector position was created a position we have created since that time.

Action Requested

1. Approve Resolution 24/25-0619-01, Resolution of the Board of Directors of the Northern Sonoma County Fire Protection District, Sonoma County, State of California Identifying the Terms and Conditions for Fire Department Response away from their Official Duty Station and Assigned to an Emergency Incident.

RESOLUTION 24/25-0619-01

RESOLUTION OF THE BOARD OF DIRECTORS OF THE NORTHERN SONOMA COUNTY FIRE PROTECTION DISTRICT, SONOMA COUNTY, STATE OF CALIFORNIA IDENTIFYING THE TERMS AND CONDITIONS FOR FIRE DEPARTMENT RESPONSE AWAY FROM THEIR OFFICIAL DUTY STATION AND ASSIGNED TO AN EMERGENCY INCIDENT.

WHEREAS, the Northern Sonoma County Fire Protection District is a public agency located in the County of Sonoma, State of California, and

WHEREAS, it is the Northern Sonoma County Fire Protection District's desire to provide fair and legal payment to all its employees for time worked; and

WHEREAS, the Northern Sonoma County Fire Protection District has in its employ the following Fire District response personnel: Fire Chief, Deputy Chief, Division Chief, Assistant Chief, Battalion Chief, Fire Captain, Lieutenant, Engineer/Apparatus/Equipment Operator, Firefighter, Seasonal Firefighter, Forestry Technician 5, Forestry Technician 4, Forestry Technician 3, Forestry Technician 2, Forestry Technician 1, Fire Inspector, Wildland Firefighter, Wildland Firefighter Specialist, Wildland Firefighter Squad Boss, Wildland Firefighter Superintendent; and

WHEREAS, the Northern Sonoma County Fire Protection District will compensate its employees portal to portal while in the course of their employment and away from their official duty station and assigned to an emergency incident, in support of an emergency incident, or pre-positioned for emergency response; and

WHEREAS, the Northern Sonoma County Fire Protection District will compensate its employees overtime in accordance with their current Memorandum of Understanding while in the course of their employment and away from their official duty station and assigned to an emergency incident, in support of an emergency incident, or pre-positioned for emergency response. All ranks above Fire Captain will receive overtime at one and one-half (1.5) times the basic rate of pay for all hours worked in excess of normal scheduled hours. All positions in fire prevention and fuels mitigation will receive overtime at one and one-half (1.5) times the basic rate of pay for all hours worked in excess of normal scheduled hours.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Northern Sonoma County Fire Protection District that:

1. Personnel shall be compensated according to Memorandum of Understanding (MOU), Personnel Rules and Regulations, and/or other directive that identifies personnel compensation in the workplace.
2. In the event a personnel classification does not have a an assigned compensation rate, a "Base Rate" as set forth in an organizational policy, administrative directive or similar document will compensate such personnel.
3. The Northern Sonoma County Fire Protection District will maintain a current salary survey or acknowledgment of acceptance of the "base rate" on file with the California Governor's Office of Emergency Services, Fire Rescue Division.
4. Personnel will be compensated (portal to portal) beginning at the time of dispatch to the return to jurisdiction when equipment and personnel are in service and available for agency response.
5. Fire department response personnel include Fire Chief, Deputy Chief, Division Chief, Assistant Chief,

Battalion Chief, Fire Captain, Lieutenant, Engineer/Apparatus/Equipment Operator, Firefighter, Seasonal Firefighter, Forestry Technician 5, Forestry Technician 4, Forestry Technician 3, Forestry Technician 2, Forestry Technician 1, Fire Inspector, Wildland Firefighter, Wildland Firefighter Specialist, Wildland Firefighter Squad Boss, Wildland Firefighter Superintendent.

THE FOREGOING RESOLUTION was introduced by Director _____, who moved its adoption, seconded by Director _____, and then approved and adopted by the following vote on June 19, 2025:

Larry Heiges: _____ Pat Abercrombie: _____ Fred Peterson: _____ Scott Newman: _____ Robert Stewart: _____

AYES: _____ **NOES** _____ **ABSTAIN:** _____ **ABSENT:** _____

WHEREUPON, the President declared the foregoing resolution adopted and

SO ORDERED

Rob Stewart; President of the Board

Witnessed: _____
Anneke Turbeville, Clerk of the Board



Northern Sonoma County Fire Protection District
Policy Staff Report
June 19, 2025 Board Meeting

Board Policies

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

1. Fire Chief Evaluation
2. Committees of the Board
3. Ethics Training
4. Brown Act Compliance

Operational Policies

1. The Cancer Prevention policy is an operational policy modified by our staff from a Lexipol policy, approved by the Cloverdale labor group, and ready for introduction.
2. The Recruitment and Selection policy is a current policy with Lexipol updates. Lexipol's subscription includes regular updates to its policies based on state and federal laws and best practices. This policy has been reviewed by the Cloverdale labor group as well.

Action Requested

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

Committees of the Board

224.1 PURPOSE AND SCOPE

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

224.2 POLICY

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

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

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

224.3 MEMBERSHIP

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

224.3.1 ALTERNATE MEMBERS

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

224.3.2 COMMITTEE CHAIR

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

224.4 STANDING COMMITTEES

Standing Committees are those that have a continuing subject matter jurisdiction and a fixed meeting schedule. Standing Committees exist to apply more concentrated attention to specialized topics that impact the Board. Upon direction of the Board, standing committees meet and review District functions, activities, and/or operations pertaining to their respective areas of concern as

Committees of the Board

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

All meetings of Standing Committees shall conform to the Brown Act.

Standing Committee Meetings will generally include the following topics:

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

224.5 TEMPORARY ADVISORY (AD HOC) COMMITTEES

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

Ad Hoc Committees shall be comprised solely of members of the Board, and shall consist of less than a majority of Board Members. If otherwise compliant with the Brown Act, Ad Hoc Committees shall not be required to comply with the agenda requirements of regular Board meetings. Board Members not appointed to an Ad Hoc Committee are not permitted to attend meetings, in order to maintain less than a quorum of the Board.

At the beginning of each calendar year, the Board shall assess the need for all existing Ad Hoc Committees and formally dissolve any deemed unnecessary.

Fire Chief Evaluation

221.1 PURPOSE

To establish the methods used to evaluate the performance of the Fire Chief.

221.2 POLICY

The Board of Directors has determined the need for a Fire Chief Evaluation on an annual basis.

1. The Board and the Fire Chief continually refine the evaluation criteria and reflect changes in the evaluation tool.
2. Each Board Member and the Fire Chief will complete the evaluation form, rating the Fire Chief's performance during the evaluation period. Board Members may choose to give other stakeholders the opportunity to complete the evaluation form.
3. Once complete, provide the evaluation form and commentary to the Board Member assigned to collate the sheets (usually the Board President).
4. The Board meets in closed session during the April regular meeting to discuss results of the evaluation with the Chief and ensure plans are made to address sections with low ratings.

221.3 POLICY HISTORY

This policy replaces SOPA-8A Fire Chief Evaluation Policy.

Ethics Training

232.1 PURPOSE AND SCOPE

This policy sets forth the requirements for ethics training of District members.

232.2 POLICY

All Directors, designated staff, and members of all commissions, committees and other bodies that are subject to the Brown Act shall receive two hours of training in general ethics principles and ethics laws relevant to public service within one year from the first day of taking office and at least once every two years thereafter, pursuant to the rules and regulations contained within Government Code Sections 53234 as may be amended from time to time.

1. All ethics training shall be provided by providers whose curricula have been approved by the California Attorney General and the Fair Political Practices Commission.
2. Ethics training may consist of either a training course or a set of self-study materials with tests, and may be taken at home, in person, or online.
3. Attendees shall obtain proof of participation after completing the ethics training. Applicable costs for attending the training shall be reimbursed by the District.
4. District staff shall maintain records indicating both the dates that attendees completed the ethics training and the name of the provider that provided the training. These records shall be maintained for at least five years after the date of training and may be public records subject to disclosure under the California Public Records Act.
5. District staff shall provide the prospective attendees with information on available training that meets the requirements of this policy at least once every year.
6. A single training course may be used to satisfy the obligation to receive training for multiple agencies or positions.

Brown Act Compliance

233.1 PURPOSE AND SCOPE

The Legislature adopted the Brown Act, commonly referred to as California's "Open Meetings Laws" in 1964. The Brown Act is contained in Government Code section 54950 et seq. The Brown Act is broadly construed and compliance is constitutionally mandated.

233.2 COMPLIANCE WITH BROWN ACT

All meetings of the Board of Directors shall comply with the Brown Act.

