



# Valley of the Moon Fire Protection District



## Board of Directors Meeting

February 9, 2016



# Valley of the Moon Fire Protection District

## Board of Directors Meeting

February 9, 2016

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

Tuesday, February 9, 2016 at 6:00 P.M.  
Location: Sonoma Valley Fire & Rescue Authority Station #1  
630 2<sup>nd</sup> 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, Director Brady, and Director 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

Treasurer Hilbrants will present a review of the mid-year budget for the SVFRA and District.

7. CONSENT CALENDAR

Approval of minutes for special meeting of January 12, 2016. **Action Item**

8. FIRE CHIEF'S MONTHLY REPORT

Chief's activity report for January 2016

9. OLD BUSINESS

10. NEW BUSINESS

- a) Resolution 2015/2016-07 accepting the mid-year financial report and approving amendments to the 2015/2016 operating budget. **Action Item with Roll Call Vote**
- b) Resolution 2015/2016-08 approving the Reorganization Side Letter Agreement between the Sonoma Valley Professional Firefighters' Association, Local 3593, and the Valley of the Moon Fire Protection District. **Action Item with Roll Call Vote**

11. OTHER BUSINESS TO COME BEFORE THE BOARD

The 2016 FDAC Annual Conference will take place at the Embassy Suites in Napa April 6<sup>th</sup> through 8<sup>th</sup>. Event information will be available in the next few weeks.

12. COMMENTS FROM THE FLOOR

13. COMMENTS FROM THE BOARD

14. CLOSED SESSION

15. ADJOURNMENT

This meeting will be adjourned to a regular meeting on March 8, 2016 at 6:00 p.m. in the Training Room of Sonoma Valley Fire & Rescue Authority Station 1, located at 630 2<sup>nd</sup> 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 2<sup>nd</sup> 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

February 9, 2016



<b>Agenda Item No.</b>		<b>Staff Contact</b>	
7		Georgette Darcy, Admin. Analyst/Secretary to Board	
<b>Agenda Item Title</b>			
Approval of minutes for special meeting of January 12, 2016			
<b>Recommended Actions</b>			
Approve the minutes			
<b>Executive Summary</b>			
The minutes have been prepared for Board review and approval.			
<b>Alternative Actions</b>			
Correct or amend minutes prior to approval			
<b>Strategic Plan Alignment</b>			
Not applicable			
<b>Fiscal Summary – FY 15/16</b>			
<b>Expenditures</b>		<b>Funding Source(s)</b>	
Budgeted Amount	\$	District General Fund	\$
Add. Appropriations Req'd.		Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
		Grants	\$
<b>Total Expenditure</b>	<b>\$</b>	<b>Total Sources</b>	<b>\$</b>
<b>Narrative Explanation of Fiscal Impacts (if required)</b>			
Not required			
<b>Attachments</b>			
Minutes for January 12, 2016 special meeting			

# VALLEY OF THE MOON FIRE PROTECTION DISTRICT

## SPECIAL BOARD OF DIRECTORS MEETING MINUTES

January 12, 2016

1. CALL TO ORDER

President Norton called the meeting to order at 5:05 p.m.

2. ROLL CALL & DETERMINATION OF A QUORUM

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

3. PLEDGE OF ALLEGIANCE

Director Leen led the Pledge of Allegiance.

4. CONFIRMATION OF AGENDA

The presentation in Item 6 was moved to occur at 6:00 p.m.

5. COMMENTS FROM THE PUBLIC

None

6. PRESENTATIONS

A badge pinning and reception was held for new Firefighters Mason Lewis and Chris Derner and newly-promoted Captain Gabe Stirnus.

7. CONSENT CALENDAR

Approval of minutes for regular meeting of December 8, 2015

**M/S/P Greben/Leen to approve minutes for December 8, 2015. Passed 5 ayes**

8. FIRE CHIEFS' MONTHLY REPORT

Fire Chief Freeman gave his activity report for December 2015.

9. OLD BUSINESS

None

10. NEW BUSINESS

The Board voted for a Special District Representative Class I for LAFCO.

**M/S/P Brunton/Greben voted for candidate Ernie Loveless. Passed 5 ayes**

11. OTHER BUSINESS TO COME BEFORE THE BOARD

Glen Ellen FPD will host the SCFDA meeting on January 28<sup>th</sup> at the Wolf House Restaurant in Glen Ellen.

