

Sonoma Valley Fire District

Board of Directors Meeting

December 9, 2025





Sonoma Valley Fire District

Board of Directors Meeting

December 9, 2025

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

Tuesday, December 9, 2025 at 6:00 P.M.
Location: Sonoma Valley Fire District Station 1
630 2nd 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, John Cooper, Brian Brady, Mark Emery, and Robert Uboldi

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

a) Strategic Plan Update

7. Consent Calendar

a) Approval of minutes from the regular meeting held on, October 14, 2025
Action Item

8. Fire Chief's Monthly Report

October/November 2025 Chief's Report

9. Old Business

a) Contract between SVFD and COAR for Kenwood Station 6 Remodel

10. New Business

- a) Resolution 2025/2026-08, acceptance of grant funds from the State of California Department of Forestry and Fire Protection, to increase Volunteer Fire Capacity.
Action Item

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 Tuesday, January 13, 2025 at 6:00 p.m. in the Training Room of Sonoma Valley Fire District, Station 1, located at 630 2nd 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
 December 9, 2025

Agenda Item No.	Staff Contact		
6a	Jason Campbell, Battalion Chief		
Agenda Item Title			
SVFD Strategic Plan Update			
Recommended Actions			
Review presentation			
Executive Summary			
<p>This presentation will provide an overview of our progress toward the key goals outlined in the current strategic plan, highlights measurable achievements to date. We will review completed initiatives, ongoing projects, and upcoming milestones, with an emphasis on operational efficiency, workforce development, and community impact. Additionally, the update includes data-driven insights that inform our recommendations for next steps, ensuring that our strategy remains responsive, sustainable, and aligned with our long-term mission.</p>			
Alternative Actions			
None			
Strategic Plan Alignment			
Goals 1 through 5			
Fiscal Summary – FY 25/26			
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)			
None			
Attachments			
<ol style="list-style-type: none"> 1. Strategic Plan Update 2. Goals in Progress Bar Chart 3. Goals in Progress Pie Chart 			

Sonoma Valley Fire District

Strategic Plan 2022–2027 – Goals & Objectives

Goal 1: Facilities, Equipment, Technology

- Facility improvements (Station 5 retrofit, Station 2.0, shop expansion)
- Fleet improvements (vehicle replacement schedule, maintenance staffing)
- Tools & equipment upgrades (new engine equipment, radios)
- IT modernization (servers, radios, online portal, iPads/TC, FireAside)

Goal 2: Workforce Development

- Recruitment & retention (social media marketing, volunteers, explorers, USAR team, Firewise)
- Health & wellness (cancer prevention, resiliency programs)
- Staffing plan (incident data, bilingual staff, support services)

Goal 3: Community Outreach & Collaboration

- Enhanced social media & communication (staff training, increased activity)
- Expanded outreach across diverse communities (Spanish Hands Only CPR, social posts in Spanish)
- Regional partnerships & resource sharing (SVH, Boundry drops, ATR w/RAD)
- Wildfire preparedness coordination (Sonoma Wildlands Coll., Firewise, prescribed burns)