- Meetings occur whenever the majority of the Board of Directors meets to discuss District business.
- Member of the Board includes newly elected and appointed officials prior to assuming office.
- All Board meetings shall be open and freely accessible to the public, including those with disabilities.
- Meetings through the use of intermediaries, serial communications, or emails are prohibited.
- The Board shall only take action during a properly noticed meeting.
- Committees created by formal action of the Board shall comply with the Brown Act.

233.3 USE OF SOCIAL MEDIA

A majority of the members of the Board are prohibited from using a social media platform to discuss agency business of a specific nature among themselves.

- Additionally, members of the Board may not respond directly to any communication from another member on an internet-based social media platform regarding a matter within their subject-matter jurisdiction.
- Social media may be used for answering questions or providing information to the public as well as to solicit information from the public regarding a matter that is within the subject matter jurisdiction of the legislative body.
- The use of "emojis" or interaction in a manner similar to using the "like" button could constitute discussion among members of the legislative body.
- A member of the Board is not prohibited from commenting on, forwarding or "liking" a post made by a member of the public, as long as those comments do not become a discussion of agency business "of a specific nature" among a majority of the members of the legislative body.

Cancer Prevention

916.1 PURPOSE

The focus of this program is to promote recognition of potential contamination hazards, implement precautionary measures, reduce and minimize the risk of exposure, and ensure that personnel who are exposed to contaminants document the exposures. This program is an effort to combat the incidence of cancer among our members. Protecting the health and well-being of each member and his or her family is a main focus of the Northern Sonoma County Fire Protection District.

916.2 SCOPE

This document is directed to all members, both career and volunteer, of the Northern Sonoma County Fire Protection District. It shall be adhered to by those who have the potential to be exposed to contaminants and carcinogens from firefighting operations, training evolutions, and routine tasks.

916.3 DEFINITIONS

Barrier Protection - An interface that provides physical protection from contact with potentially infective fluids, chemicals, soot or contaminants.

Best Practices - A method or technique that has been generally accepted as superior to any alternatives because it produces results that are superior to those achieved by other means or because it has become a standard way of doing things.

Carcinogens - A substance capable of causing cancer in living tissue.

Contaminants - A harmful substance(s) that adversely affect living organisms.

Cool Down Phase - The time frame after "knock down" required for the structure and its contents to significantly reduce the toxicant levels.

Direct Diesel Exhaust - Exhaust fumes from a diesel engine without a mechanical device that collects and extracts harmful exhaust fumes.

Gross Decontamination - The physical or chemical process of reducing and preventing the spread of contamination from the environment, persons and equipment.

Immediate Danger to Life or Health (IDLH) - Any condition that would pose an immediate or delayed threat to live, cause irreversible adverse health effects, or interfere with an individual's ability to escape unaided from a hazardous environment.

Occupational Disease - An illness or disease contracted through or aggravated by the performance of the duties, responsibilities, and functions of a fire district member.

Personal Decon - The process of removing or neutralizing contaminants that have accumulated on personnel and equipment.

Cancer Prevention

Rehab - An intervention designed to mitigate the physical, psychological, and emotional stress of firefighting in order to sustain the member's energy and decrease the likelihood of on-scene injury or death.

916.4 BACKGROUND

Cancer is a looming personal catastrophe for each and every firefighter and is the most dangerous and under emphasized threat to the health and safety of firefighters. Multiple studies have demonstrated credible evidence for statistically higher rates of multiple types of cancers in firefighters compared to the general population.

In April of 2013 the Indianapolis Fire Department hosted a workshop on firefighter cancer. The Firefighter Cancer Support Network was the driving force behind the workshop. Participants came from legal, medical and social research communities, and fire service attendees included chief officers, firefighters, company officers, union leaders, and local and state fire training directors of volunteer, combination, and career departments. Two firefighters who are cancer survivors participated, and every workshop participant knew firefighters who currently have cancer or who died as a result of cancer. The information and recommendations that resulted are published in a white paper on cancer in the fire service (Taking Action against Cancer in the Fire Service).

916.5 RESPONSIBILITIES

916.5.1 COMPANY OFFICERS

As the most influential person in the company, it is the Company Officer's responsibility to promote the appropriate attitude in cancer prevention. Leadership by example and setting clear expectations concerning cancer awareness, prevention, tracking/reporting of exposures and essential operational precautions are necessary to minimize exposure to carcinogens and other toxins. It is at this position that the District empowers and expects company leaders to enforce the safe and appropriate actions of the entire crew.

916.5.2 CHIEF OFFICERS

Chief Officers are a second set of eyes to the incident scene, the next level of supervision, and the person in charge of multi-unit operations. Chief Officers have the responsibility to provide reinforcement of policies and "Best Practices" concerning exposure and risk reduction.

916.5.3 ALL MEMBERS

It is the responsibility of each and every member, volunteer and career, to abide by district directives to lessen the potential of occupational exposures to carcinogens. It is imperative that members understand that not accepting these changes and enhancing their knowledge of the hazards will have a direct impact on their health.

916.6 PERSONAL PROTECTIVE EQUIPMENT

All personnel should be issued a second set of Personal Protective Equipment (PPE) in the event their primary set is damaged or contaminated. If a second set of PPE is not issued, a temporary

Cancer Prevention

set may be issued from storage. PPE displaying signs of exposure to the products of combustion, including a dirty appearance or the odor of smoke, shall be placed out of service until properly washed. Personnel that do not have a second set of PPE and cannot be issued a temporary set shall be placed out of service until their primary set is properly washed.

916.6.1 PPE STORAGE

PPE shall be located in designated areas of the fire station.

916.7 OPERATIONS

Fires today grow at a faster rate and produce more smoke as a result of the plastics and synthetics found in all occupancy types, vehicles and dumpsters.

The District must eliminate the false impression that simply wearing PPE is sufficient to limit exposure to most cancer-causing agents encountered on the incident scene. IT DOES NOT. The use of Self Contained Breathing Apparatus (SCBA) during the incident and throughout overhaul, proper PPE decontamination and the use of cleaning wipes to remove the potential of skin absorption are imperative to reduce exposure.

916.8 PROCEDURES

916.8.1 ON AN INCIDENT

The following measures shall be taken on an incident:

- PPE and SCBA (on air) shall be worn when entering an area deemed to be an Immediate Danger to Life and Health (IDLH), as well as from the initial fire attack through salvage and overhaul operations.
- The Incident Commander shall consult with the safety officer or designee to deem the atmospheric conditions acceptable prior to the removal of the SCBA facemask.
- The use of alternate respirators, Air Purifying Respirator (APR), Powered Air Purifying Respirator (PAPR) or dust mask may be utilized during overhaul if approved by the Incident Commander.
- Atmospheric monitoring shall be continuous to ensure that contaminant levels are within the acceptable range for the use of the respirators.

Atmospheric monitoring is not the single deterring factor in the removal of the SCBA mask. Off-gassing of hazardous compounds and known carcinogens continue to occur after the production of visible smoke has stopped. The following shall be utilized as action levels for the removal of the SCBA mask as determined by atmospheric monitoring after consultation AND approval of the incident commander:

- Oxygen - 20.9%
- Carbon Monoxide- 0 ppm
- Hydrogen Cyanide - 35 ppm
- Hydrogen Sulfide - 5 ppm

Cancer Prevention

- LEL - 0%

Studies indicate that ventilation alone, after fire knock down, will not stop the production and release of toxicants. Allowing the contents and structure to cool will significantly reduce these toxic levels. Incident Commanders shall initiate a cool down phase after fire knock down has been completed and prior to crews reentering the building for overhaul or investigation purposes. The following guideline is to be considered when determining cool down periods:

- Fires confined to the room of origin: 20-30 minutes.
- Fires that extend past the room of origin: 45-60 minutes

Follow PPE decontamination procedures:

- Gross decontamination of PPE utilizing the Apparatus Decon Kit shall be initiated as soon as possible while on the scene to remove soot and other contaminants.
- Wet decontamination is the preferred method.
- Dry decontamination is utilized when this procedure might be detrimental or create additional safety concerns such as in cold inclement weather.
- Utilize the supplied wet cleaning wipes to remove as much soot as possible from the following areas: head, neck, throat, jaw, hands and underarms. Also wipe the inside of the helmet.
- Personal Decon shall be performed immediately after removing PPE, prior to going to Rehab and before consuming food.
- Where indicated, PPE requiring additional decontamination shall be bagged and returned to the station for further cleaning.

