

# Sonoma Valley Fire District

Board of Directors Meeting

May 9, 2023





# Sonoma Valley Fire District

## Board of Directors Meeting

May 9, 2023

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###

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

Tuesday, May 9, 2023 at 6:00 P.M.  
Location: Sonoma Valley Fire District Station 1  
630 2<sup>nd</sup> Street W., Sonoma, CA 95476

This meeting is being conducted in person with videoconference capabilities in accordance with the Ralph M. Brown Act, California Government Code Section 54950, et seq. Agenda, Zoom link, and board packet materials are available at the following website:  
<http://sonomavalleyfire.org>

To join by phone: 1-669-900-9128

Meeting ID: 914 153 1767

Meeting Passcode: 3300

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, Mark Emery, Nick Greben, 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**

- a) Audit firm Chavan & Associates, LLP to present the Sonoma Valley Fire District financial audit for fiscal year 2021/2022. At the conclusion of the presentation the Board will be asked to accept the 2021/2022 Sonoma Valley Fire District financial audit. **Action Item**

7. **Consent Calendar**

- a) Approval of minutes from the regular meeting held on, March 21, 2023.  
**Action Item**

8. **Fire Chief's Monthly Report**

Report for March/April

9. **Old Business**

10. **New Business**

a) Station 3, facilities request. Review contract for new roof. **Action Item**

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 Board meeting on June 13, 2023 at 6:00 p.m. in the Training Room of Sonoma Valley Fire District, Station 1, located at 630 2<sup>nd</sup> Street West, Sonoma, CA.

*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://sonomavalleyfire.org>.*



**Sonoma Valley Fire District**  
**Board of Directors Meeting**  
 Agenda Item Summary  
 May 9, 2023

<b>Agenda Item No.</b>	<b>Staff Contact</b>
10a	Jennifer Jason, Finance Officer

**Agenda Item Title**  
 Accept fiscal year 2021/2022 SVFD District financial audit.

**Recommended Actions**  
 Accept audit

**Executive Summary**  
 Audit firm Chavan & Associates, LLP completed the fiscal year 2021/2022 financial audit for the SVFD District. A staff member from Chavan & Associate, LLP will present the audit to the Board in tonight’s meeting. The Board is now asked to accept the document.

**Alternative Actions**  
 Decline to accept or request more information prior to accepting the audit.

**Strategic Plan Alignment**  
 Not applicable

<b>Fiscal Summary – FY 21/22</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>

**Narrative Explanation of Fiscal Impacts (if required)**

**Attachments**

1. Sonoma Valley Fire District - Annual Financial Audit Report, June, 30, 2022



**Sonoma Valley Fire District**  
**Board of Directors Meeting**  
 Agenda Item Summary  
 May 9, 2023

<b>Agenda Item No.</b>	<b>Staff Contact</b>		
7a	Maci Bettencourt, Clerk		
<b>Agenda Item Title</b>			
Approval of the regular meeting minutes held on March 21, 2023.			
<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>			
Objective 3C / 3D			
<b>Fiscal Summary – FY 22/23</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>			
1. Minutes for March 21, 2023 regular meeting			

# SONOMA VALLEY FIRE DISTRICT

## BOARD OF DIRECTORS MEETING MINUTES Tuesday, March 21, 2023

**Meeting was held in person at Station 1, 630 2<sup>nd</sup> Street W, Sonoma, Ca. 95476  
and via video conference for general public access.  
Join by phone: 1-669-900-9128 | Meeting ID: 914 153 1767 | Meeting Passcode: 3300**

### 1. Call to Order

President Norton called meeting to order at 6:00 PM.

### 2. Roll Call and Determination of a Quorum

Board of Directors present: President William Norton, Vice President John (Matt) Atkinson, Brian Brady, Mark Emery, and Nick Greben. Treasurer Mark Johnson and Terrence Leen were excused.

### 3. Pledge of Allegiance

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

### 4. Confirmation of Agenda

Chief Akre requested that new business item come after comments from the public due to Fire Marshal Smith and Captain Lewis each having an item to present. President Norton agreed.