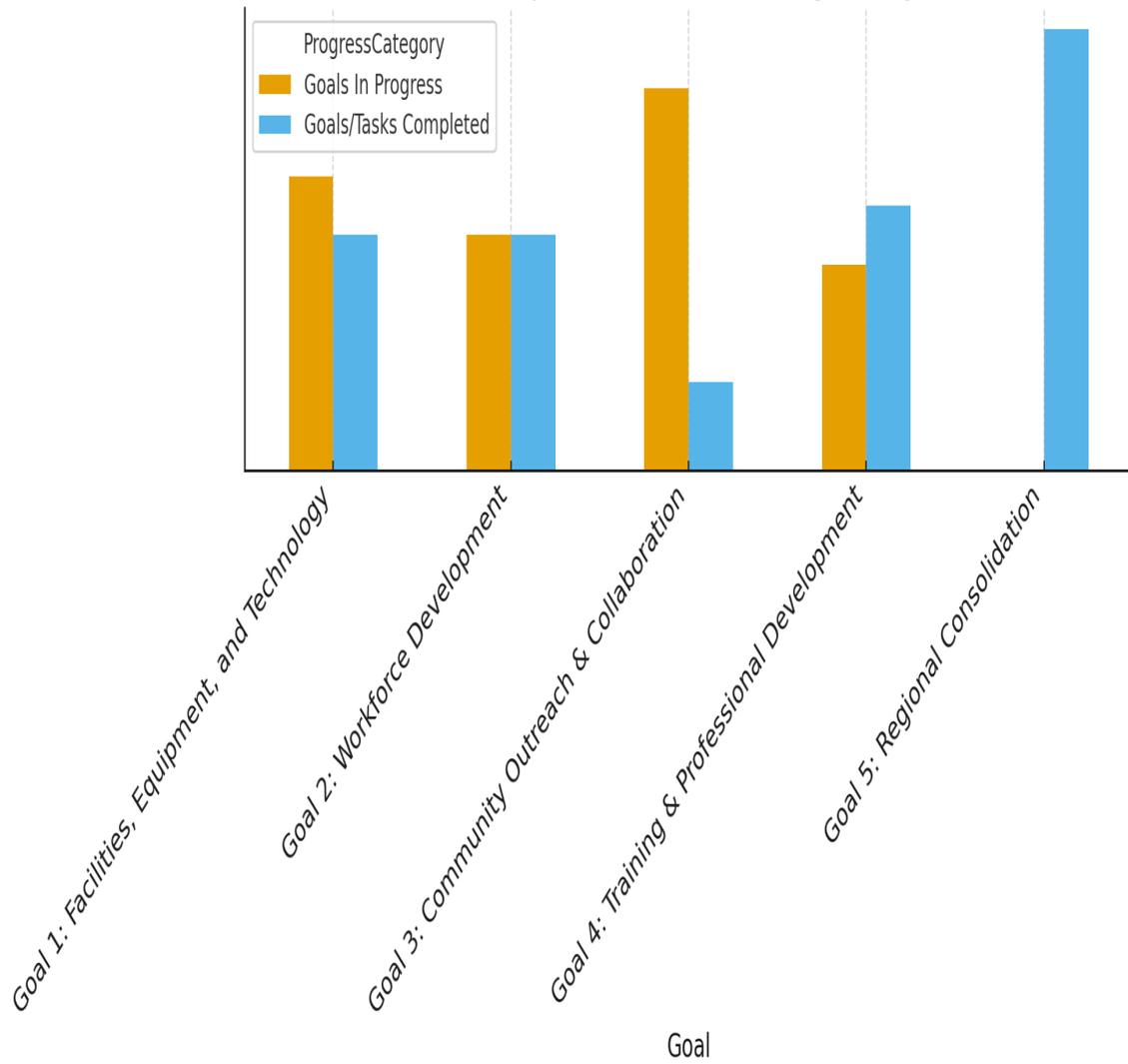
Goal 4: Training & Professional Development

- Annual training to exceed standards (collaboration with agencies)
- Career development & mentorship (CDG update, Actor opportunities, interns)
- Onboarding, probation, and task book consistency (Target Solutions transition, standards across shifts)
- Regional training collaboration (PTL, RAD, Active shooter)

