



Valley of the Moon Fire Protection District



Board of Directors Meeting

May 9, 2017



Valley of the Moon Fire Protection District

Board of Directors Meeting

May 9, 2017

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**MEETING AGENDA
VALLEY OF THE MOON FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS**

Tuesday, May 9, 2017 at 6:00 P.M.
Location: Sonoma Valley Fire & Rescue Authority Station #1
630 2nd Street West, Sonoma, California 95476

(This agenda is posted in accordance with the Ralph M. Brown Act,
California Government Code Section 54950, et seq.)

1. CALL TO ORDER

2. ROLL CALL & DETERMINATION OF A QUORUM

Board of Directors: President Norton, Director Brunton, Director Brady, and Director Leen.
Director Greben is excused.

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

a) Approval of minutes for special meeting of April 11, 2017. **Action Item**

b) Approval of minutes for special meeting of April 13, 2017. **Action Item**

8. FIRE CHIEF'S MONTHLY REPORT

Chief's activity report for April 2017

9. OLD BUSINESS

Bid for Station 2 parking lot project. **Action Item**

10. NEW BUSINESS

Resolution 2016/2017-09 approving job classification of Apprentice Firefighter. **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 a regular meeting on June 13, 2017 at 6:00 p.m. in the Training Room of Sonoma Valley Fire & Rescue Authority Station 1, located at 630 2nd Street West, Sonoma.

Copies of all staff reports and documents subject to disclosure that relate to any item of business referred to on the agenda are available for public inspection the Monday before each regularly scheduled meeting during regular business hours, 8:00 a.m. to 5:00 p.m. Monday through Friday, at Sonoma Valley Fire & Rescue Authority's Station 1, located at 630 2nd Street West, Sonoma, California.

Any documents subject to disclosure that are provided to all, or a majority of all, of the members of the Board of Directors regarding any item on this agenda after the agenda has been distributed will be made available for inspection at the location listed above during regular business hours. If you challenge the action of the Board in court, you may be limited to raising only those issues you or someone else raised at the public hearing described on the agenda, or in written correspondence delivered to the Valley of the Moon Fire Protection District Board of Directors, at or prior to the public hearing.

In accordance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the secretary for the Board at (707) 996-2102. Notification 48 hours before the meeting will enable the Valley of the Moon Fire Protection District to make reasonable arrangements to ensure accessibility to this meeting.



Valley of the Moon Fire Protection District

Board of Directors Meeting

Agenda Item Summary

May 9, 2017



Agenda Item No.		Staff Contact	
7A		Georgette Darcy, Admin. Analyst/Secretary to Board	
Agenda Item Title			
Approval of minutes for special meeting of April 11, 2017			
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			
Strategic Plan Alignment			
Not applicable			
Fiscal Summary – FY 16/17			
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			
Minutes for April 11, 2017 special meeting			

VALLEY OF THE MOON FIRE PROTECTION DISTRICT

SPECIAL BOARD OF DIRECTORS MEETING MINUTES

April 11, 2017

1. CALL TO ORDER

President Norton called the meeting to order at 5:00 p.m.

2. ROLL CALL & DETERMINATION OF A QUORUM

Board of Directors: President Norton, Director Brunton, Director Brady, and Director Greben. Director Leen was excused.

3. PLEDGE OF ALLEGIANCE

President Norton led the Pledge of Allegiance.

4. CONFIRMATION OF AGENDA

Items 10 a), 10 b), and 9 were reordered to follow Item 6.

5. COMMENTS FROM THE PUBLIC

None

6. PRESENTATIONS

District auditor Sheldon Chavan presented the 2015/16 financial audit.

7. CONSENT CALENDAR

Approval of minutes for regular meeting of March 14, 2017

M/S/P Brunton/Brady to approve minutes for March 14, 2017. Passed 4 ayes

8. FIRE CHIEFS' MONTHLY REPORT

Fire Chief Akre gave his activity report for March 2017.

9. OLD BUSINESS

Contract for services with the Glen Ellen Fire Protection District

M/S/P Brunton/Greben to approve contract for services with Glen Ellen. Passed 4 ayes

10. NEW BUSINESS

a) Accept 2015/16 VOM District financial audit

M/S/P Brady/Greben to accept 2015/16 VOM District audit. Passed 4 ayes

- b) Resolution 2016/2017-08 accepting the mid-year financial report and approving amendments to the 2016/2017 SVFRA and District budgets

M/S/P Brunton/Brady to accept mid-year financial report and approve amendments to the 16/17 budgets. Passed 4 ayes

- c) Approve purchase of Zone 3 Class "A" fire training burn trailer

M/S/P Brady/Greben to approve purchase of burn trailer. Passed 4 ayes

- d) Vote for 4 candidates in the FASIS Board of Directors election for positions expiring on June 30, 2017

M/S/P Greben/Brady to vote for 3 incumbents and the candidate from Southern Marin. Passed 4 ayes

11. OTHER BUSINESS TO COME BEFORE THE BOARD

Russian River FPD will host the SCFDA meeting on April 27th at Agriculture Public House at Dawn Ranch in Guerneville. Please RSVP to Georgette by April 17th.

12. COMMENTS FROM THE FLOOR

Fire Chief Akre asked if the Board had any comments on the placement or disposition of the former board meeting table at Station 3. The Board members did not offer direction on this item.

13. COMMENTS FROM THE BOARD

None

14. CLOSED SESSION

None

15. ADJOURNMENT

The meeting was adjourned at 6:17 p.m. to a regular meeting on May 9, 2017 at 6:00 p.m. in the Training Room at Station 1, located at 630 2nd Street West in Sonoma.