### 5. Comments from the Public

Public: Sean Lacy, Trevor Smith, Mason Lewis  
Virtual: Suzi Molofsky, Bob Norrbom, Gary Johnson, Gabe Stirnus, and Jennifer Jason.  
No comments heard from the public.

### 6. Presentations

None

### 7. Consent Calendar

a) Board reviewed and approved the meeting minutes from the regular board meeting held on February 14, 2023. **M/S/P Brady/Greben - 5 ayes/2 excused**

### 8. Fire Chief's Monthly Report

Monthly Chief's report attached

### 9. Old Business

None

### 10. New Business

a) FM Smith presented the District's Canine Therapy and Peer Support Program. All members of the Board expressed their excitement and appreciation for the opportunities Koda will bring to both the Community and District membership. **All in favor**

- b) Resolution 2022/2023-04 was adopted; authorizing participation in and approving the amended and restated joint exercise of powers agreement of the Fire Risk Management Services (FRMS) joint powers authority. **M/S/P Greben/Brady - 5 ayes/2 excused**
- c) Captain Lewis presented a proposal for implementation of solar installation at Stations 3 and 5. The Board agreed to enter into the contracts to ensure the District would receive the highest rate of return, NEMS 2.0. The systems will be installed within the next three years pending additional structural needs for each Station are addressed prior to system install to ensure the longevity of the solar panels. **All in favor**

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

The Board discussed the upcoming FASIS Board nominations and chose to withhold any nominations.

**12. Comments from the Floor**

None

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

Director Emery expressed his condolences in the passing of Retired Fire Captain Jerry Sheppard. Chief Akre informed the Board that there are no services planned for Captain Sheppard and reminded the Board of Chief Ralph Keechler's memorial service on March 31<sup>st</sup> at the Vintage House.

Director Brady relayed a comment from a member of the community in regards to how impressed they were with the free hands-only CPR classes offered by the District.

President Norton expressed his admiration for FF/PM Brian Sweet and his volunteer work with Sonoma Overnight Support.

**14. Closed Session**

None

**15. Adjournment**

**M/S Greben/Norton - 5 ayes/2 excused**

Meeting was adjourned at 7:04 pm to a regular Board meeting on April 11, 2023, at 6:00 p.m. This meeting will be conducted in person with videoconference capabilities available to the public. *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: <http://sonomavalleyfire.org> under the Governance tab.*

Respectfully submitted,

Maci Bettencourt





# Sonoma Valley Fire District

*Proudly Serving the communities of*

Sonoma, Valley of the Moon, Glen Ellen, and Mayacamas

DATE: 3/21/2023  
TO: Sonoma Valley Board of Directors  
FROM: Chief Akre  
SUBJECT: Monthly Activity Report – February/March 2023

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A. ADMINISTRATIVE:

1. SDC: No communication from DGS on staffing a second shift or an extension at SDC.
2. KWD: Staffing service is going very well. Our Personnel Subcommittee met with the KWD Board's HR Subcommittee. We had a productive meeting on a longer-term contract extension.
3. I met with Supervisor Gorin and CAO staff, and KWD Members on consolidation and potential funding. Met with her for in both Feb and March for 1x1 check -in meetings as well.
4. Chief Heine and I had a meet and greet with the new CAO Christina Rivera.
5. The Fire Service Working Group continues to meet to work primarily on a citizens-based initiative potential. We held Zone meetings with Zone 4 and 5 and will meet with additional Zones over the next few weeks. Polling has been done for the potential measure and we will receive initial results this week. The FSWG has been sending out weekly updates to the SCFCA and SCFDA members.
6. We held our monthly Command Staff meeting, as well as our All-Officers' Meeting, which included a training session from LCW.
7. BC Lacy, Captain Johnson and I attended the FDAC Annual Conference.
8. The EMS subcommittee continues to be actively working on supporting SCFD's bid on the RFP for EOA-1, and on the tiered response implementation.
9. I attended Cal Chiefs monthly E-Board meetings.
10. There was no SCFDA Monthly Meeting in February.
11. FASIS/EBA update: I attended multiple EBA and FASIS meetings, combined Board meeting and claims settlements. Also working on a contract extension with Sedgwick.
12. I participated in the interview process for the 3 finalists for the City Manager position.