Goal 5: Regional Consolidation

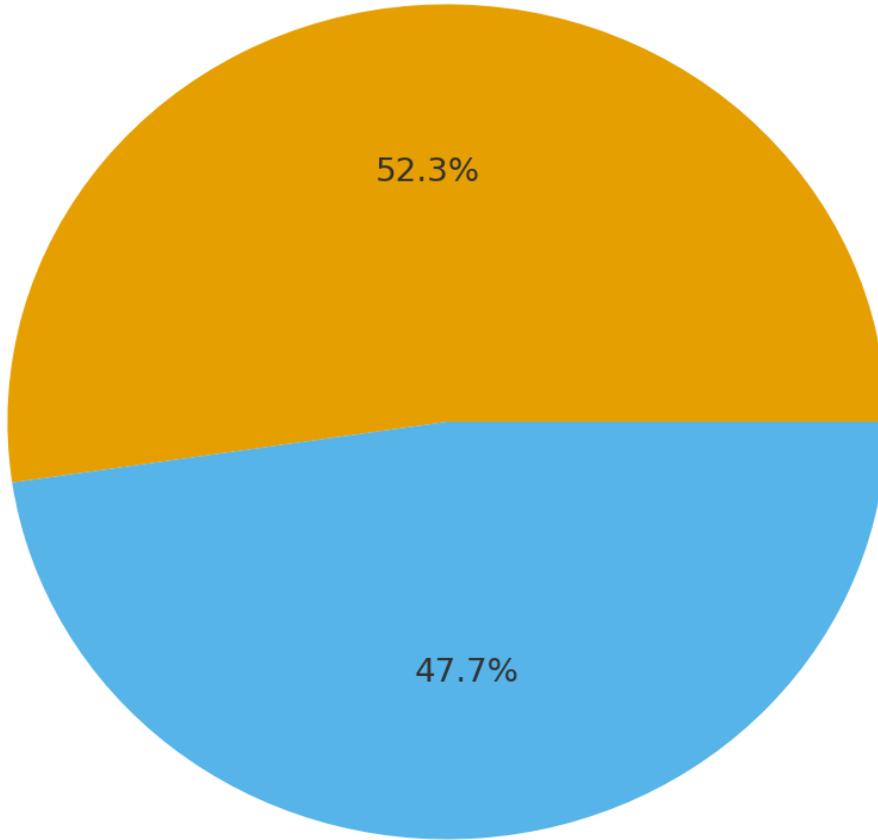
- Engage with stakeholders & boards (Attendance at meetings (QI/Supervisors/Community), Newsletter)
- Research feasibility & develop recommendations
- Advise governing bodies (Board, LAFCO review)
- Develop & implement consolidation plans

Goals Completed vs Goals In Progress by Goal



Overall Goal Status

Goals/Tasks Completed



Goals In Progress



Sonoma Valley Fire District
Board of Directors Meeting
 Agenda Item Summary
 December 9, 2025

Agenda Item No.	Staff Contact		
7a	Maci Bettencourt, Clerk of the Board		
Agenda Item Title			
Approval of the regular meeting minutes held on October 14, 2025			
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			
Fiscal Summary – FY 25/26			
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			
1. Minutes for October 14, 2025 regular meeting			

SONOMA VALLEY FIRE DISTRICT

BOARD OF DIRECTORS REGULAR MEETING MINUTES Tuesday, October 14, 2025

**Meeting was held in person at Station 1, 630 2nd 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 6:04 PM

2. Roll Call and Determination of a Quorum

Board of Directors present: President William Norton, Vice President John (Matt) Atkinson, Treasurer Mark Johnson, Director Brian Brady, Director John Cooper Director Mark Emery, and Director Robert Uboldi

3. Pledge of Allegiance

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

4. Confirmation of Agenda

None

5. Comments from the Public

Public and staff present/virtual: Chief Akre, DC Norrbom, DC Smith, BC Cyr, BC Campbell, Capt. Lewis, Lee Novich w/MVFF, SIT Reporter, Isabel Beer, Consultant Tony Ghisla, and Jeff Katz w/Coar.
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 9, 2025 and the special board meeting held on September 30, 2025. **M/S/P Johnson/Atkinson - 6 ayes/1 abstain (Brady)**

8. Fire Chief's Monthly Report

September 2025 Chief's Report attached.

9. Old Business

None

10. New Business

- a) The Chief presented revised documents to the Board regarding the RFQ approval for the CMAR, station 6 construction. Chief advised that there had never been a formal RFQ for design services, just concept drawings. Prior to a CMAR, the District must first request an RFQ for architectural drawings. The Board discussed the RFQ process and agreed to the design committee reviewing the submitted design plans from interested Architects and

advising the Board of their recommendations at the December meeting, at the conclusion of the 45 day RFQ. Once an Architect is selected, then the Board can submit an RFQ CMAR with the Architect for full project bids by interested Contractors. Chief mentioned to the Board, that members serving on the design committee would need to refrain from voting on the final approval of the CMAR. Director Johnson motioned to move forward with the RFQ for full architectural drawings only. **M/S/P Johnson/Norton - 7 ayes**

- b) Director Emery motion to accept Resolution 2025/2026-07, acknowledging SVFD's annual SB1205 inspections report. **M/S/P Emery/Cooper - 7 ayes**
- Chief Akre acknowledged DC Smith's efforts in coordinating the process for these annual inspections through the Prevention Division and DC Smith thanked BC Campbell and Intern Shaw for executing the inspections.