Respectfully submitted,

Georgette Darcy

President Norton

Director Brunton

Director Greben

Director Brady

Director Leen



Valley of the Moon Fire Protection District

Board of Directors Meeting

Agenda Item Summary

May 9, 2017



Agenda Item No.		Staff Contact	
7B		Georgette Darcy, Admin. Analyst/Secretary to Board	
Agenda Item Title			
Approval of minutes for special meeting of April 13, 2017			
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			
Strategic Plan Alignment			
Not applicable			
Fiscal Summary – FY 16/17			
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			
Minutes for April 13, 2017 special meeting			

VALLEY OF THE MOON FIRE PROTECTION DISTRICT

SPECIAL BOARD OF DIRECTORS MEETING MINUTES

April 13, 2017

1. CALL TO ORDER

President Norton called the meeting to order at 5:00 p.m.

2. ROLL CALL & DETERMINATION OF A QUORUM

Board of Directors: President Norton, Director Brunton, Director Brady, and Director Greben. Director Leen was excused.

3. PLEDGE OF ALLEGIANCE

President Norton led the Pledge of Allegiance.

4. CONFIRMATION OF AGENDA

There were no modifications to the order of the agenda.

5. COMMENTS FROM THE PUBLIC

None

6. PRESENTATIONS

None

7. CONSENT CALENDAR

8. FIRE CHIEFS' MONTHLY REPORT

9. OLD BUSINESS

Approve revised contract for services with the Glen Ellen Fire Protection District

M/S/P Greben/Brady to approve revised contract for services with Glen Ellen. Passed 4 ayes

10. NEW BUSINESS

None

11. OTHER BUSINESS TO COME BEFORE THE BOARD

None

12. COMMENTS FROM THE FLOOR

None

13. COMMENTS FROM THE BOARD

None

14. CLOSED SESSION

None

15. ADJOURNMENT

The meeting was adjourned at 5:07 p.m. to a regular meeting on May 9, 2017 at 6:00 p.m. in the Training Room at Station 1, located at 630 2nd Street West in Sonoma.

Respectfully submitted,

Georgette Darcy

President Norton

Director Brunton

Director Greben

Director Brady

Director Leen



Valley of the Moon Fire Protection District

Board of Directors Meeting

Agenda Item Summary

May 9, 2017



Agenda Item No.		Staff Contact	
9		John Franceschi, Battalion Chief	
Agenda Item Title			
Bid for Station 2 parking lot project			
Recommended Actions			
Approve bid			
Executive Summary			
The District received one bid for the drainage system and preliminary base rock work for the Station 2 parking lot. The Board is asked to review the bid and approve the work so that this phase may be completed.			
Alternative Actions			
Deny approval or request changes to the scope of work			
Strategic Plan Alignment			
Not applicable			
Fiscal Summary – FY 16/17			
Expenditures		Funding Source(s)	
Budgeted Amount	\$58,000.00	District General Fund	\$58,000.00
Add. Appropriations Req'd.	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
		Contingencies	\$
		Grants	\$
Total Expenditure	\$58,000.00	Total Sources	\$58,000.00
Narrative Explanation of Fiscal Impacts (if required)			
Attachments			
Serres Corporation bid form			

VALLEY OF THE MOON FIRE PROTECTION DISTRICT

BID FORM

PROPOSAL FOR GRADING, DRAINAGE & UTILITY IMPROVEMENTS AT
VALLEY OF THE MOON FIRE PROTECTION DISTRICT
 877 & 855 Center Street, Sonoma, CA

The undersigned, as bidder, declares that he has carefully examined the proposed work, the site, and the Contract Documents including the proposed Agreement Form (Document 00500), and the plans therein referred to, and he proposes and agrees that if this Proposal is accepted that he will contract with the District in accordance with the form of Agreement annexed hereto, to provide all the necessary machinery, tools, apparatus, and other means of accomplishing the work, and to do all the work and furnish all the materials specified in the contract documents in the manner and time herein prescribed. The lump sum price shall include all fees and taxes unless otherwise noted.

Noted Addendum

#1- Addendum #1 Exhibit 4/27/17

#2- Contract For Cons 5/2/17

#_- _____/___/___

#_- _____/___/___

Note: Should additional space be required, list such items onto a sheet of paper attached to this Proposal.

TOTAL BASE BID LUMP SUM \$ 58,000⁰⁰

ALTERNATE BID ITEMS (Please indicate whether add or deduct)

Alternate 1: _____ \$ _____

Alternate 2: _____ \$ _____

If unit price bids are required they shall be submitted in the following format and attached to this Proposal:

ITEM NO.	ITEM	UNIT OF MEASURE	ESTIMATED QUANTITY	ITEM PRICE (IN FIGURES)	TOTAL (IN FIGURES)

VALLEY OF THE MOON FIRE PROTECTION DISTRICT

Bids are required for the entire work. The total amount of the bid for comparison purposes will be determined on the basis of item price and then the total of the individual items. The total of unit basis items will be determined by extension of the item price bid on the basis of the estimated quantity set forth for the item.

The bidder shall set forth for each item of work, in clearly legible figures, an item price and a total for the item in the respective spaces provided for this purpose. In the case of unit basis items, the amount set forth under the "Total" column shall be the extension of the item price bid on the basis of the estimated quantity of the item.

In case of discrepancy between the item price and the total set forth for the item, the item price shall prevail, provided, however, if the amount set forth as an item price is ambiguous, unintelligible or uncertain for any cause, or is omitted or in the case of unit basis items, is the same amount as the entry in the "Total" column, then the amount set forth in the "Total" column for the item shall prevail in accordance with the following:

- 1) As to lump sum items, the amount set forth in the "Total" column shall be the item price.
- 2) As to unit basis items, the amount set forth in the "Total" column shall be divided by the estimated quantity for the item and the price thus obtained shall be the item price.