Whenever possible, crews exposed to the greatest contaminants should remain out of service when leaving the incident scene. Fill-in companies shall remain in place until crews complete the required PPE decontamination, take a shower and put on clean uniforms. Delaying these tasks allows contaminants to remain in contact with the skin longer and poses a potential health risk.

916.8.2 REHABILITATION

- No contaminated PPE shall be worn in the rehab area.
- The rehab area shall be located in an area free from vehicle exhaust, smoke, or other obvious contaminants.
- Food and drink in the rehab shall only be consumed after PPE decontamination and the completion of hand and face washing.

916.8.3 IN THE STATION

Utilize the diesel exhaust extraction system where installed. The system shall be attached to the apparatus exhaust pipe prior to entering the station and shall remain attached while parked. Do not run vehicles inside the station. Move the vehicle away from entrance ways to prevent diesel exhaust from permeating the facility. PPE shall not be worn or brought into living quarters, common areas or station offices. Dirty or contaminated tools or equipment shall not be brought into living

Cancer Prevention

quarters, common areas or station offices. Utilize weather stripping to seal doors leading from the apparatus bay into living quarters.

916.8.4 DAILY APPARATUS CHECKS

The Diesel Exhaust Extraction System shall not be utilized for the purpose of checking apparatus while running inside. Gas powered equipment shall be operated outside of the apparatus bay. Tools and equipment shall not be checked with the vehicle's engine running. Apparatus bay doors shall be closed while the vehicle is running, or shall be moved away from the station to ensure that exhaust fumes are not entering the station.

916.8.5 APPARATUS DECON KIT

Portable decontamination kits are provided and shall be utilized on the incident scene to reduce potential exposure to carcinogenic soot and particulates. Each kit contains the following:

- Wet cleansing wipes
- Cleaning solution (Spray bottle of 10:1 water to dish soap)
- Scrub brush
- Trash bags
- Tyvek suits
- 3/4" hose, adapter, and nozzle

916.8.6 SCBA HOSE, TOOLS AND EQUIPMENT

- Barrier protection or PPE shall be utilized when cleaning any contaminated item, SCBA shall be decontaminated utilizing the dry or wet method prior to placing back into the cab.
- Contaminated hose shall not be transported back to quarters inside the apparatus cab.
- Every attempt should be made to transport contaminated gear and equipment back to the stations in a utility pick up.
- Tools and equipment shall be cleaned utilizing soap and water prior to being returned to the apparatus.

916.8.7 UPON RETURN TO THE STATION FROM AN INCIDENT

Use the following guidelines upon returning to the station after an incident:

- Perform a detailed decontamination of PPE, SCBA, tools, equipment and apparatus. Utilize barrier protection and protective measures.
- Thoroughly clean SCBA and facemask; inside and out.
- Utilize second set of PPE until contaminated set is completely dry.
- Decontaminate all tools and equipment to include the compartments where these are stored. Utilize barrier protection and protective measures.
- Thoroughly clean the apparatus.

Northern Sonoma County Fire Protection District

Policy Manual

Cancer Prevention

- Wash the exterior and interior crew compartment of the apparatus, seats, seat belts, and SCBA brackets.
- Use a wet technique inside to reduce the spread of dust and contaminants.
- Windows on apparatus shall be in the open position for at least one hour after the incident to allow the escape of vapors and gasses (weather permitting).
- Contaminated work uniform, to include foot wear shall not be worn in living quarters, common areas or station offices.
- Change out of contaminated work uniform and wash as soon as possible.
- Shower as soon as possible (within an hour), thoroughly wash paying attention to the head, neck, throat, jaw, underarm, behind knees and groin area.

916.8.8 DIESEL EXHAUST EXTRACTION SYSTEM

Some of the Fire Stations have a vehicle exhaust extraction system (Plymovent) installed. This system, when utilized correctly will reduce potential exposure.

The use of the vehicle exhaust extraction system is mandatory where installed following these procedures:

- The exhaust hose shall be attached to the vehicles exhaust pipe while apparatus is in the station.
- Apparatus shall not be at high idle, or an increase of RPMs while in the station.
- The system is not used for the purpose of checking apparatus while running inside.
- After initial start of the engine, move slowly outside allowing for the exhaust pipe to safely disengage and retract.
- Upon returning stop prior to entering the station, attach the exhaust hose and secure it to the vehicle's exhaust pipe; enter the station slowly.

Additionally, best practices have been identified to reduce the emission of vehicle exhaust into the station, these include:

- Open apparatus bay garage doors before starting vehicles.
- Apparatus shall not be allowed to idle inside the station.
- Apparatus operations shall be at an absolute minimum in the fire station.
- Apparatus bay doors shall be closed while vehicles idle outside and in close proximity of the station.
- Tools and equipment check shall be completed while the vehicle's engine is off.
- Apparatus bay doors shall be left open, when weather conditions permit, for at least 10 minutes following the use of the vehicles.
- Keep all doors leading from the apparatus bay to stairwells, living quarters, kitchen, offices, or other areas doors closed and sealed.

Cancer Prevention

- Ensure automatic door closing devices are operational on all doors leading into the apparatus bay.
- Weather stripping or similar material on doors leading to the apparatus bay shall be inspected to ensure integrity in preventing diesel exhaust infiltration.

916.9 PPE DECONTAMINATION PROCEDURES

Contaminated PPE or work uniform should not be brought home to launder.

916.9.1 ON SCENE DRY DECONTAMINATION

Dry decontamination is utilized when soaking the gear and SCBA might be detrimental or create additional safety concerns such as in cold and inclement weather. If the firefighter is too dirty for a dry decontamination, then proceed to utilizing the wet process. If at all possible, the SCBA facemask shall remain in place and the user on-air.

- Utilize the brush from the Apparatus Decon-Kit to remove all large particulates working from the head downward.
- Use a damp towel to wipe the area around the facemask.
- Remove PPE in the following order: SCBA, helmet, hood, gloves, coat and bunker pants.
- Significant exposure to contaminants shall require the bagging of all PPE for detailed decontamination.

916.9.2 ON SCENE WET DECONTAMINATION

Utilize the Apparatus Decon-Kit for this process.

- Remove the contents of the Apparatus Decon-Kit.
- If at all possible, SCBA facemask shall remain in place and the user on-air.
- Rinse the firefighter thoroughly utilizing a garden hose or hose line at a low pressure
- Rinse the firefighter from head to toe utilizing caution at the SCBA face piece and regulator.
- Apply a soapy solution utilizing the spray bottle, then scrub with the brush, then rinse.
- Remove PPE in the following order; helmet, SCBA and facemask, hood, gloves, coat and
bunker pants.
- Utilize a wet wipe to clean the inside of the helmet, liner and chin strap.
- Utilizing the wet wipes; wipe around the eyes, face, ears, neck, throat, and through hair. Continue with additional wipes for hands, arms, if possible underarms and groin area.
- Get a fresh wipe anytime the wipe becomes visibly soiled or dry.
- Blow nose several times as debris can be lodged in nasal passages.

Cancer Prevention

- Significant exposure to contaminants shall require the bagging of all PPE for transport from scene to an extractor for PPE washing. Utilize a Tyvek jump suit if a second uniform is not readily available.

916.9.3 PPE WASHING (AT STATION)

Personal Protective Equipment shall be cleaned in accordance with the manufacturer's instructions and as directed in NFPA 1851 (2014 ed.) Standard on Selection, Care, and Maintenance of Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting.

- Clean bunker gear at least every six months or as soon as possible after an incident. It must be washed in an extractor; located at Geyserville Fire Station.
- When possible, flush bunker gear with water at the fire scene after operations has been completed.
- If gear is contaminated with chemical, radiological, biological or hazardous materials, it shall not be cleaned in-station and will be sent out for detailed cleaning.
- Utilize universal precautions while handling PPE.

Washing procedure (to be posted at all washing stations):

1. Scan PPE QR code for tracking.
2. Separate inner liners from outer shells of pants and coat.
3. Turn inner liners inside-out, so the moisture barrier is on the inside.
4. Fasten and secure all Velcro, closures, snaps, hooks, and clips.
5. Remove DRD from coat liner.
6. Begin first cycle of liners from pants, liners from coat and protective hood.
7. Removable helmet liners and DRD may be washed in this cycle.
8. Remove contents of first cycle and begin to dry.
9. Begin second cycle of pants and coat outer shells.
10. Remove items from second cycle and begin to dry.
11. Once all items are dry, return liners so that moisture barrier is outside and reassemble all components.

Turnout gear items are NOT to be dried in tumble dryer. Do not place any footwear or gloves in the washer or dryer. Appropriate wash settings and load sizes will be posted at each station.

