



# **Valley of the Moon Fire Protection District**



## **Board of Directors Meeting**

**December 8, 2015**



# Valley of the Moon Fire Protection District

## Board of Directors Meeting

December 8, 2015

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

Tuesday, December 8, 2015 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 Brunton, 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.)*

**PUBLIC HEARING**

The Board will hold a public hearing to repeal Ordinance 2014/2015-02 and establish a revised schedule of fees to offset the cost of service provided.

6. PRESENTATIONS

The Board will present a proclamation of gratitude to the Sonoma County Board of Supervisors for its funding of the Station 2 Generator Replacement Project through the Advertising Grant Program for fiscal year 2014/15.

7. CONSENT CALENDAR

Approval of minutes for regular meeting of November 10, 2015. **Action Item**

8. FIRE CHIEF'S MONTHLY REPORT

Chief's activity report for November 2015

9. OLD BUSINESS

10. NEW BUSINESS

Ordinance 2015/2016-01 revising the schedule of fees for the District to cover the cost of providing services, issuing permits, and enforcing regulations within the District. **Action Item with roll call vote**

11. OTHER BUSINESS TO COME BEFORE THE BOARD

President Norton will appoint Board designates for 2016 in the categories of Equipment, Budget, Facilities, and Personnel.

12. COMMENTS FROM THE FLOOR

13. COMMENTS FROM THE BOARD

14. CLOSED SESSION

15. ADJOURNMENT

This meeting will be adjourned to a regular meeting on January 12, 2016 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

December 8, 2015



<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 regular meeting of November 10, 2015			
<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 15/16</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 November 10, 2015 regular meeting			

# VALLEY OF THE MOON FIRE PROTECTION DISTRICT

## REGULAR BOARD OF DIRECTORS MEETING MINUTES

November 10, 2015

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 Brunton, Director Greben, Director Brady, and Director Leen.

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 October 13, 2015

**M/S/P Brunton/Greben to approve minutes for October 13, 2015. Passed 4 ayes**

8. FIRE CHIEFS' MONTHLY REPORT

Fire Chief Freeman gave his activity report for October 2015.

Director Brady asked if staff was going to send copies of the 2015/20 Strategic Plan to outside stakeholders. Chief Freeman responded that staff would be emailing PDF files to these participants this month.

9. OLD BUSINESS

None

10. NEW BUSINESS

Resolution 2015/2016 authorizing the Board of Directors to participate in the FDAC EBA basic life and AD&D insurance plans

**M/S/P Leen/Brady to authorize Board of Directors to participate in the FDAC EBA basic life and AD&D insurance plans. Passed 5 ayes**

11. OTHER BUSINESS TO COME BEFORE THE BOARD

The deadline for applications and resumes for the Special District LAFCO Representative position is November 24, 2015.

12. COMMENTS FROM THE FLOOR

None

13. COMMENTS FROM THE BOARD

a) Director Brunton spoke about his retirement from the LAFCO Board after 19 years of service.

b) Director Leen announced that AEDs will be placed in all of the Veterans' buildings in 2016.

14. CLOSED SESSION

None

15. ADJOURNMENT

The meeting was adjourned at 6:25 p.m. to a regular meeting on December 8, 2015 at 6:00 p.m. in the Training Room at Station 1, located at 630 2<sup>nd</sup> Street West, 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

December 8, 2015



<b>Agenda Item No.</b>	<b>Staff Contact</b>
10	Mark Freeman, Fire Chief

#### Agenda Item Title

Ordinance 2015/2016-01 revising the schedule of fees for the District to cover the cost of providing services, issuing permits, and enforcing regulations within the District.

#### Recommended Actions

Approve Ordinance 2015/2016-01

#### Executive Summary

The Sonoma Valley Fire & Rescue Authority is proposing to revise its fees for 2016. If approved, the new schedule will become effective on January 8, 2016.

#### Alternative Actions

Suggest revisions to 2016 schedule prior to approval

#### Strategic Plan Alignment

Not applicable

#### Fiscal Summary – FY 15/16

Expenditures		Funding Source(s)	
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. 2016 SVFRA Fee Schedule
2. Ordinance 2015/2016-01



