

# Sonoma Valley Fire District

Board of Directors Meeting

November 14, 2023





# Sonoma Valley Fire District

## Board of Directors Meeting

November 14, 2023

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**MEETING AGENDA  
SONOMA VALLEY FIRE DISTRICT  
BOARD OF DIRECTORS**

Tuesday, November 14, 2023 at 6:00 P.M.  
Location: Sonoma Valley Fire District Station 1  
630 2<sup>nd</sup> Street W., Sonoma, CA 95476

**This meeting is being conducted in person with videoconference capabilities in accordance with the Ralph M. Brown Act, California Government Code Section 54950, et seq. Agenda, Zoom link, and board packet materials are available at the following website: <http://sonomavalleyfire.org>**

**To join by phone: 1-669-900-9128**

**Meeting ID: 914 153 1767**

**Meeting Passcode: 3300**

**1. Call to Order**

**2. Roll Call and Determination of a Quorum**

Board of Directors: President William Norton, Vice President John (Matt) Atkinson, Treasurer Mark Johnson, Brian Brady, Mark Emery, Nick Greben, Terrence 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**

**7. Consent Calendar**

a) Approval of minutes from the regular meeting held on, October 10, 2023. **Action Item**

**8. Fire Chief's Monthly Report**

October/November Chief's Report

**9. Old Business**

10. **New Business**

- a) Resolution 2023/2024-3 acknowledging and accepting the Chief's report on SB1205 State Mandated Inspections for 2022-2023. **Action Item/Roll Call**
- b) Resolution 2023/2024-4 taking an official position in support of the County-wide sales tax measure on the March 5, 2024 ballot. **Action Item/Roll Call**

11. **Other Business to Come before the Board**

12. **Comments from the Floor**

13. **Comments/Reports from the Board**

14. **Closed Session**

15. **Adjournment**

This meeting will be adjourned to a regular Board meeting on January 9, 2024 at 6:00 p.m. in the Training Room of Sonoma Valley Fire District, Station 1, located at 630 2<sup>nd</sup> Street West, Sonoma, CA.

*Copies of all staff reports and documents subject to disclosure that relate to any item of business referred to on the agenda are available at the following website at <http://sonomavalleyfire.org>.*



**Sonoma Valley Fire District**  
**Board of Directors Meeting**  
 Agenda Item Summary  
 November 14, 2023

<b>Agenda Item No.</b>	<b>Staff Contact</b>		
7a	Maci Bettencourt, Clerk		
<b>Agenda Item Title</b>			
Approval of the regular meeting minutes held on October 10, 2023.			
<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>			
Objective 3C / 3D			
<b>Fiscal Summary – FY 23/24</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>			
1. Minutes for October 10, 2023 regular meeting			

**SONOMA VALLEY FIRE DISTRICT**

**BOARD OF DIRECTORS MEETING MINUTES**  
Tuesday, October 10, 2023

**Meeting was held in person at Station 1, 630 2<sup>nd</sup> Street W, Sonoma, Ca. 95476  
and via video conference for general public access.**  
**Join by phone: 1-669-900-9128 | Meeting ID: 914 153 1767 | Meeting Passcode: 3300**

**1. Call to Order**

President Norton called meeting to order at 6:00 PM

**2. Roll Call and Determination of a Quorum**

Board of Directors present: President William Norton, Vice President John (Matt) Atkinson, Brian Brady, and Nick Greben. Directors Mark Johnson, Mark Emery, and Terrence Leen were excused.

**3. Pledge of Allegiance**

The Pledge of Allegiance was led by Director Brady and recited by all.

**4. Confirmation of Agenda**

None

**5. Comments from the Public**

Public: Sean Lacy, Bob Norrbom, and Laura Banuelos.  
Virtual: Chief Steve Akre (half the meeting), Jennifer Jason, Gary Johnson, Jason Campbell, Mason Lewis, Chris Derner, and Jeff Dieter from the Mayacamas Volunteer Fire Foundation.  
No comments heard from the public.

