



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

Thursday, August 21, 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. Draft Long Term Facility Plan

- DTA will make a brief presentation on the progress and near-term strategy for the District Facility Program.
- DTA will answer questions on any aspect of the Program or the process for initiating formal design on Tier 1 projects.
- The Board will consider approval of all or any of the proposals as presented.

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. Cloverdale/Northern Sonoma County Fire JPA

- The JPA Oversight Committee will report on the meeting held August 21, 2025 at 9 AM at the Geyserville Fire Station.

2. Policies

- The Board will have the opportunity to ask staff questions regarding the enclosed Policy Committee Staff Report.
- The following policies will be introduced tonight, for possible adoption at the next regular Board meeting:
 - a. Budget Preparation
 - b. Legal Counsel and Auditor
 - c. Duties of the Clerk
 - d. Officers of the Board
 - e. Public Complaints
 - f. Hazardous Materials Response
 - g. Workplace Violence
 - h. Organizational Structure
 - i. Temporary Modified Duty Assignments
 - j. Emergency Response
 - k. Drug and Alcohol Free Workplace

3. Spencer Lane Property

- Discussion of possible acquisition of the Spencer Lane property owned by Jackson Family Wines.

4. Fee Schedule Public Hearing

- The Board will have the opportunity to ask staff questions about the Fee Schedule Staff Report, draft fee schedule, and ordinance.
- The Board will set the time and date of the public hearing for adoption of the fee schedule. **(Action Item)**

5. AB 2561 Public Hearing on Vacancies, Recruitment & Retention Efforts

- The Board will set the time and date of the AB 2561 public hearing. Staff recommends holding the public hearing on September 18, 2021 at the same time as the public hearing for the final budget. **(Action Item)**

6. Finance Committee

- The Finance Committee will report on the August 21, 2025 Finance Committee Meeting.
- A public hearing will take place on September 18, 2025 at 6 PM to approve the FY 25/26 final budget.

7. Retirement Advisory Committee

- Staff submitted the materials to CALPERS for Phase I of the new agency contracting process on May 13, 2025. Phase I involves determining the eligibility of a new public agency and generally takes three to four months. There is no additional information at this time.

CONSENT CALENDAR

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

1. The Board will amend and/or approve the July 17, 2025 Regular Meeting Minutes.
2. Financial Report: The Board Treasurer will report on the past month's income and expenditures.
3. Chief's Report
4. Other Staff Reports
5. Approval of Checks Written
6. Approval of Policies and Procedures:
 - a. Committees of the Board
 - b. Fire Chief Evaluation
 - c. Ethics Training
 - d. Brown Act Compliance
 - e. Cancer Prevention
 - f. Recruitment and Selection
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.

ADJOURN TO CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATORS

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

RECONVENE TO REGULAR MEETING

The Board will announce the recommendation for final action and consider approving the recommendation for wages and benefits for the Fire Chief.

ADJOURNMENT

Next regular meeting to be held on August 21, 2025 at 6 PM.



Northern Sonoma County Fire Protection District
Facilities Planning Staff Report
August 21, 2025 Board Meeting

Background

DTA will be providing a brief update on the District Facility Program structure, strategy and progress and we are submitting three separate proposals for near-term facility work.

The District Long Term Facility Program has identified sensible and desirable District projects that may unfold over the next 10-25 years, depending on community interest and resource capabilities. As part of the process the Program identifies a number of potential Tier 1 projects. These are the projects that reflect the most important needs, the highest interest from the community and the most achievable results considering potential resources. The next step is to continue refining the long-term Plan and to start formal work on a selection of the highest priority near-term Projects.

DTA will make a brief presentation on the progress and near-term strategy for the District Facility Program. DTA will present the precise sequence of steps to occur both in further developing the Program and in starting the formal design of the first projects to be undertaken. While the long-term program will remain flexible over the decades so that it can be responsive to changing needs, however, when projects in the plan are ready to start, they must be stabilized. Such stability is achieved by initiating formal design work. DTA is presenting three proposals for services that will advance the Program and initiate work on the three most important projects (and their peripheral components).

A key component of this next effort is Community Engagement. When the community was consulted for the Strategic Plan last year, they addressed many needs, most of them operational. It's now time to invite the community back and discuss needs strictly from the facility viewpoint. This will be an important validation of the Strategic Plan, and it may introduce new interests or concerns.

In support of this effort, DTA is also proposing initial design work on key Tier 1 projects so that concepts for these projects can be studied to the extent that visual depictions are available for the community to judge, assess, question and perhaps modify in a public setting. This Program refinement and the initial design work recommended are contained in the following proposals:

Proposal 1: Extension of Facility Program Development: Three Key Tasks

This is an extension of the Facility planning DTA has been doing since last year. It seeks to expand the prior agreement to further address three key tasks.

1. Ongoing refinement of the Facility Program: Presentation of the Program to the Community; commitment to initiate the near-term "Tier 1" projects.
2. Resource Development Strategy: Ongoing work to develop hard resources for near term Tier 1 projects and to continue to develop the long-term resource strategy for future projects.

3. Land Acquisition Strategy: Initial efforts to “sniff out” land opportunities to meet various Program goals. These will be highly variable, somewhat confidential and will affect other program goals, including Tier 1 projects.

Proposal 2: Geyserville Station Renovations: Schematic Design Services

This is a proposal to begin formal design work on the Station 1 renovations. The work will allow the vision for the station to emerge, allow more extensive engagement with facility users, support public engagement on the Facility Program and acquire necessary preliminary permits for the renovation work. It will bring the project into focus, allow for precise cost modeling and scheduling and set the stage for final design and construction.

Proposal 3: Key Tier 1 Projects: Forestry Center, Knights Valley/Chalk Hill: Conceptual Design and Feasibility

This is a proposal to begin Conceptual Design and further Feasibility study of key Tier 1 projects: the Forestry Center, the Knights Valley / Chalk Hill puzzle. This allows DTA to start formal design work, inform land acquisition strategies with actual needs/constraints and develop more precise resource and schedule models. It also allows for the creation of visual material to help the community visualize what is being proposed and engage at an informed level.

Action Requested

Approve or deny all or any of the proposals as presented.

AGREEMENT FOR EXTENDED ARCHITECTURAL SERVICES

The following is an Extension to the Agreement for the provision of Program Planning and Management Services to the District by the Architect for the Project listed. The original Agreement was dated 7/25/24.

District Northern Sonoma County Fire Protection District

Architect / PM Dreiling Terrones Architecture, Inc. (DTA)

Date 08/21/25

**Project District Facilities Needs Assessment,
Functional Alterations, Additions, and Improvements
to Specific District Facilities**

**District Project #: scn 24-005
DTA Project #: wfp-2404**

ARTICLE 1 INTENTIONS AND ACKNOWLEDGEMENTS

- 1.01. This an Extension to the Agreement for Professional Services for the long-term Facilities Needs Assessment and Facilities Improvement Program. Specific emerging Architectural Services will be covered under separate Agreements for their respective projects.
- 1.02. During the course of Program development, additional Program level tasks have emerged as necessary and valuable. Rather than create a new project for each of these, it is more sensible and more efficient for the District to continue these tasks as part of the Facility Needs Assessment / Program Development project.
- 1.03. This agreement is an Extension of the present Agreement dated 7/25/24 to include such tasks. Tasks specifics are defined in detail below.
- 1.04. The District acknowledges that specific tasks and services have not been fully defined and that the Architect shall have discretion to determine the type and sequence of all services to best serve the needs and goals of the District.
- 1.05. The District acknowledges that several of the specific tasks of this Extension are exploratory in nature and no precise course of navigation can be determined at this time. Thus, the District and the Architect agree to work closely together to determine the most efficient and cost-effective means to address task needs.
- 1.06. The Architect shall have general control over the nature of the Work and the specific tasks required to achieve successful results. The Architect shall provide all work with the goal of supporting District interests, and guiding the District in the most productive and efficient direction.
- 1.07. The District and the Architect shall coordinate closely regarding the nature and extent of Services. The Architect shall have the authority to define appropriate tasks and services based on the District's stated and observed needs, the requirements defined by involved public agencies, and the direct physical and operational needs of the program.

ARTICLE 2 EXTENDED ARCHITECTURAL SERVICES

TASK 1: District Wide Facilities Needs Assessment and Facilities Improvement Program.

- A. The original Agreement defined Tasks 1.1 – 1.5. This Agreement shall enumerate extended tasks as an extension of that numbering system.
- B. The Architect shall provide the following:

2.01 Task 1.6: Refinement of present Needs Assessment and Facilities Improvement Program

- A. Prepare presentation components for various community outreach and notification efforts. Define specific efforts that are responsive to the indicated level of community interest in collaboration with District Staff.
- B. Conduct at least one Community Workshop to present the Program, engage with community members in structured sub-presentations, sub-workshops or other means as appropriate, to ensure the representatives present understand the Program, are able to make comments and engage in dialogue, and are satisfied with Program direction.
- C. Based on Community engagement, make recommendations to the District for modifications or extensions to the present Program. Such recommendations shall reflect District values as well as opportunities and limitations inherent in the contextual realities of the District.
- D. Further stabilize the Program. Working with the District, validate or modify recommendations for near-term projects, and further develop strategies for assessing long-term projects.
- E. Prepare an updated Draft Program suitable for circulation.
- F. Complete this task to the extent possible using remaining resources from the original Agreement.

2.02 Task 1.7: Near-Term and Long-Term Resource Development Efforts

- A. Continue to refine and stabilize the Resource Demand Model and the long-term Schedule Model so as to inform the District's Financial Consultant regarding near-term and long-term Resource needs.
- B. Work closely with the District's Financial Consultant to ensure Resource development strategies are aligned with ongoing design strategies. Work may include reconciliation between needs and potential resources, artful modification of both needs and resources to achieve the highest value for the District, and considerations of scope adjustments or schedule adjustments when resource needs cannot be met.
- C. Prepare information as required to present the emerging financial strategy to District staff and the Board as necessary to support District decision making. Coordinate and conduct meetings between District staff and the District Financial Coordinator so that transparency is assured.
- D. Task outcome includes the following:
 - 1. Viable near-term strategy to fund ongoing planning and design, Schematic and Final Design of key Tier 1 projects and construction of those projects. This may include a multi-step process for various types of incremental funding.
 - 2. Viable long-term strategy for funding future Program projects as they unfold. This will be a dynamic strategy addressing a range of possible resources with highly variable outcomes due to the long time period of the Program. The present task will produce a general strategy, identify resources that may require development over years, identify general timelines for specific resource development and otherwise create a financial plan that is synthesized with the long term Facility Plan.

