



Valley of the Moon Fire Protection District



Board of Directors Meeting

September 8, 2015



Valley of the Moon Fire Protection District

Board of Directors Meeting

September 8, 2015

TABLE OF CONTENTS



Meeting AgendaPage 2

Item 7 Agenda Summary – Regular Meeting Minutes of 8/11/15.....Page 4

Item 7 – Regular Meeting Minutes of 8/11/15Page 5

Item 10A Agenda Summary – Resolution 2015/2016-05Page 7

Item 10A – FY 2015/16 Final BudgetPage 9

Item 10A – Resolution 2015/2016-05 – Final Budget FY 2015/16Page 11

Item 10B Agenda Summary – Election of Board Officers.....Page 12

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

Tuesday, September 8, 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

Public Hearing

The Board will hold a public hearing for the purpose of adopting a Final Budget. Any interested tax payer may appear and be heard regarding the increase or omission of any item of the budget or for the inclusion of additional items.

7. CONSENT CALENDAR

Approval of minutes for meeting of August 11, 2015. **Action Item**

8. FIRE CHIEF'S MONTHLY REPORT

Chief's activity report for August 2015

9. OLD BUSINESS

10. NEW BUSINESS

a) Resolution 2015/2016-05 adopting the final District budget for fiscal year 2015/16. **Action item with roll call vote**

b) Election of Board officers. **Action Item**

11. OTHER BUSINESS TO COME BEFORE THE BOARD

12. COMMENTS FROM THE FLOOR

13. COMMENTS FROM THE BOARD

14. CLOSED SESSION

None scheduled

15. ADJOURNMENT

This meeting will be adjourned to a regular meeting on October 13, 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

September 8, 2015



Agenda Item No.		Staff Contact	
7		Georgette Darcy, Admin. Analyst/Secretary to Board	
Agenda Item Title			
Approval of minutes for regular meeting of August 11, 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 August 11, 2015 regular meeting			

VALLEY OF THE MOON FIRE PROTECTION DISTRICT

REGULAR BOARD OF DIRECTORS MEETING MINUTES

August 11, 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 Greben, Director Brady, and Director Leen.

3. PLEDGE OF ALLEGIANCE

Director Leen led the Pledge of Allegiance. Following the Pledge, President Brunton requested a moment of silence to observe the recent passing of former Director Cameron Jarrett.

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 July 14, 2015

M/S/P Norton/Greben to approve minutes for July 14, 2015. Passed 3 ayes

8. FIRE CHIEFS' MONTHLY REPORT

Fire Chief Freeman gave his activity report for July 2015.

9. OLD BUSINESS

None

10. NEW BUSINESS

a) Resolution 2015/2016-04 declaring surplus property status for Engine 3382 (E-2)

M/S/P Greben/Norton to declare surplus property status for Engine 3382. Passed 5 ayes

- b) Approve participation in shared services agreement with Glen Ellen FPD and Kenwood FPD for extractor purchase

M/S/P Leen/Norton to approve participation in shared services agreement. Passed 5 ayes

11. OTHER BUSINESS TO COME BEFORE THE BOARD

There will be an SCFDA meeting on July 30th hosted by Geyserville FPD at Fire Station 1. Please RSVP to Georgette with choice of entrée by July 27th.

12. COMMENTS FROM THE FLOOR

BC Norrbom gave the Board a report on strike team activity in Northern California.

13. COMMENTS FROM THE BOARD

President Brunton announced that he is stepping down as President of the Board due to time constraints but will continue to serve as a Director. New officers will be elected at the next regular meeting. He also reported that he has resigned from the LAFCO Commission and strongly recommended that a local fire district representative apply to run for the vacant seat. He urged his fellow Board members to consider the position.

14. CLOSED SESSION

None

15. ADJOURNMENT

The meeting was adjourned at 6:50 p.m. to a regular meeting on September 8, 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

September 8, 2015

**Agenda Item No.**

10A

Staff Contact

Mark Freeman, Fire Chief

Agenda Item Title

Resolution 2015/2016-05 adopting the final District budget for fiscal year 2015/16

Recommended Actions

Adopt 2015/16 final budget

Executive Summary

The changes between the Preliminary Budget and the Recommended Final Budget are summarized below.