**6. Presentations**

None

**7. Consent Calendar**

a) Board reviewed and approved the meeting minutes from the regular board meeting held on September 12, 2023. **M/S/P Brady/Atkinson – 4 ayes/3 excused**

**8. Fire Chief's Monthly Report**

Chief Akre gave a brief monthly report to the board via videoconference.

**9. Old Business**

None

**10. New Business**

- a) Director Greben motioned to adopt Resolution 2023/2024 approving FY 22/23 AB1600 Annual report (revision to page 3 of the report for typing error). **M/S/P Greben/Norton – 4 ayes/3 excused**
- b) Director Greben motioned to accept the letter outlining the property tax growth calculation for FY 22/23. **M/S/P Greben/Atkinson – 4 ayes/3 excused**
- c) Director Greben motioned to approve Chief Akre's request for three new firefighter positions. **M/S/P Greben/Brady – 4 ayes/3 excused**

**11. Other Business to come before the Board**

Fire District Association dinner, to be held by Goldridge, October 26<sup>th</sup>.

**12. Comments from the Floor**

BC Norrbom gave a brief report on the past two successful Association events, Vintage Festival and the Glen Ellen Village Fair. Both profitable and well attended.

**13. Comments/Reports from the Board**

None

**14. Closed Session**

None

**15. Adjournment**

**M/S Greben/Atkinson – 4 ayes/3 excused**

Meeting was adjourned at 6:37 pm to a regular Board meeting on November 14, 2023, at 6:00 p.m. This meeting will be conducted in person with videoconference capabilities available to the public. *Copies of all staff reports and documents subject to disclosure that relate to any item of business referred to on the agenda are available at the following website: <http://sonomavalleyfire.org> under the Governance tab.*

Respectfully submitted,

Maci Bettencourt



**Sonoma Valley Fire District**  
**Board of Directors Meeting**  
 Agenda Item Summary  
 November 14, 2023

<b>Agenda Item No.</b>	<b>Staff Contact</b>
10a	Steve Akre, Fire Chief

**Agenda Item Title**

Resolution 2023/2024-3 acknowledging Fire Chief's report regarding inspection of occupancies pursuant to state Health & Safety Code §13146.2 and §13146.3

**Recommended Actions**

Acknowledge Fire Chief's report

**Executive Summary**

Every city and county fire department and every fire district providing fire protection services is required to annually inspect every building used as a public or private school and certain group occupancies for compliance with building standards.

California Senate Bill 1205, approved on September 27, 2018, added Section 13146.4 to the Health and Safety Code, which requires every city and county fire department and every fire district conducting these inspections to submit an annual compliance report to its administering authority.

We are pleased to report with the additional fire prevention capacity approved by the Board we have been able to achieve 100 percent compliance with all California State Mandated Inspections. While this agenda item requires we report specifically on residential and educational occupancies, the State mandates annual fire inspections in all; Organized camps, Day care facility, 7+ clients not requiring assistance, Public and private schools, Health care facilities/nursing homes/detox centers, Detention facilities, Day care facilities, 7+ clients requiring assistance, Multi-family housing (hotel/motel/apartments), Residential care facilities, Residential care facilities, and High rise buildings.

**Alternative Actions**

Request further information prior to acknowledgment

**Fiscal Summary – FY 23/24**

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)**

None

**Attachments**

1. SVFD SB1205 Summary 2023
2. Resolution 2023/2024-3





# Sonoma Valley Fire District

*Serving the communities of*

Sonoma, Valley of the Moon, Glen Ellen, and Mayacamas

Trevor Smith, Fire Marshal  
630 Second Street West  
Sonoma CA 95476  
(707) 996-2102

Board of Directors  
Sonoma Valley Fire District

November 14, 2023

**Subject: Summary of State Required Mandated Annual Inspections Completed  
California Health & Safety Code Sections 13146.2 and 13146.3**

