



**Valley of the Moon
Fire Protection District**
Special Board of Directors Meeting
September 26, 2017





Valley of the Moon Fire Protection District Special Board of Directors Meeting

September 26, 2017

TABLE OF CONTENTS



Regular Meeting Agenda	Page 2
Item 7 Agenda Summary – Regular Meeting Minutes of 8/8/17	Page 4
Item 7 – 8/8/17 Regular Meeting Minutes.....	Page 5
Item 10A Agenda Summary – Resolution 2017/2018-05 – Final Budget	Page 7
Item 10A – Final District Budget FY 17/18.....	Page 9
Item 10A – Resolution 2017/2018-05.....	Page 11
Item 10B Agenda Summary – Resolution 2017/2018-06 – SCBA grant	Page 12
Item 10B – FEMA letter.....	Page 13
Item 10B – FEMA Summary Award.....	Page 14
Item 10B – Resolution 2017/2018-06.....	Page 15

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

Tuesday, September 26, 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 Greben, and Director Leen.
Director Brady 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.)

PUBLIC HEARING

The Board will hold a public hearing for the purpose of adopting a Final Budget for fiscal year 2017/18.

6. PRESENTATIONS

7. CONSENT CALENDAR

Approval of minutes for regular meeting of August 8, 2017. **Action Item**

8. FIRE CHIEF'S MONTHLY REPORT

Chief's activity report for August 2017

9. OLD BUSINESS

10. NEW BUSINESS

a) Resolution 2017/2018-05 adopting the final budget for fiscal year 2017/18. **Action Item with roll call vote**

- b) Resolution 2017/2018-06 authorizing the acceptance of a grant for the SVFRA from FEMA for the purchase of self-contained breathing apparatus and dedication of matching funds.

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 October 10, 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

Special Board of Directors Meeting

Agenda Item Summary

September 26, 2017



Agenda Item No.		Staff Contact	
7		Georgette Darcy, Admin. Analyst/Secretary to Board	
Agenda Item Title			
Approval of minutes for regular meeting of August 8, 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 17/18			
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 August 8, 2017 meeting			

VALLEY OF THE MOON FIRE PROTECTION DISTRICT

BOARD OF DIRECTORS MEETING MINUTES

August 8, 2017

1. CALL TO ORDER

Director Brunton called the meeting to order at 6:00 p.m.

2. ROLL CALL & DETERMINATION OF A QUORUM

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

3. PLEDGE OF ALLEGIANCE

Director Leen led the Pledge of Allegiance.

4. CONFIRMATION OF AGENDA

No changes were made to the agenda.

5. COMMENTS FROM THE PUBLIC

None

6. PRESENTATIONS

Proclamation honoring Capt. Jeff Paganini's 40 years of service to the Sonoma Valley Fire and Rescue Authority.

The Board presented Captain Paganini with its proclamation, and Mayor Rachel Hundley read the City of Sonoma's proclamation, which was presented at the Council meeting of July 17th.

7. CONSENT CALENDAR

Approval of minutes for regular meeting of July 11, 2017

M/S/P Leen/Brady to approve minutes for July 11, 2017. Passed 4 ayes

8. FIRE CHIEFS' MONTHLY REPORT

Fire Chief Akre gave his activity report for July 2017.

9. OLD BUSINESS

10. NEW BUSINESS

Resolution 2017/2018-04 for the purchase of a Type 3 Engine

M/S/P Leen/Greben to approve purchase of Type 3 Engine. Passed 4 ayes

11. OTHER BUSINESS TO COME BEFORE THE BOARD

None

12. COMMENTS FROM THE FLOOR

Chief Akre announced the August 17th badge pinning ceremony and dinner for recent promotions and to welcome Glen Ellen personnel to the SVFRA.

13. COMMENTS/REPORTS FROM THE BOARD

Director Leen reported that he will not be able to attend the next meeting.

14. CLOSED SESSION

None

15. ADJOURNMENT

The meeting was adjourned at 6:40 p.m. to a regular meeting on September 12, 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

Special Board of Directors Meeting

Agenda Item Summary

September 26, 2017

**Agenda Item No.**

10A

Staff Contact

Stephen Akre, Fire Chief

Agenda Item Title

Resolution 2017/2018-05 adopting the final District budget for fiscal year 2017/18

Recommended Actions

Adopt 2017/18 final budget

Executive Summary

The changes between the Preliminary Budget and the Recommended Final Budget are summarized below.