2.03 Task 1.8: Exploratory Land Acquisition Strategy

- A. Develop a strategy to begin exploring possible land acquisition for the range of likely Program projects. The strategy shall address each potential real estate need, how near-term the need is and how variable results may modify Program projects. This shall be a multi-directional, feedback loop strategy that is defined and continually modified by both need and opportunity.
- B. Assume all parts of this strategy are confidential unless otherwise determined by the District or recommended by the Architect.
- C. Utilize an appropriate array of outreach, investigation, research and communications tools to identify potential properties that may be of value to the District, contact landowners that may be interested in transacting with the District, seek potential donations of land, and research long-term

lease opportunities that may be of value. Utilize the simplest means possible to advance knowledge of real estate opportunities.

- D. Pursue opportunities only to the point of identifying viable options. Engage District real estate consultants or legal counsel at appropriate times to ensure protection of District interests. The Architect shall not represent District positions in any potential transaction unless specifically instructed to do so by the District.
- E. Refer to District Responsibilities below re: provision of a District representative to support real estate interactions.

TASK 2: SELECTED IMPROVEMENT PROJECTS

- A. Task 2 will be fully defined under separate Agreements specific to each Improvement project that may occur.

ARTICLE 3 DISTRICT'S RESPONSIBILITIES

- 3.01 The District shall provide full information regarding requirements for the Project and shall set forth the District's objectives, schedule, constraints and criteria.
- 3.02 The District shall provide a District Representative to work directly with the Architect. The District's Representative shall be available for internal work sessions, Community Meetings, and District's Meetings.
- 3.03 The District shall provide one or more representatives, potentially different people in different settings, to represent District interest when engaging landowners or their representatives in real estate discussions and negotiations. As part of Task 1.8 the Architect and District shall work together to determine who best to engage in each separate land acquisition interaction.
- 3.04 The District shall render decisions in a timely manner with due consideration for the advice of the Architect and overall consideration for the successful completion of the Project.
- 3.05 Communication: The District agrees that the Architect shall be the hub of all Project Communications and that the Architect cannot perform the required services of the Agreement unless communication is strictly managed.
 - A. The District shall communicate all requirements, requests, concerns or other information intended for Consultants, involved agencies and landowners through the Architect.
 - B. The District shall direct all inquiries from Consultants, involved Agencies, landowners and other parties associated with Project to the Architect.
- 3.06 Consultants
 - A. Anticipated Consultant services (to be provided by District) include:
 - 1. District Financial Advisor (provided by District)
 - 2. Possible Real Estate advisor and/or legal counsel.
 - B. No Consultants are provided by DTA.

ARTICLE 4 TERMINATION, SUSPENSION OR ABANDONMENT

- 4.01 This Agreement may be terminated by either party upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.
- 4.02 This Agreement may be terminated for Convenience by either party based on mutual agreement at any time.
- 4.03 In the event of termination not the fault of the Architect, the Architect shall be compensated for services performed prior to termination, together with Reimbursable Expenses.

ARTICLE 5 USE OF ARCHITECT'S DRAWINGS, SPECIFICATIONS AND OTHER DOCUMENTS

- 5.01 The Drawings, Specifications and other documents prepared by the Architect for this Project are instruments of the Architects' service for use by the Architect solely for this Project.

- A. District shall retain limited ownership or work products relevant to the Master Plan for use in Task 2 of the Project. Architect and District will work together to determine the form for retained documents.
- B. Needs Assessment and Master Plan Documents prepared for use by the District and possible circulation for public review will become the property of the District.
- C. The District shall retain long term ownership of copies of any Master Plan documents for use in future projects.

ARTICLE 6 MISCELLANEOUS PROVISIONS

[RESERVED]

ARTICLE 7 PAYMENTS TO THE ARCHITECT

7.01 General

- A. The Architect shall be compensated for all services, consultants and reimbursable expenses required by this Agreement.
- B. Compensation shall be based on:
 - 1. Time Accrued (with Maximum Not to Exceed w/o Approval) plus Reimbursable Expenses.
 - 2. "Not to Exceed" represents an amount at which the Architect and the District consider remaining tasks and determine whether further compensation is appropriate.
- A. Invoices shall be submitted to the District on a monthly basis describing services completed and expenses included for the previous month. Invoices shall be paid within 30 days.
 - 1. Upon review of the standard invoice, the District may request additional detail and backup as may be necessary.

7.02 Reimbursable Expenses

- A. All Project expenses are reimbursable.
- B. Reimbursable Expenses include expenses incurred by the Architect and the Architect's employees and consultants in the interest of the Project, as identified in the following clauses:
 - 1. Reproductions associated with the production of project documents and the presentation of project concepts.
 - 2. Cost for Consultants provided by the Architect.
 - 3. Shipping, postage, handling and other transmittal expenses associated with production of documents.
 - 4. Reproduction of multiple sets of documents for presentations, coordination with consultants or coordination with involved Agencies.
 - 5. Expense of renderings, models and mock-ups requested by the District.
- C. Reimbursable Expenses shall not include incidental expenses or nuisance expenses.

7.03 Architects' Accounting Records

- A. The Architect shall maintain, as part of the project management requirements, a cost model component defining the accrued costs for professional services throughout the course of the project.
- B. Records of Reimbursable Expenses and expenses pertaining to Services shall be available to the District or the District's authorized representative upon request.

ARTICLE 8 NOT USED

ARTICLE 9 BASIS OF COMPENSATION

9.01 Compensation for Services

A. Compensation shall be made on a **Time and Expense** basis invoiced against the maximums noted below. All amounts are allowances. Should costs exceed allowances, the Architect and the District will develop revised allowances.

:Architect’s Basic Services

Task 1.6 Program Refinement Allowance	\$ 20,000
Task 1.7 Resource Development Allowance	\$ 15,000
Task 1.8 Land Acquisition Strategy Allowance	\$ 20,000

Architects Consultants	n/a
Estimated Expenses	\$ 5,000.00

Estimated Maximum Fee	\$ 60,000.00
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AUTHORIZATION

I certify by executing this agreement that I am the District Representative authorized to make decisions related to the listed Project, that I have reviewed the Contract Documents, that I agree with the stipulations above, and that I authorize the Architect to proceed with the Work.

EXECUTION

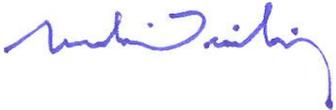
DISTRICT
(Signature)

(Printed name and title)
Marshall Turbeville
NSCFPD

Date

ARCHITECT
(Signature)

(Printed name and title)
Martin Dreiling, President
Dreiling Terrones Architecture, Inc.



Date 08/07/2025

End of Agreement

AGREEMENT FOR ARCHITECTURAL SERVICES

The following is an Agreement for the provision of Program Planning and Management Services to the District by the Architect for the Project listed.

District Northern Sonoma County Fire Protection District

Architect / PM Dreiling Terrones Architecture, Inc. (DTA)

Date 8/21/25

**Project Geyserville Fire Station Improvements
Schematic Design Services**

District Project #: scn TBD

DTA Project #: 2525-gvs

ARTICLE 1 INTENTIONS AND ACKNOWLEDGEMENTS

- 1.01. This is an Agreement to perform Schematic Design Services for Additions and Improvements to the Geyserville Fire Station (Station 1). This project was identified in the District Facility Plan as high priority and the District has requested that the project move forward. Preliminary scope and resource demands were developed within the Facility Planning effort, and shall serve as the basis for the work defined in this Agreement.
- 1.02. It is the general goal of the District to retain Station 1 as the primary operational and administrative facility in the District. It is generally functional for most purposes with identified deficiencies solvable at the present location. It is central to Geyserville, well-recognized by the community, and serves an important symbolic role for the wider District community.
- 1.03. It is also the general goal of the District to make improvements to areas where a clear need is identified while preserving the portions of the existing design that work well. The District seeks to accomplish all improvements in the most cost-effective manner possible.
- 1.04. The Facility Plan identified two phases of work for the Station:
 - Phase 1: Primary interior and limited site improvements.
 - Phase 2: Site expansion based on land acquisition.
 - A. This Agreement will address Phase 1 at the Schematic level and Phase 2 only at the sketch level. Should a land acquisition strategy emerge that is viable over the course of design, Phase 2 will be further developed and included in the regulatory strategy.
- 1.05. This Agreement is for Schematic Design services. Such services are exploratory in nature and, therefore, not precisely defined. Additionally, the key goal of the Schematic Design exercise is to further refine and possibly modify the design as it may currently exist. For this reason, the specific scope and cost of services proposed is only loosely defined.
- 1.06. Schematic Design services are intended to stabilize the design, work out as many variables as possible, make the design presentable to regulatory agencies, and use the work product to achieve certain regulatory approvals.
- 1.07. Once the design is stable and low-level approvals are achieved, the project will move into Final Design. Final Design will involve completion of Construction Documents suitable for final permits, bidding and procurement. **Final Design will be covered under a separate subsequent Agreement.** The District acknowledges that until Schematic Design is complete, it is impossible to estimate the extent and cost of Final Design.

- 1.08. The Architect shall have general control over the nature of the Work and the specific tasks required to achieve successful results. The Architect shall provide all work with the goal of supporting District interests, and guiding the District in the most productive and efficient direction.
- 1.09. The District and the Architect shall coordinate closely regarding the nature and extent of Services. The Architect shall have the authority to define appropriate tasks and services based on the District's stated and observed needs, the requirements defined by involved public agencies, and the direct physical and operational needs of the program.
- 1.10. The District acknowledges that thousands of small decisions are required to advance a project's design. The District shall grant the Architect authority to make certain decisions regarding the scope of Work, the methods of Work and the extent to which the requirements of the Program are satisfied. The Architect shall be obligated to make such decisions in full light of all District interests and shall make such decisions as the District would make, were the District involved in day to day design and planning efforts.

ARTICLE 2 BASIC ARCHITECTURAL SERVICES

The following outline of services is general in nature and will be continually adjusted to respond to actual project needs.