11. Other Business to come before the Board

- a) Consultant Tony Ghisla presented an update to the Board regarding the District's financial standings in regards to construction project funding. Director Norton and Cooper both thank Tony for his efforts in securing funding options for the District.

12. Comments from the Floor

Chief reminded the Board about the SCFDA dinner on the 23rd at Sonoma County Fire EMS Division.

13. Comments/Reports from the Board

Director Norton thanked DC Norrbom for all his hard work and numerous hours invested in coordinating our ongoing facility expansion.

Director Norton then thanked Lee with Mayacamas and Jeff with Coar for attending the meeting.

14. Closed Session

None

15. Adjournment

M/S Johnson/Norton – 7 ayes

Meeting was adjourned at 7:48pm, with a moment of silence in memory of Sam Sebastiani, to a regular Board meeting on November 12, 2025, 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
Clerk of the Board

DATE: 10/14/2025
TO: Sonoma Valley and Kenwood Board of Directors
FROM: Chief Akre
SUBJECT: Monthly Activity Report – September 2025

A. ADMINISTRATIVE:

1. SDC: There are no longer any SDC Fire Employees and there is no fire presence at SDC. Deputy Chief Smith and I met with the developer on building standards and best practices as well as what facility needs we have for a future fire station. I continue to be engaged with our Supervisor on the need for Fire/EMS presence and how we could fund this.
2. KWD: Staff is finalizing work on the transition to SVFD's finance and records systems. DAO Ghisla is working on the annual audit.
3. We presented, along with SCSO, DEM, and CalFire to the SVCAC on Evacuations in the Sonoma Valley. We had very good coordination meetings with this group prior to the SVCAC Meeting. Link to recording: <https://youtu.be/qN4RPI5naTQ>
4. We are undergoing the largest ISO review in department history (including KWD in this one). We have been notified that we have regressed in our ratings and are awaiting the next step which is a meeting to review the results with ISO.
5. REDCOM Update: Next Meeting is 10/9. We are still working on bringing Cloverdale Fire into REDCOM as well as important communications infrastructure improvements. Work has been completed on an area that affects the KWD/Oakmont area.
6. The Deputy Chiefs and I met with City PW Staff on a proposed bike Blvd on Third St West.
7. SCFCA/Measure H update: The FSWG met on 8/13. We continue to move forward with all implementation plans, with a focus on REDCOM, Training, Technology, and Recruitment and Retention Programs. The Oversight Committee's first meeting was held on 9/18. September's meeting was held on 9/10 at Graton, and October's was held at the new Healdsburg Fire Station 2. I attended the SCFCA's EMS Subcommittee meeting. We received our Measure H distribution the second week of September.
8. I continue to meet monthly with the CAO's Office as well as Supervisor Hermosillo.
9. Chief Schach and I met with the new Director of DHS.
10. We held our weekly Executive Chiefs meetings and our monthly Command Staff meeting.

11. I attended the monthly Cal Chiefs E-Board, Northern Area Directors, and Legislative Task Force meetings. I am also now attending the weekly Presidents meeting.
12. We hosted the Baggers International Networking Group (Chief Brunacini) on 9/15 to 9/16.

B. INCIDENTS:

1. Monthly Incident reports for September are attached.

C. BUDGET/FINANCE:

1. We received our third disbursement of Measure H revenues the week of 9/8.
2. An update on Financing options for the KWD Fire Station is on the agenda as an information item.

