



# Valley of the Moon Fire Protection District



**Board of Directors Meeting**

**September 11, 2018**



# Valley of the Moon Fire Protection District

## Board of Directors Meeting

September 11, 2018

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

Tuesday, September 11, 2018 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 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.)*

**PUBLIC HEARING**

The Board will hold a public hearing for the purpose of adopting a Final Budget for fiscal year 2018/19.

6. PRESENTATIONS

7. CONSENT CALENDAR

a) Approval of minutes for regular meeting of July 10, 2018. **Action Item**

b) Approval of minutes for special meeting of July 26, 2018. **Action Item**

8. FIRE CHIEF'S MONTHLY REPORT

Chief's activity report for July and August 2018

9. OLD BUSINESS

10. NEW BUSINESS

Resolution 2018/2019-06 adopting the final budget for fiscal year 2018/19. **Action Item with roll call vote**

11. OTHER BUSINESS TO COME BEFORE THE BOARD

12. COMMENTS FROM THE FLOOR

13. COMMENTS/REPORTS FROM THE BOARD

14. CLOSED SESSION

15. ADJOURNMENT

This meeting will be adjourned to a regular meeting on October 9, 2018 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

September 11, 2018



<b>Agenda Item No.</b>		<b>Staff Contact</b>	
7A		Georgette Darcy, Admin. Analyst/Secretary to Board	
<b>Agenda Item Title</b>			
Approval of minutes for regular meeting of July 10, 2018			
<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 18/19</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 July 10, 2018 regular meeting			

# VALLEY OF THE MOON FIRE PROTECTION DISTRICT

## BOARD OF DIRECTORS MEETING MINUTES

July 10, 2018

1. CALL TO ORDER

President Norton called the meeting to order at 6:05 p.m.

2. ROLL CALL & DETERMINATION OF A QUORUM

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

3. PLEDGE OF ALLEGIANCE

Director Leen led the Pledge of Allegiance.

4. CONFIRMATION OF AGENDA

No changes were made to the agenda.

5. COMMENTS FROM THE PUBLIC

The meeting was adjourned at 6:06 p.m. for a public hearing.

The Board held a public hearing for the purpose of setting a "Unit of Risk" special tax for fiscal year 2018/19, as stated in Ordinance 26-R, specifically Section VI, entitled "Report and Hearing on Special Tax." The Board also held a public hearing for the purpose of setting the Prop. 4 Limit for fiscal year 2018/19, pursuant to the provisions of State Government Code Section 7910.

The meeting resumed at 6:06 p.m. The hearing did not proceed, as there were no members of the public in attendance.

6. PRESENTATIONS

None

7. CONSENT CALENDAR

Approval of minutes for regular meeting of June 12, 2018

**M/S/P Leen/Brady to approve minutes for regular meeting of June 12, 2018. Passed 4 ayes**

8. FIRE CHIEFS' MONTHLY REPORT

Fire Chief Akre gave his activity report for June 2018.

9. OLD BUSINESS

Discussion: Review of potential District parcel tax ballot measure.

The Board agreed to hold a special meeting later this month for the purpose of considering a call for a special election for November 6, 2018 on a special fire tax for the District.

10. NEW BUSINESS

- a) Resolution 2018/2019-01 declaring Proposition 4 limit for fiscal year 2018/19.

**M/S/P Leen/Norton to declare Proposition 4 limit for fiscal year 2018/19. Passed 4 ayes**

- b) Resolution 2018/2019-02 setting the special tax “unit of risk” for fiscal year 2018/19.

**M/S/P Greben/Norton to set the special tax “unit of risk” at \$10 for fiscal year 2018/19. Passed 4 ayes**

- c) Resolution 2018/2019-03 amending the salary and benefit schedule of employees covered by the Administrative Agreement for Management and Administrative Employees and the employees covered by the General Employee Agreement.

