

Sonoma Valley Fire District

Board of Directors Meeting

August 11, 2020





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TABLE OF CONTENTS

Regular Meeting Agenda	Page 2
Item 7 Agenda Summary – Approval of special meeting minutes 7/1/20 and 7/28/20	Page 4
Item 7 – 7/1/20 and 7/28/20 special meeting minutes.....	Page 5
Item 10a Agenda Summary – Approval of contract to purchase two (2) new Type 1 fire engines.....	Page 9
Item 10a – Proposal for two (2) new Type 1 fire engines.....	Page 10

**REGULAR MEETING AGENDA
SONOMA VALLEY FIRE DISTRICT
BOARD OF DIRECTORS**

Tuesday August 11, 2020 at 6:00 P.M.
Location: Glen Ellen Fire Station 1
13445 Arnold Drive, Glen Ellen, CA 95442

Due to COVID-19 precautions, board meetings will be open to the public via phone-in conference calls only. No public gatherings will be held at this site until further notice. Agendas and board packets are available at the following website: <http://svfra.org>

Join by phone: 1-669-900-9128

Meeting ID: 928 5611 7912

1. Call to Order

2. Roll Call and Determination of a Quorum

Board of Directors: President William Norton, Vice President John (Matt) Atkinson, Treasurer Mark Johnson, Brian Brady, Raymond Brunton, Mark Emery, Terrence Leen.

3. Pledge of Allegiance

4. Confirmation of Agenda

Opportunity for the Board to reorder agenda items.

5. Comments from the Public

(At this time, members of the public may comment on any item not appearing on the agenda. It is recommended that you keep your comments to three minutes or less. Under State Law, matters presented under this item cannot be discussed or acted upon by the Board at this time. For items appearing on the agenda, the public will be invited to make comments at the time the item comes up for consideration by the Board of Directors.)

6. Presentations

7. Consent Calendar

Approval of minutes for special meetings of July 1 and July 28, 2020. **Action Item**

8. Fire Chief's Monthly Report

Chief's activity report for July 2020

9. Old Business

None

10. **New Business**

- a) Discussion/consideration to allow the Fire Chief to accept the proposal from Burton's Fire to purchase two new Type 1 Engines. **Action Item with roll call vote**

11. **Other Business to Come before the Board**

12. **Comments from the Floor**

13. **Comments/Reports from the Board**

14. **Closed Session**

15. **Adjournment**

This meeting will be adjourned to the regular Board meeting on September 8, 2020 at 6:00 p.m. Meeting access will be determined based on COVID-19 restrictions in place at that time.

Copies of all staff reports and documents subject to disclosure that relate to any item of business referred to on the agenda are available at the following website at <http://svfra.org>.



Sonoma Valley Fire District
Board of Directors Meeting
Agenda Item Summary
August 11, 2020

Agenda Item No.	Staff Contact
7	Maci Jerry, Clerk to the Board of Directors

Agenda Item Title
Approval of minutes for the two special meetings of July 1, 2020 and July 28, 2020

Recommended Actions
Approve the minutes

Executive Summary
The minutes have been prepared for Board review and approval.

Alternative Actions
Correct or amend minutes prior to approval

Fiscal Summary – FY 20/21			
Expenditures		Funding Source(s)	
Budgeted Amount	\$	District General Fund	\$
Add. Appropriations Req'd.	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
		Grants	\$
Total Expenditure	\$	Total Sources	\$

Narrative Explanation of Fiscal Impacts (if required)
Not Required

Attachments
<ol style="list-style-type: none">1. Minutes for July 1, 2020 special meeting2. Minutes for July 28, 2020 special meeting

SONOMA VALLEY FIRE DISTRICT

BOARD OF DIRECTORS SPECIAL MEETING MINUTES Wednesday, July 1, 2020 at 6:00 P.M.

1. Call to Order

Director Mark Johnson called the meeting to order at 6:05pm

2. Roll Call and Determination of a Quorum

Board of Director Appointees present: John (Matt) Atkinson, Brian Brady, Raymond Brunton, Mark Emery, Mark Johnson, Terrence Leen, William Norton

3. Pledge of Allegiance

The Pledge of Allegiance was led by Director Leen and recited by all.

