

Sonoma Valley Fire District

Special Board of Directors Meeting

September 29, 2020





Sonoma Valley Fire District
Special Board of Directors Meeting

September 29, 2020

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

Tuesday September 29, 2020 at 6:00 P.M.

Location: Glen Ellen Fire Station 1

13445 Arnold Drive, Glen Ellen, CA 95442

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

Join by phone: 1-669-900-9128

Meeting ID: 928 5611 7912

1. Call to Order

2. Roll Call and Determination of a Quorum

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

3. Pledge of Allegiance

4. Confirmation of Agenda

Opportunity for the Board to reorder agenda items.

5. Comments from the Public

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

6. Presentations

7. Consent Calendar

Approval of minutes from the regular meeting, held on August 11, 2020. **Action Item**

8. Fire Chief's Monthly Report

No Chief's report

9. Old Business

10. **New Business**

- a) Resolution 2020/2021-08 adopting the final budget for fiscal year 2020/2021. **Action Item with roll call vote**
- b) Resolution 2020/2021-09: side letters of agreement between the Sonoma Valley Fire District and the Sonoma Valley Professional Firefighters' Association, Local 3593. **Action Item with roll call vote**

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

12. **Comments from the Floor**

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

14. **Closed Session**

15. **Adjournment**

This meeting will be adjourned to the regular Board meeting on October 13, 2020 at 6:00 p.m. Meeting access will be determined based on COVID-19 restrictions in place at that time.

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



Sonoma Valley Fire District
Special Board of Directors Meeting
Agenda Item Summary
September 29, 2020

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

Agenda Item Title
Approval of minutes for the regular meeting held on August 11, 2020

Recommended Actions
Approve the minutes

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

Alternative Actions
Correct or amend minutes prior to approval

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

Narrative Explanation of Fiscal Impacts (if required)
Not Required

Attachments
1. Minutes for August 11, 2020 meeting

SONOMA VALLEY FIRE DISTRICT

BOARD OF DIRECTORS MEETING MINUTES Tuesday, August 11, 2020 at 6:00 P.M.

1. Call to Order

President Norton called the meeting to order at 6:00 p.m. via phone-in conference call.

2. Roll Call and Determination of a Quorum

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

3. Pledge of Allegiance

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

4. Confirmation of Agenda

No changes were made to the agenda.

5. Comments from the Public

None

6. Presentations

7. Consent Calendar

M/S/P Johnson/Leen approved the meeting minutes from two special board meetings of July 1 and July 28, 2020 **Passed 7 ayes**

8. Fire Chief's Monthly Report

Chief Akre communicated to the Board that Director Brady nominated Director Norton to be the Vice President candidate for the Sonoma County Fire Districts Association. **M/S/P Johnson/Emery** to endorse President Norton as the VP candidate for the SCFDA board. The final vote will be held at the SCFDA October 2020 meeting. **Passed 7 ayes**

9. Old Business

None

10. New Business

- a) **M/S/P Johnson/Norton** to allow the Fire Chief to accept the proposal from Burton's Fire to purchase two new Type 1 Engines to replace 3383 and 3385. **Passed 7 ayes**

11. Other Business to Come before the Board

None

12. Comments from the Floor

None

13. Comments/Reports from the Board

None

14. Closed Session

15. Adjournment

M/S/P Brady/Leen with 7 ayes

This meeting was adjourned at 6:31 p.m. to a regular Board meeting on September 8, 2020 at 6:00 p.m. Meeting access will be determined based on COVID-19 restrictions in place at that time.

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

Respectfully submitted,

Maci Jerry



Sonoma Valley Fire District
Special Board of Directors Meeting
Agenda Item Summary
September 29, 2020

Agenda Item No.		Staff Contact	
10a		Steve Akre, Fire Chief	
Agenda Item Title			
Resolution 2020/2021-08 adopting the final District budget for fiscal year 2020/21			
Recommended Actions			
Approve 2020/21 final budget			
Executive Summary			
Chief Akre will present the FY 2020/21 final budget of the new Sonoma Valley Fire District to the Board. The Board is asked to adopt the final District budget.			
Alternative Actions			
Suggest alternatives before adopting the final budget			
Fiscal Summary – FY 20/21			
Expenditures		Funding Source(s)	
Budgeted Amount	\$ 9,568,874.00	District General Fund	\$ 9,568,874.00
Add. Appropriations Req'd.	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
		Grants	\$
Total Expenditure	\$ 9,568,874.00	Total Sources	\$ 9,568,874.00
Narrative Explanation of Fiscal Impacts (if required)			
Attachments			
1. SVFD Final Budget FY 2020/21 2. Resolution 2020/2021-08			