1. Modifications to Property Tax projections to reflect a forecast of 2.0% increase from actual collections in 16/17. In Fiscal Year 2017, property tax experienced significant growth exceeding the growth experienced countywide. Because that growth is unlikely to be sustained, the Fire Chief and District Treasurer have recommended a more conservative estimate on final actual collections. Therefore, the projected revenue is anticipated to increase, as the projections in the preliminary budget were based on estimated collections. A year-over-year comparison of property tax collections follows.

Type	15/16 Actual	16/17 Actual	17/18 Budget
Property Taxes - Secured	3,838,664.20	4,101,414.00	4,183,442.28
Property Taxes - Unsecured	128,049.01	131,921.33	134,559.76
RDA Pass Through (AB 1290 / RPTTF)	41,010.76	47,894.83	48,852.73
Property Taxes-Supplemental	75,729.81	72,533.13	73,983.79
Property Tax - HOPTR	30,110.91	30,221.07	30,825.49
County Collection Fee	-45,692.01	-48,885.68	-49,863.39
Redevelopment Increment	-328,973.72	-351,367.68	-358,395.03
Direct Charges	325,663.96	324,311.73	324,311.00
Cost Reimbursement Coll.	-2,060.08	-1,737.45	-2,132.00

2. Increase of \$4,289 in employee insurance.
3. Addition of \$60,067 in Construction/Materials for paving and construction required for Station 3's parking lot, kitchen, and bathroom projects.

4. Addition of an extra \$37,089 to the Equipment Replacement Reserve due to an updated calculation of the anticipated replacement costs as well as recent purchases of the Type 3 and Utility. Once the annual audit is complete, the Fire Chief and District Treasurer will return to the Board with recommendations for allocation of any fund balance remaining at the end of Fiscal Year 2017.

Alternative Actions

Request more information or changes before adopting budget

Strategic Plan Alignment

Not applicable

Fiscal Summary – FY 17/18

Expenditures		Funding Source(s)	
Budgeted Amount	\$4,496,875	District General Fund	\$4,496,875
Add. Appropriations Req'd.	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
		Grants	\$
Total Expenditure	\$4,496,875	Total Sources	\$4,496,875

Narrative Explanation of Fiscal Impacts (if required)

Attachments

1. VOM Fire District Final Budget FY 2017/18
2. Resolution 2017/2018-05

Valley of the Moon Fire District
 Recommended Final Budget FY 2017 - 2018



Account Number	Description	Approved Budget 2016 - 2017	Recommended Budget 2017 - 2018	Increase (Decrease)
Revenue Budget				
799-00000-000-30010	Property Taxes - Secured	3,973,017.00	4,183,442.00	210,425.00
799-00000-000-30011	Property Taxes - Unsecured	132,530.00	134,559.00	2,029.00
799-00000-000-30012	RDA Pass Through (AB 1290 / RPTTF)	42,446.00	48,852.00	6,406.00
799-00000-000-30014	Property Taxes-Supplemental	78,380.00	73,983.00	-4,397.00
799-00000-000-30015	Property Tax - HOPTR	30,110.00	30,825.00	715.00
799-00000-000-30016	County Collection Fee	-47,291.00	-49,864.00	-2,573.00
799-00000-000-30017	Redevelopment Increment	-340,487.00	-358,395.00	-17,908.00
799-00000-000-30018	Direct Charges	325,600.00	324,311.00	-1,289.00
799-00000-000-30019	Cost Reimbursement Coll	-2,132.00	-2,132.00	0.00
799-00000-000-31514	Grant Revenue			
799-00000-000-35004	Reimbursement	69,921.00	108,294.00	38,373.00
Taxes		4,262,094.00	4,493,875.00	231,781.00
799-00000-000-37200	Operating Transfers In	4,927.00	0.00	-4,927.00
Transfers		4,927.00	0.00	-4,927.00
799-00000-000-30600	Interest Income on Pooled Investments	3,000.00	3,000.00	0.00
Interest and Rents		3,000.00	3,000.00	0.00
Revenue Totals		4,270,021.00	4,496,875.00	226,854.00
Expense Budget				
799-68900-110-40110	Regular Employees	0.00	0.00	0.00
799-68900-119-40119	District Board	5,000.00	5,000.00	0.00
Salary and Wages		5,000.00	5,000.00	0.00
799-68900-201-40201	Emply Insurance - District Share	100,439.00	126,390.00	25,951.00
799-68900-202-40202	Workers Compensation	202.00	202.00	0.00
799-68900-117-40417	Medicare (District Share)	0.00	0.00	0.00
Employee Benefits		100,641.00	126,592.00	25,951.00

