



# Valley of the Moon Fire Protection District



**Board of Directors Meeting**

**March 13, 2018**



# Valley of the Moon Fire Protection District

## Board of Directors Meeting

March 13, 2018

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

Tuesday, March 13, 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, and Director Brady. Directors Brunton and Leen are 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.)*

6. PRESENTATIONS

Chief Akre will present a report on Post-October 2017 Fire Activity

7. CONSENT CALENDAR

Approval of minutes for regular meeting of January 9, 2018. **Action Item**

8. FIRE CHIEF'S MONTHLY REPORT

Chief's activity report for January and February 2018

9. OLD BUSINESS

10. NEW BUSINESS

- a) Resolution 2017/2018-10 approving pensionable holiday pay benefit for Apprentice Firefighters. **Action Item with roll call vote**
- b) Resolution 2017/2018-11 ordering an election to be held and requesting consolidation with the November 6, 2018 General Election. **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

a) PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Fire Chief

Pursuant to California Government Code Section 54957

b) CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION: Significant exposure to litigation pursuant to Subdivision D of Government Code Section 54956.9; one potential case.

15. ADJOURNMENT

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

March 13, 2018



<b>Agenda Item No.</b>		<b>Staff Contact</b>	
7		Georgette Darcy, Admin. Analyst/Secretary to Board	
<b>Agenda Item Title</b>			
Approval of minutes for meeting of January 9, 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 17/18</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 January 9, 2018 meeting			

# VALLEY OF THE MOON FIRE PROTECTION DISTRICT

## BOARD OF DIRECTORS MEETING MINUTES

January 9, 2018

1. CALL TO ORDER

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

2. ROLL CALL & DETERMINATION OF A QUORUM

Board of Directors: President Norton, Director Greben, Director Brady, 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

None

6. PRESENTATIONS

None

7. CONSENT CALENDAR

Approval of minutes for regular meeting of December 12, 2017

**M/S/P Leen/Brady to approve minutes for December 12, 2017. Passed 4 ayes**

8. FIRE CHIEFS' MONTHLY REPORT

Fire Chief Akre gave an oral activity report for December 2017.

9. OLD BUSINESS

None

10. NEW BUSINESS

None

11. OTHER BUSINESS TO COME BEFORE THE BOARD

None

12. COMMENTS FROM THE FLOOR

Chief Akre announced that LAFCO has opened nominations for the position of special district representative to the Sonoma County redevelopment agency oversight board.

13. COMMENTS/REPORTS FROM THE BOARD

Director Leen reported that he recently completed ride-alongs with the SVFRA Battalion Chiefs. The Chief Officers expressed their appreciation for the Board.

14. CLOSED SESSION

The meeting was adjourned at 6:17 p.m. for a closed session.

Public Employee Performance Evaluation.

Title: Fire Chief

Pursuant to California Government Code Section 54957

Report on closed session:

The Board emerged from closed session at 6:43 p.m. President Norton announced that the evaluation would be completed at the next regular meeting.

15. ADJOURNMENT

The meeting was adjourned at 6:44 p.m. to a regular meeting on February 13, 2018 at 6:00 p.m. 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

January 9, 2018



<b>Agenda Item No.</b>	<b>Staff Contact</b>
10A	Stephen Akre, Fire Chief

<b>Agenda Item Title</b>
Resolution 2017/2018-10 approving pensionable holiday pay benefit for Apprentice Firefighters

<b>Recommended Actions</b>
Approve benefit

<b>Executive Summary</b>
The Apprentice Firefighters were given the holiday pay benefit as part of their benefit package. Sonoma County Employees' Retirement Association (SCERA) has requested that the Board approve this pensionable benefit for the position. Resolution 2017/2018-10 and a document detailing wages and benefits support this request.