B. INCIDENTS:

1. Sent 2 engines and BCs Andreis and Norrbom to Monterey for the recent flooding events.



# Sonoma Valley Fire District

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Sonoma, Valley of the Moon, Glen Ellen, and Mayacamas

## C. BUDGET/FINANCE:

1. We are awaiting the final audit document from Chavan and Associates.
2. We are gearing up for budget preparations and an update to our fee schedule.

## D. PERSONNEL:

1. Engineer's and Captain's promotions have been announced.

## E. TRAINING:

1. Focus for career and volunteers on EMS and Cancer Prevention.
2. Individual Company choice training days.
3. Sent 2 more personnel to the Resiliency Conference.
4. A Driver Operator class is being scheduled for April. Hoping to add depth to volunteer rank.
5. Bay Area Firefighters Training Conference first week of March – very well attended and a successful training conference.

## F. EQUIPMENT:

1. New Type 3 from Hi-Tech is nearing completion. Expected delivery in 4 weeks.
2. New ambulance is being built, estimated delivery in July.

## G. BUILDINGS & LAND:

1. Continuing to work on Station 5 seismic upgrade project. Building permits have been issued for the project. Grant was waitlisted from Cal OES. Met with the Facilities subcommittee and received direction to go forward with preparing for the bid process.
2. Station 9: Waiting on the delivery of the heaters.

## H. PREVENTION & COMMUNITY OUTREACH:

- Glen Ellen Fire Safe Council Community Meeting/planning process
- Working with CalFire & County of Sonoma on strategic fuel breaks
- Working on new Motorola radio implementation

## I. ASSOCIATION:

1. We held a very successful event on March 10 for the FF Appreciation Crab Feed.
2. Open House will be on April 30<sup>th</sup>.



**Sonoma Valley Fire District**  
**Board of Directors Meeting**  
 Agenda Item Summary  
 May 9, 2023

<b>Agenda Item No.</b>	<b>Staff Contact</b>		
10a	Steve Akre, Fire Chief		
<b>Agenda Item Title</b>			
Approve Funding to re-roof Fire Station 3			
<b>Recommended Actions</b>			
Approve Funding			
<b>Executive Summary</b>			
As we move forward with our solar project at Station 3, we determined that the roof should be replaced prior to installing the solar system. We are requesting approval for \$109,200 to replace the roof and gutters by AnC Roofing out of Santa Rosa. After attempting to receive bids from 4 different roofing contractors over several weeks, AnC has the only completed bid. This bidder has previous experience repairing the existing roof and comes highly recommended.			
<b>Alternative Actions</b>			
Decline to commit to contract process or suggest alternatives			
<b>Strategic Plan Alignment</b>			
Objective 1A, Identify and implement critical facility improvements for current and future needs.			
<b>Fiscal Summary – FY 22/23</b>			
<b>Expenditures</b>		<b>Funding Source(s)</b>	
Budgeted Amount	\$	District General Fund	\$
Add. Appropriations Req'd.	\$109,200.00	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
		Grants	\$
<b>Total Expenditure</b>	<b>\$109,200.00</b>	<b>Total Sources</b>	<b>\$</b>
<b>Narrative Explanation of Fiscal Impacts (if required)</b>			
We have adequate funds available to make this purchase.			
<b>Attachments</b>			
1. AnC Proposal			



ANCRFNG, INC.  
 PO Box 1679  
 Santa Rosa, CA 95402

Lic.1043636  
 Phone: (707) 576-1875  
 Fax: (707) 576-1910

### BID AND SUB-CONTRACT FORM

Sonoma Valley Fire District  
 630 2<sup>nd</sup> Street West  
 Sonoma, CA 95476