Task 1: Schematic Design

- 2.01 Validate Needs Assessment, Assemble Facility Data:
 - A. Revisit identified needs, conduct additional site interviews, and perform additional research to perfect the Project Program.
 - B. Assemble all site data, existing documents and verify on-site conditions. Perform facility inspections as necessary to test document accuracy, catalog undocumented alterations and otherwise assemble a complete body of facility knowledge.
 - C. Develop base drawings for all areas where design will occur.
- 2.02 Schematic Design
 - A. Develop one or more design schemes addressing all general needs. Develop multiple schemes for specific areas where more choices are available. Consider and present alternatives, test various ways to solve each problem, and otherwise ensure that a wide range of options have been considered.
 - B. Schemes shall be represented as plans, elevations and 3D drawings as necessary to make the schemes legible to the District and to members of the community.
 - C. Existing Resource Demand models will be converted to a project-specific Cost Model and will be continually updated as design proceeds.
 - D. Project Master Schedule will be developed during Schematic Design and continually updated as design proceeds.
- 2.03 Presentations
 - A. Presentation materials will be developed as needed for various audiences. This may include published editions of current design, renderings and models, slide presentations and videos as necessary and appropriate, as a means to present the project.
 - B. Schematic Design shall be reviewed on a continual basis with District representatives and affected staff in order to test assumptions and validate design direction.
 - C. Periodic progress presentations shall be made to the Board.
 - D. Community presentations may be requested at strategic times in the design process. Such presentations may occur at regular Board meetings or may be scheduled as a special event.
 - E. Other PR products may be required or requested for various external awareness purposes.
- 2.04 Consultants
 - A. Specialty Consultants will be included where needed and on an "on-call" basis to assess existing conditions, make recommendations about design constraints and opportunities and to perform Schematic level design work where needed. Any consultant chosen will also be retained as the consultant during Final Design.

- B. The Architect will have sole control over choice of consultants and extent of involvement in this phase of design. All consultant management will be performed by the Architect.
- C. Anticipated Consultants for Schematic Design:
 - 1. Structural Engineer
 - 2. Mechanical Engineer
 - 3. Signal / Comm Engineer
 - 4. Civil Engineer

Task 2: Regulatory Approvals

- 2.05 During Schematic Design, the Architect will identify and pursue regulatory approvals that may be required. Such approvals will be responsive to the type and extent of work proposed.
 - A. Regulating agencies may include County Planning, County and/or State environmental agencies, County transportation agencies and, in some cases, utility companies.
- 2.06 Approvals may involve preliminary research and negotiation, interactions with various agency officials, preliminary submittals. Approvals may require presentations to elected or appointed boards and include public hearings at the County level.
 - A. All interaction with regulatory agencies shall be performed by the Architect. All regulatory strategies shall be defined by the Architect.

Task 3: Schematic Design Completion

- 2.07 Upon completion of all tasks outlined above, the Architect will produce a Schematic Design Document Set. This set will include the following:
 - A. A stable design in which all major variables have been tested and responses locked in. This design will have been reviewed thoroughly by District staff, the Board and the Community.
 - B. An approved design that has been reviewed by appropriate agencies and whose contents have been adequately vetted such that those agencies can commit to moving the project forward.
 - C. Complete depiction of the design using plans, elevations, sections and renderings as needed to present the state of design, and use it as a basis for Final Design.
 - D. Presentation components available for sharing, marketing, further explaining the design where necessary.

ARTICLE 3 DISTRICT'S RESPONSIBILITIES

- 3.01 The District shall provide full information regarding requirements for the Project, and shall set forth the District's objectives, schedule, constraints and criteria.
- 3.02 The District shall provide a District Representative to work directly with the Architect. The District's Representative shall be available for internal work sessions, Community Meetings and District Meetings.
- 3.03 The District shall render decisions in a timely manner with due consideration for the advice of the Architect and overall consideration for the successful completion of the Project.
- 3.04 Communication: The District agrees that the Architect shall be the hub of all Project Communications and that the Architect cannot perform the required services of the Agreement unless communication is strictly managed.
 - A. The District shall communicate all requirements, requests, concerns or other information intended for Consultants, involved agencies and landowners through the Architect.
 - B. The District shall direct all inquiries from Consultants, involved Agencies, landowners and other parties associated with Project to the Architect.
- 3.05 Consultants
 - A. No District Consultant services are anticipated for Task 1.
 - B. Non-District Consultants are provided by DTA.

ARTICLE 4 TERMINATION, SUSPENSION OR ABANDONMENT

- 4.01 This Agreement may be terminated by either party upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.
- 4.02 This Agreement may be terminated for Convenience by either party based on mutual agreement at any time.
- 4.03 In the event of termination not the fault of the Architect, the Architect shall be compensated for services performed prior to termination, together with Reimbursable Expenses.

ARTICLE 5 USE OF ARCHITECT'S DRAWINGS, SPECIFICATIONS AND OTHER DOCUMENTS

- 5.01 The Drawings, Specifications and other documents prepared by the Architect for this Project are instruments of the Architect's service for use by the Architect solely for this Project. Documents may not be used for any other project.
- 5.02 All original documents are copyrighted and are fully owned by the Architect.
 - A. District shall enjoy limited use of copies of published work products. District may retain copies of published work product indefinitely. District may use copies for reference in future projects, for marketing and PR purposes.

ARTICLE 6 MISCELLANEOUS PROVISIONS

[RESERVED]

ARTICLE 7 PAYMENTS TO THE ARCHITECT

- 7.01 General
 - A. The Architect shall be compensated for all services, consultants and reimbursable expenses required by this Agreement.
 - B. Compensation shall be based on:
 - 1. Time Accrued (with Maximum Not to Exceed w/o Approval) plus Reimbursable Expenses.
 - 2. "Not to Exceed" represents an amount at which the Architect and the District consider remaining tasks and determine whether further compensation is appropriate.
 - C. Invoices shall be submitted to the District on a monthly basis describing services completed and expenses included for the previous month. Invoices shall be paid within 30 days.
 - 1. Upon review of the standard invoice, the District may request additional detail and backup as may be necessary.
- 7.02 Reimbursable Expenses
 - A. All Project expenses are reimbursable.
 - B. Reimbursable Expenses include expenses incurred by the Architect and the Architect's employees and consultants in the interest of the Project, as identified in the following clauses:
 - 1. Reproductions associated with the production of project documents and the presentation of project concepts.
 - 2. Cost for Consultants provided by the Architect.
 - 3. Shipping, postage, handling and other transmittal expenses associated with production of documents.
 - 4. Reproduction of multiple sets of documents for presentations, coordination with consultants or coordination with involved Agencies.
 - 5. Expense of renderings, models and mock-ups requested by the District.
 - C. Reimbursable Expenses shall not include incidental expenses or nuisance expenses.
 - D. Consultant expenses shall be marked up 10% over invoice amount to account for uncompensated staff management, insurance effects.
- 7.03 Architect's Accounting Records

- A. The Architect shall maintain, as part of the project management requirements, a cost model component defining the accrued costs for professional services throughout the course of the project.
- B. Records of Reimbursable Expenses and expenses pertaining to Services shall be available to the District or the District's authorized representative upon request.

ARTICLE 8 NOT USED

ARTICLE 9 BASIS OF COMPENSATION

9.01 Compensation modeling:

- A. Schematic Design typically represents between 2% and 4% of likely maximum final construction costs.

9.02 Compensation for Services

- A. Compensation shall be made on a **Time and Expense** basis invoiced against the maximums noted below. All amounts are allowances. Should costs exceed allowances, the Architect and the District will develop revised allowances.

Architect's Basic Services	
Schematic Design Services:	\$ 70,000
@ 2% of Resource Demand: \$160,000	
Estimated allowance assuming demand reduction by design:	
Regulatory Approvals: allowance	\$20,000
Architect's Consultants: allowance	\$10,000
Estimated Expense: allowance	\$ 7,500.00
Estimated Maximum Fee	\$ 107,500

AUTHORIZATION

I certify by executing this agreement that I am the District Representative authorized to make decisions related to the listed Project, that I have reviewed the Contract Documents, that I agree with the stipulations above, and that I authorize the Architect to proceed with the Work.

EXECUTION

DISTRICT

(Signature)

(Printed name and title)

Marshall Turbeville
NSCFPD

Date

ARCHITECT

(Signature)

(Printed name and title)

Martin Dreiling, President
Dreiling Terrones Architecture, Inc.

Date 08/07/2025

End of Agreement

AGREEMENT FOR ARCHITECTURAL SERVICES

The following is an Agreement for the provision of Program Planning and Management Services to the District by the Architect for the Project listed.

District Northern Sonoma County Fire Protection District

Architect / PM Dreiling Terrones Architecture, Inc. (DTA)

Date 8/21/25

**Project Feasibility and Conceptual Design for Tier 1 Projects:
Forestry Center, the Knights Valley “Solution”**

District Project #: scn TBD

DTA Project #: 2026-nsf

ARTICLE 1 INTENTIONS AND ACKNOWLEDGEMENTS

- 1.01. This is an Agreement to perform Feasibility and Conceptual Design Services for various Tier 1 projects identified in the District Facilities Plan. This is an open-ended Agreement for ongoing conceptual Design services for other projects identified in the Plan that may require preliminary design as a means to test their feasibility. Presently two projects have been identified for initiation of Conceptual Design.
- Forestry Center Concept
 - Knight’s Valley / Chalk Hill Station Concepts
- Should other projects seek such consideration, this Agreement can be extended by written directive and appropriate compensation can be mutually calculated.
- 1.02. These projects were identified in the District Facility Plan as high priority and the District has requested that the projects move forward. Preliminary scope and resource demands were developed within the Facility Planning effort but were based on broad assumptions only. This effort seeks to accomplish three things:
- Narrow the assumptions and better clarify the specific needs for these projects.
 - Identify a likely location (in conjunction with the Land Acquisition effort).
 - Produce a stable conceptual design tied to a site that can then be developed further to the Schematic Design level.
- 1.03. This Agreement is for Feasibility and Conceptual Design services. Such services are exploratory in nature and, therefore, not precisely defined. The key goal of the Conceptual Design exercise is to develop the first fuzzy view of what the projects might become, to lock down the most general variables (including location), and to get to a point where further study is indicated and can deliver a successful result.
- 1.04. Should positive results unfold in a timely manner, each project can move into the Schematic Design period. At such a time a new proposal will be presented to the District for each project.
- 1.05. The Architect shall have general control over the nature of the Work and the specific tasks required to achieve successful results. The Architect shall provide all work with the goal of supporting District interests, and guiding the District in the most productive and efficient direction.
- 1.06. The District and the Architect shall coordinate closely regarding the nature and extent of Services. The Architect shall have the authority to define appropriate tasks and services based on the District’s stated and observed needs, the requirements defined by involved public agencies, and the direct physical and operational needs of the program.