<b>2023 YTD (CURRENT)</b>		
<b>Occupancy</b>	<b>Total Required</b>	<b>Total Completed</b>
E – Schools	25	25*
R- Residential	283	283

\* Some school inspections are scheduled for December during winter break. All inspections will be completed by 12/31/2023

<b>2022 YTD</b>		
<b>Occupancy</b>	<b>Total Required</b>	<b>Total Completed</b>
E – Schools	29	29*
R- Residential	254	254

\* Some school inspections are scheduled for December during winter break. All inspections will be completed by 12/31/2022

<b>2021 YTD</b>		
<b>Occupancy</b>	<b>Total Required</b>	<b>Total Completed</b>
E – Schools	27	4
R- Residential	301	131

*The reduction in residential occupancies is secondary to onsite field work and database reconciliation.*

Trevor Smith  
Fire Marshal

630 Second Street West • Sonoma • California • 95476-6901  
Business: (707) 996-2102 • Fax: (707) 996-2868

[sonomavalleyfire.org](http://sonomavalleyfire.org)

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE SONOMA VALLEY FIRE DISTRICT, SONOMA COUNTY, STATE OF CALIFORNIA, ACKNOWLEDGING RECEIPT OF A REPORT MADE BY THE FIRE CHIEF OF THE SONOMA VALLEY FIRE DISTRICT REGARDING THE REQUIREMENT THAT ANNUAL INSPECTIONS BE PERFORMED ON CERTAIN OCCUPANCIES PURSUANT TO SECTIONS 13146.2 AND 13146.3 OF THE CALIFORNIA HEALTH AND SAFETY CODE**

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**WHEREAS**, California Health & Safety Code Sections 13146.2 and 13146.3 requires all fire departments, including the Sonoma Valley Fire District (SVFD), that provide fire protection services to perform annual inspections in every building used as a public or private school, hotel, motel, lodging house, apartment house, and certain residential care facilities for compliance with building standards, as provided; and

**WHEREAS**, California Health & Safety Code Section 13146.4 was added in 2018, and became effective on January 1, 2019; and

**WHEREAS**, California Health & Safety Code Section 13146.4 requires all fire departments, including the SVFD, that provide fire protection services to report annually to its administering authority on its compliance with Sections 13146.2 and 13146.3; and

**WHEREAS**, the Board of the Sonoma Valley Fire District intends this Resolution to fulfill the requirements of the California Health & Safety Code regarding acknowledgment of the SVFD's compliance with California Health and Sections 13146.2 and 13146.3.

**NOW, THEREFORE, BE IT RESOLVED** that the Sonoma Valley Fire District Board of Directors expressly acknowledges the measure of compliance of the SVFD with California Health and Safety Code Sections 13146.2 and 13146.3 in the area encompassed by the SVFD service area, including the communities of Agua Caliente, Boyes Hot Springs, City of Sonoma, Diamond-A, El Verano, Fetters Hot Springs, Glen Ellen, Mayacamas, Temelec, and Seven Flags, as follows:

**A. EDUCATIONAL GROUP E OCCUPANCIES:**

Educational Group E occupancies are generally those public and private schools, used by more than six persons at any one time for educational purposes through the 12th grade. Within the Sonoma Valley Fire District, there lie twenty five (25) Group E occupancies, buildings, structures and/or facilities.

During calendar year 2023, the SVFD completed the annual inspection of twenty five (25) Group E occupancies, buildings, structures and/or facilities. This is a compliance rate of 100% for this reporting period.