D. PERSONNEL:

1. Nothing new to report.

E. TRAINING:

1. The agency developed an EMS training committee and they met last month. Idea being each shift has a person who received direction from Karri to share with their shift, and a person to bring new ideas or needs back to Karri. More efficient shift training coming in smaller groups at training locations closer to home stations.
2. New rope rescue stokes bridles are in service and training was completed with LARO scenarios at Verano Bridge using the stokes completed.
3. Large Animal Rescue refresher being given to the shifts this week by BC Johnson. Our animal rescue service has been called on twice this month in a mutual aid capacity and the utilization rate for the year appears to be up overall.
4. Volunteers: We conducted a driver operator 1b refresher drill and went over the new hose/nozzles/loads/ gpm-psi changes. Also had an EMS drill where we had a couple different skills stations and scenarios for volunteer companies and CEU's were provided.
5. CICC's qualifications were met for Captain Derner as qualified Strike Team Leader.
6. 8 Volunteer FFs in the pre-employment process for upcoming zone 3 VFF academy with 3 VFF members from Schell-Vista, target start date 11/4/25

F. EQUIPMENT:

1. We took delivery of a new M301 ambulance on 9/9.
2. Our new type 3's chassis arrived at Hi-Tech. They have the body built and are now assembling.

G. BUILDINGS & LAND:

1. The New Station 2 project: we are working on our application to LAFCO through PRMD to be annexed into the Sanitation District, as well as the Use Permit. We are also working on developing an RFQ for a progressive design build model. We had a very positive coordination meeting with LAFCO and County Agencies.
2. Chief Norrbom continues to meet and work with the COAR Group for the remodel of the Kenwood Station. The original design costs were \$11 million. We have asked for the architect to find ways that we could bring this down to \$7-8 million. DAO Ghisla is working on financing options. We have a separate item for consideration of a RFQ for CMAR.
3. The new station/memorial sign is complete, and the 9/11 Steel monument Design was unanimously approved by the City Council.

H. PREVENTION & COMMUNITY OUTREACH:

1. See attached monthly activity report.
2. All Initial DSI Inspections have been completed, now working on follow ups.
3. SVFD ISO Ratings:
 - a. City: Class 1
 - b. Unincorporated valley, including GE, VOM & Eldridge: Class 2 (Class 10 if over 5 miles from a fire station)
 - c. Mayacamas Service Area: Class 8B (Class 10 if over 5 miles from a fire station)

I. ASSOCIATION NEWS AND UPCOMING EVENTS:

1. The next SCFDA Dinner/Meeting will be on 10/23, at Sonoma County Fire – EMS Division.
2. Christmas Party is December 6th at Hopmonk.



Sonoma Valley Fire District
Board of Directors Meeting
 Agenda Item Summary
 December 9, 2025

Agenda Item No.	Staff Contact		
8a	Steve Akre, Fire Chief		
Agenda Item Title			
Monthly Fire Chief's Report			
Recommended Actions			
None			
Executive Summary			
<p>The monthly Fire Chief's report is crucial for maintaining transparency and accountability within the District. It provides an overview of current administrative updates, incident responses, budget and financial status, personnel changes, training activities, and the status of buildings and land. Additionally, it covers equipment readiness, fire prevention initiatives, community outreach efforts, and events hosted by the fire association. This comprehensive report ensures that all stakeholders are informed about the department's operations, challenges, and achievements, fostering better decision-making and community trust.</p>			
Alternative Actions			
None needed			
Strategic Plan Alignment			
Fiscal Summary – FY 25/26			
Expenditures			
Budgeted Amount	\$	Funding Source(s)	\$
Add. Appropriations Req'd.	\$	District General Fund	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
		Grants	\$
Total Expenditure	\$	Total Sources	\$
Narrative Explanation of Fiscal Impacts (if required)			
Not Required			
Attachments			
1. Monthly Fire Chief's Report – To be handed out at the meeting.			