Gloves and boots should be washed using the following guidelines:

1. Wash gloves and boots in a decon sink, scrub the exterior on both sides, rinse and then hang to dry.
2. Do not wring out the gloves or place in a dryer as the lining may become dislodged from the shell.

Cancer Prevention

916.10 OTHER BEST PRACTICES

- Do not transport PPE inside vehicle passenger compartment. Utilize issued gear bag and place it in trunk or exterior compartment. Limit the time that PPE remains inside vehicle, particularly in hot weather.
- After washing contaminated uniform/clothing run an empty wash-cycle to remove any lasting particulates.
- Use sun screen or sun block to reduce harmful UV radiation exposure.
- Do not use any tobacco products, including electronic cigarettes.
- Limit alcohol intake.
- Eat healthy.
- Evaluate health with a bi-annual medical examination.

916.11 TRAINING

Personnel will receive initial training on the hazards of exposure to carcinogens during their entry academy. Continuing training at the company level shall occur periodically, when updated research dictates the need and yearly during the month of October (National Cancer Awareness month).

916.11.1 BURN TRAILER OPERATIONS

All personnel should treat the burn trailer the same as incident operations. Including overhaul (cool down period of 20-30 minutes), rehab, and decon of PPE, personnel, and equipment. No personnel, including instructors, should spend more than 4 hours at the burn trailer site on a given day. After 4 hours, personnel should leave the site and follow the same guidelines.

Recruitment and Selection

1000.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the recruiting, selection, training, and retention processes utilized by the Northern Sonoma County Fire Protection District. This policy supplements any rules that govern employment practices for the Northern Sonoma County Fire Protection District.

1000.2 POLICY

In accordance with applicable federal, state, and local law, the Northern Sonoma County Fire Protection District provides equal opportunities for applicants and district members regardless of actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law. The District does not show partiality or grant any special status to any applicant, member, or group of members unless otherwise required by law.

1000.3 RECRUITMENT

The Administration Division should employ a comprehensive recruitment and selection strategy to recruit and select members from a qualified and diverse pool of candidates.

The strategy should include:

- (a) Identification of racially and culturally diverse target markets.
- (b) Use of marketing strategies to target diverse applicant pools.
- (c) Expanded use of technology and maintenance of a strong internet presence. This may include an interactive district website and the use of district-managed social networking sites, if resources permit.
- (d) Expanded outreach through partnerships with media, community groups, citizen academies, local colleges, universities, and the military.
- (e) Member referral and recruitment incentive programs.
- (f) Consideration of shared or collaborative regional testing processes.

The Administration Division shall avoid advertising, recruiting, and screening practices that tend to stereotype, focus on homogeneous applicant pools, or screen applicants in a discriminatory manner.

The District should strive to facilitate and expedite the screening and testing process, and should periodically inform each candidate of his/her status in the recruiting process.

1000.4 SELECTION PROCESS

The District shall actively strive to identify a diverse group of candidates who have in some manner distinguished themselves as being outstanding prospects. Minimally, the District should employ

Recruitment and Selection

a comprehensive screening, background investigation, and selection process that assesses cognitive and physical abilities and may include review and verification of any of the following:

- A comprehensive application for employment (including previous employment, references, current and prior addresses, education, and military record).
- Driving record.
- Reference checks.
- Employment eligibility, including U.S. Citizenship and Immigration Services (USCIS) Employment Eligibility Verification Form I-9 and acceptable identity and employment authorization documents consistent with Labor Code § 1019.1 (documentation may be requested upon hire).
- Information obtained from public internet sites.
- Financial history consistent with the Fair Credit Reporting Act (FCRA) and Investigative Consumer Reporting Agencies Act (ICRAA) (15 USC § 1681 et seq.; Civil Code § 1786.12).
- Local, state, and federal criminal history record checks following a conditional offer of employment unless otherwise required by law.
- Polygraph or voice stress analyzer examination (when legally permissible) (Labor Code § 432.2).
- Medical and psychological examination (may only be given after a conditional offer of employment).
- Review board or selection committee assessment.

1000.5 EMPLOYMENT STANDARDS

All candidates shall meet the minimum standards required by state law. Candidates will be evaluated based on merit, ability, competence, and experience, in accordance with the high standards of integrity and ethics valued by the District and the community.

Validated, job-related, and nondiscriminatory employment standards shall be established for each job classification and shall minimally identify the training, abilities, knowledge, and skills required to perform the position's essential duties in a satisfactorily manner. Each standard should include performance indicators for candidate evaluation. The District should maintain validated standards for all positions.

Minimum qualifications should be developed for each job classification and should include minimally any special training, abilities, knowledge and skills required to perform the duties of the job in a satisfactory manner (see the Position Descriptions Policy). The standards for all job classifications should be specifically related to the duties required and non-discriminatory but allow for the lawful exclusion of persons who do not meet [City_County] or state hiring standards.

Northern Sonoma County Fire Protection District

Policy Manual

Recruitment and Selection

1000.5.1 STANDARDS

Generally, the standards for any candidate may include the following requirements. The candidate should:

- (a) Be at least 18 years of age by the closing date of the recruitment period.
- (b) Be in possession of a high school diploma or a General Equivalency Diploma (GED).
- (c) Have good vision in both eyes, with the ability to distinguish Occupational Safety and Health Act (OSHA) color codes for hazardous materials (e.g. blue, red, yellow and white), and have no depth or peripheral vision impairment.
- (d) Meet the minimum standards established by the State Board of Fire Services in the Office of the State Fire Marshal (OSFM) pursuant to Health and Safety Code § 13142(a) and the National Fire Protection Association (NFPA) (sworn members only).
- (e) Be in possession of or have the ability to obtain a valid state driver license in the class required for the position sought.
- (f) Be a U.S. citizen or have proof of a legal right to work in the U.S.

1000.5.2 ILLEGAL USE OR POSSESSION OF DRUGS

Any history of illegal use or possession of drugs shall be evaluated on a case-by-case basis.

1000.5.3 JUDGMENT UNDER PRESSURE

- The ability to apply common sense during high-pressure situations
- The ability to make quick and effective decisions
- The ability to use good judgment in dealing with a variety of emergency situations
- The ability to make logical and reasonable decisions under pressure

1000.5.4 PERSONAL SENSITIVITY

- The ability to assist with a variety of problems that demonstrate sensitivity for the feelings of others
- A history of demonstrating the ability to empathize with the public and fellow employees.
- Effectiveness in dealing with people without arousing antagonism
- The ability to understand the motives of people and how they may react and interact

1000.5.5 LEARNING ABILITY

- Demonstrated ability to comprehend and retain information
- The ability to recall information pertaining to standard operating procedures, the Incident Command System and fireground safety measures
- The ability to apply the material, tactics and procedures required in a variety of situations

Recruitment and Selection

1000.5.6 DEPENDABILITY

- A history of completing work accurately and in a timely manner
- Demonstrated history of being self-motivated to perform well
- A willingness to work the hours necessary to complete the job

1000.5.7 CREDIBILITY AS A WITNESS IN A COURT OF LAW

- The ability to give testimony in a court of law without being subject to impeachment due to honesty or veracity (or their opposites) or due to prior felony conviction

1000.5.8 INTEGRITY

- Being honest in dealing with the public
- Showing strong moral character and integrity in dealing with the public
- Refusing to tolerate unethical or illegal conduct on the part of other personnel

1000.5.9 MOTOR VEHICLE OPERATION

- The ability to possess a valid state driver license
- The demonstrated ability to drive safely
- The ability to possess a valid state-issued commercial driver license, if job duties include driving a vehicle that requires such a license
- The ability to comply with the U.S. Department of Transportation (DOT) regulations regarding employees in safety-sensitive driving assignments, and the ability to comply with the provisions of the DOT Drug and Alcohol Testing Policy

1000.6 BACKGROUND INVESTIGATION

Every candidate shall undergo a thorough background investigation to verify his/her personal integrity and high ethical standards, and to identify any past behavior that may be indicative of the candidate's unsuitability to perform duties relevant to operation of the District.

1000.6.1 CRIMINAL BACKGROUND INFORMATION

Criminal background information, whether directly from criminal record information or provided by a third party, may have restrictions of the access, use, security, and release of the information.

1000.6.2 REVIEW OF SOCIAL MEDIA SITES

Due to potential for accessing unsubstantiated, private, or protected information, the District shall not require candidates to provide passwords, account information, or access to password-protected social media accounts (Labor Code § 980).