If this Proposal shall be accepted and the undersigned shall fail or refuse to execute and provide the required bonds, with surety satisfactory and in a form satisfactory to the District, within five (5) days after the bidder has received notice from the District that the contract has been awarded, the District may, at its option, determine that the bidder has abandoned the contract, and thereupon this Proposal and the acceptance thereof shall be null and void and the security accompanying this proposal shall be forfeited and shall become the property of the District.

The undersigned has filled out, executed and attached, as part of this Proposal, the following forms: Guaranty, Non-Collusion Affidavit, Bidder's List of Subcontractors, Questionnaire and Financial Statement and Bidder's Bond.

The undersigned further agrees upon the acceptance of this Proposal, to enter into and execute the necessary contract with the necessary bonds, and that in case of default in executing the necessary contract with the necessary bonds within the time fixed by the INSTRUCTIONS TO BIDDERS, the proceeds of the check or bond, accompanying this bid, shall become the property of the District.

Bidder must be licensed in accordance with an Act to provide for the Registration of Contractors.

VALLEY OF THE MOON FIRE PROTECTION DISTRICT

State License Number/Class: 471196 / A

Expiration Date: 3 / 31 / 19

I certify (or declare) under penalty of perjury under the laws of the State of California that the forgoing is true and correct.

Corporate Execution:

Corporation Name: SERRES CORPORATION

Address: 16060 SONOMA HWY
SONOMA CA 95476

By: Officer: JOHN M. SERRES

Title: VP

Date: MAY 5 2017

Corporation organized under the laws of the State of CA

I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Partnership:

Name: _____

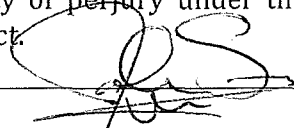
Address: _____

By: Signature of Copartners: _____

Addresses: _____

Date: _____

I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

By: Signature of Individuals:  _____

Addresses: 16060 SONOMA HWY

SONOMA CA 95476

Date: MAY 5 2017

DOCUMENTS TO BE SUBMITTED WITH BID

- 00300: Bid Form
- 00411: Bidder's Bond
- 00421: Questionnaire and Financial Statement
- 00430: List of Subcontractors
- 00450: Statement of Qualifications for Construction Work
ATTACHMENT "A" – Statement of Qualification Questionnaire
PART B: SAFETY, PREVAILING WAGE, DISPUTES, AND BONDS
PART C: EXPERIENCE OF PRIME CONTRACTOR
PART D: EXPERIENCE OF DESIGNATED SUBCONTRACTOR(S)
PART E: FINANCIAL INFORMATION
- 00480: Non-Collusion Affidavit
- 00820: Contract Language Acceptance

A complete bid includes one original, four copies, and one electronic version (e.g. PDF on a compact disc).

NOTE: See Section 11.1 of the Instructions to Bidders to determine if the Substitution Request Form, Document 00660, is required to be submitted with the bid and, if required, prepare in accordance with Section 4.15 of the General Conditions.

VALLEY OF THE MOON FIRE PROTECTION DISTRICT

BIDDER'S BOND - VALLEY OF THE MOON FIRE PROTECTION DISTRICT

We, Serres Corporation as PRINCIPAL

and ** as SURETY, are hereby held and firmly bound unto the VALLEY OF THE MOON FIRE PROTECTION DISTRICT (hereinafter "District") in the penal sum of TEN PERCENT (10%) OF THE TOTAL AMOUNT OF THE BID of the Principal of above named, submitted by said Principal to the District for work described below, for the payment of which sum in lawful money of the United States, well and truly to be made, to the District, we bind ourselves, our heirs, executors, administrators, and successors, jointly and severally, firmly by these presents. In no case shall the liability of the surety hereunder exceed the sum of:

\$ Ten-percent of Amount Bid (10%)

THE CONDITION OF THIS OBLIGATION IS SUCH

That whereas the Principal has submitted the above-mentioned bid to the District as aforesaid, for certain construction specifically described as follows, for which bids are to be opened in Sonoma, California, on May 5th, 2017, for the new VALLEY OF THE MOON FIRE PROTECTION DISTRICT.

NOW THEREFORE, if the aforesaid Principal is awarded a contract and, within the time and in the manner required under the specifications, after the prescribed forms are presented to him for signature, enters into a written contract, in the prescribed form, in accordance with the bid, and files two bonds with the District, one to guarantee faithful performance and other to guarantee payment for labor and materials, as required by law, then this obligation shall be null and void, otherwise it shall remain in full force and virtue.

Surety attests that it is duly licensed to do business in the State of California and is named on the current list of "Surety Companies Acceptable on Federal Bonds" as published in the Treasury Department Circular Number 570 as required by the USDA.

IN WITNESS WHEREOF, we have hereunto set our hands and seals this 28th day of April, A.D. 2017.

Serres Corporation
16060 Sonoma Hwy Sonoma CA 95476
[Signature]
Principle

Indemnity Company of California
[Signature]
Jill Seymour, Attorney-in-Fact
Surety
1655 Grant Street 6th Floor
Concord CA 94520
Address

**Indemnity Company of California

**POWER OF ATTORNEY FOR
DEVELOPERS SURETY AND INDEMNITY COMPANY
INDEMNITY COMPANY OF CALIFORNIA
PO Box 19725, IRVINE, CA 92623 (949) 263-3300**

KNOW ALL BY THESE PRESENTS that except as expressly limited, DEVELOPERS SURETY AND INDEMNITY COMPANY and INDEMNITY COMPANY OF CALIFORNIA, do each hereby make, constitute and appoint:

Jill Seymour, Paul Ramatici, Jenny Hagemann, Sandy Dunaway, jointly or severally

as their true and lawful Attorney(s)-in-Fact, to make, execute, deliver and acknowledge, for and on behalf of said corporations, as sureties, bonds, undertakings and contracts of suretyship giving and granting unto said Attorney(s)-in-Fact full power and authority to do and to perform every act necessary, requisite or proper to be done in connection therewith as each of said corporations could do, but reserving to each of said corporations full power of substitution and revocation, and all of the acts of said Attorney(s)-in-Fact, pursuant to these presents, are hereby ratified and confirmed.