12. COMMENTS FROM THE FLOOR

None

13. COMMENTS FROM THE BOARD

Director Leen asked Fire Marshal Jones if he would inspect the Sonoma Valley International Film Festival tent at the Veterans' Building.

14. CLOSED SESSION

None

15. ADJOURNMENT

The meeting was adjourned at 5:30 p.m. to a regular meeting on February 9, 2016 at 6:00 p.m. in the Training Room at Station 1, located at 630 2<sup>nd</sup> Street West, 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

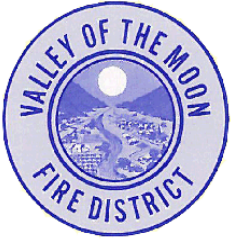
### Agenda Item Summary

February 9, 2016



<b>Agenda Item No.</b>		<b>Staff Contact</b>	
10A		Mark Freeman, Fire Chief	
<b>Agenda Item Title</b>			
Resolution 2015/2016-07 accepting the mid-year financial report and approving amendments to the 2015/16 operating budget			
<b>Recommended Actions</b>			
Accept financial report and approve amendments			
<b>Executive Summary</b>			
Since the adoption of the SVFRA final budget in September of 2015, issues have arisen that require amendments to the budget, specifically costs for reimbursable strike team activity in late summer and autumn.			
<b>Alternative Actions</b>			
Deny approval or request more information or alternate amendments			
<b>Strategic Plan Alignment</b>			
Not applicable			
<b>Fiscal Summary – FY 15/16</b>			
<b>Expenditures</b>		<b>Funding Source(s)</b>	
Budgeted Amount	\$8,532,822	District General Fund	\$
Add. Appropriations Req'd.	\$646,465	Fees/Other	\$633,465
	\$	Use of Fund Balance	\$
		Contingencies	\$
		Grants	\$13,000
<b>Total Expenditure</b>	<b>\$9,179,287</b>	<b>Total Sources</b>	<b>\$646,465</b>
<b>Narrative Explanation of Fiscal Impacts (if required)</b>			
<b>Attachments</b>			
<ol style="list-style-type: none"> <li>1. Mid-year Financial Report for Fiscal Year 2015/2016 – Executive Summary</li> <li>2. SVFRA 2015/16 budget update</li> <li>3. VOM budget mid-year summary</li> <li>4. Resolution 2015/2016-07</li> </ol>			





## VALLEY OF THE MOON FIRE DISTRICT

1 West Agua Caliente Road  
Sonoma, CA 95476

February 9, 2016

### EXECUTIVE SUMMARY

**TO:** Board of Directors  
**FROM:** DeAnna Hilbrants,  
Treasurer, Valley of the Moon Fire District / Finance Director, City of Sonoma

### **SUBJECT: MID YEAR FINANCIAL REPORT FOR FISCAL YEAR 2015-2016**

Presented for information is a snapshot of revenues and expenses at Mid-Year for the Sonoma Valley Fire and Rescue Authority (SVFRA) and the Valley of the Moon Fire District. The report is divided into two sections. Section 1 reports on the financial status of the Sonoma Valley Fire & Rescue Authority (SVFRA). Section 2 reports on the financial status of the Valley of the Moon Fire District for the period July 1, 2015 through December 31, 2015. These reports are intended to provide the public and the Board of Directors with a financial picture of the agencies for Fiscal 2015-2016 budget and are not inclusive of all transactions.

### **SECTION 1. SONOMA VALLEY FIRE & RESCUE AUTHORITY (SVFRA)**

**REVENUE:** The primary budgeted revenue is derived through the transfer of funds from the City of Sonoma and the District to fund operations. With 50% of the fiscal year complete, revenue is at 50% of budget.

**EXPENDITURES:** Expenditures are at 57% of budget.

This is primarily related to use of overtime for strike team events. These amounts will be reimbursed by the State. Other line items that are over budget are typically related to timing of payments (for example, dispatch services are paid in advance) or to one-time expenses/projects.

**FUND STATUS:** For SVFRA, revenues are currently trailing budget by \$614,986. This is primarily a result of costs incurred for strike team participation on wildland fire events, which are reimbursed by the State at a later date. Because participation in strike team is unknown at budget time, both the overtime expense and the reimbursement are unbudgeted.