1000.6.3 DISQUALIFICATION GUIDELINES

As a general rule, performance indicators and candidate information and records shall be evaluated by considering the candidate as a whole, and taking into consideration the following:

Recruitment and Selection

- Age at the time the behavior occurred
- Passage of time
- Patterns of past behavior
- Severity of behavior
- Probable consequences if past behavior is repeated or made public
- Likelihood of recurrence
- Relevance of past behavior to public safety employment
- Aggravating and mitigating factors
- Other relevant considerations

A candidate's qualifications will be assessed on a case-by-case basis, using a totality-of-the-circumstances framework.

1000.6.4 RECORD RETENTION

The background report and all supporting documentation shall be maintained in accordance with the established records retention schedule.

1000.7 POLICY HISTORY

This policy replaces SOPA-16A Recruitment/Membership Process.



Northern Sonoma County Fire Protection District
Fee Schedule Staff Report
June 19, 2025 Board Meeting

Background

On July 8, 2015, the Geyserville Fire Protection Board of Directors passed ordinance 15/16-0708-001 establishing a schedule of fees pursuant to Health & Safety Code 13916. A schedule of fees is referenced when billing listed services to other public agencies, taxpayers and non-taxpayers of the District who reside inside or outside the District.

That fee schedule is now ten years old. Since the adoption of that fee schedule, the services offered by the District have changed. The most common billing done now is for vegetation management services, which is not included in the current fee schedule.

The proposed fee schedule eliminates much of the services that we do not offer as a district, and adds services that we do have, such as the use of vegetation management crew members and equipment.

We intend to use established state and federal rates for emergency personnel and all equipment and apparatus. For the Fuels Crew, we want to use actual rates. The OES admin rate is a rate we calculate each fiscal year, then submit to OES for approval.

Tonight, the Board will have the opportunity to ask staff questions about the draft Fee Schedule. The fee schedule will come back to the Board in July, as an attachment to an ordinance, and the Board will consider setting a public hearing date of August 21, 2025 to hear and consider any objections or protests to the proposed ordinance and schedule of fees.

Timeline

1. June 19: Draft fee schedule presented.
2. July 17: Ordinance and proposed fee schedule formally introduced, public hearing date set.
3. After July 17 meeting: Staff publishes notice of public hearing.
4. August 21: Public hearing and adoption of ordinance and fee schedule

Northern Sonoma County Fire Protection District Fee Schedule

Emergency Response Fee Schedule		
Fee Name	Fee Type	Total Cost Per Unit
EMERGENCY RESPONSE STAFF		
All emergency response staff	Hourly	Current Cal OES Salary Survey
<i>All emergency response staff are subject to the current CAL OES Admin Rate</i>		
EMERGENCY APPARATUS		
Emergency apparatus in Cal OES Rate Letter	Hourly	Current Cal OES Rate Letter
All other emergency apparatus	Hourly	Current FEMA Rate
ADMINISTRATION		
Copies	Per Page	\$0.50
Fire Investigation Report	Each	\$15.00
Incident Report	Each	\$15.00
Multi-Purpose Room	Hourly	\$0.00
Photographs	Each	Actual Cost to Reproduce

Vegetation Management Fee Schedule		
Fee Name	Fee Type	Total Cost Per Unit
VEGETATION MANAGEMENT STAFF		
Forestry Technician 5	Hourly	Actual Cost
Forestry Technician 4	Hourly	Actual Cost
Forestry Technician 3	Hourly	Actual Cost
Forestry Technician 2	Hourly	Actual Cost
Forestry Technician 1	Hourly	Actual Cost
<i>All employee costs are subject to the current CAL OES Admin Rate</i>		
VEGETATION MANAGEMENT APPARATUS & EQUIPMENT		
Brush Chipping Machines	Hourly	Current CA State Transportation Agency Labor Surcharge and Equipment Rental Rates
Chainsaws	Hourly	Current CA State Transportation Agency Labor Surcharge and Equipment Rental Rates
Dozer Masticator	Hourly	Current CA State Transportation Agency Labor Surcharge and Equipment Rental Rates
Power Pole Saws	Hourly	Current CA State Transportation Agency Labor Surcharge and Equipment Rental Rates
Traffic Control & Safety Devices	Hourly	Current CA State Transportation Agency Labor Surcharge and Equipment Rental Rates
Trucks	Hourly	Current CA State Transportation Agency Labor Surcharge and Equipment Rental Rates
Water Trailer	Hourly	Current CA State Transportation Agency Labor Surcharge and Equipment Rental Rates
All other apparatus & Equipment	Hourly	Current CA State Transportation Agency Labor Surcharge and Equipment Rental Rates
Non-District Owned Rentals	Variable	Actual Cost of Rental
<i>Vegetation management apparatus and equipment used on wildlands fires are classified as emergency response and FEMA rates are used</i>		



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

1. Opening Greeting

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

2. Public Discussion

None.

3. Old Business

- a. Cloverdale/Northern Sonoma County Fire JPA
 - **A motion was made and seconded (Peterson/Heiges) to adopt the JPA Side Letter for extension of the JPA. All ayes.**
 - **A motion was made and seconded (Stewart/Newman) to form a retirement advisory ad hoc committee to study the directive to explore CalPERS. All ayes.** Larry Heiges and Rob Stewart were named as committee members. A discussion followed about the possibility of holding a special meeting/study session to give directors an opportunity to discuss consolidation. Rob Stewart said that everyone can give their thoughts and vision(s) about consolidation to him.
- b. Policies
 - **A motion was made and seconded (Newman/Heiges) to approve the five policies presented tonight (Wellness Program, Board Meetings, Board Meeting Agendas, Board Minutes, Board Member Vacancies). All ayes.**

4. New Business

- a. Sonoma County Living Wage

- **A motion was made and seconded (Peterson/Abercrombie) to adopt the Sonoma County Living Wage of \$23.15/hour for the positions of Forestry Technician 1 and Seasonal Firefighter starting July 1st. All ayes.**

5. Minutes

- a. **A motion was made and seconded (Peterson/Newman) to approve the April 17, 2025 Regular Meeting Minutes. All ayes.**

6. Financial Report

Pat Abercrombie noted that the Finance Committee is looking at the reserve funds.

7. Consent Calendar

- a. **A motion was made and seconded (Newman/Peterson) to approve the April checks issued (All ayes).**

8. Chief's Report

Chief Turbeville reported that there will be a facilities presentation in June, with action items to follow in July. Walter Keiser has been involved in looking at finance options for the facilities update. He added that Cloverdale Fire has adopted about 50% of our policies. Larry Heiges congratulated Chief on the completed fuel break. Chief noted that he is waiting on FEMA for the go-ahead on the next fuel break. Another unit is in design and will need funding. Scott Newman commented that the FAIRA team realizes they need to seek protection for our work.

9. Correspondence

None.

10. Good of the Order

Fred Peterson thanked staff for the Knights Valley meeting. Pat Abercrombie said he wished he had known about the badge pinning ceremony. Fred Peterson announced that June 1st is the expo at the fairgrounds, and they are looking for volunteers. Scott Newman said he cannot be at the June Board meeting.

11. Adjournment of the Meeting

A motion was made and seconded (Peterson/Abercrombie) to adjourn the meeting at 6:54 PM.

Respectfully submitted,

Anneke Turbeville

Anneke Turbeville, Clerk of the Board

Date Approved by the Board:



Northern Sonoma County Fire Protection District
Financial Summary Staff Report
June 19, 2025 Board Meeting

Highlights

1. Final payment for the Northeast Mitigation Grant arrived (\$125,373.83).
2. Strike Team payments arrived: Eaton Fire (\$135,393.44) and Glenhaven Fire (\$21,859.69).
3. Assistance By Hire (ABH) payment arrived (\$145,296.87).
4. Large expenditures include Cloverdale Fire contract employee costs for February and March (\$185,843).
5. Jan/Feb/Mar (FY24/25 Quarter #3) Measure H Funding Received (\$1,447,822.38)- this will show up in next month's financials.

