



Valley of the Moon Fire Protection District

Board of Directors Meeting

June 9, 2015





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Board of Directors Meeting

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

Tuesday, June 9, 2015 at 4:00 P.M.
Location: Sonoma Valley Fire & Rescue Authority Station #1
630 2nd Street West, Sonoma, California 95476

(This agenda is posted in accordance with the Ralph M. Brown Act,
California Government Code Section 54950, et seq.)

1. CALL TO ORDER

2. ROLL CALL & DETERMINATION OF A QUORUM

Board of Directors: President Brunton, Director Norton, 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

Justin Semenero will be sworn in as full-time Firefighter for the SVFRA.

7. CONSENT CALENDAR

Approval of minutes for regular meeting of May 12, 2015. **Action Item**

8. FIRE CHIEF'S MONTHLY REPORT

Chief's activity report for May 2015

9. OLD BUSINESS

10. NEW BUSINESS

a) Accept or reject claim for money or damages against the District from Megan Loftus. **Action item**

b) Approve FY 2015/16 SVFRA budget. **Action item**

c) Resolution 2014/2015-14 adopting Valley of the Moon Fire District Preliminary Budget for FY 2015/16. **Action Item**

11. OTHER BUSINESS TO COME BEFORE THE BOARD

12. COMMENTS FROM THE FLOOR

13. COMMENTS FROM THE BOARD

LAFCO report from President Brunton

14. CLOSED SESSION

None scheduled

15. ADJOURNMENT

This meeting will be adjourned to a regular meeting on July 14, 2015 at 6:00 P.M. in the Training Room of Sonoma Valley Fire & Rescue Authority Station 1, located at 630 2nd Street West, Sonoma.

Copies of all staff reports and documents subject to disclosure that relate to any item of business referred to on the agenda are available for public inspection the Monday before each regularly scheduled meeting during regular business hours, 8:00 a.m. to 5:00 p.m. Monday through Friday, at Sonoma Valley Fire & Rescue Authority's Station 1, located at 630 2nd Street West, Sonoma, California.

Any documents subject to disclosure that are provided to all, or a majority of all, of the members of the Board of Directors regarding any item on this agenda after the agenda has been distributed will be made available for inspection at the location listed above during regular business hours. If you challenge the action of the Board in court, you may be limited to raising only those issues you or someone else raised at the public hearing described on the agenda, or in written correspondence delivered to the Valley of the Moon Fire Protection District Board of Directors, at or prior to the public hearing.

In accordance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the secretary for the Board at (707) 996-2102. Notification 48 hours before the meeting will enable the Valley of the Moon Fire Protection District to make reasonable arrangements to ensure accessibility to this meeting.



Valley of the Moon Fire Protection District

Board of Directors Meeting

Agenda Item Summary

June 9, 2015



Agenda Item No.		Staff Contact	
7		Georgette Darcy, Admin. Analyst/Secretary to Board	
Agenda Item Title			
Approval of minutes for regular meeting of May 12, 2015			
Recommended Actions			
Approve the minutes			
Executive Summary			
The minutes have been prepared for Board review and approval.			
Alternative Actions			
Correct or amend minutes prior to approval			
Strategic Plan Alignment			
Not applicable			
Fiscal Summary – FY 14/15			
Expenditures		Funding Source(s)	
Budgeted Amount	\$	District General Fund	\$
Add. Appropriations Req'd.		Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
		Grants	\$
Total Expenditure	\$	Total Sources	\$
Narrative Explanation of Fiscal Impacts (if required)			
Not required			
Attachments			
Minutes for May 12, 2015 regular meeting			

VALLEY OF THE MOON FIRE PROTECTION DISTRICT

REGULAR BOARD OF DIRECTORS MEETING MINUTES

May 12, 2015

1. CALL TO ORDER

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

2. ROLL CALL & DETERMINATION OF A QUORUM

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

3. PLEDGE OF ALLEGIANCE

Director Greben led the Pledge of Allegiance.

4. CONFIRMATION OF AGENDA

There were no changes to the agenda.

5. COMMENTS FROM THE PUBLIC

None

6. PRESENTATIONS

None

7. CONSENT CALENDAR

a) Approval of minutes for regular meeting of April 14, 2015

M/S/P Norton/Brady to approve minutes for April 14, 2015. Passed 5 ayes

8. FIRE CHIEFS' MONTHLY REPORT

Fire Chief Freeman gave his activity report for April 2015.