Sonoma Valley Fire District
 Recommended Final Budget Fiscal Year 2020-2021



Account Number	Description	Recommended Final Budget 2020-2021	Increase (Decrease)
Revenue Budget			
799-00000-000-30010	Property Tax Revenue	6,086,754.00	6,086,754.00
799-00000-000-30011	Property Taxes - Unsecured	189,684.00	189,684.00
799-00000-000-30012	RDA Pass Through (AB 1290 / RPTTF)	79,622.00	79,622.00
799-00000-000-30014	Property Taxes-Supplemental	110,715.00	110,715.00
799-00000-000-30015	Property Tax - HOPTR	35,745.00	35,745.00
799-00000-000-30016	County Collection Fee	65,355.00	65,355.00
799-00000-000-30017	Redevelopment Increment	-431,542.00	-431,542.00
799-00000-000-30018	Direct Charges	1,475,694.00	1,475,694.00
799-00000-000-30019	Cost Reimbursement Coll	0.00	0.00
799-00000-000-30020	Contract for Services - SDC	510,300.00	510,300.00
799-00000-000-37201	SVFRA Transfer from Fund Balance	0.00	0.00
799-00000-000-35004	Reimbursement	75,280.00	75,280.00
799-00000-000-31514	Grant Revenue	1,371,267.00	1,371,267.00
799-00000-000-30116	Fire Inspection & Processing Fee	0.00	0.00
799-00000-000-31108	Special Fire Svs-State Reimbursement	0.00	0.00
Charges for Services		9,568,874.00	9,568,874.00
Revenue Totals		9,568,874.00	9,568,874.00

Sonoma Valley Fire District
 Recommended Final Budget Fiscal Year 2020-2021



Account Number	Description	Recommended Final Budget 2020-2021	Increase (Decrease)
Expense Budget			
799-68900-110-40110	Regular Employee	1,902,826.00	1,902,826.00
799-68900-120-40120	Part Time Worker Salary	161,526.00	161,526.00
799-68900-130-40130	Overtime	313,950.00	313,950.00
Salary and Wages		2,378,302.00	2,378,302.00
799-68900-115-40115	Retirement	658,173.00	658,173.00
799-68900-116-40116	CalPERS (GLE Contract)	49,000.00	49,000.00
799-68900-117-40117	Medicare -	27,268.00	27,268.00
799-68900-118-40118	Income Protection	0.00	0.00
799-68900-201-40201	Employee Insurance	593,599.00	593,599.00
799-68900-202-40202	Workers Compensation	188,352.00	188,352.00
799-68900-223-40223	Unemployment	0.00	0.00
Employee Benefits		1,516,392.00	1,516,392.00
799-68900-310-50310	Legal	25,000.00	25,000.00
799-68900-311-50311	Acctng/Audit	60,000.00	60,000.00
799-68900-312-50312	Recruitment	15,000.00	15,000.00
799-68900-313-50313	Consulting	40,000.00	40,000.00
799-68900-347-50347	Professional Contract Services	75,000.00	75,000.00
799-68900-350-50350	Other-Prof/Tech	0.00	0.00
799-68900-354-50354	SVFRA Contract	4,056,568.00	4,056,568.00
Professional Services		4,271,568.00	4,271,568.00

Sonoma Valley Fire District
 Recommended Final Budget Fiscal Year 2020-2021



Account Number	Description	Recommended Final Budget 2020-2021	Increase (Decrease)
799-68900-401-60401	Utilities	25,000.00	25,000.00
799-68900-403-60403	Custodial	10,000.00	10,000.00
799-68900-404-60404	Repair & Mainte	25,000.00	25,000.00
799-68900-406-60406	Rental-Equipmen	0.00	0.00
799-68900-407-60407	Contract Services / Property Related	10,000.00	10,000.00
799-68900-420-60420	Building Maintenance	25,000.00	25,000.00
Property Services		95,000.00	95,000.00
799-68900-451-60451	Insurance Property / Liability	13,000.00	13,000.00
799-68900-452-60452	Communications	10,000.00	10,000.00
799-68900-453-60453	Publications and Notices	0.00	0.00
799-68900-454-60454	Printing & Bind	0.00	0.00
799-68900-456-60456	Memberships	0.00	0.00
799-68900-457-60457	Training/Conferences	55,000.00	55,000.00
799-68900-460-60460	Permit/Fees/Tax	0.00	0.00
Operations		78,000.00	78,000.00
799-68900-501-70501	Minor Supplies / Equipment	10,000.00	10,000.00
799-68900-505-70505	Fuel	10,000.00	10,000.00
799-68900-507-70507	Books & Periodicals	0.00	0.00
799-68900-508-70508	Safety Clothing / Uniforms	46,500.00	46,500.00
799-68900-540-70540	Rents / Leases	0.00	0.00
799-68900-550-70550	Major Equipment / EMS Supplies	0.00	0.00
799-68900-551-70551	Major Equipment / Fire Supplies	40,000.00	40,000.00