**B. RESIDENTIAL GROUP R OCCUPANCIES:**

Residential Group R occupancies, for the purposes of this resolution, are generally those occupancies containing sleeping units, and include hotels, motels, apartments (three units or more), etc. as well as other residential occupancies (including a number of residential care facilities). These residential care facilities have a number of different

sub-classifications, and they may contain residents or clients that have a range of needs, including those related to custodial care, mobility impairments, cognitive disabilities, etc. The residents may also be non-ambulatory or bedridden. Within the Sonoma Valley Fire District, there lie two hundred and eighty three (283) Group R (and their associated sub-categories) occupancies of this nature.

During calendar year 2023, the SVFD completed the annual inspection of two hundred and eighty three (283) Group R occupancies, buildings, structures, and/or facilities. This is a compliance rate of 100% for this reporting period.

**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 Sonoma Valley Fire District this 14<sup>th</sup> day of November 2023, on regular roll call vote of the members of said Board:

President Norton	Aye_____	No_____	Absent_____
Vice President Atkinson	Aye_____	No_____	Absent_____
Treasurer Johnson	Aye_____	No_____	Absent_____
Director Brady	Aye_____	No_____	Absent_____
Director Emery	Aye_____	No_____	Absent_____
Director Greben	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

\_\_\_\_\_  
Maci Bettencourt, Clerk



**Sonoma Valley Fire District**  
**Board of Directors Meeting**  
 Agenda Item Summary  
 November 14, 2023

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

**Agenda Item Title**

Resolution 2023/2024-4 taking an official position in support of the “THE IMPROVED AND ENHANCED LOCAL FIRE PROTECTION, PARAMEDIC SERVICES AND DISASTER RESPONSE INITIATIVE”, Measure on the March 5, 2024 Sonoma County ballot.

**Recommended Actions**

Approve Resolution

**Executive Summary**

The Board is asked to consider and decide whether to officially support the Sales Tax Measure. A Resolution expressing such support is attached for the Board’s consideration.

The Fire District Board is permitted to consider, and take action to express, the opinion of the Board’s supporting or opposing a ballot measure that impacts the District, as long as it does so at an open public meeting. (See League of Women Voters v. Countywide Criminal Justice Coordinating Committee (1988) 203 Cal.App.3d 529, 560)

**Alternative Actions**

Request further information prior to approving

**Fiscal Summary – FY 23/24**

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)**

None

**Attachments**

1. Resolution 2023/2024-4

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE SONOMA VALLEY FIRE DISTRICT, SONOMA COUNTY, STATE OF CALIFORNIA, SUPPORTING THE MEASURE FOR “THE IMPROVED AND ENHANCED LOCAL FIRE PROTECTION, PARAMEDIC SERVICES AND DISASTER RESPONSE INITIATIVE” SUBMITTED TO THE VOTERS OF SONOMA COUNTY AT THE MARCH 5, 2024 ELECTION.**

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**WHEREAS**, this Measure is an initiative measure proposing to implement a one-half cent sales tax in Sonoma County to improve and enhance local fire protection, paramedic services and disaster response; and

**WHEREAS**, this Measure is an initiative submitted to the voters of Sonoma County at the election to be held March 5, 2024; and

**WHEREAS**, this Measure aligns with the District's and Regional partners goal to increase revenue sources that support efforts to create more efficient, effective and sustainable fire services in Sonoma Valley and the County.

**NOW, THEREFORE, BE IT RESOLVED** that the Sonoma Valley Fire District Board of Directors does hereby resolve as follows:

1. The Sonoma Valley Fire District Board supports this Measure.
2. The Sonoma Valley Fire District Board Clerk shall certify the adoption of this Resolution.

**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 Sonoma Valley Fire District this 14<sup>th</sup> day of November 2023, on regular roll call vote of the members of said Board:

President Norton	Aye_____	No_____	Absent_____
Vice President Atkinson	Aye_____	No_____	Absent_____
Treasurer Johnson	Aye_____	No_____	Absent_____
Director Brady	Aye_____	No_____	Absent_____
Director Emery	Aye_____	No_____	Absent_____
Director Greben	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

\_\_\_\_\_  
Maci Bettencourt, Clerk