Sonoma Valley Fire District
Board of Directors Meeting
 Agenda Item Summary
 October 14, 2025

Agenda Item No.	Staff Contact		
9a	Fire Chief Steve Akre/DC Bob Norrbom		
Agenda Item Title			
Approve the Contract from COAR for Architectural Design Services for the Kenwood Fire Station Remodel			
Recommended Actions			
Approve Contract or request changes			
Executive Summary			
An RFQ was publicly issued for completion of Architectural Design Services for the Kenwood Fire Station Remodel. One Completed RFQ was received by the District from the COAR Design Group. The RFQ Review Committee has completed its review and determined that the COAR Design Group has met and exceeded the requirements/conditions outlined in the RFQ. It is our recommendation that we enter into contract with the COAR Design Group for completion of the Architectural Design Services for the Kenwood Fire Station Remodel.			
Alternative Actions			
Recommend alternative methods			
Strategic Plan Alignment			
Goal #3			
Fiscal Summary – FY 25/26			
Expenditures			
Budgeted Amount	\$	Funding Source(s)	\$
Add. Appropriations Req'd.	\$	District General Fund	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
		Grants	\$
Total Expenditure	\$	Total Sources	\$
Narrative Explanation of Fiscal Impacts (if required)			
None at this time.			
Attachments			
<ol style="list-style-type: none"> 1. COAR SOQ Kenwood Station 6 Remodel – Printed, not in packet 2. COAR Architectural Design Services Proposal – Printed, not in packet 			



Sonoma Valley Fire District
Board of Directors Meeting
 Agenda Item Summary
 December 9, 2025

Agenda Item No.	Staff Contact
10a	Maci Bettencourt, Clerk of the Board

Agenda Item Title
 VFC Agreement & Resolution Acceptance

Recommended Actions
 Approve the VFC Agreement & Resolution

Executive Summary
 Engineer, Michael Montgomery, applied for a matching fund grant opportunity through CAL FIRE for purchasing structural turnouts for new volunteers. We have since been notified that we have been selected to receive \$20,000.00 in funding to be utilized in FY25/26. Should the Board choose to accept it is required to adopt a resolution to approve the agreement with the California Department of Forestry and Fire Protection and allow Fire Chief Akre to execute the agreement itself.

Alternative Actions
 Deny acceptance of the grant

Strategic Plan Alignment
 The grant funding is in alignment with Goal 2, Obj. 2B, 2C

Fiscal Summary – FY 25/26			
Expenditures		Funding Source(s)	
Budgeted Amount	\$	District General Fund	\$
Add. Appropriations Req'd.	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
		Grants	\$ 20,000.00
		Measure H Funding	\$
Total Expenditure	\$	Total Sources	\$ 20,000.00

Narrative Explanation of Fiscal Impacts (if required)

- Attachments**
1. Grant Agreement
 2. Budget Worksheet
 3. Resolution 2025/2026-08

**State of California
Department of Forestry and Fire Protection (CAL FIRE)
Cooperative Fire Protection
GRANT AGREEMENT**

APPLICANT: Sonoma Valley Fire District

PROJECT TITLE: Volunteer Fire Capacity

GRANT AGREEMENT: 7FG25108

PROJECT PERFORMANCE PERIOD is from date upon approval through August 31, 2026.

Under the terms and conditions of this Grant Agreement, the applicant agrees to complete the project as described in the project description, and the State of California, acting through the Department of Forestry & Fire Protection, agrees to fund the project up to the total state grant amount indicated.

PROJECT DESCRIPTION: Cost-share funds awarded to provide assistance to rural areas in upgrading their capability to organize, train, and equip local forces for fire protection.

Total State Grant not to exceed \$20,000.00 (or project costs, whichever is less).

**The Special and General Provisions attached are made a part of and incorporated into this Grant Agreement.*

**STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY
AND FIRE PROTECTION**

Sonoma Valley Fire District

Applicant

By

Signature of Authorized Representative

Title Steve Akre

Fire Chief, Sonoma Valley Fire District

By

Title: **David Scheurich
Staff Chief, Cooperative Fire Protection**

Date 12.09.2025

Date

CERTIFICATION OF FUNDING

GRANT AGREEMENT NUMBER 7FG25108	PO ID	SUPPLIER ID
FUND 0001	FUND NAME General Fund	
PROJECT ID 354025DG2012154	ACTIVITY ID SUBGNT	AMOUNT OF ESTIMATE FUNDING \$20,000.00
GL UNIT 3540	BUD REF 001	CHAPTER 4
PROGRAM NUMBER 9999000FED	ENY 2025	ADJ. INCREASING ENCUMBRANCE \$ 0.00
ACCOUNT 5340580	ALT ACCOUNT 5340580002	ADJ. DECREASING ENCUMBRANCE \$ 0.00
REPORTING STRUCTURE 35409206	SERVICE LOCATION 92801	UNENCUMBERED BALANCE \$20,000.00