**RECOMMENDED AMENDMENT:** Each year District Staff (via the SVFRA) participate as strike team members in wildland fire events. The costs of overtime required for this participation is reimbursed by the State of California Office of Emergency Services. Because the number of events and participation of the District staff on strike teams are unknown at the time of budget submittal, these costs are unbudgeted. Staff also recommends that appropriations for legal services and building maintenance are increased by \$5,000 each due to unanticipated costs. Because the strike team reimbursements include additional costs for overhead, these increases in expenses can be offset by the strike team revenue resulting in no net cost to the SVFRA or District. In addition, the SVFRA will be awarded \$13,000 through the California State Firefighters' Association (CSFA) Safer Grant program for reimbursement of personal protective equipment purchases with an offsetting increase in expenses for uniforms and safety equipment.

In summary staff recommends the following amendments to the SFVRA budget. This proposed amendment has no net cost impact to the District or to the City, as all increases in expenses are offset by revenue.

Account	Amendment
798-00000-000-31108 Special Fire Services – State Reimbursement	Increase budgeted revenues by \$633,465 (from \$0 to \$633,465).
798-00000-000-31514 Grant Revenue	Increase budgeted revenues by \$13,000 (from \$0 to \$13,000).
798-68901-130-40130 Overtime	Increase budgeted appropriations by \$623,465 (from \$650,000 to \$1,283,465)
798-68901-310-50310 Legal	Increase budgeted appropriations by \$5,000 (from \$5,000 to \$10,000).
798-68901-420-60420 Building Maintenance	Increase budgeted appropriations by \$5,000 (from \$30,000 to \$35,000).
798-68901-508-70508 Safety Clothing / Uniforms	Increase budgeted appropriations by \$13,000 (from \$45,000 to \$58,000).

## SECTION 2. VALLEY OF THE MOON FIRE DISTRICT

**REVENUE:** With 50% of the fiscal year complete, revenue is at 57% of budget. This is primarily related to increase in property tax collections. In prior years, the first property tax installment had reached 53-55% of the total property tax collected in the year. Therefore, staff does not recommend making any budgetary changes based on the current amounts received.

**EXPENDITURES:** As of December 31, 2015, District Expenses are at 51% of budget. This overage is primarily related to one-time expenses, including payment of lease for the new fire engine and budgeted transfers to reserves.

### FUND STATUS:

As of December 31, 2015, VOM revenues exceed budget by \$229,273. In addition to the property tax timing addressed under Revenue above, some of this difference is related to timing of invoices for expenses as many vendors submit invoices after the month is complete.

### ACTIONS REQUESTED AT MID-YEAR:

- 1) Accept Mid-Year Report
- 2) Adopt Resolution Accepting Mid-Year Financial Report and Approving Amendments to the 2015/2016 Operating Budget.

### ATTACHMENTS TO THIS REPORT:

1. *Summary Report for SVFRA Trust Fund*
2. *Summary Report for VOM Fire Trust Fund*

Sonoma Valley Fire and Rescue Authority  
 Mid-Year Budget Update Fiscal Year 2015 - 2016

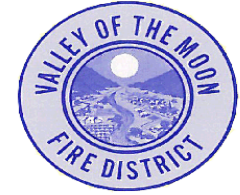


Account Number	Description	Final Budget 2015 - 2016	Actuals as of 12/31/15	% of Budget
<b>Revenue Budget</b>				
798-00000-000-31407	SVFRA Mechanic Services	7,500.00	5,254.00	70%
798-00000-000-31409	SVFRA Contract For Fire Services (City & VOM)	8,485,322.00	4,242,654.00	50%
798-00000-000-30116	Fire Inspection & Processing Fee	40,000.00	19,931.71	50%
798-00000-000-31108	Special Fire Svs-State Reimbursement	0.00	7,863.20 N/A	
798-00000-000-35005	Other Miscellaneous Revenues	0.00	694.90 N/A	
798-00000-000-35005	Refunds and Rebates	0.00	516.53 N/A	
<b>Charges for Services</b>		<b>8,532,822.00</b>	<b>4,276,914.34</b>	<b>50%</b>
<b>Revenue Totals</b>		<b>8,532,822.00</b>	<b>4,276,914.34</b>	<b>50%</b>