**M/S/P Leen/Norton to amend the salary and benefit schedule for the Administrative Agreement and the General Employee Agreement. Passed 4 ayes**

11. OTHER BUSINESS TO COME BEFORE THE BOARD

None

12. COMMENTS FROM THE FLOOR

None

13. COMMENTS/REPORTS FROM THE BOARD

Director Leen met with Supervisor Gorin and mentioned her appreciation for the work that Chief Akre is performing for the District. She would like to keep informed of District activities. Director Leen also informed the meeting that he would not be in attendance at the regular meeting in November.

14. CLOSED SESSION

None

15. ADJOURNMENT

The meeting was adjourned at 7:00 p.m. to a special meeting to be tentatively held on July 26, 2018, time to be announced, in the Training Room at Station 1, located at 630 2<sup>nd</sup> 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

September 11, 2018



<b>Agenda Item No.</b>	<b>Staff Contact</b>
7B	Georgette Darcy, Admin. Analyst/Secretary to Board
<b>Agenda Item Title</b>	
Approval of minutes for special meeting of July 26, 2018	
<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 18/19</b>	
<b>Expenditures</b>	
Budgeted Amount	\$
Add. Appropriations Req'd.	\$
	\$
	\$
	\$
	\$
<b>Total Expenditure</b>	<b>\$</b>
<b>Funding Source(s)</b>	
District General Fund	\$
Fees/Other	\$
Use of Fund Balance	\$
Contingencies	\$
Grants	\$
	\$
<b>Total Sources</b>	<b>\$</b>
<b>Narrative Explanation of Fiscal Impacts (if required)</b>	
Not required	
<b>Attachments</b>	
Minutes for July 26, 2018 special meeting	

# VALLEY OF THE MOON FIRE PROTECTION DISTRICT

## SPECIAL BOARD OF DIRECTORS MEETING MINUTES

July 26, 2018

1. CALL TO ORDER

President Norton called the meeting to order at 2:09 p.m.

2. ROLL CALL & DETERMINATION OF A QUORUM

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

The meeting was adjourned at 2:10 p.m. for a public hearing.

The Board held a public hearing for the purpose of considering the adoption of a resolution calling for a special election for Tuesday, November 6, 2018, on an ordinance authorizing the District to impose and levy a special tax to assist the District in meeting the current and future costs of continuing to provide authorized fire and emergency services; and exercising other rights and powers of the district; increasing the District's appropriations limit for the maximum period allowed by law to allow the use of the proceeds of the special tax; and requesting that the election be consolidated with any other election held on the same date in the same territory.

Attorney for the District Bill Adams delivered information on the fire tax and reviewed the accompanying resolution and ordinance with the Board.

The meeting resumed at 2:57 p.m.

6. PRESENTATIONS

None

7. CONSENT CALENDAR

8. FIRE CHIEFS' MONTHLY REPORT

9. OLD BUSINESS

Resolution 2018/2019-04 calling a special election for November 6, 2018 on an ordinance authorizing the District to impose and levy a special tax.

The Board agreed that there should be a change to Attachment "A" of Exhibit A (Ordinance 2018/2019-01) as follows. The Rate per APN for the categories Commercial/Industrial and Warehouse, originally set at \$0.05 - \$0.09 per square foot would be changed to \$0.10 per square foot.

**M/S/P Leen/Norton to call a special election for November 6, 2018 and agreed to the change to Attachment "A" of Exhibit A. Passed 3 ayes**

10. NEW BUSINESS

Resolution 2018/2019-05 amending the salary and benefit schedule of employees covered by the Memorandum of Understanding

**M/S/P Leen/Brady to amend the salary and benefit schedule of the MOU. Passed 3 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

None

15. ADJOURNMENT

The meeting was adjourned at 3:25 p.m. to a regular meeting on August 14, 2018 at 6:00 p.m. in the Training Room of Station 1, located at 630 2<sup>nd</sup> 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

September 11, 2018

**Agenda Item No.**

10

**Staff Contact**

Stephen Akre, Fire Chief

**Agenda Item Title**

Resolution 2018/2019-06 adopting the final District budget for fiscal year 2018/19

**Recommended Actions**

Adopt 2018/19 final budget

**Executive Summary**

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

1. Modifications to Property Tax projections to reflect a forecast of 2.0% increase from actual collections in 17/18. In Fiscal Year 2018, property tax experienced significant growth exceeding the growth experienced countywide. Because that growth is unlikely to be sustained, the Fire Chief and District Treasurer have recommended a more conservative estimate on final actual collections. Therefore, the projected revenue is anticipated to increase, as the projections in the preliminary budget were based on estimated collections. A year-over-year comparison of property tax collections follows.