FISCAL YEAR 2024/2025 FINANCIALS SUMMARY

MAY 31 2025 YTD

Summit State Bank Enterprise Checking Account Monthly Summary

\$	250,000.00	Beginning Month Balance
\$	444,820.24	Monthly Revenue
\$	(369,586.11)	Monthly Expenditures
\$	(100,732.18)	Withdrawal (Transfer to Payroll)
\$	(298,136.21)	Withdrawal (Transfer to ICS)
\$	-	Withdrawal (Transfer to CD)
\$	323,634.26	Deposit (Transfer from ICS)
\$	-	Deposit (Transfer from CD)
\$	250,000.00	Balance for Period Ending May 31, 2025

Summit State Bank May Deposits

\$	78.00	misc rev, sale of teeshirts
\$	135,396.44	State of CA: Eaton Incident
\$	1,537.88	State of CA: Match, Cloverdale FEMA
\$	21,859.69	State of CA: Glenhaven Incident
\$	145,296.87	State of CA: ABH Reimbursement
\$	2,633.09	Trail Sisters: Event Staffing
\$	12,456.82	State of CA: Fed HM, Cloverdale FEMA
\$	125,373.83	State of CA: NEM grant
\$	187.62	Power Business Tech: vendor Credit
\$	444,820.24	Total Deposits

Summit State Bank Business Checking Account Monthly Summary (PAYROLL)

\$	59,670.92	Beginning Month Balance
\$	(100,303.10)	Withdrawal- Payroll
\$	100,732.18	Deposit (Transfer from Summit Enterprise)
\$	60,100.00	Balance for Period Ending May 31, 2025

Summit State Bank Enterprise Checking Account Year to Date SUMMARY

\$	250,000.00	Beginning Year Balance
\$	6,650,305.45	YTD Revenue
\$	(4,010,835.96)	YTD Expenditures
\$	(1,446,015.04)	Withdrawal (Transfer Payroll)
\$	(6,349,132.28)	Withdrawal (Transfer ICS)
\$	-	Withdrawal (Transfer to CD)
\$	5,155,677.83	Deposit (Transfer from ICS)
\$	-	Deposit (Transfer from CD)
\$	250,000.00	Balance for Period Ending May 31, 2025

Encumbered Funds

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

Summit State Bank ICS Account Monthly Summary

\$	3,567,738.45	Beginning Month Balance
\$	(371,508.39)	Withdrawal (Transfer to Checking)
\$	298,136.21	Deposit (Transfer from Checking)
\$	3,494,366.27	Balance for Period Ending May 31, 2025

Reserved Funds

\$0.00	Vehicle Repalcement
\$0.00	Capital Equipement 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
\$	596,063.90	Last Month Balance
\$	-	Transfer Out of CD
\$	2,183.87	Interest
\$	598,247.77	Balance for Period Ending May 31, 2025

Combined Balance

\$	4,402,714.04	Balance for Period Ending May 31, 2025
----	---------------------	---

2024-2025 May 31 YTD General Fund

<u>General Fund Revenue</u>	<u>Actual 24/25</u>	<u>Final Budget</u>	<u>Amended Budget</u>	<u>Under Budget</u>	<u>% Budget</u>
40002 Prop Tax - Current Year	\$ 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	\$ 36,648.74	\$ 20,000	\$ 35,000	-\$1,648.74	104.71%
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	\$ 182,272.83	\$ 10,000	\$ 350,000	\$167,727.17	52.08%
46004 ABH Reimbursements	\$ 198,584.75	\$ 1,500	\$ 198,583	-\$1.75	100.00%
46007 Defensible Space Inspections	\$ 27,421.50	\$ 16,000	\$ 27,422	\$0.50	100.00%
46015 Measure H - Current Year	\$ 784,587.43	\$ 1,500,000	\$ 1,500,000	\$715,412.57	52.31%
46022 Public Records Request Fees	\$ 45.00	\$ 100	\$ 100	\$55.00	45.00%
46023 Sale of Fixed Assests - Surplus	\$ 14,500.00	\$ 50,000	\$ 14,500	\$0.00	100.00%
46027 Workers Comp Reimbursement	\$ -	\$ 5,000	\$ -	\$0.00	100.00%
46028 Misc. Revenue, Other	\$ 9,101.67	\$ 153,330	\$ 10,000	\$898.33	91.02%
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	\$ 36,860.79	\$ -	\$ 25,500	-\$11,360.79	144.55%
49003 Transfer in from Reserves	\$ -	\$ 190,596	\$ -	\$0.00	100.00%
General Fund Total Revenue	\$4,407,872.54	\$ 5,105,832	\$ 5,450,340	\$1,042,467.46	80.87%

<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	\$ 223,188.40	\$ 265,000	\$ 265,000	\$41,811.60	84.22%
50702 Stipend/Extra Help	\$ 2,025.00	\$ 25,000	\$ 5,000	\$2,975.00	40.50%
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	\$ 4,202.05	\$ 5,000	\$ 5,000	\$797.95	84.04%
50708 Contract Employees	\$ 1,200,371.08	\$ 2,000,000	\$ 2,000,000	\$799,628.92	60.02%
50709 Temporary Employees	\$ 268,561.23	\$ 220,000	\$ 250,000	-\$18,561.23	107.42%
50712 Fire Prevention	\$ 45,348.36	\$ 150,000	\$ 53,000	\$7,651.64	85.56%

2024-2025 May 31 YTD General Fund

50753	FICA Retirement	\$ 39,607.53	\$ 31,748	\$ 31,748	-\$7,859.53	124.76%
50754	457 Retirement Contributions	\$ 17,154.18	\$ 31,125	\$ 23,850	\$6,695.82	71.93%
50755	457 Plan Mgmt	\$ -	\$ 5,000	\$ 5,000	\$5,000.00	0.00%
50756	Medicare	\$ 9,263.07	\$ 9,933	\$ 9,933	\$669.93	93.26%
50801	Health Insurance	\$ 14,349.30	\$ 61,000	\$ 61,000	\$46,650.70	23.52%
50803	Dental Insurance	\$ 1,303.88	\$ 4,800	\$ 4,800	\$3,496.12	27.16%
50805	Vision Insurance	\$ 261.01	\$ 1,200	\$ 1,200	\$938.99	21.75%
50806	Unemployment Insurance	\$ 3,659.17	\$ 19,685	\$ 17,608	\$13,948.83	20.78%
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	\$ 8,178.98	\$ 9,744	\$ 9,744	\$1,565.02	83.94%
51032	Janitorial	\$ 6,735.00	\$ 8,000	\$ 8,000	\$1,265.00	84.19%
51041	Liability Insurance	\$ 85,979.21	\$ 80,000	\$ 86,000	\$20.79	99.98%
51060	Vehicle Maint/Outfitting	\$ 44,834.20	\$ 50,000	\$ 25,000	-\$19,834.20	179.34%
51061	SCBA Maint/Repair	\$ 245.00	\$ 2,500	\$ 2,500	\$2,255.00	9.80%
51062	Field Equip Maint	\$ 511.55	\$ 38,000	\$ 5,000	\$4,488.45	10.23%
51063	Office Equip Maint	\$ -	\$ 9,000	\$ -	\$0.00	100.00%
51071	Station Maint	\$ 6,108.02	\$ 10,000	\$ 10,000	\$3,891.98	61.08%
51205	Payroll Costs	\$ 4,051.94	\$ 4,000	\$ 4,000	-\$51.94	101.30%
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	\$ 27,184.69	\$ 50,000	\$ 50,000	\$22,815.31	54.37%
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	\$ 557,707.68	\$ 830,000	\$ 830,000	\$272,292.32	67.19%
51250	Planning/Mapping/Inspection	\$ -	\$ 3,500	\$ 3,500	\$3,500.00	0.00%
51301	Publications & Legal Notices	\$ -	\$ 1,000	\$ 1,000	\$1,000.00	0.00%
51401	Rent/Lease, Equipment	\$ 5,545.75	\$ 6,000	\$ 6,000	\$454.25	92.43%
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	\$ 36,570.92	\$ 52,330	\$ 52,330	\$15,759.08	69.89%
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	\$ 5,313.45	\$ 6,000	\$ 6,000	\$686.55	88.56%
52061	Fuel/Oil Costs	\$ 48,211.60	\$ 60,000	\$ 60,000	\$11,788.40	80.35%
52081	Medical/Lab Supplies	\$ 4,094.59	\$ 8,000	\$ 8,000	\$3,905.41	51.18%
52091	Memberships/Certifications	\$ 5,018.00	\$ 7,000	\$ 7,000	\$1,982.00	71.69%
52111	Office Supplies	\$ 2,115.88	\$ 2,000	\$ 2,000	-\$115.88	105.79%
52115	Subscriptions	\$ 3,470.20	\$ 16,000	\$ 5,000	\$1,529.80	69.40%
52117	Mail & Postage Supplies	\$ 3,343.46	\$ 2,500	\$ 2,500	-\$843.46	133.74%