ARTICLE 2 BASIC ARCHITECTURAL SERVICES

The following outline of services is general in nature and will be continually adjusted to respond to actual project needs.

Task 1: Feasibility and Conceptual Design

2.01 Validate Needs Assessment, Assemble Program Data:

- A. Revisit identified needs, conduct staff interviews and perform additional research to perfect the Project Program.
- B. Perform research into comparable facilities and develop an “opinion” about best practices for each facility. Assemble all program data including regulatory factors, systems and best practices that may inform facility design.
- C. Collect site options that may exist (based on Land Acquisition strategy) and identify opportunities and limitations.

2.02 Conceptual Design

- A. Develop initial generic concepts for each facility (absent a designated site) and test relationships, sizes, work flows and other regulating factors for design. Utilize interaction with District staff at high levels to test concepts.
- A. Develop one or more generic (no site) Conceptual schemes of each facility that can be used for modeling costs, schedules and operational impacts.
- B. Schemes shall be represented as plans and elevations as necessary to make the schemes legible to the District and to members of the community.
- C. Existing Resource Demand models will be updated to reflect increased knowledge about design direction.
- D. Project schedule targets will be identified for use in modeling Resource development.

2.03 Presentations

- A. Presentation materials will be developed as needed for various audiences. This may include published sketch editions of current design, slide presentations and videos as necessary and appropriate, as a means to present the project.
- B. Conceptual Design shall be reviewed on a continual basis with District representatives and affected staff in order to test assumptions and validate design direction.
- C. Final progress presentations shall be made to the Board.

2.04 Consultants

- A. Specialty Consultants are typically not required at the Conceptual Design level. We may engage certain consultants on brief questions but these typically do not generate a cost for the District.

Task 2: Regulatory Approvals

2.05 Preliminary testing of likely Regulatory requirements will be performed to identify future limitations. This will include research and review of codes and policies. No official regulatory submissions are anticipated.

- A. For new projects environmental compliance requirements are readily identified early and may be initiated during this period.
- B. All interaction with regulatory agencies shall be performed by the Architect. All regulatory strategies shall be defined by the Architect.

Task 3: Conceptual Design Completion

2.06 Upon completion of all tasks outlined above, the Architect will produce a Conceptual Design Document Set. This set will include the following:

- A. An emergent design in which some major variables have been tested and many more questions have been identified. The design will remain unstable but a general direction will be apparent. The Concept will have been reviewed by District Staff and Board, and consensus about next steps will be achieved.

- B. General depiction of the concept using plans, elevations and supporting sketches as needed to present the state of design and use it as a basis for Schematic Design.

ARTICLE 3 DISTRICT'S RESPONSIBILITIES

- 3.01 The District shall provide full information regarding requirements for the Project and shall set forth the District's objectives, schedule, constraints and criteria.
- 3.02 The District shall provide a District Representative to work directly with the Architect. The District's Representative shall be available for internal work sessions, Community Meetings, and District Meetings.
- 3.03 The District shall render decisions in a timely manner with due consideration for the advice of the Architect and overall consideration for the successful completion of the Project.
- 3.04 Communication: The District agrees that the Architect shall be the hub of all Project Communications and that the Architect cannot perform the required services of the Agreement unless communication is strictly managed.
 - A. The District shall communicate all requirements, requests, concerns or other information intended for Consultants, involved agencies and landowners through the Architect.
 - B. The District shall direct all inquiries from Consultants, involved Agencies, landowners and other parties associated with Project to the Architect.
- 3.05 Consultants
 - A. No District Consultant services are anticipated for Task 1.
 - B. No Consultants are anticipated by DTA.

ARTICLE 4 TERMINATION, SUSPENSION OR ABANDONMENT

- 4.01 This Agreement may be terminated by either party upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.
- 4.02 This Agreement may be terminated for Convenience by either party based on mutual agreement at any time.
- 4.03 In the event of termination not the fault of the Architect, the Architect shall be compensated for services performed prior to termination, together with Reimbursable Expenses.

ARTICLE 5 USE OF ARCHITECT'S DRAWINGS, SPECIFICATIONS AND OTHER DOCUMENTS

- 5.01 The Drawings, Specifications and other documents prepared by the Architect for this Project are instruments of the Architect's service for use by the Architect solely for this Project. Documents may not be used for any other project.
- 5.02 All original documents are copyrighted and are fully owned by the Architect.
 - A. District shall enjoy limited use of copies of published work products. District may retain copies of published work product indefinitely. District may use copies for reference in future project, for marketing and PR purposes.

ARTICLE 6 MISCELLANEOUS PROVISIONS

[RESERVED]

ARTICLE 7 PAYMENTS TO THE ARCHITECT

- 7.01 General
 - A. The Architect shall be compensated for all services, consultants and reimbursable expenses required by this Agreement.
 - B. Compensation shall be based on:
 - 1. Time Accrued (with Maximum Not to Exceed w/o Approval) plus Reimbursable Expenses.

2. "Not to Exceed" represents an amount at which the Architect and the District consider remaining tasks and determine whether further compensation is appropriate.
- C. Invoices shall be submitted to the District on a monthly basis describing services completed and expenses included for the previous month. Invoices shall be paid within 30 days.
 1. Upon review of the standard invoice, the District may request additional detail and backup as may be necessary.

7.02 Reimbursable Expenses

- A. All Project expenses are reimbursable.
- B. Reimbursable Expenses include expenses incurred by the Architect and the Architect's employees and consultants in the interest of the Project, as identified in the following clauses:
 1. Reproductions associated with the production of project documents and the presentation of project concepts.
 2. Cost for Consultants provided by the Architect.
 3. Shipping, postage, handling and other transmittal expenses associated with production of documents.
 4. Reproduction of multiple sets of documents for presentations, coordination with consultants or coordination with involved Agencies.
 5. Expense of renderings, models and mock-ups requested by the District.
- C. Reimbursable Expenses shall not include incidental expenses or nuisance expenses.
- D. Consultant expenses shall be marked up 10% over invoice amount to account for uncompensated staff management, insurance effects.

7.03 Architects' Accounting Records

- A. The Architect shall maintain, as part of the project management requirements, a cost model component defining the accrued costs for professional services throughout the course of the project.
- B. Records of Reimbursable Expenses and expenses pertaining to Services shall be available to the District or the District's authorized representative upon request.

ARTICLE 8 NOT USED

ARTICLE 9 BASIS OF COMPENSATION

9.01 Compensation modeling:

A. Conceptual Design typically represents between 1% and 2% of final construction costs.

9.02 Compensation for Services

A. Compensation shall be made on a **Time and Expense** basis invoiced against the maximums noted below. All amounts are allowances. Should costs exceed allowances, the Architect and the District will develop revised allowances.

Architect’s Basic Services

Conceptual Design Services: **\$ 40,000**
@ 1% of Resource Demand: \$140,000
Estimated allowance assuming demand reduction by design:

Architect’s Consultants: allowance n/a
Estimated Expense: allowance **\$ 1,000**

Estimated Maximum Fee **\$ 41,000**

AUTHORIZATION

I certify by executing this agreement that I am the District Representative authorized to make decisions related to the listed Project, that I have reviewed the Contract Documents, that I agree with the stipulations above, and that I authorize the Architect to proceed with the Work.

EXECUTION

DISTRICT

(Signature)

(Printed name and title)
Marshall Turbeville
NSCFPD

Date

ARCHITECT

(Signature)

(Printed name and title)
Martin Dreiling, President
Dreiling Terrones Architecture, Inc.

Date 08/07/2025

End of Agreement



Northern Sonoma County Fire Protection District
Policy Staff Report
August 21, 2025 Board Meeting

Board Policies

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

1. Budget Preparation
2. Legal Counsel and Auditor
3. Duties of the Clerk
4. Officers of the Board
5. Public Complaints

These policies are from CSDA (we have a subscription to the CSDA Sample Policy Handbook).

Operational Policies

The following policies are current policies with Lexipol updates. Lexipol's subscription service includes regular updates to its policies based on state and federal laws and best practices. The red print is the text that Lexipol is recommending for removal. The blue text is text that Lexipol is recommending for addition. These policies have been reviewed by the Cloverdale labor group.

1. Hazardous Materials Response
2. Workplace Violence
3. Organizational Structure
4. Temporary Modified Duty Assignments
5. Emergency Response
6. Drug and Alcohol Free Workplace

Action Requested

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

Budget Preparation

226.1 PURPOSE AND SCOPE

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

226.2 POLICY

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

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

226.3 PUBLIC NOTICE

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

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

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

Legal Counsel and Auditor

233.1 PURPOSE AND SCOPE

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

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

233.2 LEGAL COUNSEL

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

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

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

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

Northern Sonoma County Fire Protection District

Policy Manual

Legal Counsel and Auditor

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

233.3 AUDITOR

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

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

Duties of the Clerk of the Board (Board Secretary)

234.1 PURPOSE AND SCOPE

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

234.2 POLICY

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

234.3 DUTIES

The Clerk of the Board shall have the following duties:

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

234.4 RESPONSIBILITIES

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

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

234.5 POLICY HISTORY

This policy replaces SOPA-9 Administrative Assistant.