4. Election of Board Officers

William Norton – President
John (Matt) Atkinson – Vice President
Mark Johnson – Treasurer

5. Confirmation of Agenda

President Norton suggested that the agenda be reordered. The board agreed to reorder agenda item 7a to the end of all new business.

6. Comments from the Public

None

7. New Business

Resolution 2020/2021-01 forming the Sonoma Valley Fire District.

**M/S/P Johnson/Emery to approve the formation of the Sonoma Valley Fire District.
Passed 7 ayes**

Resolution 2020/2021-02 approving and adopting a preliminary budget for fiscal year 2020/21 and related finance issues.

**M/S/P Brady/Johnson to amend and approve the preliminary budget for FY 20/21.
Passed 7 ayes**

Resolution 2020/2021-03 approving and adopting existing and new district policies and procedures.

**M/S/P Leen/Norton to adopt the new and existing district policies and procedures.
Passed 7 ayes**

Resolution 2020/2021-04 ratifying, approving, and adopting existing labor MOU and Agreements.

M/S/P Johnson/Leen to adopt the existing labor MOU and Agreements. Passed 7 ayes

Resolution 2020/2021-05 requesting that the SCERA Retirement Board approves membership of SVFD as a SCERA employer.

M/S/P Emery/Brady to approve continuing District membership with SCERA. Passed 7 ayes

Resolution 2020/2021-06 authorizing the Fire Chief to execute contract with Wittman Enterprises to provide EMS billing services for the District.

M/S/P Emery/Norton to approve an agreement with Wittman to provide EMS billing services. Passed 7 ayes

Discussion/action regarding establishing and appointing Directors to Board Standing Committees and Ad Hoc Committees.

Committee appointments made as followed; Facilities: Brunton and Leen, Finance: Atkinson and Johnson, Personnel: Brady and Emery.

Adopt and use existing VOM District agenda formats.

M/S/P Brady/Johnson to adopt the existing VOM District's agenda formats. Passed 7 ayes

8. Other Business to Come before the Board

None

9. Comments from the Floor

None

10. Comments/Reports from the Board

None

11. Adjournment

M/S/P Emery/Brady with 7 ayes

This meeting was adjourned at 7:37 p.m. to a special meeting on July 28, 2020 at 6:00 p.m. Meeting access will be determined based on COVID-19 restrictions in place at that time.

Copies of all staff reports and documents subject to disclosure that relate to any item of business referred to on the agenda are available at the following website at <http://svfra.org>.

Respectfully submitted,

Maci Jerry

SONOMA VALLEY FIRE DISTRICT

BOARD OF DIRECTORS SPECIAL MEETING MINUTES Wednesday, July 28, 2020 at 6:00 P.M.

1. Call to Order

President Norton called the meeting to order at 6:11 p.m.

2. Roll Call and Determination of a Quorum

Board of Directors: President William Norton, Vice President John (Matt) Atkinson, Treasurer Mark Johnson, Brian Brady, Raymond Brunton, Mark Emery, Terrence Leen.

3. Pledge of Allegiance

The Pledge of Allegiance was led by Director Leen and recited by all.

4. Confirmation of Agenda

No changes were made to the agenda.

5. Comments from the Public

None

6. New Business

a) Setting the Special Tax Levy for Fiscal Year 2020/2021.

Consideration and approval of Resolution 2020/2021-07 setting the special tax to be levied on each parcel of real property in the Sonoma Valley Fire District during fiscal year 2020/21.

M/S/P Brunton/Norton to set the special tax rate at 75% of the maximum rate on each parcel of real property in the SVFD for the FY 20/21. Passed 7 ayes

Discussion and approval of the Direct Charge Assessment agreement with the Sonoma County ACTTC property tax collector.

M/S/P Johnson/Leen to approve the Direct Charge Assessment agreement with SoCo ACTTC. Passed 7 ayes

Review and acceptance of a legal memorandum giving SVFD authority for the first year district-wide tax levy.

President Norton accepted the legal memorandum for FY 19/20 special tax collection.

b) Discussion and consideration to authorize Fire Chief to enter into a Professional Services Contract for Finance.

