



Valley of the Moon Fire Protection District



Board of Directors Meeting

May 12, 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, May 12, 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

7. CONSENT CALENDAR

Approval of minutes for regular meeting of April 14, 2015. **Action Item**

8. FIRE CHIEF'S MONTHLY REPORT

Chief's activity report for April 2015

9. OLD BUSINESS

10. NEW BUSINESS

- a) Resolution 2014/2015-13 identifying terms and conditions for personnel assigned to an emergency incident. **Action item with roll call vote**
- b) Vote for candidates for seven (7) FAIRA Board of Directors positions, effective July 1, 2015. **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 June 9, 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

May 12, 2015



Agenda Item No.		Staff Contact	
7		Georgette Darcy, Admin. Analyst/Secretary to Board	
Agenda Item Title			
Approval of minutes for regular meeting of April 14, 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	\$	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 April 14, 2015 regular meeting			

VALLEY OF THE MOON FIRE PROTECTION DISTRICT

REGULAR BOARD OF DIRECTORS MEETING MINUTES

April 14, 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

President Brunton 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 March 10, 2015

M/S/P Norton/Brady to approve minutes for March 10, 2015. Passed 4 ayes

8. FIRE CHIEFS' MONTHLY REPORT

Fire Chief Freeman gave his activity report for March 2015.

9. OLD BUSINESS

Update from Strategic Plan Ad-Hoc Committee

The list of external stakeholders was expanded. It was suggested that all Board Members be internal stakeholders.

10. NEW BUSINESS

- a) Approve FY 2013/14 financial audit.

The fund balance was increased due to adjustments in the audit.

M/S/P Norton/Greben to approve FY 2013/14 financial audit. Passed 5 ayes

- b) Resolution 2014/2015-12 approving budget adjustment for FY 2014/15 for Station 2 Generator Replacement Project.

M/S/P Norton/Leen to approve budget adjustment for FY 2014/15 for Station 2 Generator Replacement Project. Passed 5 ayes

- c) Respond to questions in the LAFCO memo of March 2, 2015 concerning elections and representation.

Director Leen abstained from voting on this item, as he felt that he had not served long enough on the Board to make an informed decision on the presented material. The other four (4) Board Members answered yes to both questions.

M/S/P Norton/Brady to respond to LAFCO questions. Passed 4 ayes

- d) Vote for four (4) candidates for the FASIS Board of Directors for the term July 1, 2015 through June 30, 2018.

The Board elected to vote for the four (4) incumbents.

M/S/P Brady/Norton to vote for four (4) candidates. Passed 5 ayes

11. OTHER BUSINESS TO COME BEFORE THE BOARD

There will be an SCFDA meeting on April 30th at Cloverdale Fire Station.

12. COMMENTS FROM THE FLOOR

None

13. COMMENTS FROM THE BOARD

- a) Director Norton thanked the department for sponsoring him at the FDAC conference. He spoke about some of the topics that were presented at the event: the extreme drought that is affecting California, efforts to overturn the SRA fee, fire chief recruitment and succession planning, and PG&E's excellent assistance during the Napa earthquake.

- b) President Brunton gave his LAFCO report.

14. CLOSED SESSION

None

15. ADJOURNMENT

The meeting was adjourned at 7:20 p.m. to a regular meeting on May 12, 2015 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

May 12, 2015



Agenda Item No.		Staff Contact	
10A		Mark Freeman, Fire Chief	
Agenda Item Title			
Resolution 2014/2015-13 identifying terms and conditions for personnel assigned to an emergency incident			
Recommended Actions			
Identify and approve terms and conditions for personnel assigned to an emergency incident.			
Executive Summary			
<p>The California Fire Assistance Agreement (CFAA) is the negotiated reimbursement mechanism for local government fire agency responses through the California Fire Service and Rescue Emergency Mutual Aid System. It is the intent of the signatories to the California Fire Assistance Agreement (CFAA) to compensate California Fire and Rescue Mutual Aid System Agencies for the cost of assisting the State of California and the Federal Fire Agencies. The rates, methodologies, and formulas in the agreement are intended to provide for such costs. The compensation shall be consistent with the California Fire and Rescue Mutual Aid System Agency's normal internal business practices and any existing memorandum of understanding (MOU)/memorandum of agreement (MOA) or governing body resolution, or equivalent which supports those business practices.</p> <p>Any agency seeking reimbursement for personnel for more than actual hours worked on the incident (portal-to-portal) must file an MOU/MOA, governing body resolution, or equivalent with Cal OES Fire and Rescue Division. The MOU/MOA, governing body resolution, or equivalent shall indicate how personnel will be compensated.</p>			
Alternative Actions			
Reject the terms and conditions of the CFAA			
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			
Resolution 2014/2015-13			