Officers of the Board

208.1 PURPOSE AND SCOPE

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

208.2 POLICY

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

208.3 PRESIDENT

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

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

208.3.1 DUTIES OF THE PRESIDENT

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

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

Northern Sonoma County Fire Protection District

Policy Manual

Officers of the Board

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

208.3.2 RESPONSIBILITIES OF THE PRESIDENT

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

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

208.4 VICE PRESIDENT

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

208.5 SECRETARY

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

208.6 TREASURER

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

Officers of the Board

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

208.7 ELECTION OF OFFICERS

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

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

208.8 POLICY HISTORY

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

Public Complaints

221.1 PURPOSE AND SCOPE

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

221.2 POLICY

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

The method of resolving public complaints shall be as follows:

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

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

Hazardous Materials Response

324.1 PURPOSE AND SCOPE

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

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

324.2 POLICY

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

324.3 PROCEDURE

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

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

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

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

Hazardous Materials Response

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

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

324.4 INCIDENT ACTION PLAN

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

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

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

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

Northern Sonoma County Fire Protection District

Policy Manual

Hazardous Materials Response

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

Workplace Violence

1024.1 PURPOSE AND SCOPE

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

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

1024.2 POLICY

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

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

1024.3 PROHIBITED BEHAVIOR

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

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

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

1024.4 REPORTING AND INVESTIGATING

1024.4.1 MEMBER RESPONSIBILITY

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

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

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

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

Workplace Violence

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

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

1024.4.3 INVESTIGATION

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

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

1024.4.4 REPORTING NON-WORK-RELATED THREATENING OR VIOLENT BEHAVIOR

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

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

1024.5 RETALIATION PROHIBITED

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

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

1024.6 RESTRAINING ORDERS

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

1024.7 FOLLOW-UP ACTION

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

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

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

Workplace Violence

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

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

1024.8 LEGAL ACTION

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

1024.9 CORRECTIVE ACTIONS

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

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

1024.10 WORKPLACE VIOLENCE PREVENTION

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

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

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

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Workplace Violence

1024.11 VIOLENT INCIDENT LOG

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

Organizational Structure

201.1 PURPOSE AND SCOPE

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

201.2 POLICY

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

201.3 DIVISIONS

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

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

201.3.1 ADMINISTRATION DIVISION

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

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

201.3.2 FIRE SUPPRESSION DIVISION

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

The Fire Suppression Division reports to the Assistant Fire Chief.

201.3.3 FIRE PREVENTION DIVISION

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

Organizational Structure

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

201.3.4 VEGETATION MANAGEMENT DIVISION

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

201.4 UNITY OF COMMAND

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

201.5 CHAIN OF COMMAND

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

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

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

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

201.6 ORGANIZATIONAL CHART

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

Organizational Structure

201.7 DIRECTIVES AND ORDERS

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

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

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

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

201.8 ALTERNATE CHANNELS OF COMMUNICATION

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

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

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

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

Organizational Structure

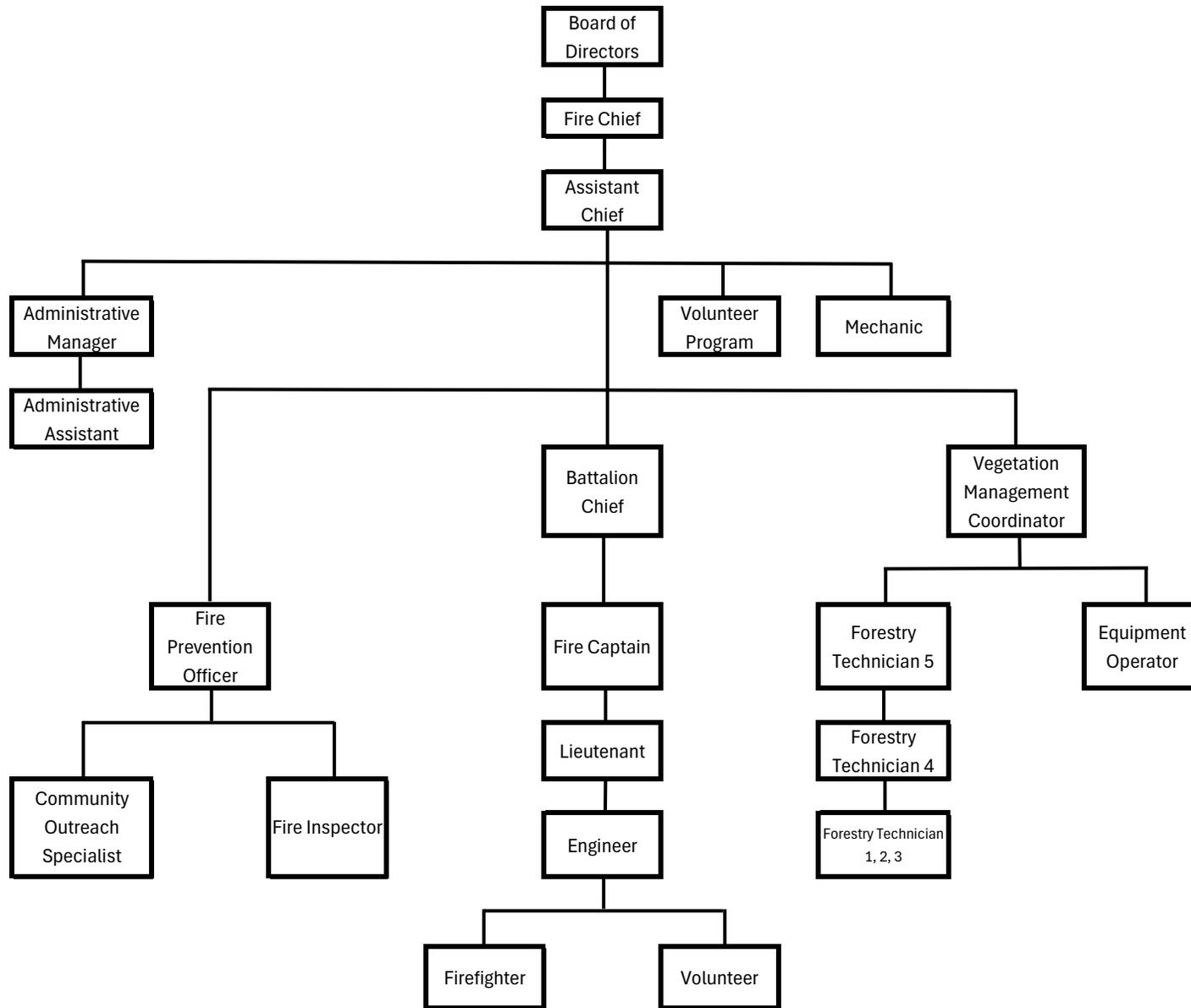
201.9 POLICY HISTORY

This policy replaces SOPA-5 Chain of Responsibility.

Attachments

Organizational Chart.pdf

Organizational Chart



Temporary Modified Duty Assignments

1034.1 PURPOSE AND SCOPE

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

1034.2 POLICY

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

1034.3 PROCEDURE

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

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

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

Temporary Modified Duty Assignments

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

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

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

1034.3 GENERAL CONSIDERATIONS

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

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

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

Temporary Modified Duty Assignments

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

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

1034.5 ACCOUNTABILITY

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

1034.5.1 EMPLOYEE RESPONSIBILITIES

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

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

1034.5.2 SUPERVISOR RESPONSIBILITIES

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

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

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

1034.6 MEDICAL EXAMINATIONS

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

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

Temporary Modified Duty Assignments

1034.7 PREGNANCY

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

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

1034.7.1 NOTIFICATION

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

1034.8 PROBATIONARY EMPLOYEES

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

1034.9 MAINTENANCE OF CERTIFICATION AND TRAINING

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

Emergency Response

308.1 PURPOSE AND SCOPE

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

308.1.1 DEFINITIONS

Definitions related to this policy include:

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

308.2 EMERGENCY CALLS

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

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

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

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

308.3 MULTIPLE EMERGENCY VEHICLE RESPONSES

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

308.4 INITIATING AN EMERGENCY RESPONSE

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

Emergency Response

308.5 RESPONSIBILITIES OF RESPONDING PERSONNEL

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

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

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

308.5.1 OFF DUTY AND VOLUNTEER RESPONSE FOR CALL BACK

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

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

When driving their own POV to the station for call back, all applicable traffic laws should be followed. At now time should any emergency lights or sirens be added to a member's POV.

308.6 FAILURE OF EMERGENCY EQUIPMENT

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

308.7 POLICY HISTORY

This policy replaces SOGO-25 Apparatus Driver Response.

Drug and Alcohol Free Workplace

1025.1 PURPOSE AND SCOPE

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

1025.1.1 DEFINITIONS

~~Definitions related to this policy include:~~

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

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

1025.2 POLICY

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

1025.3 GENERAL GUIDELINES

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

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

1025.3.1 USE OF MEDICATIONS

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

Drug and Alcohol Free Workplace

1025.4 WORK RESTRICTIONS

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

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

1025.5 DRUG AND ALCOHOL TESTING

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

1025.5.1 REASONABLE SUSPICION

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

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

1025.5.2 POST-COLLISION TESTING

See the DOT Drug and Alcohol Testing Policy.

1025.5.3 SCREENING TEST DISPOSITION

Employees may be subject to disciplinary action if they:

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

1025.6 MEMBER RESPONSIBILITIES

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

Drug and Alcohol Free Workplace

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

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

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

1025.7 COMPLIANCE WITH THE DRUG FREE WORKPLACE ACT

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

1025.8 EMPLOYEE ASSISTANCE PROGRAM

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

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

1025.9 SEARCHES

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

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

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Policy Manual

Drug and Alcohol Free Workplace

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

1025.10 EXCEPTIONS

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

1025.11 POLICY HISTORY

This policy replaces SOPA-19 Drugs and Alcohol.



Northern Sonoma County Fire Protection District
Fee Schedule Staff Report
August 21, 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 vegetation management crew members and equipment.

Proposed Rates

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

FEMA and CA State Transportation Agency equipment rates include the following:

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

Equipment rates do not include operator costs.

Emergency Response Fee Schedule

We intend to use established state and federal rates for emergency personnel, equipment and apparatus. The Cal OES salary survey is submitted to Cal OES at least once each year, and when wages change.

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

The Cal OES Rate Letter sets reimbursement rates for engines and other apparatus established by the CA Fire Assistance Agreement.

Vegetation Management Fee Schedule

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

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

Timeline

1. June 19: Draft fee schedule presented.
2. August 21: Ordinance and proposed fee schedule formally introduced, public hearing date set.
3. August 22: Staff sends notice of public hearing to Press Democrat for publishing.
4. September 18: Public hearing and adoption of ordinance and fee schedule.

Action Requested

Set a public hearing for September 18, 2025 to hear and consider any objections or protests to the proposed ordinance and schedule of fees.

Northern Sonoma County Fire Protection District Fee Schedule

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

ORDINANCE 25/26-0918-01

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

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

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

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

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

SECTION IV. Fee Schedule.