**Expense Budget**

798-68901-110-40110	Regular Employee	4,091,575.00	2,066,636.84	51%
798-68901-120-40120	Part Time Worker Salary	277,213.00	154,933.59	56%
798-68901-130-40130	Overtime	650,000.00	719,137.42	111%
<b>Salary and Wages</b>		<b>5,018,788.00</b>	<b>2,940,707.85</b>	<b>59%</b>
798-68901-115-40115	Retirement	1,406,270.00	746,143.94	53%
798-68901-117-40117	Medicare -	72,629.00	42,071.78	58%
798-68901-118-40118	Income Protection	4,300.00	4,292.00	100%
798-68901-201-40201	Employee Insurance	753,471.00	410,907.95	55%
798-68901-202-40202	Workers Compensation	325,792.00	153,853.00	47%
798-68901-223-40223	Unemployment	10,000.00	342.00	3%
<b>Employee Benefits</b>		<b>2,572,462.00</b>	<b>1,357,610.67</b>	<b>53%</b>

Sonoma Valley Fire and Rescue Authority  
 Mid-Year Budget Update Fiscal Year 2015 - 2016



Account Number	Description	Final Budget 2015 - 2016	Actuals as of 12/31/15	% of Budget
798-68901-310-50310	Legal	5,000.00	9,424.50	188%
798-68901-311-50311	Acctng/Audit	3,000.00	1,440.00	48%
798-68901-312-50312	Recruitment	10,000.00	4,054.00	41%
798-68901-313-50313	Consulting	5,000.00	4,834.00	97%
798-68901-347-60347	Professional Contract Services	252,187.00	171,415.25	68%
798-68901-350-50350	Other-Prof/Tech	15,000.00	8,834.62	59%
<b>Professional Services</b>		<b>290,187.00</b>	<b>200,002.37</b>	<b>69%</b>
798-68901-401-60401	Utilities	63,000.00	33,858.83	54%
798-68901-403-60403	Custodial	15,000.00	7,165.40	48%
798-68901-404-60404	Repair & Mainte	70,000.00	34,950.51	50%
798-68901-406-60406	Rental-Equipmen	6,000.00	1,695.08	28%
798-68901-407-60407	Contract Services / Property Related	26,970.00	12,040.85	45%
798-68901-420-60420	Building Maintenance	30,000.00	24,794.53	83%
<b>Property Services</b>		<b>210,970.00</b>	<b>114,505.20</b>	<b>54%</b>
798-68901-451-60451	Insurance Property / Liability	60,000.00	58,900.00	98%
798-68901-452-60452	Communications	27,500.00	12,009.41	44%
798-68901-453-60453	Publications and Notices	2,500.00	784.06	31%
798-68901-454-60454	Printing & Bind	2,500.00	612.13	24%
798-68901-456-60456	Memberships	7,000.00	2,178.45	31%
798-68901-457-60457	Training/Conferences	45,000.00	15,688.44	35%
798-68901-460-60460	Permit/Fees/Tax	11,415.00	7,736.00	68%
<b>Operations</b>		<b>155,915.00</b>	<b>97,908.49</b>	<b>63%</b>

Sonoma Valley Fire and Rescue Authority  
 Mid-Year Budget Update Fiscal Year 2015 - 2016



<b>Account Number</b>	<b>Description</b>	<b>Final Budget 2015 - 2016</b>	<b>Actuals as of 12/31/15</b>	<b>% of Budget</b>
798-68901-501-70501	Minor Supplies / Equipment	27,500.00	11,333.58	41%
798-68901-505-70505	Fuel	70,000.00	23,712.51	34%
798-68901-507-70507	Books & Periodicals	3,500.00	2,677.79	77%
798-68901-508-70508	Safety Clothing / Uniforms	45,000.00	39,528.71	88%
798-68901-540-70540	Rents / Leases	1,500.00	548.59	37%
798-68901-550-70550	Major Equipment / EMS Supplies	105,000.00	75,176.75	72%
<b>Supplies</b>		<b>252,500.00</b>	<b>152,977.93</b>	<b>61%</b>
798-68901-606-70606	Software	15,000.00	16,251.10	108%
798-68901-607-70607	Computer Equipment / Maintenance	17,000.00	11,936.50	70%
<b>Software &amp; Computer Equipment</b>		<b>32,000.00</b>	<b>28,187.60</b>	<b>88%</b>
<b>Expense Totals</b>		<b>8,532,822.00</b>	<b>4,891,900.11</b>	<b>57%</b>