9. OLD BUSINESS

None

10. NEW BUSINESS

a) Resolution 2014/2015-13 identifying terms and conditions for personnel assigned to an emergency incident

M/S/P Norton/Leen to identify terms and conditions for personnel assigned to an emergency incident. Passed 5 ayes

b) Vote for candidates for seven (7) FAIRA Board of Directors positions, effective July 1, 2015

M/S/P Greben/Norton to vote for seven (7) incumbents for the FAIRA Board of Directors positions. Passed 5 ayes

11. OTHER BUSINESS TO COME BEFORE THE BOARD

None

12. COMMENTS FROM THE FLOOR

The Fire Chief asked the Board if there was an interest in changing the start time of the next regular meeting, as the Board will be attending the Strategic Plan event at Station 1, which will finish at approximately 3:30 p.m. The Board agreed to hold a Special Meeting at 4:00 p.m.

13. COMMENTS FROM THE BOARD

a) Director Leen reported that there will be room in the Veterans' Building on Memorial Day if the District would like to staff an Ambulance Membership Program (AMP) table.

b) President Brunton gave his LAFCO report.

14. CLOSED SESSION

None

15. ADJOURNMENT

The meeting was adjourned at 7:08 p.m. to a special meeting on June 9, 2015 at 4:00 p.m. in the Training Room at Station 1, located at 630 2nd Street West, Sonoma.

Respectfully submitted,

Georgette Darcy

President Brunton

Director Norton

Director Greben

Director Brady

Director Leen



Valley of the Moon Fire Protection District

Board of Directors Meeting

Agenda Item Summary

June 9, 2015



Agenda Item No.		Staff Contact	
10A		John Franceschi, Battalion Chief	
Agenda Item Title			
Accept or reject claim for money or damages against the District from Megan Loftus			
Recommended Actions			
Reject claim to allow the District's insurance company to negotiate with the claimant.			
Executive Summary			
The District has received a claim for money or damages from Megan Loftus, whose parked vehicle was hit by Engine 3381 on May 31, 2015. Mrs. Loftus filed a claim with the District on June 1, 2015, within the required six-month reporting period from the date of the incident. The Board has forty-five (45) days from the date the claim was filed to accept or reject it.			
Alternative Actions			
Accept the claim			
Strategic Plan Alignment			
Not applicable			
Fiscal Summary – FY 14/15			
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			
Claim for money or damages from Megan Loftus			

June 1, 2015



CLAIM FOR MONEY OR DAMAGES AGAINST:

Valley of the Moon Fire Protection District
630 Second Street West
Sonoma, CA 95476

This claim must be presented, as prescribed by Parts 3 and 4 of Division 3.6, of Title 3 of the Government Code of the State of California, by the claimant or by a person acting on his behalf and shall show:

- A. The name and post office address of the claimant or representative:

Megan Loftus
19358 Arnold Dr.
Sonoma, CA 95476

- B. The post office address to which the person presenting the claim desires notices to be sent:

Megan Loftus
19358 Arnold Dr.
Sonoma, CA 95476

- C. The **date, place and circumstances** of the occurrence or **transaction** which gave rise to the claim asserted:

5/31/15 at 1545

My car was parked on Verano Ave. on the corner of Robinson Rd. The fire truck was turning Right from Robinson Rd onto Verano Ave. and struck my car in the rear passenger side wheel well. We exchanged insurance

info. + the Highway Patrol filed out a police report.



Valley of the Moon Fire Protection District

Board of Directors Meeting

Agenda Item Summary

June 9, 2015



Agenda Item No.	Staff Contact
10B	Mark Freeman, Fire Chief

Agenda Item Title
Approve FY 2015/16 SVFRA Budget

Recommended Actions
Approve budget

Executive Summary
<p>Chief Freeman will present the Fiscal Year 2015/16 Sonoma Valley Fire & Rescue Authority (SVFRA) budget to the Board for approval. If approved, the budget will be presented to the Sonoma City Council on June 15, 2015 for its approval. There is a slight operational increase of 2.8% from the previous year.</p> <p>On March 10, 2015 the Board passed Resolution 2014/2015-10, approving amendments to the FY 2014/15 budget that addressed reimbursable, increased overtime expenses due to strike team activity. The budget before the Board shows a decrease of approximately 1% from the previous year, with the inclusion of mid-year adjustments.</p> <p>The FY 2015/16 budget contains a new account number in the Professional Services category, 798-68901-347-50347, for Professional Contract Services. This account was created to distinguish professional contract services from property contract services (798-68901-407-60407).</p>