1. Modifications to Property Tax projections to reflect a forecast of 1.5% increase from actual collections in 14/15. In Fiscal Year 2015, property tax experienced significant growth exceeding the growth experienced countywide. Because that growth is unlikely to be sustained, the Fire Chief and District Treasurer have recommended a more conservative estimate than forecast in the preliminary budget but have based that projection on final actual collections. Therefore, the projected revenue is anticipated to increase, as the projections in the preliminary budget were based on estimated collections. A year-over-year comparison of property tax collections follows.

Type	13/14 Actual	14/15 Actual	15/16 Budgeted
Property Taxes - Secured	3,284,271.68	3,566,655.86	3,620,156.00
Property Taxes - Unsecured	115,406.13	118,997.98	120,783.00
RDA Pass Through (AB 1290 / RPTTF)	61,867.38	119,940.94	121,740.00
Property Taxes-Supplemental	57,949.40	65,631.59	66,616.00
Property Tax - HOPTR	30,263.39	30,071.42	30,522.00
County Collection Fee	-49,041.30	-44,863.95	-45,537.00
Redevelopment Increment	-269,415.39	-296,205.71	-300,649.00
Direct Charges	326,460.71	322,290.26	325,280.00
Cost Reimbursement Coll.	-1,899.45	-2,144.92	-2,177.00

2. Removal of Transfer from Reserves for debt service for Engine purchase. Anticipated revenues are anticipated to be sufficient to pay this annual cost without use of reserves.
3. Addition of \$18,000 in Capital Expenses for engineering services required for Station 2 site work and Station 3 Extractor Project.

4. Recommendation to add budgeted transfers to Long Term Building Maintenance Reserve and Equipment Replacement Reserve. A projection has been prepared for both Long-Term Building Maintenance and Equipment Replacement outlining anticipated needs. The projected annual need for Long-Term Building Maintenance Reserve will be fully funded. Due to insufficient anticipated revenues, the budgeted transfer for Equipment Replacement Reserve is insufficient to meet anticipated annual needs. Once the annual audit is complete, the Fire Chief and District Treasurer will return to the Board with recommendations for allocation of any fund balance remaining at the end of Fiscal Year 2015.

Alternative Actions

Request more information before adopting budget

Strategic Plan Alignment

Not applicable

Fiscal Summary – FY 14/15

Expenditures		Funding Source(s)	
Budgeted Amount	\$3,939,734	District General Fund	\$3,939,734
Add. Appropriations Req'd.		Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
		Grants	\$
Total Expenditure	\$3,939,734	Total Sources	\$3,939,734

Narrative Explanation of Fiscal Impacts (if required)

Attachments

1. VOM Fire District Final Budget FY 2015/16
2. Resolution 2015/2016-05

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



Account Number	Description	Final Budget 2014 - 2015	Preliminary Budget 2015 - 2016 (Approved)	Recommended Budget 2015 - 2016	Increase (Decrease) from 2014 - 2015
Revenue Budget					
799-00000-000-30010	Property Taxes - Secured	3,382,720.00	3,570,139.00	3,620,156.00	237,436.00
799-00000-000-30011	Property Taxes - Unsecured	117,426.00	126,175.00	120,783.00	3,357.00
799-00000-000-30012	RDA Pass Through (AB 1290 / RPTTF)	80,533.00	20,100.00	121,740.00	41,207.00
799-00000-000-30014	Property Taxes-Supplemental	57,898.00	60,952.00	66,616.00	8,718.00
799-00000-000-30015	Property Tax - HOPTR	31,322.00	31,020.00	30,522.00	(800.00)
799-00000-000-30016	County Collection Fee	-50,741.00	-53,552.00	-45,537.00	5,204.00
799-00000-000-30017	Redevelopment Increment	-275,000.00	-275,000.00	-300,649.00	(25,649.00)
799-00000-000-30018	Direct Charges	324,740.00	324,740.00	325,280.00	540.00
799-00000-000-30019	Cost Reimbursement Coll	-2,000.00	-2,000.00	-2,177.00	(177.00)
Taxes		3,666,898.00	3,802,574.00	3,936,734.00	269,836.00
799-00000-000-37200	Operating Transfers In	93,237.00	41,301.00		(93,237.00)
Transfers		93,237.00	41,301.00	0.00	(93,237.00)
799-00000-000-30600	Interest Income on Pooled Investments	15,500.00	3,000.00	3,000.00	(12,500.00)
Interest and Rents		15,500.00	3,000.00	3,000.00	(12,500.00)
Revenue Totals		3,775,635.00	3,846,875.00	3,939,734.00	164,099.00
Expense Budget					
799-68900-110-40110	Regular Employees	36,342.00	0.00	0.00	(36,342.00)
799-68900-119-40119	District Board	10,000.00	5,000.00	5,000.00	(5,000.00)
Salary and Wages		46,342.00	5,000.00	5,000.00	(41,342.00)
799-68900-201-40201	Emply Insurance - District Share	75,630.00	78,845.00	78,845.00	3,215.00
799-68900-202-40202	Workers Compensation	2,960.00	194.00	194.00	(2,766.00)
799-68900-117-40417	Medicare (District Share)	527.00	0.00	0.00	(527.00)
Employee Benefits		79,117.00	79,039.00	79,039.00	(78.00)