Valley of the Moon Fire District
 Recommended Final Budget FY 2017 - 2018



Account Number	Description	Approved Budget 2016 - 2017	Recommended Budget 2017 - 2018	Increase (Decrease)
799-68900-310-50310	Legal	10,000.00	10,000.00	0.00
799-68900-311-50311	Accounting / Audit	6,800.00	6,800.00	0.00
799-68900-321-50321	Elections	250.00	250.00	0.00
799-68900-351-50351	Special Accounting Services	21,000.00	21,000.00	0.00
799-68900-354-50354	SVFRA Contract	3,774,066.00	3,899,879.00	125,813.00
799-68900-480-60480	Special Consulting Projects	1,000.00	1,000.00	0.00
Professional Services		3,813,116.00	3,938,929.00	125,813.00
799-68900-453-60453	Publications and Notices	500.00	500.00	0.00
799-68900-455-60455	Travel & Mileage	1,000.00	1,000.00	0.00
Operations		1,500.00	1,500.00	0.00
799-68900-702-70702	Engineering Design	10,000.00	10,000.00	0.00
799-68900-703-70703	Construction/Materials	127,000.00	165,000.00	38,000.00
Capital Assets		137,000.00	175,000.00	38,000.00
799-68900-750-70750	Transfer to Long Term Building Reserve	45,639.00	45,639.00	0.00
799-68900-760-70760	Transfer to Equipment Reserve	120,027.00	157,116.00	37,089.00
Transfers to Reserves		165,666.00	202,755.00	37,089.00
799-68900-801-80801	Principal Lease Purchase	41,810.00	42,437.00	627.00
799-68900-802-80802	Interest Lease Purchase	5,288.00	4,662.00	-626.00
Debt Service		47,098.00	47,099.00	1.00
Expense Totals		4,270,021.00	4,496,875.00	226,854.00

Resolution No: 2017/2018-05
Dated: September 26, 2017

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE VALLEY OF THE MOON
FIRE PROTECTION DISTRICT, SONOMA COUNTY, STATE OF CALIFORNIA,
ADOPTING THE FINAL BUDGET FOR FISCAL YEAR 2017/18**

WHEREAS, the 2017/18 Final Budget has been presented to the Board of Directors of the Valley of the Moon Fire Protection District of Sonoma County; and

WHEREAS, said Final Budget has been reviewed and established as of this date as being the Final Budget of the District, and

NOW, THEREFORE, BE IT RESOLVED that the Final Budget in the amount of \$4,496,875, attached hereto, is found and determined to be the 2017/18 Final Budget of the District, and any interested taxpayer may review the budget at 630 Second Street West between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.

BE IT FURTHER RESOLVED on September 26, 2017 at Sonoma Valley Fire & Rescue Authority's Al Mazza Station located at 630 Second Street West in Sonoma, a Public Hearing will be held at 6:00 p.m. for the adoption of the final budget. Any person may appear and be heard regarding any item in the budget or regarding the addition of other items.

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 26th day of September 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



Valley of the Moon Fire Protection District

Special Board of Directors Meeting

Agenda Item Summary

September 26, 2017



Agenda Item No.	Staff Contact		
10B	Stephen Akre, Chief		
Agenda Item Title			
Resolution 2017/2018-06 authorizing the acceptance of a grant for the SVFRA from FEMA for the purchase of self-contained breathing apparatus and dedication of matching funds			
Recommended Actions			
Approve using 10% matching funds from SVFRA fund balance to complete purchase			
Executive Summary			
<p>Staff applied for a 2016 FEMA/Dept. of Homeland Security Assistance to Firefighters' Grant for the purchase of 64 SCBA units. 44 SCBA units will replace SVFRA SCBAs that are due to expire in March of 2018, and 20 units are for the Glen Ellen Fire District.</p> <p>The total project cost is \$452,742. The Federal Grant award covers 90% of the cost, which is \$411,584. The local match is 10%, which comes to \$41,158. These local matching funds will be broken down to an approximate cost share of \$28,297 for the SVFRA and \$12,861 for Glen Ellen. The Board is asked to approve the use of the SVFRA fund balance to complete this purchase.</p>			
Alternative Actions			
Deny use of fund balance			
Strategic Plan Alignment			
This purchase is in alignment with Goal 3: Continue to provide well-maintained facilities, equipment, and technology to enable personnel to perform their jobs safely and efficiently, Objective 3D: Identify funding sources to meet this goal.			
Fiscal Summary – FY 17/18			
Expenditures			
Budgeted Amount	\$	Funding Source(s)	
Add. Appropriations Req'd.	\$28,297.00	District General Fund	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$28,297.00
	\$	Contingencies	\$
		Grants	\$
Total Expenditure	\$28,297.00	Total Sources	\$28,297.00
Narrative Explanation of Fiscal Impacts (if required)			
Attachments			
<ol style="list-style-type: none"> 1. FEMA letter 2. FEMA Summary Award 3. Resolution 2017/2018-06 			