Alternative Actions
Suggest changes to budget prior to approval

Strategic Plan Alignment
Not applicable

Fiscal Summary – FY 15/16			
Expenditures		Funding Source(s)	
Budgeted Amount	\$8,532,822	District General Fund	\$3,648,688
Add. Appropriations Req'd.	\$	Fees/Other	\$4,884,134
	\$	Use of Fund Balance	\$
		Contingencies	\$
		Grants	\$
Total Expenditure	\$8,532,822	Total Sources	\$8,532,822

Narrative Explanation of Fiscal Impacts (if required)

Attachments
FY 2015/16 SVFRA budget

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



Account Number	Description	Final Budget 2014 - 2015	Recommended Budget 2015 - 2016	Increase (Decrease)
Revenue Budget				
798-00000-000-31407	SVFRA Mechanic Services	10,000.00	7,500.00	(2,500.00)
798-00000-000-31409	SVFRA Contract For Fire Services (City & VOM)	8,254,716.00	8,485,322.00	230,606.00
798-00000-000-30116	Fire Inspection & Processing Fee	50,000.00	40,000.00	(10,000.00)
798-00000-000-31108	Special Fire Svs-State Reimbursement	320,000.00	0.00	(320,000.00)
Charges for Services		8,634,716.00	8,532,822.00	(101,894.00)
Revenue Totals		8,634,716.00	8,532,822.00	(101,894.00)
Expense Budget				
798-68901-110-40110	Regular Employee	3,947,711.00	4,091,575.00	143,864.00
798-68901-120-40120	Part Time Worker Salary	264,940.00	277,213.00	12,273.00
798-68901-130-40130	Overtime	870,000.00	650,000.00	(220,000.00)
Salary and Wages		5,082,651.00	5,018,788.00	(63,863.00)
798-68901-115-40115	Retirement	1,490,421.00	1,406,270.00	(84,151.00)
798-68901-117-40117	Medicare -	69,007.00	72,629.00	3,622.00
798-68901-118-40118	Income Protection	4,150.00	4,300.00	150.00
798-68901-201-40201	Employee Insurance	712,215.00	753,471.00	41,256.00
798-68901-202-40202	Workers Compensation	328,862.00	325,792.00	(3,070.00)
798-68901-223-40223	Unemployment	5,000.00	10,000.00	5,000.00
Employee Benefits		2,609,655.00	2,572,462.00	(37,193.00)
798-68901-310-50310	Legal	0.00	5,000.00	5,000.00

Sonoma Valley Fire and Rescue Authority

Recommended Budget Fiscal Year 2015 - 2016



Account Number	Description	Final Budget 2014 - 2015	Recommended Budget 2015 - 2016	Increase (Decrease)
798-68901-311-50311	Acctng/Audit	5,000.00	3,000.00	(2,000.00)
798-68901-312-50312	Recruitment	10,000.00	10,000.00	0.00
798-68901-313-50313	Consulting	5,000.00	5,000.00	0.00
798-68901-347-50347	Professional Contract Services	224,975.00	231,887.00	6,912.00
798-68901-350-50350	Other-Prof/Tech	13,000.00	15,000.00	2,000.00
Professional Services		257,975.00	269,887.00	11,912.00
798-68901-401-60401	Utilities	63,000.00	63,000.00	0.00
798-68901-403-60403	Custodial	15,000.00	15,000.00	0.00
798-68901-404-60404	Repair & Mainte	70,000.00	70,000.00	0.00
798-68901-406-60406	Rental-Equipmen	6,000.00	6,000.00	0.00
798-68901-407-60407	Contract Services / Property Related	40,670.00	47,270.00	6,600.00
798-68901-420-60420	Building Maintenance	25,000.00	30,000.00	5,000.00
Property Services		219,670.00	231,270.00	11,600.00
798-68901-451-60451	Insurance Property / Liability	70,000.00	60,000.00	(10,000.00)
798-68901-452-60452	Communications	30,000.00	27,500.00	(2,500.00)
798-68901-453-60453	Publications and Notices	5,000.00	2,500.00	(2,500.00)
798-68901-454-60454	Printing & Bind	2,500.00	2,500.00	0.00
798-68901-456-60456	Memberships	6,500.00	7,000.00	500.00
798-68901-457-60457	Training/Conferences	42,500.00	45,000.00	2,500.00
798-68901-460-60460	Permit/Fees/Tax	8,665.00	11,415.00	2,750.00
Operations		165,165.00	155,915.00	(9,250.00)
798-68901-501-70501	Minor Supplies / Equipment	32,000.00	27,500.00	(4,500.00)
798-68901-505-70505	Fuel	75,000.00	70,000.00	(5,000.00)
798-68901-507-70507	Books & Periodicals	3,000.00	3,500.00	500.00