2024-2025 May 31 YTD General Fund

52141	Small Tools/Equip <\$1,000.00	\$ 18,824.25	\$ 121,000	\$ 50,000	\$31,175.75	37.65%
52142	Computer Equip/Accessories	\$ 8,862.85	\$ 20,000	\$ 20,000	\$11,137.15	44.31%
52143	Computer Software/Licensing	\$ 16,046.40	\$ 15,000	\$ 15,000	-\$1,046.40	106.98%
52191	Utilities	\$ 6,856.83	\$ 5,000	\$ 5,000	-\$1,856.83	137.14%
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	\$ 582,552.13	\$ 600,000	\$ 600,000	\$17,447.87	97.09%
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		\$ 3,651,843.68	\$ 5,405,833	\$ 5,450,340	\$1,798,496.34	67.55%
Net Position		\$ 756,028.86	\$ (300,001)	\$ (0)		

2024 -2025 May 31 YTD
Vegetation Management Fund

<u>General Fund Revenue</u>	<u>Actual 24/25</u>	<u>Final Budget</u>	<u>Amended Budget</u>	<u>Under Budget</u>	<u>% Budget</u>
40003 Property Taxes - Special Tax Zone 1	\$ 48,250.00	\$ 50,000	\$ 50,000	\$ 1,750.00	96.50%
46001 Govt Rev- Grant Revenue	\$ 526,375.16	\$ 830,000	\$ 515,000	\$ (11,375.16)	102.21%
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	\$ 1,667,093.03	\$ 2,817,000	\$ 2,496,280	\$ 877,436.97	59.18%

<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	\$ 352,721.19	\$ 529,557	\$ 529,557	\$ 176,835.81	66.61%
50703 Overtime	\$ 407.57	\$ 2,500	\$ 2,500	\$ 2,092.43	16.30%
50706 Uniform Allowence	\$ 1,707.54	\$ 10,000	\$ 2,100	\$ 392.46	81.31%
50709 Temporary Employees	\$ 285,811.01	\$ 50,000	\$ 366,000	\$ 80,188.99	78.09%
50753 FICA Retirement	\$ 40,809.98	\$ 36,708	\$ 55,810	\$ 15,000.02	73.12%
50754 457 ER Contributions	\$ 14,808.21	\$ 39,717	\$ 39,717	\$ 24,908.79	37.28%
50756 Medicare	\$ 9,544.31	\$ 8,134	\$ 8,134	\$ (1,410.31)	117.34%
50801 Health Insurance	\$ 42,491.39	\$ 111,842	\$ 50,000	\$ 7,508.61	84.98%
50803 Dental Insurance	\$ 2,425.20	\$ 8,133	\$ 8,134	\$ 5,708.80	29.82%
50805 Vision Insurance	\$ 488.05	\$ 2,033	\$ 2,033	\$ 1,544.95	24.01%
50806 Unemployment Insurance	\$ 7,125.28	\$ 21,314	\$ 10,000	\$ 2,874.72	71.25%
50808 Workers Comp - FRMS	\$ -	\$ 35,287	\$ 35,287	\$ 35,287.00	0.00%
51010 Grant & Contract Admin Costs (Transfer out to General Fund)	\$ 38,789.35	\$ 300,000	\$ 100,000	\$ 61,210.65	38.79%
51021 Phone Costs	\$ 2,217.96	\$ 9,744	\$ 9,744	\$ 7,526.04	22.76%
51060 Vehicle Maint/Outfitting	\$ 86,460.33	\$ 16,000	\$ 50,000	\$ (36,460.33)	172.92%
51062 Field Equip Maint - saws, etc	\$ 17,771.94	\$ 35,000	\$ 35,000	\$ 17,228.06	50.78%
51071 Maintenance- Bldg & Improvements	\$ 2,311.28	\$ -	\$ 5,000	\$ 2,688.72	46.23%
51211 Legal Services	\$ 38,466.00	\$ 6,000	\$ 45,000	\$ 6,534.00	85.48%
51221 Medical/Laboratory Services	\$ 150.25	\$ -	\$ 1,000	\$ 849.75	15.03%
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	\$ 4,388.25	\$ -	\$ 1,500	\$ (2,888.25)	292.55%
51249 Professional Services	\$ 461,556.82	\$ 945,000	\$ 650,000	\$ 188,443.18	71.01%
51401 Rent/Lease Costs	\$ 13,650.14	\$ 100,000	\$ 14,000	\$ 349.86	97.50%
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	\$ 13,268.71	\$ 36,000	\$ 36,000	\$ 22,731.29	36.86%
52081 Medical Supplies	\$ 1,397.13	\$ -	\$ 500	\$ (897.13)	279.43%
52111 Office Supplies	\$ 501.46	\$ 2,000	\$ 2,000	\$ 1,498.54	25.07%
52141 Small Tools/Equip <\$1,000.00	\$ 26,888.12	\$ 25,000	\$ 50,000	\$ 23,111.88	53.78%
52143 Computer Software/Licensing	\$ 1,290.47	\$ -	\$ 2,200	\$ 909.53	58.66%
52145 Grant Aquired Tools & Equipment	\$ -	\$ 10,000	\$ -	\$ -	100.00%

2024 -2025 May 31 YTD
Vegetation Management Fund

52191 Utilities	\$ 476.86	\$ -	\$ 800	\$ 323.14	59.61%
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	\$ 155,899.66	\$ 350,000	\$ 130,000	\$ (25,899.66)	119.92%
85001 Transfer to Operational Reserves	\$ -	\$ 24,775	\$ 150,398	\$ 150,398.00	0.00%
General Fund Total Expenditures	<u>\$ 1,740,593.36</u>	<u>\$ 2,876,744</u>	<u>\$ 2,556,024</u>	<u>\$ 1,136,150.64</u>	<u>68.10%</u>
 Net Position	 <u>\$ (73,500.33)</u>	 <u>\$ (59,744)</u>	 <u>\$ (59,744)</u>		



Northern Sonoma County Fire Protection District
Chief's Report
June 19, 2025 Board Meeting

Significant Incidents

- May 3: 1.6 acre vegetation fire on Moody Lane
- May 26: 3.6 acre vegetation fire on Vineyard Road

Community Meetings/Outreach

- May 15: Wohler Ready Community Meeting
- May 17: Knights/Franz Valley Annual Community Preparedness Event
- May 24: North East Geyserville Community Work Day
- May 29: Electronic Newsletter

Fire Operations

- Geysers Training on May 28
- New Type 6 Engine 6156 placed in service
- City of Healdsburg extended current fire protection services agreement from July 1, 2025 – June 30, 2026

Fire Prevention

- Defensible space inspections being prioritized and ongoing. Most of West Dry Creek Road has already been inspected. The goal is to inspect all of West Dry Creek Road, Mill Creek Community, and Westside Road.
- Business and school life safety inspections occurring as needed.

Vegetation Management

- Various press releases and social media about the completion of the Geyser Peak to Pocket Peak Fuel Break
- Fuels Crew worked on the following projects:
 - Sweetwater Springs Road (Measure H Funded)
 - (South) Chalk Hill Road (Measure H Funded)

Administration

- Hiring
 - One Forestry Technician 5 hired to start work on June 9, 2025
 - Five Forestry Technician 4s hired to start work on June 23, 2025
 - Two seasonal firefighters to start work on/around July 1, 2025
 - Planning to start the hiring process for Forestry Technician 1s and 2s in August 2025
- 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.

Northern Sonoma County Fire Protection District Check Detail May 2025

Num	Name	Memo	Account	Paid Amount
ACH	P Fleet	B158740	52061 · Fuel/Gas/Oil	-388.60
				-388.60
ACH	Recology Sonoma Marin	067: 04/01/2025-04/30/2025	52191 · Utilities	-72.60
		284: 04/01/2025-04/30/2025	52191 · Utilities	-124.47
				-197.07
ACH	Toshiba Finanical Services	554452292: 04/20/2025-05/20/2025	51401 · Rents & Leases - Equipment	-325.64
				-325.64
ACH	Clark Pest Control of Stockton	421:37486527	51032 · Janitorial Services	-125.00
				-125.00
ACH	P Fleet	B161726	52061 · Fuel/Gas/Oil	-880.90
				-880.90
ACH	P Fleet	B165544	52061 · Fuel/Gas/Oil	-529.60
				-529.60
ACH	P Fleet	B168549	52061 · Fuel/Gas/Oil	-694.14
				-694.14
3552	Bell's Ambulance Service	119633	51249 · Other Professional Services	-33,000.00
				-33,000.00
3553	City of Calistoga	FY24-25-Q3	51249 · Other Professional Services	-2,669.76
				-2,669.76
3554	Cloverdale Auto Parts	726338	52141 · Minor Equipment/Small Tools	-32.36
				-32.36