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

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

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

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

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

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

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

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

DIRECTORS:

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

AYES: ____ **NOES** ____ **ABSTAIN:** ____ **ABSENT:** ____

WHEREUPON, the President declared the foregoing resolution adopted and

SO ORDERED

Rob Stewart; President of the Board

Witnessed: _____
Anneke Turbeville, Clerk of the Board



Northern Sonoma County Fire Protection District
Financial Summary Staff Report
August 21, 2025 Board Meeting

Highlights

- The final budget public hearing will be held on September 18 at 6 PM.
- The Fiscal Year 2024/2025 Annual Reimbursement Disclosure is available on the [Annual Reimbursement Disclosure](#) page of our website.
- Final property tax payment for FY 24/25 arrived on July 23 for \$188,040.81, bringing FY 24/25 annual total to \$3,214,486.54.
- Staff are working on year-end financials and numbers for the final budget.
- Significant expenses for July include:
 - City of Healdsburg: \$100,000 (1 of 2 payments)
 - FAIRA (lump sum payment for liability insurance for FY 24/25): \$79,555
 - The new Type 6 (6257) payment to Weis: \$233,666.95
- CDARS account matured on July 16th and was rolled into another CDARS account at 3.48862% interest rate maturing on January 15th. The mature account yielded \$11,642 from January 16 to July 16 (6 months).



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

CALL TO ORDER

The meeting was called to order by Vice President Larry Heiges at 6:00 PM.

PLEDGE OF ALLEGIANCE

ROLL CALL

Directors Abercrombie, Heiges, Peterson and Newman were present. Treasurer Pigoni was also present.

Director Rob Stewart was absent. Fire Chief Marshall Turbeville and Clerk Anneke Turbeville were also absent. Secretary Peterson took notes for the minutes.

APPROVAL OR AMENDMENT OF THE AGENDA

Director Peterson suggested moving the discussion of the Draft Long Term Facility Plan to follow correspondence. **A motion was made and seconded (Newman/Abercrombie) to approve the agenda with that modification. All ayes.**

PUBLIC DISCUSSION

There was no public discussion.

NEW BUSINESS

1. Election of Independent Special District Alternate Member: **A motion was made and seconded (Abercrombie/Newman) to vote for Joseph Conway as the Special Districts Alternate Member to Sonoma LAFCO and return our ballot by August 15, 2025 to LAFCO. All ayes.**

CONSENT CALENDAR

A motion was made and seconded (Peterson/Newman) to accept the consent calendar items. All ayes.

1. Minutes: June 19, 2025 Regular Meeting Minutes.
2. Financial Report: Past month's income and expenditures.
3. Chief's Report: Review of Chief's written report.
4. Check Detail: Approval of June checks issued.

CORRESPONDENCE

There was no correspondence.

OLD BUSINESS

1. Draft Long Term Facility Plan: Vice President Larry Heiges asked each director present to give their current thoughts/questions/concerns about the Draft Plan as presented at last month's Board meeting. This was followed by discussion between directors with input from Treasurer Pigoni and Martin Drieling, lead consultant for this plan. No action was taken but the Board felt it was a good discussion and framed some of their concerns and questions, which were acknowledged by Martin Drieling and will be incorporated into the plan.

GOOD OF THE ORDER

Wine Country to the Rescue is happening this Saturday, July 19th (thankfully it won't be too hot this year).

ADJOURNMENT

A motion was made and seconded (Peterson/Newman) to adjourn the meeting. All ayes. Next regular meeting to be held on August 21, 2025 at 6 PM.

Respectfully submitted,

Anneke Turbeville

Anneke Turbeville, Clerk of the Board

Date Approved by the Board:

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

Summit State Bank Enterprise Checking Account Monthly Summary

\$	250,000.00	Beginning Month Balance
\$	444,064.08	Monthly Revenue
\$	(645,402.54)	Monthly Expenditures
\$	(145,000.00)	Withdrawal (Transfer to Payroll)
\$	(442,878.48)	Withdrawal (Transfer to ICS)
\$	-	Withdrawal (Transfer to CD)
\$	789,216.94	Deposit (Transfer from ICS)
\$	-	Deposit (Transfer from CD)
\$	250,000.00	Balance for Period Ending July 31, 2025

Summit State Bank July Deposits

\$	150,000.00	County of Sonoma: Tree Removal, FY24-25
\$	121.00	District Uniform Shirt sales
\$	52,971.74	Mill Creek Demonstration Fuel Break, FY24-25
\$	4,663.58	NE Geyserville Community Chipping, FY24-25
\$	3,070.76	Fitch Mtn Chipping, FY24-25
\$	45,196.19	Healdsburg Shaded Fuel Break, FY24-25
\$	188,040.81	County of Sonoma: FY24-25 Property Tax, Final Payment

\$ 444,064.08 Total Deposits

Summit State Bank Business Checking Account Monthly Summary (PAYROLL)

\$	59,600.57	Beginning Month Balance
\$	(189,534.17)	Withdrawal- Payroll
\$	145,032.33	Deposit (Transfer from Summit Enterprise)
\$	15,098.73	Balance for Period Ending July 31, 2025

Summit State Bank Enterprise Checking Account Year to Date SUMMARY

\$	250,000.00	Beginning Year Balance
\$	444,064.08	YTD Revenue
\$	(645,402.54)	YTD Expenditures
\$	(145,000.00)	Withdrawal (Transfer Payroll)
\$	(442,878.48)	Withdrawal (Transfer ICS)
\$	-	Withdrawal (Transfer to CD)
\$	789,216.94	Deposit (Transfer from ICS)
\$	-	Deposit (Transfer from CD)
\$	250,000.00	Balance for Period Ending July 31, 2025

Encumbered Funds

\$	487,000.00	Grant Reserves for Fuel Reductiion
\$	612,414.30	Vehicle Replacement Payments
\$	1,099,414.30	Total Encumbered Funds

Summit State Bank ICS Account Monthly Summary

\$	4,648,162.92	Beginning Month Balance
\$	(789,216.94)	Withdrawal (Transfer to Checking)
\$	442,878.48	Deposit (Transfer from Checking)
\$	4,301,824.46	Balance for Period Ending July 31, 2025

Reserved Funds

\$	-	Vehicle Repalcement
\$	-	Capital Equipement Replacement
\$	-	New Station (Measure H Funds)
\$	-	Measure H General Fund
\$	-	Measure H Vegetation Funds

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

\$	589,838.27	Opening Balance
\$	600,368.81	Last Month Balance
\$	(601,503.10)	Transfer Out of CD
\$	1,134.29	Interest
\$	0.00	Balance for Period Ending July 31, 2025

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

\$	-	Opening Balance
\$	-	Last Month Balance
\$	601,503.10	Transfer Into CD
\$	862.94	Interest
\$	602,366.04	Total Deposits

Combined Balance

\$	5,169,289.23	Balance for Period Ending July 31, 2025
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2025-2026 July 31 YTD General Fund

<u>General Fund Revenue</u>	<u>Actual 25/26</u>	<u>Prelim Budget</u>	<u>Under Budget</u>	<u>% Budget</u>
40002 Prop Tax - Current Year	\$ -	\$ 3,000,000	\$3,000,000.00	0.00%
40003 Direct Charges - Current Year	\$ 1,997.23	\$ 150,000	\$148,002.77	1.33%
40012 SB2557 Prop Tax - Admin Fee	\$ -	\$ (35,000)	-\$35,000.00	0.00%
40101 Prop Tax - Current Unsecured	\$ -	\$ 90,000	\$90,000.00	0.00%
40111 Prop Tax - Supplemental	\$ -	\$ 25,000	\$25,000.00	0.00%
40202 Direct Charges- Prior Year	\$ -	\$ 500	\$500.00	0.00%
40211 Prop Tax - Prev FY (Unsecured)	\$ -	\$ 1,000	\$1,000.00	0.00%
40221 Prop Tax - Prev FY (Secured)	\$ -	\$ (100)	-\$100.00	0.00%
40404 Prop Tax - Timber Yield Tax	\$ -	\$ 500	\$500.00	0.00%
42111 State - Other In-Lieu Tax	\$ -	\$ 100	\$100.00	0.00%
42291 HOPTR- State	\$ -	\$ 10,000	\$10,000.00	0.00%
42627 IRP 61 Geysers Revenue	\$ -	\$ (240,000)	-\$240,000.00	0.00%
44002 Interest - Pooled Cash from County	\$ -	\$ 3,000	\$3,000.00	0.00%
44003 Other Interest Earnings - CDRS	\$ -	\$ 35,000	\$35,000.00	0.00%
45008 CSFA 40/NSCFPD	\$ -	\$ 30,000	\$30,000.00	0.00%
46003 OES Strike Team/Incident Reimb	\$ -	\$ 1,000	\$1,000.00	0.00%
46004 ABH Reimbursements	\$ -	\$ 1,000	\$1,000.00	0.00%
46015 Measure H - Current Year	\$ -	\$ 3,000,000	\$3,000,000.00	0.00%
46022 Public Records Request Fees	\$ -	\$ 100	\$100.00	0.00%
46023 Sale of Fixed Assests - Surplus	\$ -	\$ 10,000	\$10,000.00	0.00%
46028 Misc. Revenue, Other	\$ 121.00	\$ 5,000	\$4,879.00	2.42%
46029 Reimbursements	\$ -	\$ 10,000	\$10,000.00	0.00%
47002 Administrative - Reimbursements	\$ -	\$ 11,000	\$11,000.00	0.00%
General Fund Total Revenue	\$2,118.23	\$ 6,108,100	\$6,105,981.77	0.03%

<u>General Fund Expenditures</u>	<u>Actual 25/26</u>	<u>Prelim Budget</u>	<u>\$ Under Budget</u>	<u>% of Budget</u>
50701 Permanent Employees	\$ 30,252.05	\$ 300,000	\$269,747.95	10.08%
50702 Stipend/Extra Help	\$ 150.00	\$ 10,000	\$9,850.00	1.50%
50703 Overtime	\$ -	\$ 5,000	\$5,000.00	0.00%
50704 FLSA Overtime	\$ -	\$ 1,000	\$1,000.00	0.00%
50705 Overtime -Strike Team	\$ -	\$ 1,000	\$1,000.00	0.00%
50706 Uniform Allowance	\$ 115.40	\$ 1,250	\$1,134.60	9.23%
50708 Contract Employees	\$ -	\$ 3,000,000	\$3,000,000.00	0.00%
50709 Temporary Employees	\$ 1,666.80	\$ 45,100	\$43,433.20	3.70%
50712 Fire Prevention	\$ 8,222.40	\$ 82,800	\$74,577.60	9.93%
50753 FICA Retirement	\$ 2,647.34	\$ 27,600	\$24,952.66	9.59%
50754 457 Retirement Contributions	\$ 2,292.60	\$ 29,000	\$26,707.40	7.91%
50755 457 Plan Mgmt	\$ -	\$ 1,200	\$1,200.00	0.00%
50756 Medicare	\$ 619.13	\$ 6,500	\$5,880.87	9.53%
50801 Health Insurance	\$ 1,932.00	\$ 45,360	\$43,428.00	4.26%