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



Account Number	Description	Final Budget 2014 - 2015	Recommended Budget 2015 - 2016	Increase (Decrease)
798-68901-508-70508	Safety Clothing / Uniforms	45,000.00	45,000.00	0.00
798-68901-540-70540	Rents / Leases	1,500.00	1,500.00	0.00
798-68901-550-70550	Major Equipment / EMS Supplies	115,000.00	105,000.00	(10,000.00)
Supplies		271,500.00	252,500.00	(19,000.00)
798-68901-606-70606	Software	12,000.00	15,000.00	3,000.00
798-68901-607-70607	Computer Equipment / Maintenance	15,600.00	17,000.00	1,400.00
Software & Computer Equipment		27,600.00	32,000.00	4,400.00
Expense Totals		8,634,216.00	8,532,822.00	(101,394.00)



Valley of the Moon Fire Protection District

Board of Directors Meeting

Agenda Item Summary

June 9, 2015



Agenda Item No.	Staff Contact		
10C	Mark Freeman, Fire Chief		
Agenda Item Title			
Resolution 2014/2015-14 adopting Valley of the Moon Fire District Preliminary Budget for FY 2015/16			
Recommended Actions			
Adopt preliminary budget			
Executive Summary			
Chief Freeman will present the Fiscal Year 2015/16 Valley of the Moon Fire Protection District Preliminary Budget to the Board for adoption. This budget shows a 1.85% increase over the FY 2014/15 Final District Budget.			
Alternative Actions			
Request information or changes to budget before adoption			
Strategic Plan Alignment			
Not applicable			
Fiscal Summary – FY 15/16			
Expenditures			
Budgeted Amount	\$3,846,875	Funding Source(s)	
Add. Appropriations Req'd.	\$	District General Fund	\$3,805,574
		Fees/Other	\$
		Use of Fund Balance	\$41,301
		Contingencies	\$
		Grants	\$
Total Expenditure	\$3,846,875	Total Sources	\$3,846,875
Narrative Explanation of Fiscal Impacts (if required)			
Attachments			
<ol style="list-style-type: none"> 1. Resolution 2014/2015-14 2. VOM Fire District Preliminary Budget FY 15/16 			

Resolution Number:
Dated:

2014/2015-14
June 9, 2015

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE VALLEY OF THE MOON
FIRE PROTECTION DISTRICT, SONOMA COUNTY, STATE OF CALIFORNIA,
ADOPTING THE PRELIMINARY BUDGET FOR FISCAL YEAR 2015/16 AND
DIRECTING STAFF TO PUBLISH A NOTICE AS REQUIRED BY LAW**

WHEREAS, the fiscal year 2015/16 Preliminary Budget has been presented to the Board of Directors of the Valley of the Moon Fire Protection District of Sonoma County; and

WHEREAS, said Preliminary Budget has been reviewed and established on this date as being the Preliminary Budget of the District.

NOW, THEREFORE, BE IT RESOLVED that the Preliminary Budget in the amount of \$3,846,875, attached hereto, is found and determined to be the 2015/16 Preliminary Budget of the District. Staff is authorized and directed to publish a notice of the adopted preliminary budget by June 27, 2015, that any interested taxpayer may review the budget at 630 Second Street West in Sonoma between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.

BE IT FURTHER RESOLVED on September 8, 2015 at the regular meeting room of the District located at 630 Second Street West in Sonoma, a Public Hearing will be held at 6:00 p.m. for the adoption of the final budget. Any person may appear and be heard regarding any item in the budget or regarding the addition of other items.