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE VALLEY OF THE MOON
FIRE PROTECTION DISTRICT, SONOMA COUNTY, STATE OF CALIFORNIA,
IDENTIFYING THE TERMS AND CONDITIONS FOR SONOMA VALLEY
FIRE & RESCUE AUTHORITY RESPONSE AWAY FROM
RESPONDERS' OFFICIAL DUTY STATIONS AND
ASSIGNED TO AN EMERGENCY INCIDENT**

WHEREAS, the Valley of the Moon Fire Protection District, operating as the Sonoma Valley Fire & Rescue Authority, is a public agency located in the County of Sonoma, State of California; and

WHEREAS, it is the District's desire to provide fair and legal payment to all of its employees for time worked; and

WHEREAS, the District has in its employ, Sonoma Valley Fire & Rescue Authority response personnel, including: Fire Chief, Battalion Chief, Fire Captain, Engineer, and Firefighter; and

WHEREAS, the District will compensate its employees portal to portal while in the course of their employment away from their official duty stations and assigned to an emergency incident, in support of an emergency incident, or pre-positioned for emergency response; and

WHEREAS, the District will compensate its employees' overtime in accordance with their current Memorandum of Understanding while in the course of their employment and away from their official duty station and assigned to an emergency incident, in support of an emergency incident, or pre-positioned for emergency response.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Valley of the Moon Fire Protection District hereby approves Resolution 2014/2015-13 in accordance with the following terms.

1. Personnel shall be compensated according to Memorandum of Understanding (MOU).
2. In the event that a personnel classification does not have an assigned compensation rate, a "Base Rate" as set forth in an organizational policy, administrative directive or similar document will compensate such personnel.
3. The District will maintain a current salary survey or acknowledgement of acceptance of the "base rate" on file with the California Governor's Office of Emergency Services, Fire Rescue Division.
4. Personnel will be compensated (portal to portal) beginning at the time of dispatch to the return to jurisdiction when equipment and personnel are in service and available for agency response.
5. Fire department response personnel include: Fire Chief, Battalion Chief, Fire Captain, Engineer, and Firefighter.

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 12th day of May 2015, on regular roll call vote of the members of said Board:

President Brunton	Aye_____	No_____	Absent_____
Director Norton	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:

Raymond Brunton, President

Brian Brady, Clerk



Valley of the Moon Fire Protection District

Board of Directors Meeting

Agenda Item Summary

May 12, 2015



Agenda Item No.		Staff Contact	
10B		Mark Freeman, Fire Chief	
Agenda Item Title			
Vote for candidates for seven (7) FAIRA Board of Directors positions, effective July 1, 2015			
Recommended Actions			
Vote for seven (7) candidates			
Executive Summary			
There will be seven vacancies on the Fire Agencies Insurance Risk Authority's (FAIRA) Board of Directors on July 1, 2015. The District Board is asked to vote for seven of the eight nominated candidates to fill these positions.			
Alternative Actions			
Decline to vote in this election			
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)			
Attachments			
FAIRA election materials and ballot			



FIRE AGENCIES INSURANCE RISK AUTHORITY
"A Public Agency"
"25 Years of Excellence"

Richard Blacker, General Manager
451 Airport Road, Suite D
Novato, CA 94945
Office 415.898.6800 or 800.400.2616
Fax 415.898.6802

April 3, 2015

**RE: NOTICE OF NOMINATION RESULTS AND VOTING PROCEDURE
FOR THE FIRE AGENCIES INSURANCE RISK AUTHORITY –
GOVERNING BOARD OF DIRECTORS POSITIONS**

Dear FAIRA Member:

After receipt and completion of all nominations received by our office, we are pleased to announce the individuals representing their Member Districts have been nominated or required to stand for election to the Governing Board positions, as required by the Joint Powers of Authority Agreement. These individuals and the Districts they represent are listed below:

Chief Tim Isbell	Bonita-Sunnyside FPD
Chief Mark Johnson	Fresno County FPD
Chief Paul Smith	Kentfield FPD
Chief Mark Shadowens	Northstar CSD
Chief Ray Chaney	San Miguel FPD
Chief Lawrence Bettencourt	South Placer FPD
Chief Richard Pearce	Tiburon FPD
Chief Howard Wood	Vacaville FPD