<b>Alternative Actions</b>
Decline approval

<b>Strategic Plan Alignment</b>
Not applicable

<b>Fiscal Summary – FY 17/18</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>

<b>Attachments</b>
<ol style="list-style-type: none"> <li>Apprentice Firefighter Program Wages and Benefits</li> <li>Resolution 2017/2018-10</li> </ol>



APPRENTICE FIREFIGHTER PROGRAM  
Wages and Benefits

March 13, 2018  
(Effective July 1, 2017)

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**Pay Schedule**

Assignment	Hourly Rate
AFF EMT	\$12.33
AFF Medic	\$12.95

**Benefits**

Apprentice Firefighters will receive the following benefits:

- 2.7% at 57 or 3% at 50 retirement plan with Sonoma County Employees' Retirement Association, depending on status with previous retirement agency at time of employment
- Vacation accrual at 4 shifts per year (96 hours)
- Sick leave accrual of 7.5 shifts per year (180 hours)
- Holiday pay at 12 hours pay per holiday not to exceed 156 hours per year
- Majority-paid medical, dental, vision plans (employee only)
- Disability insurance
- Life insurance
- Employee Assistance Program
- Uniforms provided

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE VALLEY OF THE MOON FIRE PROTECTION DISTRICT, SONOMA COUNTY, STATE OF CALIFORNIA, APPROVING PENSIONABLE HOLIDAY PAY BENEFIT FOR APPRENTICE FIREFIGHTERS**

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**WHEREAS**, the holiday pay benefit is included as part of the benefit package for the unrepresented Apprentice Firefighter position; and

**WHEREAS**, holiday pay is recognized as a pensionable benefit under County Employee Retirement Law (CERL) and the Public Employee Pension Reform Act of 2013 (PEPRA); and

**WHEREAS**, the attached document titled, "Apprentice Firefighter Program Wages and Benefits," details the pay schedule and benefits to which these employees are entitled, including holiday pay; and

**WHEREAS**, this benefit will be paid according to Resolution 2017/2018-09 to ensure that no more than two (2) lump sum payments for recognized holidays will be included in any given year for retirement final average compensation calculation purposes.

**NOW, THEREFORE, BE IT RESOLVED**, the Board of Directors approves pensionable holiday pay for the position of Apprentice Firefighter, effective July 1, 2017.

**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 13th day of March, 2017, 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:**

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William Norton, President

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Brian Brady, Clerk



# Valley of the Moon Fire Protection District

## Board of Directors Meeting

### Agenda Item Summary

March 13, 2018



<b>Agenda Item No.</b>		<b>Staff Contact</b>	
10B		Georgette Darcy, Admin. Analyst/Secretary to Board	
<b>Agenda Item Title</b>			
Resolution 2017/2018-11 ordering an election to be held and requesting consolidation with the November 6, 2018 election			
<b>Recommended Actions</b>			
Order election and request consolidation with County election on 11/6/18			
<b>Executive Summary</b>			
The regular biennial election for our District Board Directors will be held on November 6, 2018. The positions of two Board members (Director Brady and Director Greben) will expire at the end of 2018. In order to participate in the County election, the Board must pass a resolution ordering an election and requesting consolidation.			
<b>Alternative Actions</b>			
Decline to consolidate with the County election			
<b>Strategic Plan Alignment</b>			
Not applicable			
<b>Fiscal Summary – FY 17/18</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>			
<b>Attachments</b>			
<ol style="list-style-type: none"> <li>1. Information on upcoming consolidated elections</li> <li>2. Resolution 2017/2018-11</li> </ol>			



**SONOMA COUNTY**  
Clerk-Recorder-Assessor  
[www.sonoma-county.org/cra](http://www.sonoma-county.org/cra)

REGISTRAR OF  
VOTERS DIVISION

P.O. Box 11485  
435 Fiscal Dr.  
Santa Rosa, CA 95406  
Tel: (707) 565-6800  
Toll Free (CA only):  
(800) 750-VOTE  
Fax: (707) 565-6843

MEMORANDUM

TO: DISTRICT SECRETARY

FROM: SONOMA COUNTY REGISTRAR OF VOTERS

DATE: MARCH 5, 2018

SUBJ: INFORMATION ON UPCOMING CONSOLIDATED ELECTIONS

The regular biennial election of your District Board Directors will take place on November 6, 2018. Nominations for offices in your district open on July 16, and close on August 10, 2018. If any incumbent fails to file during the nomination period, there will be a five day extension through 5 p.m. on August 15, 2018, for anyone other than the incumbent officer. The Registrar of Voters Office would like to assist you in any way possible in meeting all of your filing deadlines. Enclosed is a sample Resolution form to request consolidation, a Notice of Offices to Be Filled and Statement of Responsibility for the Statement of Qualifications and a Notice of District Boundaries. Filing dates for each of these documents are included on the election calendar enclosed.