Valley of the Moon Fire District  
 Mid-Year Budget Update Fiscal Year 2015 - 2016



Account Number	Description	Final Budget 2015 - 2016	Actuals as of 12/31/15	% of Budget
<b>Revenue Budget</b>				
799-00000-000-30010	Property Taxes - Secured	3,620,156.00	2,106,828.14	58%
799-00000-000-30011	Property Taxes - Unsecured	120,783.00	122,511.15	101%
799-00000-000-30012	RDA Pass Through (AB 1290 / RPTTF)	121,740.00	0.00	0%
799-00000-000-30014	Property Taxes-Supplemental	66,616.00	0.00	0%
799-00000-000-30015	Property Tax - HOPTR	30,522.00	0.00	0%
799-00000-000-30016	County Collection Fee	-45,537.00	0.00	0%
799-00000-000-30017	Redevelopment Increment	-300,649.00	(164,486.86)	55%
799-00000-000-30018	Direct Charges	325,280.00	179,730.29	55%
799-00000-000-30019	Cost Reimbursement Coll	-2,177.00	(2,331.21)	107%
<b>Taxes</b>		<b>3,936,734.00</b>	<b>2,242,251.51</b>	<b>57%</b>
799-00000-000-37200	Operating Transfers In	0.00	0.00 N/A	
<b>Transfers</b>		<b>0.00</b>	<b>0.00 N/A</b>	
799-00000-000-30600	Interest Income on Pooled Investments	3,000.00	8,000.00	267%
<b>Interest and Rents</b>		<b>3,000.00</b>	<b>8,000.00</b>	<b>267%</b>
<b>Revenue Totals</b>		<b>3,939,734.00</b>	<b>2,250,251.51</b>	<b>57%</b>

Valley of the Moon Fire District  
 Mid-Year Budget Update Fiscal Year 2015 - 2016



Account Number	Description	Final Budget 2015 - 2016	Actuals as of 12/31/15	% of Budget
<b>Expense Budget</b>				
799-68900-110-40110	Regular Employees	0.00	0.00	N/A
799-68900-119-40119	District Board	5,000.00	1,000.00	20%
<b>Salary and Wages</b>		<b>5,000.00</b>	<b>1,000.00</b>	<b>20%</b>
799-68900-201-40201	Emply Insurance - District Share	78,845.00	49,197.85	62%
799-68900-202-40202	Workers Compensation	194.00	0.00	0%
799-68900-117-40417	Medicare (District Share)	0.00	0.00	N/A
<b>Employee Benefits</b>		<b>79,039.00</b>	<b>49,197.85</b>	<b>62%</b>
799-68900-310-50310	Legal	10,000.00	0.00	0%
799-68900-311-50311	Accounting / Audit	6,300.00	3,360.00	53%
799-68900-321-50321	Elections	250.00	0.00	0%
799-68900-351-50351	Special Accounting Services	21,000.00	10,500.00	50%
799-68900-354-50354	SVFRA Contract	3,648,688.00	1,824,342.00	50%
799-68900-480-60480	Special Consulting Projects	1,000.00	0.00	0%
<b>Professional Services</b>		<b>3,687,238.00</b>	<b>1,838,202.00</b>	<b>50%</b>
799-68900-453-60453	Publications and Notices	500.00	0.00	0%
799-68900-455-60455	Travel & Mileage	1,000.00	0.00	0%
<b>Operations</b>		<b>1,500.00</b>	<b>0.00</b>	<b>0%</b>

Valley of the Moon Fire District  
 Mid-Year Budget Update Fiscal Year 2015 - 2016



<b>Account Number</b>	<b>Description</b>	<b>Final Budget 2015 - 2016</b>	<b>Actuals as of 12/31/15</b>	<b>% of Budget</b>
799-68900-702-70702	Engineering Design	10,000.00	0.00	0%
799-68900-703-70703	Construction/Materials	27,000.00	2,620.81	10%
<b>Capital Assets</b>		<b>27,000.00</b>	<b>2,620.81</b>	<b>10%</b>
799-68900-750-70750	Transfer to Long Term Building Reserve	38,515.00	38,515.00	100%
799-68900-760-70760	Transfer to Equipment Reserve	44,344.00	44,344.00	100%
<b>Transfers to Reserves</b>		<b>82,859.00</b>	<b>82,859.00</b>	<b>100%</b>
799-68900-801-80801	Principal Lease Purchase	41,191.00	41,192.00	100%
799-68900-802-80802	Interest Lease Purchase	5,907.00	5,907.00	100%
<b>Debt Service</b>		<b>47,098.00</b>	<b>47,099.00</b>	<b>100%</b>
<b>Expense Totals</b>		<b>3,929,734.00</b>	<b>2,020,978.66</b>	<b>51%</b>