We propose to furnish for: Fire Station #3  
 located at: 1 Agua Caliente Rd. West, Sonoma  
 All labor and materials to complete roof in a good workmanlike manner as described below:

Remove and dispose of the existing roof system. Clean and prepare roof deck for new roof system. Cut fascia flush at gable ends for standard shingle application. Securely fasten one layer of high temperature self-adhering underlayment to roof surface. Install new galvanized metal vent flashings at all roof penetrations, and install new galvanized angle metal at gable edge of roof deck. Install a fiberglass shingle starter course at perimeter edge of roof surface. Install GAF Timberline HDZ Reflector Series architectural grade laminated dimensional fiberglass shingles over roof surface. Install dimensional hip & ridge units at all hip & ridge areas. Paint all metal vent flashings. Roof application as per manufacturers recommendations. Clean all debris from project site to complete. This roof system achieves the highest (class "A") fire protection rating by the Underwriters Laboratory. If applicable, estimate include re-roofing permit and inspections by local building department.

Price: \$101,000.00

Alt 1) Custom fabricate and install new 24ga galvanized metal gutter to match existing profile and galvanized downspouts.

Add: \$6,000.00 Initial/Date  
\_\_\_\_\_ / \_\_\_\_\_

Alt 2) For EZ-Lock gutter screens.

Add: \$2,200.00 Initial/Date  
\_\_\_\_\_ / \_\_\_\_\_

**\*\* Price includes Sonoma County Prevailing Wages, Certified Payroll, Etc...**  
**\*\*\* Solar attachments by others or at additional expense.**

- (1) TERMS: Due upon completion of contract or progress billing. Payment to be made by cash or check. No credit cards accepted. If not paid within 10 days after completion or progress billing, the amount will be considered delinquent and we reserve the right to send to our attorneys for collection. In the event it is necessary to employ an attorney to enforce the terms of the contract, the customer agrees to pay attorney fees, court costs and 1 1/2% per month interest on the unpaid balance.
- (2) Buyer has the right to rescind this agreement within 3 (three) working days of date of acceptance.
- (3) GUARANTEE: The above work shall be guaranteed against defects of workmanship and materials for a period of four (4) years and shall not cover faulty chimneys, flashing or carpenter work (unless work performed by ANCRFNG, Inc.), or conditions beyond our control. Absolutely no guarantees on repair work unless otherwise stated in writing.
- (4) ACCEPTANCE: This bid must be accepted in writing within 10 days from the date hereof, or if not so accepted, at the sole option of ANCRFNG, Inc., it may be



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withdrawn, declared void, and subject to rebid. If the job is not ready for ANCRFNG, Inc to commence its portion of labor and materials thereon within 30 days after acceptance, at the sole option of ANCRFNG, Inc., the contract may be declared void and ANCRFNG, Inc. shall thereupon be relieved from all obligation.

(5) MATERIAL PRICING: Asphalt products, polyisocyanurate insulation, steel products and other roofing products are sometimes subject to unusual and severe price volatility and availability due to a variety of conditions that are beyond the control of ANCRFNG, Inc. If there is a substantial increase in these or other roofing products between the date of this proposal and the time when the work is to be performed, the amount of this proposal/contract may be increased to reflect the additional cost to obtain the materials upon advance notice and submittal of written documentation to the Customer.

(6) MEMBRANE: Membrane work is applied according to plans and specifications. Proceeding with overlayment of any other function constitutes acceptance of work as applied and release of the subcontractor from all responsibility with respect to the membrane.

(7) JOB ACCESS: In the event the construction site and/or improvements, the subject hereof, are not freely and readily accessible to the men and/or equipment of ANCRFNG, Inc. because of obstruction, weather conditions or any other cause, this bid may be withdrawn at any time upon written notice; and if the work has been commenced by ANCRFNG, Inc. hereunder and such conditions arise, ANCRFNG, Inc. may withdraw from such work and be released from all further obligation hereunder unless a new price can be agreed upon by the parties. If ANCRFNG, Inc. has commenced work hereunder and withdrawn because of such conditions, it shall be entitled to payment for the reasonable value of labor and/or materials supplied to the date of withdrawal.

