



Valley of the Moon Fire Protection District



Board of Directors Meeting

May 8, 2018



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Board of Directors Meeting

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

Tuesday, May 8, 2018 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 Greben, Director Brady, and Director Leen.
Director Brunton 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

Re-approval of minutes for regular meeting of March 13, 2018. **Action Item**

Approval of minutes for regular meeting of April 10, 2018. **Action Item**

8. FIRE CHIEF'S MONTHLY REPORT

Chief's activity report for April 2018

9. OLD BUSINESS

Approval of terms in Part A. of Delphi MOU for Special Tax Campaign 2018. **Action Item**

10. NEW BUSINESS

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 12, 2018 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 8, 2018



Agenda Item No.		Staff Contact	
7A		Georgette Darcy, Admin. Analyst/Secretary to Board	
Agenda Item Title			
Re-approval of minutes for meeting of March 13, 2018			
Recommended Actions			
Approve the minutes			
Executive Summary			
The minutes have been prepared for Board review and approval. Only two Board members were present from the March 13 th meeting on April 10 th . The three members present on March 13 th will need to approve these minutes.			
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 March 13, 2018 meeting			

VALLEY OF THE MOON FIRE PROTECTION DISTRICT

BOARD OF DIRECTORS MEETING MINUTES

March 13, 2018

1. CALL TO ORDER

President Norton called the meeting to order at 6:02 p.m.

2. ROLL CALL & DETERMINATION OF A QUORUM

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

3. PLEDGE OF ALLEGIANCE

President Norton led the Pledge of Allegiance.

4. CONFIRMATION OF AGENDA

Item 14 was moved to follow Item 4.

5. COMMENTS FROM THE PUBLIC

None

6. PRESENTATIONS

Chief Akre presented a report on Post-October 2017 Fire Activity

7. CONSENT CALENDAR

Approval of minutes for regular meeting of January 9, 2018

M/S/P Brady/Greben to approve minutes for January 9, 2018. Passed 3 ayes

8. FIRE CHIEFS' MONTHLY REPORT

Fire Chief Akre gave an oral activity report for January and February 2018.

9. OLD BUSINESS

None

10. NEW BUSINESS

a) Resolution 2017/2018-10 approving pensionable holiday pay benefit for Apprentice Firefighters

M/S/P Brady/Greben to approve pensionable holiday pay benefit for Apprentice Firefighters. Passed 3 ayes

- b) Resolution 2017/2018-11 ordering an election to be held and requesting consolidation with the November 6, 2018 General Election

Item tabled to next regular meeting.

11. OTHER BUSINESS TO COME BEFORE THE BOARD

None

12. COMMENTS FROM THE FLOOR

Chief Akre announced that former District Administrative Assistant, Joan Kunce, passed away on March 5th.

13. COMMENTS/REPORTS FROM THE BOARD

None

14. CLOSED SESSION

The meeting was adjourned at 6:05 p.m. for a closed session.

a) PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Fire Chief

Pursuant to California Government Code Section 54957

b) CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION: Significant exposure to litigation pursuant to Subdivision D of Government Code Section 54956.9; one potential case.

Report on closed session:

The Board emerged from closed session at 7:20 p.m. President Norton announced that there were no reportable actions by the Board on these items.

15. ADJOURNMENT

The meeting was adjourned at 7:42 p.m. to a regular meeting on April 10, 2018 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 8, 2018



Agenda Item No.		Staff Contact	
7B		Georgette Darcy, Admin. Analyst/Secretary to Board	
Agenda Item Title			
Approval of minutes for meeting of April 10, 2018			
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 April 10, 2018 meeting			

VALLEY OF THE MOON FIRE PROTECTION DISTRICT

BOARD OF DIRECTORS MEETING MINUTES

April 10, 2018

1. CALL TO ORDER

President Norton called the meeting to order at 6:00 p.m.

2. ROLL CALL & DETERMINATION OF A QUORUM

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

District auditor Sheldon Chavan presented the 2016/17 financial audit.

7. CONSENT CALENDAR

Approval of minutes for regular meeting of March 13, 2018

M/S/P Greben/Leen to approve minutes for March 13, 2018. (Minutes will need to be reapproved at next regular meeting due to lack of necessary members for this approval. – g.d.)

8. FIRE CHIEFS' MONTHLY REPORT

Fire Chief Akre gave his activity report for March 2018.