**RESOLUTION OF THE BOARD OF DIRECTORS OF THE VALLEY OF THE MOON FIRE PROTECTION DISTRICT, SONOMA COUNTY, STATE OF CALIFORNIA, ACCEPTING THE MID-YEAR FINANCIAL REPORT AND APPROVING AMENDMENTS TO THE 2015/2016 OPERATING BUDGET**

**WHEREAS**, the 2015/2016 Final Budget was approved by the Board of Directors of the Valley of the Moon Fire Protection District of Sonoma County on September 8, 2015; and

**WHEREAS**, subsequent to the adoption of the 2015/2016 budget, issues have arisen that require amendments to the budget; and

**WHEREAS**, the Board of Directors, following review of the 2016 mid-year budget, determined that a budget amendment should be made as follows:

Account	Amendment
798-00000-000-31108	Increase budgeted revenues by \$633,465 (from \$0 to \$633,465).
798-00000-000-31514	Increase budgeted revenues by \$13,000 (from \$0 to \$13,000).
798-68901-130-40130	Increase budgeted appropriations by \$623,465 (from \$650,000 to \$1,283,465)
798-68901-310-50310	Increase budgeted appropriations by \$5,000 (from \$5,000 to \$10,000).
798-68901-420-60420	Increase budgeted appropriations by \$5,000 (from \$30,000 to \$35,000).
798-68901-508-70508	Increase budgeted appropriations by \$13,000 (from \$45,000 to \$58,000).

**NOW, THEREFORE, BE IT RESOLVED** that the Final Budget for the Sonoma Valley Fire & Rescue Authority in the amount of \$8,532,822 shall be amended to \$9,179,287.

**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 February, 2016, 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

## Board of Directors Meeting

### Agenda Item Summary

February 9, 2016



<b>Agenda Item No.</b>		<b>Staff Contact</b>	
10B		Mark Freeman, Fire Chief	
<b>Agenda Item Title</b>			
Resolution 2015/2016-08 approving the Reorganization Side Letter Agreement between the Sonoma Valley Professional Firefighters' Association, Local 3593, and the Valley of the Moon Fire Protection District			
<b>Recommended Actions</b>			
Approve Side Letter Agreement			
<b>Executive Summary</b>			
<p>The Sonoma Valley Professional Firefighters' Association has met and conferred with the District regarding staff reorganization and reinstatement of the Training Officer position. The Board is asked to approve a Reorganization Side Letter Agreement, the term of which is January 1<sup>st</sup> through June 30<sup>th</sup>, 2016.</p> <p>The Side Letter Agreement will address two stated objectives in the current SVFRA Strategic Plan. Goal 1, Objective 1A: Modify staffing model based on current needs and impacts, and Identify funding mechanism to reinstate Training Officer position; Objective 1B: Look for opportunities to increase number of applicants and support employee retention.</p>			
<b>Alternative Actions</b>			
Decline approval or request changes to Side Letter Agreement prior to approval			
<b>Strategic Plan Alignment</b>			
Alignment with Strategic Plan goals detailed in Executive Summary			
<b>Fiscal Summary – FY 15/16</b>			
<b>Expenditures</b>		<b>Funding Source(s)</b>	
Budgeted Amount	\$	District General Fund	\$
Add. Appropriations Req'd.	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
		Contingencies	\$
		Grants	\$
<b>Total Expenditure</b>	<b>\$</b>	<b>Total Sources</b>	<b>\$</b>
<b>Narrative Explanation of Fiscal Impacts (if required)</b>			
Changes will be cost neutral and within approved budget			
<b>Attachments</b>			
<ol style="list-style-type: none"> <li>1. Reorganization Side Letter Agreement 1/1/16 through 6/30/16</li> <li>2. Resolution 2015/2016-08</li> </ol>			