# Sonoma Valley Fire & Rescue Authority



## Schedule of Fees Effective January 8, 2016

TYPE	REF.	TITLE	DESCRIPTION	FEE	EFFECTIVE
Admin.	ADM-01	Document copy charges	Cost recovery of producing photocopies.	\$0.25 per page	1/8/2016
Admin.	ADM-02	Fire/EMS reports	Cost recovery of producing photocopies.	\$18.00 hr.	1/8/2016
Admin.	ADM-03	Refund Processing Fee	Time and expenses involved in calculating, routing, paying, mailing, handling, and processing a refund. Fee is due and payable at time refund has been calculated and prior to issuance of refund. Fee is only applicable to certain fire prevention services.	\$42.00 hr.	1/8/2016
EMS	EMS-01	Advanced Life Support Ambulance Base Rate (ALS1)	Cost recovery for delivery of Paramedic-level medical treatment meeting ALS1 criteria.	\$1,155.00 (Resident) \$1,328.00 (Non-resident)	1/8/2016
EMS	EMS-02	Advanced Life Support Ambulance Base Rate (ALS2)	Cost recovery for delivery of Paramedic-level medical treatment meeting ALS2 criteria.	\$1,674.00 (Resident) \$1,925.00 (Non-resident)	1/8/2016
EMS	EMS-03	Basic Life Support Ambulance Base Rate (BLS)	Cost recovery for delivery of Emergency Medical Technician EMT-level medical care.	\$768.00 (Resident) \$883.00 (Non-resident)	1/8/2016
EMS	EMS-04	Mileage	Reimbursement for cost of operation of ambulance while transporting a patient.	\$25.00 per mile	1/8/2016
EMS	EMS-05	Oxygen	Cost recovery of materials and product associated with administration of oxygen to a patient.	\$123.00	1/8/2016
EMS	EMS-06	EKH (Heart Monitor)	Cost recovery of materials associated with use of a heart monitor as part of patient assessment and treatment.	\$97.00	1/8/2016
EMS	EMS-07	Standby Advanced Life Support Ambulance (ALS)	Cost recovery of Paramedic-staffed ambulance assigned to provide medical standby service at a contract event. NOTE: 3-hour minimum.	\$129.00 hr.	1/8/2016
EMS	EMS-08	Standby Basic Life Support Ambulance (BLS)	Cost recovery of Emergency Medical Technician-staffed ambulance assigned to provide medical standby service at a contract event. NOTE: 3 hour minimum.	\$105.00 hr.	1/8/2016
EMS	EMS-09	Advanced Life Support Treat & Release (ALS)	Cost recovery of staff, materials and equipment associated with assessing a patient's medical needs and providing ALS treatment without transportation.	\$390.00	1/8/2016

<b>TYPE</b>	<b>REF.</b>	<b>TITLE</b>	<b>DESCRIPTION</b>	<b>FEE</b>	<b>EFFECTIVE</b>
EMS	EMS-10	Ambulance Membership Program (AMP)	Voluntary membership for paramedic services, emergency ambulance transportation, and physician-ordered, ground ambulance transport.	\$49.00	1/8/2016
Emergency Response Services	ERS-01	Response to Incident Involving Impaired Driver	Cost recovery of response of Fire Department to accidents, rescues, and other incidents involving an impaired driver.	\$504.00 hr.	1/8/2016
Emergency Response Services	ERS-02	False Fire Alarm Response	Cost recovery of Fire Department response to recurring false fire alarms. This fee may be charged to a premises that has three or more such alarms within a twelve-month period.	\$504.00 hr.	1/8/2016
Vehicle Maintenance Services	VMS-01	Shop Rate	Cost recovery for repairs and maintenance on outside agency vehicles.	\$71.00 hr.	1/8/2016
Fire Prevention Services	FPS-01	Plan Review	Cost recovery of fire code compliance review of construction plans and specifications.	\$127.00 hr.	1/8/2016
Fire Prevention Services	FPS-02	Misc. Fire Prevention Activities	Cost recovery of providing "Fire Marshal" services. This fee is charged for miscellaneous services not otherwise specified in this schedule.	\$127.00 hr.	1/8/2016
Fire Prevention Services	FPS-03	Additional Fire Safety Re-inspections	Cost recovery of fire code compliance re-inspections after three initial contacts.	\$200.00 hr.	1/8/2016
Fire Prevention Services	FPS-04	Automatic Fire Suppression System Installation Re-inspections (including water sprinkler systems)	Cost recovery of fire code compliance re-inspections of fire suppression systems made necessary by contractor error or system deficiency found during initial inspection.	\$127.00 hr.	1/8/2016
Fire Prevention Services	FPS-05	Standby Fire Safety Officer	Cost recovery for providing standby personnel.	\$105.00 hr.	1/8/2016
Fire Prevention Services	FPS-06	Field Inspections	Cost recovery of Fire Marshal code-compliance inspections.	\$127.00 hr.	1/8/2016