As a convenience to your candidates, we have enclosed forms for submitting Candidates' Statements of Qualifications as well as guidelines for preparing the statement. These forms may be provided to any candidate wishing to include a printed Statement of Qualifications in the Sonoma County Voter Information Guide.

If your district requires payment in advance for printing statements, candidates must secure a receipt from your office as proof of payment before a statement will be accepted for filing by our office. We will send out cost estimates via email as soon as they are available.

Statements of Qualifications must be filed at the same time all other nomination documents are filed in the office of the Registrar of Voters. Statements may be withdrawn but not changed during the nomination period or extended nomination period if applicable.

If you have any questions regarding this or any other election related matters, you may call our office at (707) 565-6800 or write us at P.O. Box 11485, Santa Rosa, CA 95406. Your continued cooperation and assistance in the conduct of elections is greatly appreciated.

Thank you,

Kamari Marchbanks

Resolution No: 2017/2018-11  
Dated: March 13, 2018

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE VALLEY OF THE MOON FIRE PROTECTION DISTRICT OF SONOMA COUNTY, STATE OF CALIFORNIA, ORDERING AN ELECTION TO BE HELD AND REQUESTING CONSOLIDATION WITH THE NOVEMBER 6, 2018 GENERAL ELECTION**

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**WHEREAS**, an election will be held November 6, 2018 in the Valley of the Moon Fire Protection District for the purpose of electing Board Directors to fill positions that will expire in 2018;

**BE IT RESOLVED THAT**, the Board Directors of said district hereby request consolidation with any election that may be held on the same day, in the same territory, or in territory that is in part the same.

**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 13th day of March, 2018 on regular roll call vote of the members of said Board by the following vote:

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

COUNTY OF SONOMA  
BOARD OF SUPERVISORS

575 ADMINISTRATION DRIVE, RM. 100A  
SANTA ROSA, CALIFORNIA 95403

(707) 565-2241  
FAX (707) 565-3778

MEMBERS OF THE BOARD

JAMES GORE  
CHAIR

DAVID RABBITT  
VICE CHAIR

SUSAN GORIN

SHIRLEE ZANE

LYNDA HOPKINS

January 10, 2018

*Via U.S. Mail*

Re: Request from Special Districts to Move to Even-Numbered Year Elections


Dear To Whom It May Concern:

Our office is notifying you, as required by Section 10404 of the Elections Code, that a special district has submitted a resolution to the Board of Supervisors to change their regularly scheduled elections for governing board members from odd-numbered years to even-numbered years. The Schell-Vista Fire Protection District has adopted a resolution to move to even-numbered elections in November 2020, thereby extending the terms of office of all current Board members by one year.

Copies of the resolutions from the above-named special district requesting the change, are available for review in the Clerk of the Board Office. The Sonoma County Registrar of Voters will be advising the Board of Supervisors that it will be able to facilitate the requested changes.

Pursuant to Section 10404 of the Elections Code, the Board of Supervisors is now offering you the option of providing input regarding the effect of the move. However, you are not required to submit input. Comments on the plans submitted by the above-named special districts can be presented at the February 6, 2018 Board of Supervisors' meeting, or written comments may be submitted to the Clerk of the Board, to be received no later than 12:00 p.m. on Monday, February 5, 2018. (Written comments are to be submitted to the Clerk of the Board, 575 Administration Drive, Room 100A, Santa Rosa, CA 95403. The start time of the February 6, 2018 meeting can be obtained by viewing the posted agenda on-line at <http://sonomacounty.ca.gov/Board-of-Supervisors/Calendar/> or by calling the Clerk of the Board office at 707-565-2241.)

Sincerely,



DARIN BARTOW  
Deputy Clerk of the Board  
County of Sonoma