**REORGANIZATION SIDE LETTER**  
**AGREEMENT**

**BETWEEN THE SONOMA VALLEY PROFESSIONAL FIREFIGHTERS’  
ASSOCIATION, IAFF LOCAL 3593, AND VALLEY OF THE MOON FIRE PROTECTION  
DISTRICT BY RESOLUTION 20015/2016-08, ADOPTED 2/9/2016**

**January 1, 2016 through June 30, 2016**

This Side Letter Agreement has been mutually agreed to and allows for changes in the current Memorandum of Understanding between the Sonoma Valley Professional Firefighters’ Association, IAFF Local 3593, and Valley of the Moon Fire Protection District (District), for the period commencing on January 1, 2016 and ending June 30, 2016.

The Sonoma Valley Professional Firefighters' Association, IAFF Local #3593, have met and conferred with the District regarding reorganization, specific to the number of allocated positions within the classifications of Fire Engineer and Firefighter.

The purpose of this Side Letter is to assist in effectuating reorganization as a means of addressing two stated objectives in the current 2015-2020 Strategic Plan related to Workforce Planning, specifically addressing recruitment/retention and the reinstatement of the Training Officer position while continuously promoting harmonious labor relations between the Sonoma Valley Professional Firefighters’ Association, IAFF Local 3593, and Valley of the Moon Fire Protection District.

WHEREAS reaching a negotiated agreement on labor issues related to reorganization will save both time and money as opposed to utilizing additional funding to meet aforementioned objectives; and

WHEREAS this agreement honors the principle of seniority within the Fire Engineer classification; and

WHEREAS this agreement addresses promotional opportunities within the Firefighter classification; and

WHEREAS this negotiated agreement is based on natural attrition to occur and would result in six (6) Fire Engineer positions being reclassified to Firefighter positions.

NOW, THEREFORE, the Sonoma Valley Professional Firefighters Association, IAFF Local 3593, and Valley of the Moon Fire Protection District agree as follows:

1. **Implementation:** In reaching agreement on this Side Letter, the parties agree and confirm through negotiation that the following shall occur as positions are reclassified:

**First position:**

- a. Adjust Firefighter salary schedule to reach 50% of what is needed to create a 15% differential between Firefighter and Fire Engineer.

**Second position:**

- a. Adjust Firefighter salary schedule to fully reach goal of a 15% differential between Firefighter and Fire Engineer.

- b. Adjust entire salary schedule to produce 15% differentials between all ranks and 3% between steps.
- c. Hire a part-time Training Officer as an incremental step to meet current demands with an end goal of fully funding this promotable position.

**Third position:**

- a. Assign Fire Engineers based on seniority to non-rotating positions on two (2) staffed engines.

**Fourth through Sixth position:**

- a. Assign Fire Engineer(s) based on seniority to non-rotating positions on third staffed engine.
  - b. Upon reclassification of the sixth position, reinstate a permanent Training Officer.
2. **Allocated Positions:** Upon the completion of the aforementioned implementation, the allocated positions in subject classifications will change from fifteen (15) Fire Engineers and six (6) Firefighters to nine (9) Fire Engineers and twelve (12) Firefighter positions.
3. **Revised Salary Schedule:** The following Salary Schedule will amend Appendix ‘A’ for the following positions (salary schedule represents the full adjustment due to the second position being reclassified prior to agreement date):

Position	Step A	Step B	Step C	Step D	Step E
Firefighter	5530	5696	5867	6043	6224
Fire Engineer	6411	6603	6801	7005	7215
Fire Captain	7432	7655	7884	8121	8365

4. **Career Development Guide:** Management and Labor will meet and confer on revising the CDG to include the ability of the Firefighter classification to become eligible to compete in the promotional process for the position of Fire Captain. Specifically, both parties will need to agree on years of experience to be eligible.
5. **Training Officer Position:** Upon the sixth position being reclassified, the District will fully fund and reinstate the Training Officer position. It is also agreed that the filling of this position will occur through an internal promotional process.