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



Account Number	Description	Final Budget 2014 - 2015	Preliminary Budget 2015 - 2016 (Approved)	Recommended Budget 2015 - 2016	Increase (Decrease) from 2014 - 2015
799-68900-310-50310	Legal	10,000.00	10,000.00	10,000.00	0.00
799-68900-311-50311	Accounting / Audit	6,300.00	6,300.00	6,300.00	0.00
799-68900-321-50321	Elections	250.00	250.00	250.00	0.00
799-68900-351-50351	Special Accounting Services	21,000.00	21,000.00	21,000.00	0.00
799-68900-354-50354	SVFRA Contract	3,549,528.00	3,648,688.00	3,648,688.00	99,160.00
799-68900-480-60480	Special Consulting Projects	5,000.00	1,000.00	1,000.00	(4,000.00)
Professional Services		3,592,078.00	3,687,238.00	3,687,238.00	95,160.00
799-68900-453-60453	Publications and Notices	500.00	500.00	500.00	0.00
799-68900-455-60455	Travel & Mileage	500.00	1,000.00	1,000.00	500.00
Operations		1,000.00	1,500.00	1,500.00	500.00
799-68900-702-70702	Engineering Design	0.00	0.00	10,000.00	10,000.00
799-68900-703-70703	Construction/Materials	10,000.00	27,000.00	35,000.00	25,000.00
Capital Assets		10,000.00	27,000.00	45,000.00	35,000.00
799-68900-750-70750	Transfer to Long Term Building Reserve	0.00	0.00	38,515.00	38,515.00
799-68900-760-70760	Transfer to Equipment Reserve	0.00	0.00	36,344.00	36,344.00
Transfers to Reserves		0.00	0.00	74,859.00	74,859.00
799-68900-801-80801	Principal Lease Purchase	40,583.00	41,191.00	41,191.00	608.00
799-68900-802-80802	Interest Lease Purchase	6,515.00	5,907.00	5,907.00	(608.00)
Debt Service		47,098.00	47,098.00	47,098.00	0.00
Expense Totals		3,775,635.00	3,846,875.00	3,939,734.00	164,099.00

Resolution No: 2015/2016-05
Dated: September 8, 2015

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE VALLEY OF THE MOON
FIRE PROTECTION DISTRICT, SONOMA COUNTY, STATE OF CALIFORNIA,
ADOPTING THE FINAL BUDGET FOR FISCAL YEAR 2015/2016**

WHEREAS, the 2015/2016 Final Budget has been presented to the Board of Directors of the Valley of the Moon Fire Protection District of Sonoma County; and

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

NOW, THEREFORE, BE IT RESOLVED that the Final Budget in the amount of \$3,939,734, attached hereto, is found and determined to be the 2015/2016 Final Budget of the District and any interested taxpayer may review the budget at 630 Second Street West 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 Sonoma Valley Fire & Rescue Authority Station 1 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 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 8th day of September 2015, on regular roll call vote of the members of said Board:

Director 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 Vice President declared the foregoing resolution adopted, and

SO ORDERED:

ATTEST:

Raymond Brunton, Vice President

William Norton, Clerk



Valley of the Moon Fire Protection District

Board of Directors Meeting

Agenda Item Summary

September 8, 2015



Agenda Item No.		Staff Contact	
10B		Mark Freeman, Fire Chief	
Agenda Item Title			
Election of Board Officers			
Recommended Actions			
The Board will vote for Directors to fill the positions of President, Vice President, and Clerk.			
Executive Summary			
At the regular Board meeting of August 11, 2015, President Brunton announced that he would be stepping down from his position as Board President because he is unable to devote sufficient time to the office. He will continue to serve on the Board.			
Alternative Actions			
Table election to another meeting			
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	\$
Total Expenditure	\$	Total Sources	\$
Narrative Explanation of Fiscal Impacts (if required)			
Attachments			