Federal Emergency Management Agency
Washington, D.C. 20472

Mr Spencer Andreis
Sonoma Valley Fire and Rescue Authority
630 2nd St. West
Sonoma, California 95476-6901

Re: Grant No. EMW-2016-FO-00965

Dear Mr Andreis:

This letter is in written response to your amendment request regarding a cost change within your grant. The approved increase is \$34,182 to your total grant request. The total revised grant amount as a result of this amendment is \$452,742, \$411,584 is the Federal share and \$41,158 is your share of the cost. All other terms and conditions of the grant remain unchanged, except as noted per your amendment. Please maintain copies of all bids/quotes, purchase receipts, vouchers, etc., along with a copy of this letter in your grant file. All other terms and conditions remain unchanged.

If you have any further questions and/or concerns please contact Edith "Dee" Myerly at (202) (202) 786-9786.

Sincerely,

Edith "Dee" Myerly
Grant Management Specialist

Summary Award Memo

**SUMMARY OF ASSISTANCE ACTION
ASSISTANCE TO FIREFIGHTERS GRANT PROGRAM - FIRE PREVENTION AND SAFETY GRANTS
Application**

INSTRUMENT: GRANT
AGREEMENT NUMBER: EMW-2016-FO-00965
GRANTEE: Sonoma Valley Fire and Rescue Authority
DUNS Number: 148690782
AMOUNT: \$452,742.00, Operations and Safety

Project Description

The purpose of the Assistance to Firefighters Grant Program - Fire Prevention and Safety Grants is to protect the health and safety of the public and firefighting personnel against fire and fire-related hazards.

After careful consideration, FEMA has determined that the recipient's project or projects submitted as part of the recipient's application, and detailed in the project narrative as well as the request details section of the application - including budget information - was consistent with the Assistance to Firefighters Grant Program - Fire Prevention and Safety Grants program's purpose and worthy of award. The projects approved for funding are indicated by the budget or negotiation comments below. The recipient shall perform the work described in the grant application for the recipient's approved project or projects as itemized in the request details section of the application and further described in the grant application narrative. The content of the approved portions of the application - along with any documents submitted with the recipient's application - are incorporated by reference into the terms of the recipient's award. The recipient may not change or make any material deviations from the approved scope of work outlined in the above referenced sections of the application without prior written approval, via amendment request, from FEMA.

Period of Performance

12-JUN-17 to 11-JUN-18

Amount Awarded

The amount of the award is detailed in the attached Obligating Document for Award. The following are the budgeted estimates for object classes for this grant (including Federal share plus recipient match):

Personnel	\$0.00
Fringe Benefits	\$0.00
Travel	\$0.00
Equipment	\$415,360.00

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE VALLEY OF THE MOON
FIRE PROTECTION DISTRICT, SONOMA COUNTY, STATE OF CALIFORNIA,
AUTHORIZING THE ACCEPTANCE OF A GRANT FOR THE
SONOMA VALLEY FIRE AND RESCUE AUTHORITY FROM THE
FEDERAL EMERGENCY MANAGEMENT AGENCY FOR THE PURCHASE
OF SELF CONTAINED BREATHING APPARATUS AND
DEDICATION OF MATCHING FUNDS**

WHEREAS, the Federal Emergency Management Agency (FEMA) granted the Sonoma Valley Fire and Rescue Authority (SVFRA) with \$411,584 to purchase new Self Contained Breathing Apparatus (SCBA) if the SVFRA agreed to provide matching funds of 10%, which comes to \$41,158; and

WHEREAS, SCBAs are an integral component of firefighters personal protective equipment and failures during suppression operations could lead to serious injury or death; and

WHEREAS, the SVFRA established the need for 64 SCBAs, of which 44 will replace SVFRA SCBA units that will expire in March 2018 and 20 SCBA are for the Glen Ellen Fire District: and

WHEREAS, the local matching funds of \$41,158 will be shared by the SVFRA at a cost of \$28,297 and \$12,861 for the Glen Ellen Fire District.

NOW, THEREFORE, BE IT RESOLVED that the Board does hereby accept the FEMA grant of \$411,584 for the purchase of 64 SCBA units and approves the appropriation of \$28,297 in local matching funds from the SVFRA fund balance.

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 26th day of September 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