This Power of Attorney is granted and is signed by facsimile under and by authority of the following resolutions adopted by the respective Boards of Directors of DEVELOPERS SURETY AND INDEMNITY COMPANY and INDEMNITY COMPANY OF CALIFORNIA, effective as of January 1st, 2008.

RESOLVED, that a combination of any two of the Chairman of the Board, the President, Executive Vice-President, Senior Vice-President or any Vice President of the corporations be, and that each of them hereby is, authorized to execute this Power of Attorney, qualifying the attorney(s) named in the Power of Attorney to execute, on behalf of the corporations, bonds, undertakings and contracts of suretyship; and that the Secretary or any Assistant Secretary of either of the corporations be, and each of them hereby is, authorized to attest the execution of any such Power of Attorney;

RESOLVED, FURTHER, that the signatures of such officers may be affixed to any such Power of Attorney or to any certificate relating thereto by facsimile, and any such Power of Attorney or certificate bearing such facsimile signatures shall be valid and binding upon the corporations when so affixed and in the future with respect to any bond, undertaking or contract of suretyship to which it is attached.

IN WITNESS WHEREOF, DEVELOPERS SURETY AND INDEMNITY COMPANY and INDEMNITY COMPANY OF CALIFORNIA have severally caused these presents to be signed by their respective officers and attested by their respective Secretary or Assistant Secretary this 6th day of February, 2017.

By: *Daniel Young*
Daniel Young, Senior Vice-President

By: *Mark Lansdon*
Mark Lansdon, Vice-President



A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of Orange

On February 6, 2017 before me, Lucille Raymond, Notary Public
Date Here Insert Name and Title of the Officer

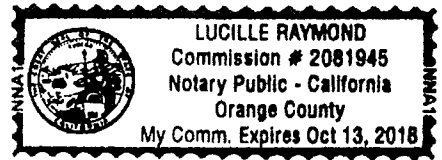
personally appeared Daniel Young and Mark Lansdon
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature *Lucille Raymond*
Lucille Raymond, Notary Public



Place Notary Seal Above

CERTIFICATE

The undersigned, as Secretary or Assistant Secretary of DEVELOPERS SURETY AND INDEMNITY COMPANY or INDEMNITY COMPANY OF CALIFORNIA, does hereby certify that the foregoing Power of Attorney remains in full force and has not been revoked and, furthermore, that the provisions of the resolutions of the respective Boards of Directors of said corporations set forth in the Power of Attorney are in force as of the date of this Certificate.

This Certificate is executed in the City of Irvine, California, this 28th day of April, 2017

By: *Cassie J. Berrisford*
Cassie J. Berrisford, Assistant Secretary



ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of Sonoma)

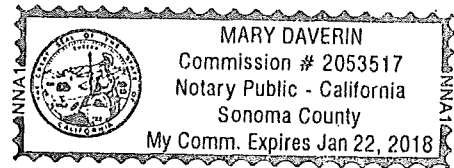
On April 28, 2017 before me, Mary Daverin - Notary Public
(insert name and title of the officer)

personally appeared Jill Seymour,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature Mary Daverin (Seal)



QUESTIONNAIRE AND FINANCIAL STATEMENT FORM

The following statements as to experience and financial qualifications of the bidder are submitted in conjunction with the proposal as a part thereof, and the truthfulness and accuracy of the information is guaranteed by the bidder.

The bidder has been engaged in the contracting business, under the present business name for 88 years. Experience in work of a nature similar to that covered in the proposal extends over a period of 88 years.

The bidder, as a contractor, has never failed to satisfactorily complete a contract awarded to him, except as follows:

(Name any and all exceptions and reasons therefore)

N/A

The following contracts for work of a similar nature have been satisfactorily completed in the last ten years for the persons, firm or authority indicated, and to whom reference is made.

(Name five contracts)

YEAR	TYPE OF WORK - SIZE AND LENGTH	LOCATION AND FOR WHOM
2017	GRADING PAVING UTILITIES \$750,000 6 MONTHS	SANTA ROSA CA COUNTY OF SONOMA / ALTEN
2016	GRADING PAVING 185,000 3 WEEKS	HANA CENTER SONOMA HANA CENTER
2017	GRADING PAVING UTILITIES 135,000 3 WEEKS	SONOMA INDEPENDENT TRIBUNE
2016	GRADING UTILITIES 150,000 2 MONTHS	NAPA TEAM COMMERCIAL
2016	GRADING + PAVING + UTILITIES 1,650,000 7 MONTHS	SANTA ROSA CARMAX TID. FAMILIAR (CONSTRUCTION)

Reference is hereby made to the following banks as to the financial responsibility of the

VALLEY OF THE MOON FIRE PROTECTION DISTRICT

bidder: SERRES CORPORATION

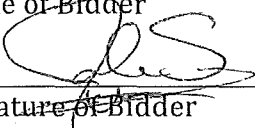
NAME OF BANK	ADDRESS
EXCHANGE BANK	435 W WAPA ST, SONOMA CA 95476

Reference is hereby made to the following surety companies as to the financial responsibility and general reliability of the bidder:

Name of Surety Company INDEMNITY COMPANY OF CALIFORNIA
1055 GRANT ST 6TH FLOOR, CONCORD CA 94520

Name of Surety Company _____

JOHN M. SERRES
 Name of Bidder


 Signature of Bidder

VP
 Title

ATTACHMENT "A" – Statement of Qualification Questionnaire

Bidders shall complete the entire Statement of Qualification Questionnaire and submit it in accordance with Document 00100 (Instructions to Bidders) and Document 00450 (Statement of Qualifications). Failure to complete the questionnaire or inclusion of any false statement(s) shall be ground for immediate disqualification.