M/S/P Brunton/Johnson to approve a Professional Services Contract for Finance. Passed 7 ayes

7. Other Business to Come before the Board

None

8. Comments from the Floor

Chief Akre gave a brief Chief's Report to the Board.

9. Comments/Reports from the Board

None

10. Adjournment

M/S/P Brady/Johnson with 7 ayes

This meeting was adjourned at 6:41 p.m. to a regular Board meeting on August 11, 2020 at 6:00 p.m. Meeting access will be determined based on COVID-19 restrictions in place at that time.

Copies of all staff reports and documents subject to disclosure that relate to any item of business referred to on the agenda are available at the following website at <http://svfra.org>

Respectfully submitted,

Maci Jerry



Sonoma Valley Fire District
Board of Directors Meeting
 Agenda Item Summary
 August 11, 2020

Agenda Item No.	Staff Contact
10a	Steve Akre, Fire Chief

Agenda Item Title
 Approve initiation of contract to purchase 2 new Type 1 fire engines to replace 3383 and 3385.

Recommended Actions
 Commit to initiation of contract for purchase

Executive Summary
 Engines 3383 and 3385 are due to be replaced within the year. Our apparatus committee has been working diligently to come up with a type one engine spec that is smaller in size, yet will still perform the needed functions of a type one, and be a good fit for Sonoma Valley Fire District. The reason for the smaller size is the location where these engines will be placed and the access challenges we face in their respective response zones. If approved, funds for the purchase of this equipment will be assigned from the District's Capital Equipment Replacement Fund, which has a current balance of \$1.3 million. This purchase would not require financing. Initiating this purchase and prepayment of the cab and chassis will save the District an additional \$19,798. The balance will be paid upon delivery of the engines.

Additionally, we have secured financial commitments from the SVFA (\$75,000) and the GEFA (\$300,000) toward the purchase of these two apparatus.

Alternative Actions
 Decline to commit to contract process or suggest alternatives

Fiscal Summary – FY 20/21			
Expenditures		Funding Source(s)	
Budgeted Amount	\$	District General Fund	\$
Add. Appropriations Req'd.	\$ 1,205,542.90	Fees/Other	\$ 375,000.00
	\$	Use of Fund Balance	\$ 830,542.90
	\$	Contingencies	\$
		Grants	\$
Total Expenditure	\$ 1,205,542.90	Total Sources	\$1,205,542.90

Narrative Explanation of Fiscal Impacts (if required)
 Both the former VOM and GLE Districts brought healthy reserve fund balances to the new SVFD. We have adequate funds available to make these purchases.

Attachments
 1. Rosenbauer Proposal



July 22, 2020

Sonoma Valley Fire & Rescue
630 2nd Street West
Sonoma, Ca 95476

Captain Harper:

Thank you for the opportunity to propose the following Rosenbauer fire apparatus:

Two (2) Type-1 Engine with Warrior Custom Chassis

	Base Price	Pre-pay: Chassis
Body Price	\$300,865.00	\$300,865.00
Chassis Price	\$257,862.00	\$247,963.00
Delivery	\$5,921.00	\$5,921.00
Ca State Sales Tax	\$48,888.61	\$48,022.45
8.750%	\$613,536.61	\$602,771.45

Please note: Pre-Con at Department.

Mid-Point Inspection for (3) from Dept. at Factory

Final Inspection for (3) from Dept. at Factory

Final Delivery will be made by the Burton's Fire to the Dept.

Proposal Includes A Multiple Unit Discount of **\$15,780.00**

Quoted Delivery is 365 days after receipt of order

(1) Day of Familiarization training by Burton's

Terms:

Final payment due upon delivery.
Pricing as quoted above is valid for 60 days.

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Modesto, CA 95351
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209-544-1109 Fax
www.burtonsfire.com

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Lyons, SD 57041
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870 South Broad Street
Fremont, NE 68025
402-721-7622
402-721-7622 Fax
E-mail: sales@
rosenbaueramerica.com

Thank you again for this opportunity to work with your department, if you have any questions regarding the above proposal, please contact me at (209) 535-6993 or at Clay@burtonsfire.com

Sincerely,

Clay Hoobler
Burton's Fire Inc.