A ballot form is enclosed to cast your District's votes for the seven (7) vacancies of the Authority Governing Board. The seven candidates receiving the highest number of votes (vote for no more than seven) will be elected. **Please return the ballot form to this office no later than June 1, 2015.**

Very truly yours,

Richard A. Blacker
General Manager

cc: FAIRA Board of Directors
Dale E. Bacigalupi, Authority Counsel

Bonita - Sunnyside Fire Protection District

FIRE CHIEF
Tim Isbell

BOARD OF DIRECTORS
Harold (Buck) Martin
Tom Pocklington
Mark Scott

DISTRICT SECRETARY
Annette Craven

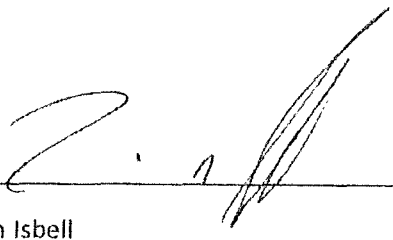
I was hired with Bonita-Sunnyside Fire Protection District (FPD) in July 1991 and worked my way up through the ranks until achieving the rank of Fire Chief in March 2012. As Fire Chief I am responsible for all aspects of the department, including both operational and administrative. I have a Bachelor's of Science in Occupational Studies from Cal State Long Beach. Some of my current and past experiences include:

Current

- President of the San Diego County Fire Districts Association
- Chair of the Board of Chiefs for Heartland Fire Training JPA
- Vice-Chair of the Heartland Communications JPA
- Liaison for the San Diego County Fire Chiefs to the County Training Officers
- Board member of the Public Agencies Self Insurance System (PASIS)
- Alternate to the San Diego County Fire Chiefs for the SANDAG Public Safety Committee
- Enhancing San Diego County Fire Protection working group member
- Board member of the Regional Cooperative Care Partnership JPA

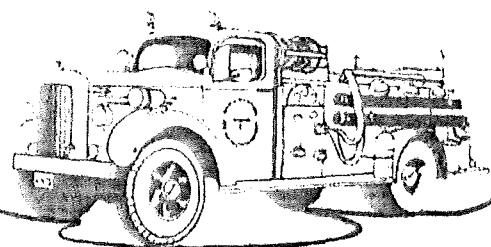
Past

- Vice-Chair of Heartland Fire Training JPA 2012-2013
- Alternate for the Regional Communications System (RCS) 2012-2014



Tim Isbell

Fire Prevention Is Everyone's Business





South Placer Fire District

6900 Eureka Road
Granite Bay, California 95746
Ph (916) 791-7059 Fax (916) 791-2199
www.southplacerfire.org

Board of Directors

Mike DeLaurentis

Terri Ryland

Gregory Grenfell

Sean Mullin

David Harris

Fire Chief

Lawrence Bettencourt

An Organization Committed To The Well-Being Of The South Placer Community

February 17, 2015

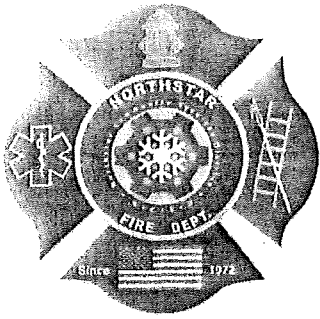
FAIRA JPA Fire Agencies:

It has been a privilege to serve on the FAIRA board of directors for the past three years. I would appreciate the opportunity to continue to serve on the Board. South Placer Fire District was a founding member of the FAIRA JPA and a SPFD Fire Chief has served on the Board for over 26 years. I am also an alternate on the FASIS governing board and the FAIRA representative on the FDAC Board of Directors. I have served SPFD for 35 years, promoting from volunteer firefighter through all ranks to Fire Chief. My previous assignments have included Fire Marshal, Personnel Officer, and Fleet Maintenance and Facilities Supervisor. I have two A/A Degrees from Sierra College in Automotive Technology and Fire Technology and a Bachelor of Arts Degree in Fire Administration from Cogswell College.

SPFD has 4 staffed stations, 42 full time staff, and 15 part-time and volunteer personnel. FAIRA member agencies include volunteer and combination agencies of all sizes. My education and experience with personnel issues, facilities, and fire apparatus maintenance is an asset to the FAIRA JPA that provides general liability, facility, and fire apparatus insurance.