Type	16/17 Actual	17/18 Actual	18/19 Budget
Property Taxes - Secured	4,101,414.00	4,269,259.00	4,354,644.00
Property Taxes - Unsecured	131,921.33	120,791.19	123,207.00
RDA Pass Through (AB 1290 / RPTTF)	47,894.83	55,935.36	57,054.00
Property Taxes-Supplemental	72,533.13	89,611.41	91,403.00
Property Tax - HOPTR	30,221.07	29,984.47	29,984.00
County Collection Fee	-48,885.68	-50,213.29	-51,217.00
Redevelopment Increment	-351,367.68	-377,344.44	-384,891.00
Direct Charges	324,311.73	327,524.00	327,524.00
Cost Reimbursement Coll.	-1,737.45	-1,870.41	-1,907.00

2. Increase of \$4,000 in Special Consulting and \$52,335 in Elections that are all costs of Measure Y.
3. Increase of \$95,423 to the SVFRA Contract, which reflects increased costs to the SVFRA Budget.
4. Reduction of \$6,755 in Construction/Materials for paving and construction required for Station 3's parking lot and kitchen projects. The bathroom project has been completed and the account will have a large carryover from the 17/18 budget, as the paving project was not completed. This account will also provide for new station alerting systems for the two District stations.

- Reduction of \$29,616 to the Equipment Replacement Reserve, which accurately reflects the updated calculation of the anticipated annual replacement costs. Once the annual audit is complete, the Fire Chief and District Treasurer will return to the Board with recommendations for allocation of any fund balance remaining at the end of Fiscal Year 2018.

**Alternative Actions**

Request more information or changes before adopting budget

**Strategic Plan Alignment**

Not applicable

**Fiscal Summary – FY 18/19**

<b>Expenditures</b>		<b>Funding Source(s)</b>	
Budgeted Amount	\$ 4,657,093	District General Fund	\$ 4,657,093
Add. Appropriations Req'd.	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
		Grants	\$
<b>Total Expenditure</b>	<b>\$4,657,093</b>	<b>Total Sources</b>	<b>\$4,657,093</b>

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

**Attachments**

- VOM Fire District Final Budget FY 2018/19
- Resolution 2018/2019-06

Valley of the Moon Fire District  
Final Budget FY 2018 - 2019



Account Number	Description	Approved Budget 2017 - 2018	Recommended Budget 2018 - 2019	Increase (Decrease)
<b>Revenue Budget</b>				
799-00000-000-30010	Property Taxes - Secured	4,183,442.00	4,354,644.00	171,202.00
799-00000-000-30011	Property Taxes - Unsecured	134,559.00	123,207.00	-11,352.00
799-00000-000-30012	RDA Pass Through (AB 1290 / RPTTF)	48,852.00	57,054.00	8,202.00
799-00000-000-30014	Property Taxes-Supplemental	73,983.00	91,403.00	17,420.00
799-00000-000-30015	Property Tax - HOPTR	30,825.00	29,984.00	-841.00
799-00000-000-30016	County Collection Fee	-49,864.00	-51,217.00	-1,353.00
799-00000-000-30017	Redevelopment Increment	-358,395.00	-384,891.00	-26,496.00
799-00000-000-30018	Direct Charges	324,311.00	327,524.00	3,213.00
799-00000-000-30019	Cost Reimbursement Coll	-2,132.00	-1,907.00	225.00
799-00000-000-31514	Grant Revenue			
799-00000-000-35004	Reimbursement	108,294.00	108,294.00	0.00
<b>Taxes</b>		<b>4,493,875.00</b>	<b>4,654,095.00</b>	<b>160,220.00</b>
799-00000-000-37200	Operating Transfers In	0.00	0.00	0.00
<b>Transfers</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
799-00000-000-30600	Interest Income on Pooled Investments	3,000.00	3,000.00	0.00
<b>Interest and Rents</b>		<b>3,000.00</b>	<b>3,000.00</b>	<b>0.00</b>
<b>Revenue Totals</b>		<b>4,496,875.00</b>	<b>4,657,095.00</b>	<b>160,220.00</b>
<b>Expense Budget</b>				
799-68900-110-40110	Regular Employees	0.00	0.00	0.00
799-68900-119-40119	District Board	5,000.00	5,000.00	0.00
<b>Salary and Wages</b>		<b>5,000.00</b>	<b>5,000.00</b>	<b>0.00</b>
799-68900-201-40201	Emply Insurance - District Share	126,390.00	153,222.00	26,832.00
799-68900-202-40202	Workers Compensation	202.00	202.00	0.00
799-68900-117-40417	Medicare (District Share)	0.00	0.00	0.00
<b>Employee Benefits</b>		<b>126,592.00</b>	<b>153,424.00</b>	<b>26,832.00</b>