(8) COMMENCEMENT OF WORK: In the event ANCRFNG, Inc. is requested to commence work hereunder even though this bid has not been accepted in writing, the performance of such work shall be deemed by the parties to be pursuant to all of the terms hereof, and no other terms.

(9) REROOFING: ANCRFNG, Inc. does not assume responsibility for rotted structural lumber. In the event carpentry work is required to meet city or county ordinances, the owner agrees to pay for such repairs on a time and materials basis, at a labor rate of \$150.00 per hour. Satellite dishes may have to be moved during the reroofing process, it is the sole responsibility of the owner/tenant for recalibration should service be interrupted. Due to recent changes to the California Uniform Building Code, it is the sole responsibility of the building owner to schedule and provide complete interior and exterior access for final inspections.

(10) ASBESTOS DISCLAIMER: This proposal is based on the assumption that the existing roof does not contain asbestos or any material containing asbestos. Contractor is not engaged in the identification, abatement, encapsulation or removal of asbestos or asbestos-containing materials and will not be responsible for asbestos abatement or removal. In the event that asbestos or materials containing asbestos is discovered during the course of the work described in this proposal, contractor reserves the right to rescind this contract and receive payment for work performed or suspend its work for a reasonable period of time while the owner engages a firm specializing in the removal and disposal of asbestos to remove the asbestos from the work site. Contractor shall be entitled to reasonable compensation for extra expenses incurred by contractor as a result of the presence of asbestos-containing material at the work site. Contractor is not responsible for any claims, demands or damages arising out of the removal of asbestos from the work site and the owner, by accepting this proposal, agrees to release contractor from any such claims, demands or damages. The owner, in consideration of contractor performing the work described in this contract, hereby agrees to indemnify, defend and hold harmless contractor from and against any and all liability, damages, losses, claims, demands or lawsuits arising out of or relating to the presence of asbestos or material containing asbestos at the work site.

(11) INSURANCE: Workers compensation and general liability insurance certificates can be provided upon request. If your company wishes to be named as additionally insured on our General Liability Policy we can provide this coverage on the CG 20 37 10 01 additional insured form.

(12) The signer(s) of this contract agree that whereas roofing operations are unavoidably noisy and may cause vibrations, the owner(s) and/or tenant(s) should take all necessary steps to protect any valuables which might be dislodged from walls, shelving or ceilings during the roofing operation as well as any valuables that may be susceptible to dust and/or falling debris. This includes the garage and any other areas adjacent to the work being performed.

(13) ANCRFNG, INC cannot be responsible for any driveway cracks or damage.

(14) Unless specifically stated to the contrary, this proposal does not guarantee roof drainage.

(15) Priced based on Cal-OSHA Roofing Operations and Equipment guidelines. Unless specifically stated otherwise, additional owner/contractor required safety requirements are at additional expense.

**Contractors are required by law to be licensed and regulated by the Contractors' State License Board. Any questions concerning a contractor may be referred to the registrar of the board whose address is:**

**Contractors' State License Board – P.O. Box 26000, Sacramento, CA 95826**

By \_\_\_\_\_  
Brian Alton-Project Manager Date

Accepted: \_\_\_\_\_  
Signature Date



ANCRFNG, INC.  
PO Box 1679  
Santa Rosa, CA 95402

Lic.1043636  
Phone: (707) 576-1875  
Fax: (707) 576-1910

ANCRFNG, INC.  
a California Corporation FEIN: 82-5170057  
License No.: 1043636 Class: C39  
PO Box 1679  
Santa Rosa, CA 95402-1679

Print Signer's Name: \_\_\_\_\_  
Owner Information if different from Signer  
Owner: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City State Zip: \_\_\_\_\_

Note: Upon acceptance of this proposal, please sign and return both copies via the postal service. A fully executed copy will be returned for your records. (When returning via email or fax, please remember to forward the wet signature copies via regular mail as well.) Please call if you have any questions.