CONTACT INFORMATION

Company Name: SERRES CORPORATION

Owner of Company: JOHN P. SERRES

Contact Person: JOHN H. SERRES Address:

16660 SONOMA HWY SONOMA CA 95476

Phone: 707 996 6776 Fax: 707 996 5327

PART A: GENERAL INFORMATION

1. Does Bidder possess a valid and current California Contractor's license for the work proposed? Yes No
2. Does Bidder have a minimum of \$1,000,000 liability insurance coverage? Yes No
3. Has Bidder's License been revoked at any time in the last five years? Yes No
4. Has Bidder been "default terminated" by an owner (other than for convenience), or has a Surety completed a contract for Bidder within the last five years? Yes No
5. Has Bidder been convicted more than twice for failure to pay prevailing wages in the last three years? Yes No
6. Has Bidder attached copies of its reviewed or audited financial statements and accompanying notes for the last three years? Yes No

**Bidder may be disqualified if any answer to questions 1, 2, or 6 is No.
Bidder may be disqualified if any answer to questions 3, 4, or 5 is Yes.**

VALLEY OF THE MOON FIRE PROTECTION DISTRICT

termination for cause associated with any project in the past 5 years? If yes, attach description of each instance including details of total claim amount, settlement amount, and owner's name and phone number.

Yes ___ No X

(BONDING)

8. Bonding Capacity - Provide documentation from Bidder's surety identifying the following:

Name of bonding company/surety: INDEMNITY COMPANY OF CALIFORNIA

Name of Surety Agent: JILL SEYMOUR

Surety Agent address: 731A SOUTHPOINT BLD, PETAUMA CA 94953

Surety Agent phone number: 707-782-9200

Is surety a California-admitted surety? (X) Yes No

Is surety listed in the current edition of the California Department of the Treasury's Listing of approved sureties? Yes X No ___

List surety's A.M. Best Rating: A (Excellent) XV

What is Bidder's total bonding capacity? 1,000,000

What percent does Bidder pay for bonds? 2.5%

PART C: FINANCIAL INFORMATION

1. Has Bidder ever reorganized under the protection of bankruptcy laws?
Yes ___ No X If yes, please state when _____
2. If Bidder has had the general liability carrier identified in Document 00421 (Questionnaire and Financial Statement Form) for less than 5 years, please provide additional information below for balance of the last 5 years:

Agency Name: _____

Contact Name: _____

Phone Number: _____

Carrier: _____ A.M. Best Rating: _____

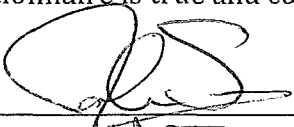
VALLEY OF THE MOON FIRE PROTECTION DISTRICT

Carrier: _____ A.M. Best Rating: _____

Carrier: _____ A.M. Best Rating: _____

3. Has Bidder ever had insurance terminated by a carrier? Yes ___ No X
If yes, explain on a separate signed sheet marked with correlating cross-reference to this paragraph of the questionnaire.

Bidder hereby declares under penalty of perjury that all the information provided in this questionnaire is true and correct.



SIGNATURE



TITLE

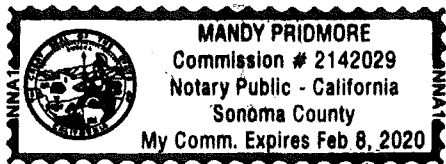
NON-COLLUSION AFFIDAVIT

State of California)
County of Sonoma)

John M. Serres, being first duly sworn deposes and says:

That he is an officer, to-wit: the VP of Serres Corporation of a corporation organized and existing under the laws of the State of California and that said corporation makes the accompanying proposal; that such proposal is genuine and not a sham or collusive or made in the interest or in behalf of any person not therein named, and that said bidder has not directly or indirectly induced or solicited any other bidder to put in a sham bid, or any person, firm or corporation to refrain from bidding, and that said bidder has not in any manner sought by collusion to secure for himself an advantage over any other bidder.

Subscribed and sworn to before me this day of May 4, 2017



Mandy Pridmore
Notary Public in and for the
County of Sonoma,
State of California

State of _____)
County of _____)

_____, being first duly sworn deposes and says:

That said affiant, and _____ are co-partners doing business under the firm name and style of _____ and that said co-partnership makes the accompanying Proposal; that such Proposal is genuine and not a sham or collusive or made in the interest or in behalf of any person not therein named, and that said bidder has not directly or indirectly induced or solicited any other bidder to put in a sham bid, or any other person, firm or corporation to refrain from bidding, and that said bidder has not in any manner sought by collusion to secure for himself an advantage over any other bidder.

Subscribed and sworn to before me this day of _____

Notary Public in and for the
County of _____
state of _____



Valley of the Moon Fire Protection District

Board of Directors Meeting

Agenda Item Summary

May 9, 2017



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

Agenda Item Title
Resolution 2016/2017-09 approving job classification of Apprentice Firefighter

Recommended Actions
Approve new job classification

Executive Summary
As a result of the contract for services agreement with the Glen Ellen Fire Protection District, the VOM District will be hiring five (5) new positions. This classification will make it possible to offer this opportunity.