<b>TYPE</b>	<b>REF.</b>	<b>TITLE</b>	<b>DESCRIPTION</b>	<b>FEE</b>	<b>EFFECTIVE</b>
Fire Prevention Services	FPS-07	State-Regulated Building Inspection Fees	Cost recovery of Fire Marshal code-compliance inspections.	\$127.00 hr.	1/8/2016
Fire Prevention Services	FPS-08	State-Regulated Building Inspection Fees – Large Family Day Care	Cost recovery of Fire Marshal code-compliance inspections.	\$127.00 hr.	1/8/2016
Fire Prevention Services	FPS-09	State-Regulated Buildings – Fire Clearance Pre-inspection	Cost recovery of Fire Marshal code-compliance inspections.	\$127.00 hr.	1/8/2016
Fire Prevention Services	FPS-10	State-Regulated Buildings – Final Inspection Fee	Cost recovery of Fire Marshal code-compliance inspections.	\$127.00 hr.	1/8/2016
Fire Prevention Services	FPS-11	Required Operational Permits	Operational permits required by the California Fire Code.	\$127.00 hr.	1/8/2016
Fire Prevention Services	FPS-12	Required Construction Permits	Construction permits required by the California Fire Code.	\$127.00 hr.	1/8/2016
Fire Prevention Services	FPS-13	Fire Engine Standby (Emergency or Non-emergency)	Cost recovery for fire engine standby.	\$200.00 hr.	1/8/2016

**AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE VALLEY OF THE MOON FIRE PROTECTION DISTRICT REVISING THE SCHEDULE OF FEES FOR THE DISTRICT TO COVER THE COSTS OF PROVIDING SERVICES, ISSUING PERMITS, AND ENFORCING REGULATIONS WITHIN THE DISTRICT**

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The Board of Directors of the Valley of the Moon Fire Protection District ordains as follows:

**SECTION I. Schedule of Fees**

The 2016 Fee Schedule attached hereto and incorporated herein by this reference, is hereby adopted to cover the costs of providing services, issuing permits, and enforcing regulations within the District.

**SECTION II. Collection of Fees**

The fees provided for in this ordinance may be collected by employees of the District.

**SECTION III. Repeal of conflicting ordinances and resolutions**

All former ordinances and resolutions of the District or parts thereof conflicting or inconsistent with the provisions of this ordinance, including, but not limited to Ordinance 2014/2015-02, are hereby repealed.

**SECTION IV. Severability**

If any section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portion of the ordinance. The Board of Directors hereby declares that it would have passed this ordinance and every section, subsection, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared unconstitutional or invalid.

**SECTION V. Effective date**

This ordinance shall be and the same is hereby declared to be in full force and effect from and after thirty (30) days after the date of its passage and shall be published once before the expiration of fifteen (15) days after said passage, with the name of the directors voting for and against the same, in the Sonoma Index-Tribune, a newspaper of general circulation published within the County of Sonoma, State of California.

In regular session of the Board of Directors of the Valley of the Moon Fire Protection District, introduced on the 8<sup>th</sup> day of December, 2015, and finally adopted this 8<sup>th</sup> day of December, 2015, on regular roll call 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_____

**WHEREUPON**, the President declared the above and foregoing ordinance duly adopted, and

**SO ORDERED:**

**ATTEST:**

\_\_\_\_\_  
William Norton, President

\_\_\_\_\_  
Brian Brady, Clerk

Michael Robert Bruno

November 10, 2015

Captain

Station Two

C- Shift

Chief Freeman,

I am writing today to inform you of my decision to retire from the Sonoma Valley Fire/Rescue Authority. My last day will be January 3, 2016, 0730 hours. Words cannot express the happiness and some sadness, that I give you this formal letter of my retirement. The happiness is the 39 plus years I've spent with this outstanding organization, and the men and women I have had the honor in working, learning, laughing, crying, living, and serving with. The sadness is leaving that and the life I have loved for the last 40 years.

I always knew this day was coming, just not this fast. I will miss it immensely to say the least.

Dawn and I are planning to get the girls through their schooling, enjoy the outdoors, and take life one day at a time.

I wish the entire SVFRA family all the best, to be safe, and continue the outstanding service to our community and constituents.

Respectfully Submitted.

A handwritten signature in cursive script that reads "Captain Mike Bruno".

Captain Mike Bruno

\Averil & John Anderson  
670 Este Madera Court  
Sonoma, California 95476.

To: Battalion Chief John Franceski  
Sonoma Valley Fire & Rescue Authority

Dear Chief Franceski

My husband and I wish to extend to you our gratitude and awed feelings on the quality of service that you and your personnel gave to us on Saturday, November 7<sup>th</sup>. when a kitchen fire required us to call the services of your department. You were amazingly fast and efficient and at all times courteous. Due to your efficiency the fire was confined to the kitchen area only and the remainder of our home was saved. We were impressed also with the caring attitude shown by your fire men which really helped us in a time of shock.

We sincerely thank every one in the Sonoma Fire Department.

*Averil Anderson*  
*John Anderson*  
Averil & John Anderson.