I hereby certify upon my personal knowledge that budgeted funds are available for this encumbrance.

Signature of CAL FIRE Accounting Officer

Date

**VOLUNTEER FIRE CAPACITY PROGRAM
TERMS AND CONDITIONS**

DEPARTMENT OF FORESTRY AND FIRE PROTECTION

STATE OF CALIFORNIA
Natural Resources Agency

Agreement for the Volunteer Fire Capacity Program of the
Cooperative Forestry Assistance Act of 1978

THIS AGREEMENT, made and entered between the STATE of California, acting through the Director of the Department of Forestry and Fire Protection hereinafter called "STATE", and _____ hereinafter called "LOCAL AGENCY", covenants as follows:

RECITALS:

1. STATE has been approved as a passthrough agent of the United States Department of Agriculture, (USDA), Forest Service for the purpose of administering the Volunteer Fire Capacity program in California, hereinafter referred to as VFC, authorized by the Cooperative Forestry Assistance Act (CFAA) of 1978 (PL 95-313, 92 Stat 365, 16 U.S.C. 2106), as amended.
2. This is a subaward under the FY2025 State of California Volunteer Fire Capacity Projects Grant #25-DG-11052012-154 awarded to STATE by the Forest Service on September 20, 2025. The Federal Assistance Listing for the award is 10.698, Cooperative Fire Program. This subaward is funded solely with Federal funds and is subject to the Office of Management and Budget (OMB) guidance in subparts A through F of 2 CFR Part 200, as adopted and supplemented by the USDA in 2 CFR Part 400, and under certain terms and conditions to LOCAL AGENCY to assist LOCAL AGENCY to upgrade its fire protection capability.
3. LOCAL AGENCY desires to participate in said VFC and agrees to the terms and conditions specified in the Procedural Guide for Volunteer Fire Capacity Program 2025.

NOW THEREFORE, it is mutually agreed between the parties as follows:

4. **APPROVAL: This Agreement is of no force or effect until signed by both parties and approved by the Department of General Services, if required. LOCAL AGENCY may not commence performance until such approval has been obtained.**
5. **INCORPORATION: The Procedural Guide for Volunteer Fire Capacity Program 2025, submitted Application for Funding and associated Grant Assurances are hereby incorporated by reference as part of the Grant Agreement.**
6. **TIMELINESS: Time is of the essence in this Agreement.**
7. **FORFEITURE OF AWARD: LOCAL AGENCY must return this Agreement and required resolution properly signed and executed to STATE at the email address specified in paragraph 12, with a timestamp no later than January 31, 2026 or LOCAL AGENCY will forfeit the funds.**

8. GRANT AND BUDGET CONTINGENCY CLAUSE: It is mutually understood between the parties that this **Agreement** may have been written for the mutual benefit of both parties before ascertaining the availability of congressional appropriation of funds, to avoid program and fiscal delays that would occur if the **Agreement** were executed after that determination was made.

This **Agreement** is valid and enforceable only if sufficient funds are made available to the STATE by the United States Government for the **State Fiscal Year 2025** for the purpose of this program. In addition, this **Agreement** is subject to any additional restrictions, limitations, or conditions enacted by the Congress or to any statute enacted by the Congress that may affect the provisions, terms, or funding of this **Agreement** in any manner.

The parties mutually agree that if the Congress does not appropriate sufficient funds for the program, this **Agreement** shall be amended to reflect any reduction in funds.

The STATE has the option to invalidate the **Agreement** under the 30-day cancellation clause or to amend the **Agreement** to reflect any reduction in funds.