Valley of the Moon Fire District  
 Final Budget FY 2018 - 2019



Account Number	Description	Approved Budget 2017 - 2018	Recommended Budget 2018 - 2019	Increase (Decrease)
799-68900-310-50310	Legal	10,000.00	20,000.00	10,000.00
799-68900-311-50311	Accounting / Audit	6,800.00	6,800.00	0.00
799-68900-321-50321	Elections	250.00	52,585.00	52,335.00
799-68900-351-50351	Special Accounting Services	21,000.00	29,000.00	8,000.00
799-68900-354-50354	SVFRA Contract	3,899,879.00	3,995,302.00	95,423.00
799-68900-480-60480	Special Consulting Projects	1,000.00	5,000.00	4,000.00
<b>Professional Services</b>		<b>3,938,929.00</b>	<b>4,108,687.00</b>	<b>169,758.00</b>
799-68900-453-60453	Publications and Notices	500.00	500.00	0.00
799-68900-455-60455	Travel & Mileage	1,000.00	1,000.00	0.00
<b>Operations</b>		<b>1,500.00</b>	<b>1,500.00</b>	<b>0.00</b>
799-68900-702-70702	Engineering Design	10,000.00	10,000.00	0.00
799-68900-703-70703	Construction/Materials	165,000.00	158,245.00	-6,755.00
<b>Capital Assets</b>		<b>175,000.00</b>	<b>168,245.00</b>	<b>-6,755.00</b>
799-68900-750-70750	Transfer to Long Term Building Reserve	45,639.00	45,639.00	0.00
799-68900-760-70760	Transfer to Equipment Reserve	157,116.00	127,500.00	-29,616.00
<b>Transfers to Reserves</b>		<b>202,755.00</b>	<b>173,139.00</b>	<b>-29,616.00</b>
799-68900-801-80801	Principal Lease Purchase	42,437.00	43,073.00	636.00
799-68900-802-80802	Interest Lease Purchase	4,662.00	4,025.00	-637.00
<b>Debt Service</b>		<b>47,099.00</b>	<b>47,098.00</b>	<b>-1.00</b>
<b>Expense Totals</b>		<b>4,496,875.00</b>	<b>4,657,093.00</b>	<b>160,218.00</b>



Resolution No: 2018/2019-06  
Dated: September 11, 2018

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE VALLEY OF THE MOON  
FIRE PROTECTION DISTRICT, SONOMA COUNTY, STATE OF CALIFORNIA,  
ADOPTING THE FINAL BUDGET FOR FISCAL YEAR 2018/19**

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**WHEREAS**, the 2018/19 Final Budget has been presented to the Board of Directors of the Valley of the Moon Fire Protection District of Sonoma County; and

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

**NOW, THEREFORE, BE IT RESOLVED** that the Final Budget in the amount of \$4,657,093, attached hereto, is found and determined to be the 2018/19 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 Valley of the Moon Fire Protection District this 11th day of September 2018, 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