Sonoma Valley Fire District
 Recommended Final Budget Fiscal Year 2020-2021



Account Number	Description	Recommended Final Budget 2020-2021	Increase (Decrease)
799-68900-702-70702	Engineering Design	10,000.00	10,000.00
799-68900-703-70703	Construction Materials	100,000.00	100,000.00
Supplies		216,500.00	216,500.00
799-68900-750-70750	Transfer to Long Term Building Reserve	125,000	125,000.00
799-68900-760-70760	Transfer to Equipment Reserve	355,000	355,000.00
799-68900-770-70770	Transfer to Operating Reserve	498,112	498,112.00
Capital Assets		978,112	978,112.00
799-68900-606-70606	Software	15,000.00	15,000.00
799-68900-607-70607	Computer Equipment / Maintenance	20,000.00	20,000.00
Software & Computer Equipment		35,000.00	35,000.00
Expense Totals		9,568,874.00	9,568,874.00

Resolution No: 2020/2021-08
Dated: September 29, 2020

RESOLUTION OF THE BOARD OF DIRECTORS OF THE SONOMA VALLEY FIRE DISTRICT, SONOMA COUNTY, STATE OF CALIFORNIA, ADOPTING THE FINAL BUDGET FOR FISCAL YEAR 2020/21

WHEREAS, the 2020/21 Final Budget has been presented to the Board of Directors of the Sonoma Valley Fire 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 \$9,568,874.00, attached hereto, is found and determined to be the 2020/21 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.

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 Sonoma Valley Fire District this 29th day of September 2020, on regular roll call vote of the members of said Board:

President Norton	Aye_____	No_____	Absent_____
Vice President Atkinson	Aye_____	No_____	Absent_____
Treasurer Johnson	Aye_____	No_____	Absent_____
Director Brady	Aye_____	No_____	Absent_____
Director Brunton	Aye_____	No_____	Absent_____
Director Emery	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

Maci Jerry, Clerk



Sonoma Valley Fire District
Special Board of Directors Meeting
Agenda Item Summary
September 29, 2020

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

Agenda Item Title
Draft Resolution 2020/2021-09: draft side letter of agreement between the Sonoma Valley Fire District and the Sonoma Valley Professional Firefighters' Association, Local 3593

Recommended Actions
Approve side letter

Executive Summary
Two designated Board members met a representative of the Sonoma Valley Professional Firefighters' Association, Local 3593. The resulting side letter is being presented to the Board for approval.
Approval of the side letter extends the term of this agreement to October 31, 2020 and has the effect of extending Appendix 'A', which relates to wage information.

Alternative Actions
Reject side letter or request additional information or changes before approval

Strategic Plan Alignment
Not applicable

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

Narrative Explanation of Fiscal Impacts (if required)

- Attachments**
1. Draft Side Letter of Agreement for the Sonoma Valley Professional Firefighters' Association, Local 3593
 2. Draft revised Appendix 'A' for MOU
 3. Draft Resolution 2020/2021-09

SIDE LETTER OF AGREEMENT
BETWEEN THE SONOMA VALLEY FIRE DISTRICT
AND
SONOMA VALLEY PROFESSIONAL FIREFIGHTERS ASSOCIATION
IAFF LOCAL 3593

Sonoma Valley Fire District (“District”) and the Sonoma Valley Professional Firefighters Association (“Association”) have met and conferred in good faith pursuant to the Meyers-Milias-Brown Act concerning their current Memorandum of Understanding (“MOU”) with the term of July 1, 2018 to August 31, 2020. The District and the Association have mutually agreed to extend the expiration date of their current MOU from August 31, 2020 to November 30, 2020. The District and the Association therefore amend their current MOU pursuant to their authority to do so expressed in Article 4(3) of the current MOU as follows:

ARTICLE 38 TERM

The term of this Memorandum of Understanding shall be July 1, 2018 through October 31, 2020.

The extension of the expiration date in the current MOU also has the effect of extending the terms of the incorporated Appendix ‘A’ to the current MOU from an end date of August 31, 2020 to October 31, 2020.