IN SPECIAL 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 June 2015, on regular roll call vote of the members of said Board:

President Brunton	Aye_____	No_____	Absent_____
Director Norton	Aye_____	No_____	Absent_____
Director Brady	Aye_____	No_____	Absent_____
Director Greben	Aye_____	No_____	Absent_____
Director Leen	Aye_____	No_____	Absent_____
Vote:	Aye_____	No_____	Absent_____

WHEREUPON, the President declared the foregoing resolution adopted, and

SO ORDERED:

ATTEST:

Raymond Brunton, President

Brian Brady, Clerk

Valley of the Moon Fire District

Preliminary Budget Fiscal Year 2015 - 2016



Account Number	Description	Final Budget 2014 - 2015	Recommended Budget 2015 - 2016	Increase (Decrease)
Revenue Budget				
799-00000-000-30010	Property Taxes - Secured	3,382,720.00	3,570,139.00	187,419.00
799-00000-000-30011	Property Taxes - Unsecured	117,426.00	126,175.00	8,749.00
799-00000-000-30012	RDA Pass Through (AB 1290 / RPTTF)	80,533.00	20,100.00	(60,433.00)
799-00000-000-30014	Property Taxes-Supplemental	57,898.00	60,952.00	3,054.00
799-00000-000-30015	Property Tax - HOPTR	31,322.00	31,020.00	(302.00)
799-00000-000-30016	County Collection Fee	-50,741.00	-53,552.00	(2,811.00)
799-00000-000-30017	State Transfer / ERAF III SB 1096	-275,000.00	-275,000.00	0.00
799-00000-000-30018	Direct Charges	324,740.00	324,740.00	0.00
799-00000-000-30019	Cost Reimbursement Coll	-2,000.00	-2,000.00	0.00
Taxes		3,666,898.00	3,802,574.00	135,676.00
799-00000-000-37200	Operating Transfers In	93,237.00	41,301.00	(51,936.00)
Transfers		93,237.00	41,301.00	(51,936.00)
799-00000-000-30600	Interest Income on Pooled Investments	15,500.00	3,000.00	(12,500.00)
Interest and Rents		15,500.00	3,000.00	(12,500.00)
Revenue Totals		3,775,635.00	3,846,875.00	71,240.00

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



Account Number	Description	Final Budget 2014 - 2015	Recommended Budget 2015 - 2016	Increase (Decrease)
Expense Budget				
799-68900-110-40110	Regular Employees	36,342.00	0.00	(36,342.00)
799-68900-119-40119	District Board	10,000.00	5,000.00	(5,000.00)
Salary and Wages		46,342.00	5,000.00	(41,342.00)
799-68900-201-40201	Emply Insurance - District Share	75,630.00	78,845.00	3,215.00
799-68900-202-40202	Workers Compensation	2,960.00	194.00	(2,766.00)
799-68900-117-40417	Medicare (District Share)	527.00	0.00	(527.00)
Employee Benefits		79,117.00	79,039.00	(78.00)
799-68900-310-50310	Legal	10,000.00	10,000.00	0.00
799-68900-311-50311	Accounting / Audit	6,300.00	6,300.00	0.00
799-68900-321-50321	Elections	250.00	250.00	0.00
799-68900-351-50351	Special Accounting Services	21,000.00	21,000.00	0.00
799-68900-354-50354	SVFRA Contract	3,549,528.00	3,648,688.00	99,160.00
799-68900-480-60480	Special Consulting Projects	5,000.00	1,000.00	(4,000.00)
Professional Services		3,592,078.00	3,687,238.00	95,160.00
799-68900-453-60453	Publications and Notices	500.00	500.00	0.00
799-68900-455-60455	Travel & Mileage	500.00	1,000.00	500.00
Operations		1,000.00	1,500.00	500.00

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



Account Number	Description	Final Budget 2014 - 2015	Recommended Budget 2015 - 2016	Increase (Decrease)
799-68900-703-70703	Construction/Materials	10,000.00	27,000.00	17,000.00
Capital Assets		10,000.00	27,000.00	17,000.00
799-68900-801-80801	Principal Lease Purchase	40,583.00	41,191.00	608.00
799-68900-802-80802	Interest Lease Purchase	6,515.00	5,907.00	(608.00)
Debt Service		47,098.00	47,098.00	0.00
Expense Totals		3,775,635.00	3,846,875.00	71,240.00