Alternative Actions
Deny approval

Strategic Plan Alignment
This new classification is in alignment with Goal 1, Objective 1A – Develop a revised staffing model to meet current and future community and operational demands.

Fiscal Summary – FY 16/17			
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)

Attachments
<ol style="list-style-type: none"> Apprentice Firefighter job description Resolution 2016/2017-09

Sonoma Valley Fire and Rescue Authority Apprentice Firefighter

SUMMARY

Under direction from higher level supervisory and management staff, apprentice firefighters participate in fire suppression, prevention, training and rescue activities in protecting life, property and the environment, and provide basic life support care in response to medical emergencies. Apprentice firefighters certified as Paramedics provide advanced life support care as needed and are subject to the Sonoma Valley Fire and Rescue Authority job specifications for Paramedic.

All public employees are determined to be disaster service workers under Section 3101 of Government Code. As a disaster service worker, this position is subject to such disaster service activities as may be assigned by superiors and subject to mandatory emergency call out.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Respond to emergencies and calls for assistance, participating with other team members.

Drive and operate all fire apparatus and equipment; respond to rescue calls as part of an engine company and administer medical care; operate a variety of tools and equipment related to fire suppression, rescue and hazardous materials emergency activities.

Serve as pump operator in firefighting situations including laying hose lines, operating pump and regulating water pressure through hose lines.

Participate in overhaul and salvage operations; inspect and perform routine maintenance on station facilities, fire hydrants and rescue equipment.

Participate in continuous training in fire suppression, prevention, inspection and medical assistance through both simulated and on-the-job exercises.

Inspect commercial, residential and other occupancies for fire hazards and compliance with fire prevention codes and ordinances; conduct fire prevention and education programs.

Operate communication equipment; learn and study Fire Department rules and regulations, fire hazards and firefighting techniques, and related subjects.

Prepare reports, and equipment records; receive and process reports from citizens; observe and report violations of laws and ordinances.

Respond to emergency medical incidents, supervising patient care until relieved by higher medical authority.

Provide emergency and non-emergency medical transportation services, including inter-facility transfers.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of: Firefighting methods and techniques; First-Responder medical aid and CPR life saving procedures; operating and mechanical principles of fire apparatus and equipment; principles of mechanics, hydraulics and mathematics as related to firefighting duties; principles, practices and procedures of Basic Life Support; principles of pharmacology and toxicology.

Ability to: Learn rules, regulations and operational procedures of the Fire Department; demonstrate a high degree of mechanical aptitude; learn to drive and operate effectively and safely the full range of fire apparatus and equipment used by the department; learn the street location and physical layout of the District, City and surrounding communities; think and act quickly in emergencies; work effectively as a member of a team; understand and follow oral and written directions promptly and accurately; communicate orally effectively to individuals or in a group setting learn through structured lectures in a classroom setting and through oral instruction in an on-the-job setting; comprehend and make inferences from written material; learn to operate and enter data into a computer terminal; produce written documents using proper English grammar and punctuation; deal courteously and effectively with the public; establish and maintain cooperative relationships with those contacted in the course of work.

EXPERIENCE and/or EDUCATION

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: High School diploma or equivalent.

Experience: Full or part time work experience of sufficient length to demonstrate good work habits.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of an EMT-1 Certificate or State of California Paramedic License. Paramedic license strongly preferred (Sonoma County paramedic accreditation required).

Possession of an appropriate, valid, California Driver's License to drive and operate fire apparatus is required by the end of the first 12 months of employment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to write, drive and operate a computer keyboard; reach with hands and arms; and talk or hear; use precise arm-hand positioning to operate mechanical and emergency medical equipment. The employee frequently is required to stoop, kneel, crouch, crawl, or climb and must regularly lift and/or move up to 100 pounds. Must be able to drive an emergency vehicle at high speeds while operating and making broadcasts over a two-way radio. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The noise level in the work environment is routinely high.

RESOLUTION OF THE BOARD OF DIRECTORS OF THE VALLEY OF THE MOON FIRE PROTECTION DISTRICT, SONOMA COUNTY, STATE OF CALIFORNIA, APPROVING JOB CLASSIFICATION OF APPRENTICE FIREFIGHTER

WHEREAS, the District will add a new employee classification of Apprentice Firefighter; and

WHEREAS, this will be an unrepresented, at-will position; and

WHEREAS, this position is for a two-year term, with the possibility of a one-year extension.

NOW, THEREFORE, BE IT RESOLVED that the Apprentice Firefighter will be added as an employee classification, effective May 9, 2017.

IN REGULAR SESSION, the foregoing resolution was introduced by Director _____, who moved its adoption, seconded by Director _____, and passed by the Board of Directors of the Valley of the Moon Fire Protection District this 9th day of May 2017, on regular roll call vote of the members of said Board:

President Norton	Aye_____	No_____	Absent_____
Director Brunton	Aye_____	No_____	Absent_____
Director Greben	Aye_____	No_____	Absent_____
Director Brady	Aye_____	No_____	Absent_____
Director Leen	Aye_____	No_____	Absent_____
Vote:	Aye_____	No_____	Absent_____

WHEREUPON, the President declared the foregoing resolution adopted, and

SO ORDERED:

ATTEST:

William Norton, President

Brian Brady, Clerk

SONOMA LOCAL AGENCY FORMATION COMMISSION

575 ADMINISTRATION DRIVE, ROOM 104A, SANTA ROSA, CA 95403
(707) 565-2577 FAX (707) 565-3778
www.sonomalafco.org

Date: April 19, 2017

TO: County Administrator, County of Sonoma
City Managers
Clerks to Boards of Directors of Independent Special Districts

RE: Sonoma LAFCO Fiscal Year 2017-18 Proposed Budget

At its meeting on April 12, 2017, the Sonoma Local Agency Formation Commission ("Commission") adopted a 2017-18 Proposed Budget after a noticed public hearing. The Commission's consideration of the 2017-18 Final Budget will take place on June 7, 2017, after a public hearing, as required by state law. The new budget will become effective on July 1, 2017.