Sonoma Valley Fire District

Sonoma Professional Firefighters’
Association IAFF Local 3593

William Norton, President

William Harper, President

Date: _____

Date: _____

APPENDIX 'A'

SALARY PLAN

January 1, 2018 through August 31, 2020

EXTENDED

September 1, 2020 to October 31, 2020

All classifications reflect salary increase or modification as follows:

Fire Mechanic

		Step A	Step B	Step C	Step D	Step E
<i>Dec. 31, 2018</i>	Monthly:	6,065	6,247	6,435	6,628	6,824
	Hourly:	34.99	36.04	37.13	38.24	39.37
<i>July 1, 2019</i>	Monthly:	6,186	6,372	6,564	6,761	6,960
	Hourly:	35.69	36.76	37.87	39.01	40.15

Firefighter

		Step A	Step B	Step C	Step D	Step E
<i>Dec. 31, 2018</i>	Monthly:	6,065	6,247	6,435	6,628	6,824
	Hourly:	24.92	25.67	26.45	27.24	28.04
Medic	Monthly:	6,368	6,559	6,757	6,959	7,145
	Hourly:	26.17	26.95	27.77	28.60	29.36
<i>July 1, 2019</i>	Monthly:	6,186	6,372	6,564	6,761	6,960
	Hourly:	25.42	26.19	26.98	27.78	28.60
Medic	Monthly:	6,495	6,690	6,892	7,098	7,288
	Hourly:	26.69	27.49	28.32	29.17	29.95

Engineer

		Step A	Step B	Step C	Step D	Step E
<i>Dec. 31, 2018</i>	Monthly:	7,032	7,243	7,460	7,683	7,914
	Hourly:	28.90	29.77	30.66	31.57	32.52
Medic	Monthly:	7,384	7,605	7,833	8,067	8,310
	Hourly:	30.35	31.25	32.19	33.15	34.15
<i>July 1, 2019</i>	Monthly:	7,173	7,388	7,609	7,837	8,072
	Hourly:	29.48	30.36	31.27	32.21	33.17
Medic	Monthly:	7,532	7,757	7,990	8,228	8,476
	Hourly:	30.95	31.88	32.84	33.81	34.83

Captain

		Step A	Step B	Step C	Step D	Step E
<i>Dec. 31, 2018</i>	Monthly:	8,152	8,396	8,649	8,907	9,175
	Hourly:	33.50	34.50	35.54	36.60	37.71
Medic	Monthly:	8,560	8,816	9,081	9,352	9,634
	Hourly:	35.18	36.23	37.32	38.43	39.59
<i>July 1, 2019</i>	Monthly:	8,315	8,564	8,822	9,085	9,359
	Hourly:	34.17	35.19	36.25	37.34	38.46
Medic	Monthly:	8,731	8,992	9,263	9,539	9,827
	Hourly:	35.88	36.95	38.07	39.20	40.38

RESOLUTION OF THE BOARD OF DIRECTORS OF THE SONOMA VALLEY FIRE DISTRICT, SONOMA COUNTY, STATE OF CALIFORNIA, APPROVING A SIDE LETTERS OF AGREEMENT BETWEEN THE SONOMA VALLEY FIRE DISTRICT AND THE SONOMA VALLEY PROFESSIONAL FIREFIGHTERS' ASSOCIATION, IAFF LOCAL 3593

WHEREAS, the Board of Directors of the Sonoma Valley Fire District, by approval of Resolution 2020/2021-09, dated September 29, 2020, amended the salary and benefit schedule of employees covered by the Memorandum of Understanding (MOU) effective July 1, 2018 through August 31, 2020; and

WHEREAS, representatives of the Sonoma Valley Professional Firefighters' Association, IAFF Local 3593, have met and conferred with the District; and

WHEREAS, a Side Letter of Agreement has been created to adjust Article 38 in the MOU; and

WHEREAS, approval of Resolution 2020/2021-09 extends the term of the MOU to October 31, 2020.

NOW, THEREFORE, BE IT RESOLVED, the Board of Directors approves the Side Letter of Agreement for the MOU.

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 Sonoma Valley Fire District this 29th day of September, 2020, on regular roll call vote of the members of said Board:

President Norton	Aye_____	No_____	Absent_____
Vice President Atkinson	Aye_____	No_____	Absent_____
Treasurer Johnson	Aye_____	No_____	Absent_____
Director Brady	Aye_____	No_____	Absent_____
Director Brunton	Aye_____	No_____	Absent_____
Director Emery	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

Maci Jerry, Clerk