2025-2026 July 31 YTD General Fund

50803	Dental Insurance	\$ 112.80	\$ 4,032	\$3,919.20	2.80%
50805	Vision Insurance	\$ 22.70	\$ 1,008	\$985.30	2.25%
50806	Unemployment Insurance	\$ 81.23	\$ 19,200	\$19,118.77	0.42%
50808	Workers Comp	\$ 106,303.00	\$ 129,000	\$22,697.00	82.41%
51021	Phone Costs	\$ 714.98	\$ 8,820	\$8,105.02	8.11%
51032	Janitorial	\$ 572.00	\$ 7,150	\$6,578.00	8.00%
51041	Liability Insurance	\$ 79,555.00	\$ 75,000	-\$4,555.00	106.07%
51060	Vehicle Maint/Outfitting	\$ 13,308.27	\$ 40,000	\$26,691.73	33.27%
51061	SCBA Maint/Repair	\$ -	\$ 2,000	\$2,000.00	0.00%
51062	Field Equip Maint	\$ -	\$ 500	\$500.00	0.00%
51071	Station Maint	\$ 3,187.25	\$ 15,000	\$11,812.75	21.25%
51205	Payroll Costs	\$ 578.85	\$ 5,000	\$4,421.15	11.58%
51206	Accounting/Audit Services	\$ -	\$ 8,000	\$8,000.00	0.00%
51211	Legal Services	\$ 3,465.00	\$ 10,000	\$6,535.00	34.65%
51221	Medical/Laboratory Services	\$ 259.50	\$ 1,000	\$740.50	25.95%
51225	Training Services	\$ -	\$ 10,000	\$10,000.00	0.00%
51235	Dispatch Services	\$ 2,468.55	\$ 25,000	\$22,531.45	9.87%
51241	Outside Printing/Binding	\$ -	\$ 8,000	\$8,000.00	0.00%
51242	Bank Charges/Finance Fees	\$ -	\$ 100	\$100.00	0.00%
51244	Permits/Licenses/Fees	\$ (70.74)	\$ 50	\$120.74	-141.48%
51249	Professional Services	\$ 102,173.50	\$ 706,500	\$604,326.50	14.46%
51250	Planning/Mapping/Inspection	\$ -	\$ 1,500	\$1,500.00	0.00%
51301	Publications & Legal Notices	\$ 374.48	\$ 1,000	\$625.52	37.45%
51401	Rent/Lease, Equipment	\$ 325.64	\$ 10,000	\$9,674.36	3.26%
51602	Business Travel/Mileage	\$ 1,077.95	\$ 5,000	\$3,922.05	21.56%
51902	Telecommunication Usage	\$ -	\$ 15,000	\$15,000.00	0.00%
51916	County Service Charges	\$ 5,512.00	\$ 8,000	\$2,488.00	68.90%
52021	Safety Clothing	\$ 1,145.95	\$ 20,000	\$18,854.05	5.73%
52022	Clothing & Boot Reimb	\$ -	\$ 2,000	\$2,000.00	0.00%
52031	Food & Beverages	\$ 239.99	\$ 2,000	\$1,760.01	12.00%
52041	Station Supplies	\$ 498.52	\$ 6,600	\$6,101.48	7.55%
52061	Fuel/Oil Costs	\$ 1,833.66	\$ 55,000	\$53,166.34	3.33%
52081	Medical/Lab Supplies	\$ 609.08	\$ 8,000	\$7,390.92	7.61%
52091	Memberships/Certifications	\$ -	\$ 5,100	\$5,100.00	0.00%
52111	Office Supplies	\$ -	\$ 2,500	\$2,500.00	0.00%
52115	Subscriptions	\$ -	\$ 4,000	\$4,000.00	0.00%
52117	Mail & Postage Supplies	\$ -	\$ 1,000	\$1,000.00	0.00%
52141	Small Tools/Equip <\$1,000.00	\$ -	\$ 25,000	\$25,000.00	0.00%
52142	Computer Equip/Accessories	\$ -	\$ 10,000	\$10,000.00	0.00%
52143	Computer Software/Licensing	\$ 1,974.59	\$ 16,500	\$14,525.41	11.97%
52144	Communication Equipment - radios	\$ -	\$ 7,000	\$7,000.00	0.00%
52191	Utilities	\$ 48.23	\$ 8,000	\$7,951.77	0.60%
52193	Utilities - Electricity	\$ 347.56	\$ 8,200	\$7,852.44	4.24%
54305	Capital Assest - Machinery/Equip	\$ -	\$ 10,000	\$10,000.00	0.00%

2025-2026 July 31 YTD General Fund

54331 Capital Asset - Mobile Equip	\$ 233,666.95	\$ 1,200,000	\$966,333.05	19.47%
54405 Capital Asset - Buildings/Imprv	\$ -	\$ 45,530	\$45,530.00	0.00%
59003 Transfer - Apparatus Reserve Fund	\$ -	\$ -	\$0.00	0.00%
59004 Transfer - Building Reserve Fund	\$ -	\$ -	\$0.00	0.00%
59005 Transfer - Grant Reserve Fund	\$ -	\$ -	\$0.00	0.00%
85001 Transfer to Operational Reserves	\$ -	\$ -	\$0.00	0.00%
85002 Transfer to Apparatus Repl Reserves	\$ -	\$ -	\$0.00	0.00%
85005 Transfer to Building Fund Reserves	\$ -	\$ -	\$0.00	0.00%
85010 Transfer to Equipment Reserves	\$ -	\$ -	\$0.00	0.00%
85015 Transfer to Measure H Reserves	\$ -	\$ -	\$0.00	0.00%
General Fund Total Expenditures	<u>\$ 608,284.21</u>	<u>\$ 6,108,100</u>	<u>\$5,499,815.79</u>	<u>9.96%</u>
Net Position	<u><u>-\$606,165.98</u></u>	<u><u>\$ -</u></u>		

2025 -2026 July 31 YTD
Vegetation Management Fund

<u>General Fund Revenue</u>	<u>Actual 25/26</u>	<u>Prelim Budget</u>	<u>Under Budget</u>	<u>% Budget</u>
40003 Property Taxes - Special Tax Zone 1	\$ -	\$ 48,000	\$ 48,000.00	0.00%
46001 Govt Rev- Grant Revenue	\$ -	\$ 137,000	\$ 137,000.00	0.00%
46002 Govt Rev- Fuel Reduct (not grants)	\$ -	\$ 30,000	\$ 30,000.00	0.00%
46015 Measure H	\$ -	\$ 3,000,000	\$ 3,000,000.00	0.00%
46021 Fuel Reduction - Private	\$ 15,948.68	\$ 84,000	\$ 68,051.32	18.99%
49003 Transfer in from Reserves	\$ -	\$ 172,000	\$ 172,000.00	0.00%
General Fund Total Revenue	\$ 15,948.68	\$ 3,471,000	\$ 3,455,051.32	0.46%

<u>General Fund Expenditures</u>	<u>Actual 25/26</u>	<u>Prelim Budget</u>	<u>\$ Under Budget</u>	<u>% of Budget</u>
50701 Permanent Employees	\$ 91,775.31	\$ 1,815,400	\$ 1,723,624.69	5.06%
50703 Overtime		\$ 500	\$ 500.00	0.00%
50706 Uniform Allowence	\$ 357.67	\$ 5,100	\$ 4,742.33	7.01%
50709 Temporary Employees	\$ 38,214.50	\$ 250,855	\$ 212,640.50	15.23%
50753 FICA Retirement	\$ 8,220.79	\$ 112,900	\$ 104,679.21	7.28%
50754 457 ER Contributions	\$ 2,245.56	\$ 96,700	\$ 94,454.44	2.32%
50756 Medicare	\$ 1,922.62	\$ 26,400	\$ 24,477.38	7.28%
50801 Health Insurance	\$ 11,768.17	\$ 385,560	\$ 373,791.83	3.05%
50803 Dental Insurance	\$ 681.81	\$ 34,727	\$ 34,045.19	1.96%
50805 Vision Insurance	\$ 136.17	\$ 8,568	\$ 8,431.83	1.59%
50806 Unemployment Insurance	\$ 1,421.27	\$ 78,300	\$ 76,878.73	1.82%
50808 Workers Comp - FRMS		\$ 39,200	\$ 39,200.00	0.00%
51010 Grant & Contract Admin Costs (Transfer out to General Fund)	\$ -	\$ 11,000	\$ 11,000.00	0.00%
51021 Phone Costs	\$ 887.11	\$ 5,000	\$ 4,112.89	17.74%
51060 Vehicle Maint/Outfitting	\$ 1,746.03	\$ 20,000	\$ 18,253.97	8.73%
51062 Field Equip Maint - saws, etc	\$ 2,579.03	\$ 25,000	\$ 22,420.97	10.32%
51071 Maintenance- Bldg & Improvements	\$ -	\$ 2,000	\$ 2,000.00	0.00%
51211 Legal Services	\$ -	\$ 20,000	\$ 20,000.00	0.00%
51221 Medical/Laboratory Services	\$ 79.75	\$ 1,000	\$ 920.25	7.98%
51225 Training - supplies, class fees	\$ -	\$ 5,000	\$ 5,000.00	0.00%
51241 Outside Printing/Binding	\$ 286.32	\$ 5,000	\$ 4,713.68	5.73%
51242 Bank Charges, Fees	\$ -	\$ 10	\$ 10.00	0.00%
51244 Permits/Licenses/Fees	\$ -	\$ 2,000	\$ 2,000.00	0.00%
51249 Professional Services	\$ 5,048.10	\$ 110,000	\$ 104,951.90	4.59%
51301 Publications/Legal Notices	\$ -	\$ 1,000	\$ 1,000.00	0.00%
51401 Rent/Lease Costs	\$ 849.43	\$ 22,680	\$ 21,830.57	3.75%
52021 Safety Clothing - PPE		\$ 10,000	\$ 10,000.00	0.00%
52022 Clothing & Boot Reimbursement		\$ 5,000	\$ 5,000.00	0.00%
52031 Food & Beverages		\$ 1,000	\$ 1,000.00	0.00%
52041 Station Supplies	\$ 75.51	\$ 2,500	\$ 2,424.49	3.02%
52061 Fuel Costs - vehicle/small tool	\$ 2,276.97	\$ 15,000	\$ 12,723.03	15.18%
52081 Medical Supplies	\$ 261.12	\$ 2,000	\$ 1,738.88	13.06%
52091 Mermberships/Certifications		\$ 500	\$ 500.00	0.00%
52111 Office Supplies		\$ 2,000	\$ 2,000.00	0.00%
52115 Books/Media/Subscriptions		\$ 100	\$ 100.00	0.00%