The Proposed Budget projects approximately \$625,800 in expenditures, a slight decrease from the current-year budget of \$626,055.

Sonoma LAFCO and the County of Sonoma maintain a Memorandum of Understanding which covers staffing and operational requirements for the Commission; staff are County employees but work only for LAFCO. The Proposed Budget will cover the cost of salaries and benefits for the same level of staffing as in the current year; these costs are anticipated to increase by less than two percent. The cost of services and supplies to support LAFCO operations is expected to decrease by more than five percent.

The Commission is funded primarily by apportionments from the County, the cities, and the independent special districts. In the 2017-18 Proposed Budget, apportionments are projected to increase, overall, by just two-thirds of one percent. Individual agency apportionments, most likely based on revenues reported to the State Controller's Office for Fiscal Year 2014-15, can vary from year to year. Apportionment information will be provided when the data becomes available, typically at the end of May or beginning of June. The Commission also receives revenue from processing fees. Finally, a minimal amount accrues from interest in invested funds.

The Commission's reserve, or fund balance, designated to meet unbudgeted needs; is anticipated to increase next year. At the Commission's direction, LAFCO staff will meet soon with members of the LAFCO Policy Committee and Budget Committee to discuss plans for the use of the fund balance; this could include allocation for consultant services for needed studies, legal and administrative reserve, undesignated contingency, and credit to funding agencies. Upon recommendation of its committees, the Commission will determine its policy on reserves.

The approved 2017-18 Proposed Budget is attached to this letter for your information. The staff report that details the 2017-18 Proposed Budget, describes projected costs, and explains their purposes can be accessed on the Commission's website at www.sonomalafco.org/documents/item4.1_staffreport_20170412.pdf

If your agency has comments or questions about the Commission's Fiscal Year 2017-18 Proposed Budget, please contact me at (707) 565-3765 or at mark.bramfitt@sonoma-county.org prior to the Commission's June 7, 2017, hearing.

Sincerely,



Mark Bramfitt
Executive Officer

Attachment

SONOMA LAFCO FISCAL YEAR 2017-18 PROPOSED BUDGET

EXPENDITURES

Account Title	2016-17 Adopted	Proj. Actuals Thru Qtr 3	Preliminary Year-End	2017-18 Proposed	Change	% Change
50101 Regular Wages	\$ 256,630	\$ 191,826		\$ 274,600	\$ 17,970	7.00%
50110 Cash Allowance	\$ 18,370	\$ 11,711		\$ 18,300	\$ (70)	-0.38%
50114 Bds & Commissions	\$ 7,200	\$ 3,650		\$ 9,600	\$ 2,400	33.33%
50201 County Retirement	\$ 112,590	\$ 66,919		\$ 108,390	\$ (4,200)	-3.73%
50205 FICA/Medicare	\$ 21,340	\$ 14,362		\$ 21,760	\$ 420	1.97%
50301 Health Insurance	\$ 31,650	\$ 13,558		\$ 20,740	\$ (10,910)	-34.47%
Deferred Comp (401)	\$ 5,090	\$ 6,271		\$ 9,300	\$ 4,210	82.71%
50304 HRA	\$ 1,255	\$ 844		\$ 1,200	\$ (55)	-4.38%
50306 Disability	\$ 2,210	\$ 1,158		\$ 1,700	\$ (510)	-23.08%
50307 Dental Insurance	\$ 3,775	\$ 2,544		\$ 3,670	\$ (105)	-2.78%
50308 Life Insurance	\$ 450	\$ 309		\$ 375	\$ (75)	-16.67%
50309 Vision Insurance	\$ 590	\$ 380		\$ 550	\$ (40)	-6.78%
50310 Unemploy. Insurance	\$ 275	\$ 173		\$ 260	\$ (15)	-5.45%
50401 Workers Comp	\$ 2,930	\$ 2,116		\$ 2,835	\$ (95)	-3.24%
50501 Other Expenses	\$ 130	\$ 78		\$ 70	\$ (60)	-46.15%
Total Salaries and Benefits	\$ 464,485	\$ 315,899	\$ 460,000	\$ 473,350	\$ 8,865	1.91%
51206 Auditing Services	\$ 6,000	\$ 1,630	\$ 10,000	\$ -	\$ (6,000)	-100.00%
51207 Auditor Accting Svces	\$ 4,000	\$ 2,579	\$ 4,000	\$ 4,000	\$ -	0.00%
51211 Legal Services	\$ 15,000	\$ 11,684	\$ 16,000	\$ 15,000	\$ -	0.00%
51249 Professional Svces	\$ 50,000	\$ 4,700	\$ 10,000	\$ 50,000	\$ -	0.00%
51301 Legal Notices	\$ 3,000	\$ 2,168	\$ 3,000	\$ 3,000	\$ -	0.00%
51602 Travel Expense	\$ 10,000	\$ 5,994	\$ 10,000	\$ 10,000	\$ -	0.00%
51605 Private Car Expense	\$ 1,000	\$ 1,626	\$ 2,500	\$ 1,000	\$ -	0.00%
51901/02 Communications	\$ 1,950	\$ 1,432	\$ 2,000	\$ 2,000	\$ 50	2.56%
51904 ISD-Data Processing	\$ 15,600	\$ 12,241	\$ 16,500	\$ 18,000	\$ 2,400	15.38%
51905 Info Sys - Develop.	\$ 10,000	\$ 11,835	\$ 16,300	\$ 15,000	\$ 5,000	50.00%
51906 Website Supplement	\$ 2,000	\$ 2,445	\$ 3,000	\$ 2,000	\$ -	0.00%
51907 Computer Replace.	\$ 6,810	\$ 4,515	\$ 6,810	\$ -	\$ (6,810)	-100.00%
51911 Postage	\$ 800	\$ 545	\$ 800	\$ 800	\$ -	0.00%
51915 Printing	\$ 300	\$ 810	\$ 810	\$ 1,000	\$ 700	233.33%
51916 County Services	\$ 21,420	\$ -	\$ 21,420	\$ 14,720	\$ (6,700)	-31.28%
51919 Enterprise Finan Sys	\$ 1,450	\$ 1,189	\$ 1,450	\$ 1,450	\$ -	0.00%
52091 Memberships	\$ 3,880	\$ 3,879	\$ 3,879	\$ 4,150	\$ 270	6.96%
52111 Office Expense	\$ 7,000	\$ 2,905	\$ 7,000	\$ 9,000	\$ 2,000	28.57%
57015 Major Equip. Replace	\$ 1,360	\$ -	\$ 1,360	\$ 1,360	\$ -	0.00%
Total Services & Supplies	\$ 161,570	\$ 72,177	\$ 136,829	\$ 152,480	\$ (9,090)	-5.63%
					\$ -	
Total Expenditures	\$ 626,055	\$ 388,076	\$ 596,829	\$ 625,830	\$ (225)	-0.04%
					\$ -	