Sonoma Valley Professional Firefighters’  
Association, IAFF Local 3593

Board of Directors, Valley of the  
Moon Fire Protection District

\_\_\_\_\_  
William Harper, President

\_\_\_\_\_  
William Norton, President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE VALLEY OF THE MOON FIRE PROTECTION DISTRICT, SONOMA COUNTY, STATE OF CALIFORNIA, APPROVING THE REORGANIZATION SIDE LETTER AGREEMENT BETWEEN THE SONOMA VALLEY PROFESSIONAL FIREFIGHTERS' ASSOCIATION, IAFF LOCAL 3593, AND THE VALLEY OF THE MOON FIRE PROTECTION DISTRICT**

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**WHEREAS**, the Board of Directors of the Valley of the Moon Fire Protection District, by approval of Resolution 2014/2015-04, dated September 9, 2014, amended the salary and benefit schedule of employees covered by the Memorandum of Understanding effective July 1, 2014 through June 30, 2016; and

**WHEREAS**, representatives of the Valley of the Moon Professional Firefighters' Association, IAFF Local 3593, have met and conferred with the District regarding reorganization, specific to the number of allocated positions within the classifications of Fire Engineer and Firefighter; and

**WHEREAS**, the Reorganization Side Letter outlines an adjustment to Appendix 'A,' in the July 1, 2014 through June 30, 2016 Memorandum of Understanding; and

**WHEREAS**, with full implementation of this reorganization plan, the District would fully fund and reinstate the Training Officer position.

**NOW, THEREFORE, BE IT RESOLVED**, the Board of Directors approves the Reorganization Side Letter Agreement, effective January 1, 2016 through June 30, 2016.

**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 February 2016, 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

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## 2016 FDAC Annual Conference

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4/6/2016 to 4/8/2016

**REGISTER**

**When:** April 6-8, 2016

Online registration is available until: 3/29/2016

**Where:** Embassy Suites, Napa Valley  
1075 California Blvd  
Napa, California 94559  
United States

**Contact:** Carmen Berry  
[cberry@fdac.org](mailto:cberry@fdac.org)  
1-800-829-4309

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Final Program Released Soon!

**Embassy Suite Napa Valley**

Make Your Hotel Reservations Soon - **Room Block Deadline is March 6, 2016.**

The Embassy Suite Napa Valley group/convention code for our group is **FDA**. Mention this code or our group name "**Fire Districts Association of California**" when making your reservations, in order to receive the group discount of **\$164.00** per room per night. You can call **1-800-EMBASSY** or book online at [www.embassysuitesnaphotel.com](http://www.embassysuitesnaphotel.com) using **FDA** as the "Group/Convention Code". Reservations must be made no later than **March 6, 2016**. After that date, any unreserved rooms will be released for general sale. Reservations requested by attendees after this date will be accepted based upon availability and subject to hotel's prevailing rate.

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REDCOM Fire / EMS 9-1-1 Center  
2796 Ventura Avenue  
Santa Rosa, CA 95403  
Business: (707) 568-5933 Fax: (707) 568-6693

**TO: REDCOM Member Agencies**

**FROM: Bill Braga, Chair of the REDCOM Board of Directors**

**DATE: 1/15/2016**

**SUBJECT: Addition of Rohnert Park to the REDCOM JPA**

REDCOM Members,

The REDCOM Board of Directors recently discussed the possibility of the City of Rohnert Park Department of Public Safety fire services joining the REDCOM family at the January 14<sup>th</sup>, 2016 Board meeting. Although Rohnert Park has not officially requested membership, the REDCOM Board discussed the positive benefits to the JPA and to the citizens of Sonoma County.

Pursuant to the REDCOM Joint Powers Authority Agreement, Article 17. (2007), membership into the REDCOM JPA shall be open to, "...all cities, independent districts, and other public agencies which have a primary service jurisdiction for fire protection and/or ambulance services in Sonoma County." Additionally, "...the Board of Directors has the authority to admit new members to the Authority, after notice to existing members and an opportunity for them to be heard at a public meeting. The board may set the terms and conditions for admitting new members that it deems appropriate."

Please consider this letter as your notice of our intent to further discuss and take action regarding Rohnert Park's potential membership into the REDCOM JPA, if/when Rohnert Park files an official membership request with the Board. Opportunity for members to be heard on the topic will be held at upcoming REDCOM Board of Directors meetings. We anticipate official Rohnert Park membership action will be discussed and voted on at the February 11<sup>th</sup> or March 10<sup>th</sup>, 2016 Board of Directors meeting. You may address any concerns or questions to the Board at that time. Please note, this timeline is subject to change.

Regards,

A handwritten signature in black ink, appearing to be "Bill Braga", written in a cursive style.

Bill Braga