



Valley of the Moon Fire Protection District



Board of Directors Meeting

January 13, 2015



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Board of Directors Meeting

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

Tuesday, January 13, 2015 at 6:00 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

None scheduled

7. CONSENT CALENDAR

a) Approval of minutes for regular meeting of December 9, 2014. **Action Item**

b) Approval of minutes for special meeting of December 15, 2014. **Action Item**

8. FIRE CHIEFS' MONTHLY REPORT

Chief's activity report for December 2014

9. OLD BUSINESS

Board designates discussion and appointments

10. NEW BUSINESS

Award generator installation contract for Station 2. **Action Item**

11. OTHER BUSINESS TO COME BEFORE THE BOARD

There will be an SCFDA meeting on January 22nd at Schell-Vista Fire Station 1. Please RSVP to Georgette with your choice of entrée by January 14th.

12. COMMENTS FROM THE FLOOR

13. COMMENTS FROM THE BOARD

L.A.F.C.O. report from President Brunton

14. CLOSED SESSION

None scheduled

15. ADJOURNMENT

This meeting will be adjourned to a regular meeting on February 10, 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

January 13, 2015



Agenda Item No.		Staff Contact	
7A		Georgette Darcy, Admin. Analyst/Secretary to Board	
Agenda Item Title			
Approval of minutes for regular meeting of December 9, 2014			
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	\$	Fees/Other	\$
Add Appropriations Req'd.	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
		Grants	\$
Total Expenditure	\$	Total Sources	\$
Narrative Explanation of Fiscal Impacts (if required)			
Not required			
Attachments			
Minutes for December 9, 2014 regular meeting			

VALLEY OF THE MOON FIRE PROTECTION DISTRICT

REGULAR BOARD OF DIRECTORS MEETING MINUTES

December 9, 2014

1. CALL TO ORDER

Vice-President Norton called the meeting to order at 6:03 p.m.

2. ROLL CALL & DETERMINATION OF A QUORUM

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

3. PLEDGE OF ALLEGIANCE

Director Leen 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

Approval of minutes for regular meeting of November 12, 2014.

M/S/P Leen/Brady to approve minutes of November 12, 2014. Passed 4 eyes

8. FIRE CHIEFS' MONTHLY REPORT

Fire Chief Freeman gave his activity report for November 2014. He projected a screen shot of the new SVFRA website for the Board. The Chief mentioned that he would like the guidance of the Board on leaves of absence for District staff. It was decided to hold a special board meeting on December 15th to further discuss this matter.

9. OLD BUSINESS

a) Board designates discussion and appointments

Tabled to next meeting due to Board President's excused absence

b) Continue discussion on Strategic Plan revision

Director Leen stated that we need to incorporate public comments into this document. Chief Freeman explained that the scope of work is greater than previously thought, as we will be revising a document that was created for the JPA. He brought up the possibility of adding an

accreditation component to this process. Chief Freeman will make contact with the organization that administers this program, Center for Public Safety Excellence. This project will be discussed further at the special board meeting on December 15th.

10. NEW BUSINESS

Approval of generator purchase for Station 2.

Staff is recommending that the new Station 2 generator be purchased (with grant funds through the Sonoma County Advertising Program) from Emergency Power Systems LLC.

M/S/P Greben/Leen to approve generator purchase. Passed 4 ayes

11. OTHER BUSINESS TO COME BEFORE THE BOARD

Certificates of appointment in lieu of election and oath of office were processed for Directors Greben, Brady, and Leen for submission to the Sonoma County Registrar of Voters.

12. COMMENTS FROM THE FLOOR

None

13. COMMENTS FROM THE BOARD

None

14. CLOSED SESSION

None

15. ADJOURNMENT

The meeting was adjourned at 7:23 p.m. to a special meeting on December 15, 2014 at 9:00 a.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

January 13, 2015



Agenda Item No.		Staff Contact	
7B		Georgette Darcy, Admin. Analyst/Secretary to Board	
Agenda Item Title			
Approval of minutes for special meeting of December 15, 2014			
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	\$	Fees/Other	\$
Add Appropriations Req'd.	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
		Grants	\$
Total Expenditure	\$	Total Sources	\$
Narrative Explanation of Fiscal Impacts (if required)			
Not required			
Attachments			
Minutes for December 15, 2014 special meeting			

VALLEY OF THE MOON FIRE PROTECTION DISTRICT

SPECIAL BOARD OF DIRECTORS MEETING MINUTES

December 15, 2014

1. CALL TO ORDER

President Brunton called the meeting to order at 9:05 a.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 Norton led the Pledge of Allegiance.