9. OLD BUSINESS

Resolution 2017/2018-11 ordering an election to be held and requesting consolidation with the November 6, 2018 General Election

M/S/P Norton/Greben to order an election and request consolidation with the November 6, 2018 General Election. Passed 3 ayes

10. NEW BUSINESS

- a) Accept 2016/17 VOM District financial audit

M/S/P Greben/Leen to accept 2016/17 audit. Passed 3 ayes

- b) Resolution 2017/2018-12 approving amendments to the 2017/18 SVFRA budget

M/S/P Leen/Greben to approve Resolution 2017/2018-12. Passed 3 ayes

- c) FY 2017/18 fund balance allocations

M/S/P Leen/Greben to approve fund balance allocations for 2017/18. Passed 3 ayes

- d) Vote for 4 candidates in the FASIS Board of Directors election for positions expiring on June 30, 2018

M/S/P Leen/Norton to choose four (4) incumbents for the FASIS election for Board positions. Passed 3 ayes

11. OTHER BUSINESS TO COME BEFORE THE BOARD

Gold Ridge FPD will host the SCFDA meeting on April 26th at Station 1. Please RSVP to Georgette with choice of entree by April 19th.

12. COMMENTS FROM THE FLOOR

None

13. COMMENTS/REPORTS FROM THE BOARD

President Norton brought up the subject of an increase to the current District fire tax. Chief Akre provided supporting information. President Norton directed staff to look further into this matter.

14. CLOSED SESSION

None

15. ADJOURNMENT

The meeting was adjourned at 7:14 p.m. to a regular meeting on May 8, 2018 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 8, 2018



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

Agenda Item Title
Approval of terms in Part A. of Delphi MOU for Special Tax Campaign 2018

Recommended Actions
Approve MOU

Executive Summary
The District has developed an MOU with Delphi to study the feasibility of a special tax submission for the general election in November 2018. The purpose of this campaign is to assess the willingness of our community to support an increase to the existing parcel tax so that we may provide expanded services to the Fire District.

Alternative Actions
Deny approval for MOU

Strategic Plan Alignment
This effort is in alignment with Goal 1, Objective 1A: Develop a revised staffing model to meet current and future community and operational demands. It is also in alignment with Goal 4, Objective 4C: Explore future budgetary opportunities.

Fiscal Summary – FY 17/18			
Expenditures		Funding Source(s)	
Budgeted Amount	\$4,000	District General Fund (799)	\$4,000
Add. Appropriations Req'd.	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
		Contingencies	\$
		Grants	\$
Total Expenditure	\$4,000	Total Sources	\$4,000

Narrative Explanation of Fiscal Impacts (if required)

Attachments
Special Tax Campaign MOU with Delphi



Date: February 26,2018

To: Valley of the Moon Fire Protection District
From: Herb Williams, President, Delphi

RE: Special Tax Campaign, November 2018
Memorandum of Understanding REVISED

A. Delphi will provide the Valley of the Moon Fire Protection District Board of Directors (Board) the following in preparation of submitting a special tax for voter consideration:

1. DELPHI will design and coordinate the social media and press presence March 1, 2018 through August 15, 2018 as the precursor of conducting a special tax ballot measure for the, November 2018 General Election.
2. DELPHI will review the legal ballot language for enhancements and assist the Board in writing the ballot statement.
3. The Board will designate a member to work with DELPHI and the Fire Chief.
4. The Fire Chief must approve all materials used by DELPHI during any phase of the MOU.
5. Cost: \$4,000. \$2,000.00 payable on acceptance and \$2,000.00 payable July 31, 2018.

B. DELPHI) will provide the Campaign Committee (CC) the leadership and materials for the CC to attempt passing the Ballot Measure by providing:

- 1 DELPHI will design and coordinate the social media and press presence August 16, 2018 until the end of the campaign in November 2018.
2. 10 one sided 4' x 8' campaign signs urging the passage of the ballot measure.
3. 100-yard signs for distribution by the CC in residential areas.
4. 20 24" x 16" Vehicle magnets with rounded corners and printed on one side
5. Absentee mailer mailed timely to all absentee ballot voters.
6. Mailer to poll voters 10 prior to Election Day.
7. Robo call from the Fire Chief to all absentee voters with phones on October 2.
8. Robo call from the Community Dignitary to all absentee voters with phones on October 15.
9. Robo call from a firefighter (preferably female) to all voters 10 days prior to the election.
10. Handout and precinct walk sheets for volunteers.
11. The Fire Chief must approve all materials used by DELPHI during this phase of the MOU.
12. Cost: \$10,000 paid by the following schedule: \$2,000 August 31; \$4000 September 15; 2,000 October 1 and \$2,000 October 15.

SPECIAL NOTE: Any polling is a separate cost not covered by this MOU.

Approved by:

Delphi
April 25, 2018
DATE

Valley of the Moon Fire Protection District Chief

DATE