REVENUES

Account Revenue Source	2016-17 Adopted	Proj. Actuals Thru Qtr 3	Preliminary Year-End	2017-18 Proposed	Change	% Change
42601 County	\$ 246,698	\$ 246,698	\$ 246,698	\$ 248,332	\$ 1,634	0.66%
42627 Special Districts	\$ 123,349	\$ 123,349	\$ 123,349	\$ 124,166	\$ 817	0.66%
42628 Cities	\$ 246,698	\$ 246,698	\$ 246,698	\$ 248,332	\$ 1,634	0.66%
Total Intergovernmental Revenues	\$ 616,745	\$ 616,745	\$ 616,745	\$ 620,830	\$ 4,085	0.66%
44002 Interest on Invested Cash	\$ 2,500	\$ 3,546	\$ 5,000	\$ 5,000	\$ 2,500	100.00%
Total Use of Money/Property	\$ 2,500	\$ 3,546	\$ 5,000	\$ 5,000	\$ 2,500	100.00%
45061 Fees for Services 46051 Returned Checks	\$ -	\$ 44,265	\$ 55,000	\$ -	\$ -	
Total Charges for Services	\$ -	\$ 44,265	\$ 55,000	\$ -	\$ -	
47103 Computer Replace.	\$ 6,810	\$ -	\$ 6,810.00	\$ -	\$ (6,810)	-100.00%
Total Operating Transfer	\$ 6,810	\$ -	\$ 6,810.00	\$ -	\$ (6,810)	-100.00%
Use of Fund Balance						
Total Revenue Sources	\$ 626,055	\$ 664,556	\$ 683,555	\$ 625,830	\$ (225)	-0.04%
Revenues Less Expenditures	\$ -	\$ 276,480	\$ 86,726	\$ -	\$ -	0.00%

FUND BALANCE

2015-16 Beginning Fund Bal.	\$ 164,722
Added from 2015-16	<u>\$ 143,136</u>
2015-16 Ending Fund Balance	\$ 307,858
Deposit-Geyserville-Cloverdale	\$ (10,000)
Funds Committed for Audit	<u>\$ (4,000)</u>
Available Fund Balance	\$ 293,858

COUNTY OF SONOMA
BOARD OF SUPERVISORS

575 ADMINISTRATION DRIVE, RM. 100A
SANTA ROSA, CALIFORNIA 95403

(707) 565-2241
FAX (707) 565-3778

MEMBERS OF THE BOARD

SHIRLEE ZANE
CHAIR

JAMES GORE
VICE CHAIR

SUSAN GORIN

DAVID RABBITT

LYNDA HOPKINS

April 27, 2017

Via U.S. Mail

Re: Request from Special Districts to Move to Even-Numbered Year Elections

Dear To Whom It May Concern:

Our office is notifying you, as required by Section 10404 of the Elections Code, that a special district has submitted a resolution to the Board of Supervisors to change their regularly scheduled elections for governing board members from odd-numbered years to even-numbered years. The North Sonoma Coast Fire Protection District has adopted a resolution to move to even-numbered elections in November 2018, thereby extending the terms of office of all current Board members by one year.

Copies of the resolutions from the above-named special district requesting the change, are available for review in the Clerk of the Board Office. The Sonoma County Registrar of Voters will be advising the Board of Supervisors that it will be able to facilitate the requested changes.

Pursuant to Section 10404 of the Elections Code, the Board of Supervisors is now offering you the option of providing input regarding the effect of the move. However, you are not required to submit input. Comments on the plans submitted by the above-named special districts can be presented at the May 23, 2017 Board of Supervisors' meeting, or written comments may be submitted to the Clerk of the Board, to be received no later than 12:00 p.m. on Monday, May 22, 2017. (Written comments are to be submitted to the Clerk of the Board, 575 Administration Drive, Room 100A, Santa Rosa, CA 95403. The start time of the May 23, 2017 meeting can be obtained by viewing the posted agenda on-line at <http://sonomacounty.ca.gov/Board-of-Supervisors/Calendar/> or by calling the Clerk of the Board office at 707-565-2241.)

Sincerely,



DARIN BARTOW
Assistant Clerk of the Board
County of Sonoma