Northern Sonoma County Fire Protection District Check Detail May 2025

3555	Cloverdale Automotive	86630 86832	51060 · Vehicle Maintenance, Outfitting 51060 · Vehicle Maintenance, Outfitting	-185.76 <hr style="border: 1px solid black; margin: 0;"/> -307.54 <hr style="border: 1px solid black; margin: 0;"/> -493.30
3556	Cloverdale Fire Protection District	HFEO-2024-2025-February JPA-2024-2025-February HFEO-2024-2025-March JPA-2024-2025-March	50708 · Contract Employees 50708 · Contract Employees 50708 · Contract Employees 50708 · Contract Employees	-7,249.02 -86,258.28 -6,300.88 <hr style="border: 1px solid black; margin: 0;"/> -86,034.52 <hr style="border: 1px solid black; margin: 0;"/> -185,842.70
3557	Comcast	937: 05/01/2025-05/31/2025	51021 · Phone Costs	<hr style="border: 1px solid black; margin: 0;"/> -105.92 <hr style="border: 1px solid black; margin: 0;"/> -105.92
3558	Fletcher Fabrication, LLC	250430: VM41 Flat Bed Build 250430-2: VM31 Flat Bed Build	51060 · Vehicle Maintenance, Outfitting 51060 · Vehicle Maintenance, Outfitting	-13,431.00 <hr style="border: 1px solid black; margin: 0;"/> -11,803.00 <hr style="border: 1px solid black; margin: 0;"/> -25,234.00
3559	Garrett Hardware & Plumbing, Inc.	89895: 90002: 90424: 902222: 902375: 902374:	52141 · Minor Equipment/Small Tools 52141 · Minor Equipment/Small Tools	-82.33 -42.74 -45.99 -88.36 -14.95 <hr style="border: 1px solid black; margin: 0;"/> -29.46 <hr style="border: 1px solid black; margin: 0;"/> -303.83
3560	Liebert Cassidy Whitmore	291333	51211 · Legal Services	<hr style="border: 1px solid black; margin: 0;"/> -81.00 <hr style="border: 1px solid black; margin: 0;"/> -81.00
3561	Nick Barbieri Trucking, LLC	1204292	52061 · Fuel/Gas/Oil	<hr style="border: 1px solid black; margin: 0;"/> -1,713.16 <hr style="border: 1px solid black; margin: 0;"/> -1,713.16

Northern Sonoma County Fire Protection District Check Detail May 2025

3562	Peterson Trucks	Statement Closing 4/30/25	51060 · Vehicle Maintenance, Outfitting	-341.03
				<u>-341.03</u>
3563	Zak Leandro	Reimbursement	51062 · Field Equip Maint.	-96.14
				<u>-96.14</u>
3564	Grapevine Communications	28619: proactive maintenance	52143 · Computer Software/Licensing	-395.97
		28620: subscriptions	52143 · Computer Software/Licensing	-376.93
		28625: management	52143 · Computer Software/Licensing	-105.45
		28638: in-house/remote support	52143 · Computer Software/Licensing	-195.00
				<u>-1,073.35</u>
3565	Jacobszoon and Associates, Inc.	9522	51249 · Other Professional Services	-9,951.00
				<u>-9,951.00</u>
3566	REDCOM	Q4 24-25	51235 · Dispatch Services	-972.87
				<u>-972.87</u>
3567	SRS Private Investigations	2025-079	51249 · Other Professional Services	-120.00
				<u>-120.00</u>
3568	W.C. Sanderson Ford	C97131	51060 · Vehicle Maintenance, Outfitting	-98.10
				<u>-98.10</u>
3569	Advanced Security Systems Santa Rosa	733757	51249 · Other Professional Services	-280.00
				<u>-280.00</u>
3570	Allstar Fire Equipment, Inc.	180755	52021 · Safety Clothing, PPE	-23,345.37
				<u>-23,345.37</u>
3571	AT&T	287290909533X05012025	51021 · Phone Costs	-446.12
				<u>-446.12</u>

Northern Sonoma County Fire Protection District Check Detail May 2025

3572	Cal-Line Equipment	04025908	51060 · Vehicle Maintenance, Outfitting	-165.19
				-165.19
3573	Cloverdale Ambulance	132	51249 · Other Professional Services	-3,017.50
				-3,017.50
3574	Cloverdale Auto Parts	727120	52141 · Minor Equipment/Small Tools	-55.23
		727503	51060 · Vehicle Maintenance, Outfitting	-427.05
				-482.28
3575	Daniel Jacquez	Reimbursement	51071 · Maintenance - Bldg & Improve	-18.64
				-18.64
3576	Department of Industrial Relations	Inspection No.1743527	51244 · Permits/Licenses/Fees	-1,800.00
				-1,800.00
3577	Dreiling Terrones Architecture, Inc	9303	51249 · Other Professional Services	-2,850.00
		9305	51249 · Other Professional Services	-16,250.00
				-19,100.00
3578	FRMS	06/01/2025-06/30/2025	50803 · Dental	-338.40
		06/01/2025-06/30/2025	50805 · Vision	-68.10
		06/01/2025-06/30/2025	50801 · Health Ins	-5,972.20
				-6,378.70
3579	L.N. Curtis & Sons	944914	52021 · Safety Clothing, PPE	-424.87
		946731	52021 · Safety Clothing, PPE	-97.13
				-522.00
3580	Nick Barbieri Trucking, LLC	1207422	52061 · Fuel/Gas/Oil	-2,112.80
				-2,112.80

Northern Sonoma County Fire Protection District Check Detail May 2025

3581	Opperman & Son	01P81779	51060 · Vehicle Maintenance, Outfitting	-532.14
				-532.14
3582	SRS Private Investigations	2025-082	51249 · Other Professional Services	-120.00
				-120.00
3583	U.S. Bank	Statement Date 05/06/2025	100068 · US Bank CC - MT	-129.25
		Statement Date 05/06/2025	100065 · US Bank CC - JS	-83.15
		Statement Date 05/06/2025	100067 · US Bank CC - KY	-4,794.40
		Statement Date 05/06/2025	100061 · US Bank CC - AP	-2,122.81
		Statement Date 05/06/2025	100062 · US Bank CC - AR	-1,360.35
		Statement Date 05/06/2025	100063 · US Bank CC - AT	-2,101.25
		Statement Date 05/06/2025	100066 · US Bank CC - JT	-2,977.03
				-13,568.24
3584	Weis Fire & Safety	197055: transport fee	54331 · Capital Assets- Mobile Equip	-5,400.00
		197053: Sales Tax Due	54331 · Capital Assets- Mobile Equip	-27,192.87
				-32,592.87
3585	CARB/PERP	P-055577-051625: 12322942: VM71	51244 · Permits/Licenses/Fees	-735.00
		P-055577-051625: 1VRY11198K1028502: VN	51244 · Permits/Licenses/Fees	-420.00
				-1,155.00
3586	Comcast	459: 05/11/2025-06/10/2025	51021 · Phone Costs	-444.81
				-444.81
3587	Culligan Quench USA, Inc	09007587	51401 · Rents & Leases - Equipment	-131.10
				-131.10
3588	Jarvis Fay LLP	20328	51211 · Legal Services	-205.50
		20329	51211 · Legal Services	-380.00
				-585.50

Northern Sonoma County Fire Protection District Check Detail May 2025

3589	Cloverdale Auto Parts	728124 728304	51060 · Vehicle Maintenance, Outfitting 51060 · Vehicle Maintenance, Outfitting	-38.23 -196.61 <hr style="border-top: 1px solid black;"/> -234.84
3590	Cloverdale Automotive	86720: VM1 86960: VM51	51060 · Vehicle Maintenance, Outfitting 51060 · Vehicle Maintenance, Outfitting	-1,125.69 -2,352.37 <hr style="border-top: 1px solid black;"/> -3,478.06
3591	John Lilienthal	Reimbursement	52141 · Minor Equipment/Small Tools	-50.57 <hr style="border-top: 1px solid black;"/> -50.57
3592	Nick Barbieri Trucking, LLC	1210612	52061 · Fuel/Gas/Oil	-1,767.96 <hr style="border-top: 1px solid black;"/> -1,767.96
3593	Occu-Med, Ltd.	0525911	51221 · Medical/Laboratory Services	-79.75 <hr style="border-top: 1px solid black;"/> -79.75
3594	Opperman & Son	01P81547	51060 · Vehicle Maintenance, Outfitting	-48.23 <hr style="border-top: 1px solid black;"/> -48.23
3595	SRS Private Investigations	2025-089	51249 · Other Professional Services	-120.00 <hr style="border-top: 1px solid black;"/> -120.00

Directors' Signatures

Total (377,847.14)

X _____ X _____ X _____

X _____ X _____

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.