Sincerely,

Lawrence Bettencourt, Fire Chief



N·C·S·D

Northstar Fire Department
Northstar Community Services District
910 Northstar Drive, Northstar, CA 96161
P: 530.562.1212 • F: 530.562.0702 • www.northstarcsd.org

Board of Directors

JEANN GREEN
NANCY P. IVES
FRANK SEELIG, President
DARRELL SMITH
CATHY STEWART

Fire Chief

MARK SHADOWENS

Dear Fire Agencies Insurance Risk Authority (FAIRA) Member Districts,

I would like to ask for your help! I am standing for re-election to the FAIRA Board of Directors and I would appreciate your vote.

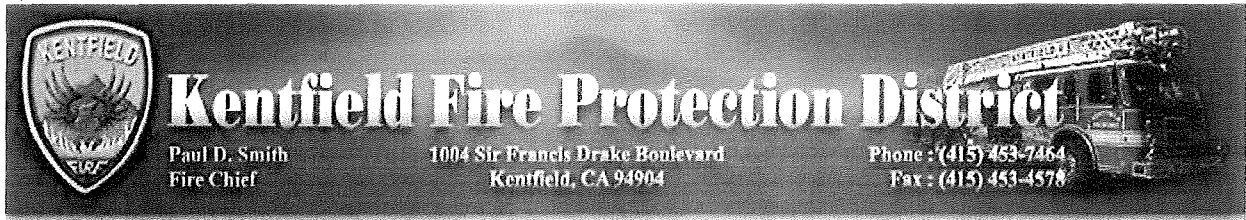
I am the current Fire Chief of the Northstar Fire Department, which has been a member of FAIRA for over twenty years. As you are well aware, FAIRA has been an outstanding organization and has certainly proven to be financially beneficial to all of its Members. I have served on the FAIRA Board of Directors for the last three years and currently hold the position of Vice President and member of the Executive Board.

I look forward to my re-election so that I may continue to support the FAIRA management team and all of its Members.

Thank you for your consideration and support!

Sincerely,

Mark Shadowens
Fire Chief
Northstar Fire Department



April 27, 2015

FAIRA Fire Agency Members:

It has been a privilege for the Kentfield Fire District to serve as a FAIRA Board member and would appreciate your support for reelection to continue in this capacity. Chief Paul Smith has been nominated and has the full support of his District.

I want to thank you for the confidence in supporting me as FAIRA's Board President for the past 6 years. I have worked diligently with FAIRA's General Manager and Broker seeing to it that the pool provides our 106 Member Districts with excellent insurance coverage, services and our 25 years of price stability. This year, I'm excited to be involved with obtaining premium reductions of up to 7% for all FAIRA Members. This is due to the dedication, knowledge and tenacity of our professional staff and broker with the Board's thoughtful governance. I would consider it a great honor to continue to serve FAIRA in the capacity as one of its Directors and ask that you vote for Kentfield Fire Chief Paul Smith.

Thank you for your continued support.

Sincerely,

A handwritten signature in black ink, appearing to read 'Paul D. Smith', written over a light blue horizontal line.

Paul D Smith

Fire Chief Paul Smith has served on the FAIRA Board of Directors since 2003 and has fulfilled the role of president since 2011. He values FAIRA as an organization that prides itself on comprehensive, cost – effective insurance coverage for the member agencies; excellent service to member agencies relative to risk management and claims inquires; and the ability to maintain an excellent working relationship with both our Manager, Richard Blacker and our broker, A.J. Gallagher Co.

BALLOT

FAIRA MEMBER ELECTION BALLOT FOR GOVERNING BOARD OF DIRECTORS

The _____ Fire Protection District, a member of FAIRA, hereby votes the following for seven (7) of the individuals listed below, to represent the District, to fill the seven (7) FAIRA Board of Directors positions effective July 1, 2015.

The _____ Fire Protection District, has authorized the election by motion of the Board made and passed on _____, 2015.

Mark the box for the candidate of choice.

<u>Title/Name</u>	<u>Member Agency</u>	
Chief Tim Isbell	Bonita-Sunnyside FPD	<input type="checkbox"/>
Chief Mark Johnson	Fresno County FPD	<input type="checkbox"/>
Chief Paul Smith	Kentfield FPD	<input type="checkbox"/>
Chief Mark Shadowens	Northstar CSD	<input type="checkbox"/>
Chief Ray Chaney	San Miguel FPD	<input type="checkbox"/>
Chief Lawrence Bettencourt	South Placer FPD	<input type="checkbox"/>
Chief Richard Pearce	Tiburon FPD	<input type="checkbox"/>
Chief Howard Wood	Vacaville FPD	<input type="checkbox"/>

Dated: _____, 2015

Chairman of District/ Authority Board or Designated
Person

ATTEST:

District/ Authority Board Clerk or Designated Person