4. COMMENTS FROM THE PUBLIC

None

5. OLD BUSINESS

Continue discussion on Strategic Plan revision

Chief Freeman reiterated that CPSE is a good consultation option if the organization wishes to pursue accreditation.

Director Leen would prefer not to produce a document that would need to be revised every five years. He would like to have a living document—one that is tailored to the needs of the District and that of the community. He would like to see what other firms may offer. This project would probably call for the formation of an ad hoc committee.

Chief Freeman thinks that money would be well spent using a facilitator. He agrees that we should create an ad hoc committee for this purpose.

Director Norton feels that we should start a whole new Strategic Plan.

Director Leen would like to see a representative from management and one from labor involved in the ad hoc committee. It was decided that Director Leen and Director Brady will be on this committee, along with the Union President and the Fire Chief.

6. NEW BUSINESS

Discussion on leaves of absence

The Fire Chief spoke with labor attorney Jack Hughes on this subject. Mr. Hughes did not feel that we should grant leaves of absence to staff seeking outside employment, as it is not best practice. Typically, when a leave of absence is granted, it is for someone that has a specialized skill set. It was the consensus that a leave of absence should not be granted when an employee seeks employment elsewhere.

The discussion moved onto the subject of job recruitment. The Fire Chief said that there is currently not a list of qualified candidates, as the last one expired. Director Greben asked how much a qualifying test would cost, and BC Andreis said that much of the test was developed in house. The list is valid for twelve months, and it can be extended up to two years.

7. COMMENTS FROM THE FLOOR

None

8. COMMENTS FROM THE BOARD

None

9. ADJOURNMENT

The meeting was adjourned at 9:38 a.m. to a regular meeting on January 13, 2014 at 6:00 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

January 13, 2015



Agenda Item No.		Staff Contact	
10		John Franceschi, Battalion Chief	
Agenda Item Title			
Award generator installation contract for Station 2			
Recommended Actions			
Award contract to Lunardi Electric			
Executive Summary			
The SVFRA solicited a Request for Bid from five (5) electrical companies for the installation of the new Station 2 Generator. Three (3) bids were received, and the lowest was from Lunardi Electric.			
Alternative Actions			
Request further information			
Strategic Plan Alignment			
Not applicable			
Fiscal Summary – FY 14/15			
Expenditures		Funding Source(s)	
Budgeted Amount	\$	Fees/Other	\$
Add Appropriations Req'd.	\$	Use of Fund Balance	\$3,062.05
	\$	Contingencies	\$
		Grants	\$18,877.95
Total Expenditure	\$	Total Sources	\$21,940.00
Narrative Explanation of Fiscal Impacts (if required)			
The Sonoma County Advertising Program grant will not fully fund this project, and the balance will need to be transferred from the Buildings and Grounds fund balance.			
Attachments			
Generator installation bid from Lunardi Electric			



Joe Lunardi Electric, Inc.
5334 Sebastopol Road
Santa Rosa, CA 95407
Tel: (707) 545-4755
Fax: (707) 579-1757
CA License #315543

11-12-14

TO: Valley of the Moon Fire
ATTN: Johnny Franceschi
RE: Generator at Valley of the Moon Station 2

Johnny,

Lunardi Electric is please to quote you the following price which includes:

ITEM 1

Trench, backfill, conduit for PG&E. Trench from existing PG&E pole to southeast corner of the fire house. Install (1) 3" conduit. We should look at installing a conduit for phones also, putting all utilities underground.

Our price includes (1) 2" conduit for phone. The price may need to be adjusted once we get the PG&E drawing.

\$4,500.00

ITEM 2

Install 200 amp, 120/240 volt, 1 phase meter main on outside of the fire house, 200 amp feeder to new panel location, new 200 amp panel to replace existing and clean up that wall.

\$6,800.00

ITEM 3

Install new concrete pad for generator and install owner furnished generator. Install 100 amp feeder from generator to ATS switch to be mounted next to the new sub panel. (1) 20 amp circuit for battery charger and block heater and control wires from ATS to generator.

\$10,640.00

Our price excludes permits (including encroachment) fees, bond and AC patching or concrete replacement.

LUNARDI ELECTRIC

Ray Lunardi

Ray Lunardi
Vice President