2025 -2026 July 31 YTD
Vegetation Management Fund

52117 Mail/Postage Supplies		\$ 100	\$ 100.00	0.00%
52141 Small Tools/Equip <\$1,000.00	\$ 299.20	\$ 40,000	\$ 39,700.80	0.75%
52142 Computer Equipment/Accessories		\$ 1,000	\$ 1,000.00	0.00%
52143 Computer Software/Licensing		\$ 5,000	\$ 5,000.00	0.00%
52191 Utilities		\$ 900	\$ 900.00	0.00%
52193 Utilities - Electric	\$ 208.74	\$ 2,000	\$ 1,791.26	10.44%
54331 Capital Asset - Mobile Equip		\$ 300,000	\$ 300,000.00	0.00%
General Fund Total Expenditures	\$ 171,341.18	\$ 3,471,000	\$ 3,299,658.82	4.94%
Net Position	\$ (155,392.50)	\$ -		



Northern Sonoma County Fire Protection District
Chief's Report
August 21, 2025 Board Meeting

Significant Incidents

- June 26 1.9 acre fire on Pine Flat Rd (BLM property)

Community Meetings/Outreach

- July 3 Electronic Newsletter
- July 13 Fitch Mountain Association Meeting
- July 15 Tyon Community

Fire Operations

- Water Tender 6395 repaired, paint restored and now is numbered 6195. It is assigned to the Healdsburg City Fire Station #1.
- Type 6 (wildland pickup) Engine 6257 arrived on July 30.
- Developing plan for Tablet Command vehicle assigned using Measure H funding and District funding.
- Developing plan for portable radio order using Wine Country to the Rescue funding.

Fire Prevention

- Defensible space inspections being prioritized and ongoing. Approximately 375 inspections have been completed this year.
- Business and school life safety inspections are occurring as needed.

Vegetation Management

- Fuels Crew worked on the following projects:
 - Wallace Creek Road (Grant Funded)
 - Mill Creek Road (Grant Funded)
 - Stewarts Point-Skaggs Springs Road (Measure H Funded)
 - Sweetwater Springs Road (Measure H Funded)

Administration

- FRMS will stop offering health insurance December 31, 2025. Other options are being researched. FRMS also implemented an assessment fee to compensate for increased costs.
- Hiring processes underway for Forestry Technician positions.
- 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 July 2025

Num	Name	Memo	Account	Paid Amount
ACH	P Fleet	0003399	52061 · Fuel/Gas/Oil	-875.15
				-875.15
ACH	P Fleet	0006196	52061 · Fuel/Gas/Oil	-475.78
				-475.78
ACH	P Fleet	B185349	52061 · Fuel/Gas/Oil	-231.31
				-231.31
ACH	P Fleet	B189195	52061 · Fuel/Gas/Oil	-487.45
				-487.45
ACH	P Fleet	B192214	52061 · Fuel/Gas/Oil	-1,082.43
				-1,082.43
3624	Bell's Ambulance Service	119639	51249 · Other Professional Services	-33,000.00
				-33,000.00
3625	Garrett Hardware & Plumbing, Inc.	Statement: 6.30.25	52141 · Minor Equipment/Small Tools	-780.15
				-780.15
3626	Hobart Sales & Service	RC255044	51071 · Maintenance - Bldg & Improve	-345.00
				-345.00
3627	Jacobszoon and Associates, Inc.	9572:06/02/2025-06/09/2025	51249 · Other Professional Services	-2,707.00
				-2,707.00
3628	Nick Barbieri Trucking, LLC	1218766	52061 · Fuel/Gas/Oil	-1,625.51
				-1,625.51
3629	Recology Sonoma Marin	06/01/2025-06/30/2025	52191 · Utilities	-197.07
				-197.07

Northern Sonoma County Fire Protection District

Check Detail

July 2025

				-197.07
3630	W.S. Darley & Co	17555603	51060 · Vehicle Maintenance, Outfitting	-1,272.76
				<u>-1,272.76</u>
3631	Comcast	937: 07/01/2025-07/31/2025	51021 · Phone Costs	-105.60
				<u>-105.60</u>
3632	FAIRA	PREM2026-50	51041 · Liability Insurance	-79,555.00
		FY25-26, annual payment		<u>-79,555.00</u>
3633	Grapevine Communications	28852, 28863, 28864, 28865	52143 · Computer Software/Licensing	-1,316.37
				<u>-1,316.37</u>
3634	Sonoma County LAFCO	FY2025-2026	51916 · County Service Chgs	-5,123.00
				<u>-5,123.00</u>
3635	The Press Democrat	69375:FY2025-2026	51301 · Publications and Legal Notices	-127.00
				<u>-127.00</u>
3636	Toshiba Finanical Services	558791687: 06/20/2025-07/20/2025	51401 · Rents & Leases - Equipment	-325.64
				<u>-325.64</u>
3637	AT&T	FirstNet:287290909533X07012025	51021 · Phone Costs	-887.11
				<u>-887.11</u>
3638	Cal-Line Equipment	04320093	51062 · Field Equip Maint.	-909.60
				<u>-909.60</u>
3639	City of Healdsburg	FY25-26:1/2	51249 · Other Professional Services	-100,000.00
				<u>-100,000.00</u>

Northern Sonoma County Fire Protection District
Check Detail
July 2025

3640	Cloverdale Auto Parts	730444, 730869	51060 · Vehicle Maintenance, Outfitting	<u>-100.61</u> -100.61
3641	Comcast	459:07/11/2025-08/10/2025	51021 · Phone Costs	<u>-444.77</u> -444.77
3642	Dreiling Terrones Architecture, Inc	9353	51249 · Other Professional Services	<u>-12,000.00</u> -12,000.00
3643	Fletcher Fabrication, LLC	250715	51060 · Vehicle Maintenance, Outfitting	<u>-1,677.31</u> -1,677.31
3644	FRM	NSCFPD2507	51249 · Other Professional Services	<u>-4,369.10</u> -4,369.10
3645	FRMS	104 - 08/01/2025-08/31/2025	50801 · Health Ins	<u>-14,653.65</u> -14,653.65
3646	Hi-Tech EVS, Inc.	182241	51060 · Vehicle Maintenance, Outfitting	<u>-11,892.29</u> -11,892.29
3647	Jarvis Fay LLP	20589	51211 · Legal Services	<u>-2,152.00</u> -2,152.00
3648	North Bay Health & Safety	NSC0010	51249 · Other Professional Services	<u>-1,080.00</u> -1,080.00
3649	Northern Sonoma County Air Pollution Cont	FY25-26:459-26	51916 · County Service Chgs	<u>-389.00</u> -389.00
3650	Occu-Med, Ltd.	0725911	51221 · Medical/Laboratory Services	<u>-339.25</u> -339.25

Northern Sonoma County Fire Protection District

Check Detail

July 2025

3651	U.S. Bank	Statement Date 07/07/2025	100066 · US Bank CC	-19,056.93
				<u>-19,056.93</u>
3652	FRMS	2025-2026:FRMS00503 FY25-26 annual contribution	50808 · Worker's Comp	-106,303.00
				<u>-106,303.00</u>
3653	Weis Fire & Safety	197753:6257 new Type 6	54331 · Capital Assets- Mobile Equip	-233,666.95
				<u>-233,666.95</u>
3654	Bay Cities Fire Suppression Inc	7888	51071 · Maintenance - Bldg & Improve	-1,010.00
				<u>-1,010.00</u>
3655	CheckRite Backflow Services	35119: Annual Backflow Test	51249 · Other Professional Services	-250.00
				<u>-250.00</u>
3656	Cloverdale Auto Parts	732102	51060 · Vehicle Maintenance, Outfitting	-405.30
				<u>-405.30</u>
3657	James Tovani	Reimbursement: 6257 Trip to Salina/Weis	51602 · Business Tavel/Mileage	-1,101.95
				<u>-1,101.95</u>
3658	Joe Stewart	Reimbursement	51071 · Maintenance - Bldg & Improve	-110.78
				<u>-110.78</u>
3659	L.N. Curtis & Sons	969236	52021 · Safety Clothing, PPE	-1,145.95
				<u>-1,145.95</u>
3660	Liebert Cassidy Whitmore	298360: Consortium Membership	51211 · Legal Services	-3,465.00
				<u>-3,465.00</u>
3661	Life-Assist	1621007	52081 · Medical/Laboratory Supplies	-141.48
				<u>-141.48</u>

Northern Sonoma County Fire Protection District

Check Detail

July 2025

				-141.48
3662	NBS	202506-2375:Q3	51249 · Other Professional Services	<u>-1,323.50</u>
				-1,323.50
3663	Nick Barbieri Trucking, LLC	1222666	52061 · Fuel/Gas/Oil	<u>-1,809.66</u>
				-1,809.66
3664	PG&E	0275211245-4:06/12/2025-07/14/2025	52193 · Utilities- Electric	<u>-556.30</u>
				-556.30
3665	REDCOM	Q1 25-26	51235 · Dispatch Services	<u>-2,468.55</u>
				-2,468.55
3666	Roberts Mechanical & Electrical Inc.	43301	51071 · Maintenance - Bldg & Improve	<u>-2,066.47</u>
				-2,066.47
3667	ThinkPod, Inc	252724	54305 · Capital Assets- Machinery/Equip	<u>-24,073.85</u>
				-24,073.85
Directors' Signatures				<u><u>Total</u></u>
				(679,482.58)
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Committees of the Board

223.1 PURPOSE AND SCOPE

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

223.2 POLICY

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

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

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

223.3 MEMBERSHIP

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

223.3.1 ALTERNATE MEMBERS

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

223.3.2 COMMITTEE CHAIR

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

223.4 STANDING COMMITTEES

Standing Committees are those that have 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

223.5 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

220.1 PURPOSE

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

220.2 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.

220.3 POLICY HISTORY

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

Ethics Training

231.1 PURPOSE AND SCOPE

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

231.2 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

232.1 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.

232.2 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.

232.3 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.

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

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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.

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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

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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:

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- 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.