9. REIMBURSEMENT: STATE will reimburse LOCAL AGENCY, from funds made available to STATE by the Federal Government, an amount not to exceed **\$20,000.00** on a 50/50 matching funds basis, for the performance of specific projects and/or purchase of specific items identified in Proposed Project, Application for Funding, attached hereto. **Reimbursement will be only for those projects accomplished and/or items purchased between THE LAST SIGNATORY DATE ON PAGE 1 and AUGUST 31, 2026.** This sum is the sole and maximum payment that STATE will make pursuant to this Agreement. **LOCAL AGENCY must bill STATE at the e-mail address specified in paragraph 12, with a timestamp no later than NOVEMBER 1, 2026 in order to receive the funds.** The bill submitted by LOCAL AGENCY must clearly delineate the projects performed and/or items purchased. A vendor's invoice and proof of payment to vendor(s) must be included for items purchased.
10. LIMITATIONS: LOCAL AGENCY shall notify STATE prior to purchase of any Equipment as defined under 2 CFR 200.1 "Equipment." Expenditure of the funds distributed by STATE herein is subject to the same limitations as placed by the VFC, upon expenditure of United States Government Funds. Pursuant to 2 CFR 200.313 Equipment, subject to the obligations and conditions set forth in that section; title to any equipment and supplies acquired under this **Agreement** vests with the LOCAL AGENCY. For any equipment items over \$10,000, the federal government may retain a vested interest in accordance with paragraph 17 below.
11. MATCHING FUNDS: Any and all funds paid to LOCAL AGENCY under the terms of this **Agreement**, hereinafter referred to as "VFC Funds", shall be matched by LOCAL AGENCY on a dollar-for-dollar basis, for each project listed on attachment(s) hereto identified as "Proposed Project". No amount of unpaid "contributed" or "volunteer" labor or services shall be used or consigned in calculating the matching amount "actually spent" by LOCAL AGENCY.

LOCAL AGENCY shall not use VFC Funds as matching funds for other federal grants, including Department of Interior (USDI) Rural Fire Assistance grants, nor use funds from other federal grants, including USDI Rural Fire Assistance grants, as matching funds for VFC Funds.

12. ADDRESSES: The mailing addresses of the parties hereto under the terms of the Agreement are:

LOCAL AGENCY: _____

Attention: _____
Telephone Number(s): _____
E-mail _____

STATE: **Department of Forestry and Fire Protection**
 Grants Management Unit, Attn: VFC
 P. O. Box 944246
 Sacramento, California 94244-2460
 E-MAIL: CALFIRE.GRANTS@fire.ca.gov

13. PURPOSE: Any project to be funded hereunder must be intended to specifically assist LOCAL AGENCY to organize, train, and/or equip local firefighting forces in the aforementioned rural area and community to prevent or suppress fires which threaten life, resources, and/or improvements within the area of operation of LOCAL AGENCY. Project funds are not to be used for research and development.
14. COMBINING: In the event funds are paid for two or more separate, but closely related projects, the 50/50 cost-sharing formula will be applied to the total cost of such combined projects.
15. OVERRUNS: In the event that the total cost of a funded project exceeds the estimate of costs upon which this Agreement is made, LOCAL AGENCY may request additional funds to cover the **Agreement** share of the amount exceeded. However, there is no assurance that any such funds are, or may be, available for reimbursement. Any increase in funding will require an amendment.
16. UNDERRUNS: In the event that the total cost of a funded project is less than the estimate of costs upon which this **Agreement** is made, LOCAL AGENCY may request that additional eligible projects/items be approved by STATE for **Agreement** funding. However, there is no assurance that any such approval will be funded. Approval of additional projects/items, not listed on the Proposed Project application, made by STATE, will be in writing and will require an amendment.
17. FEDERAL INTEREST IN EQUIPMENT: Items of equipment with a current fair market value in excess of \$10,000 (per-unit) may be retained or sold by LOCAL AGENCY once it is no longer needed for the original project, program, or for other activities supported by the awarding Federal agency. However, the Federal agency is entitled to an amount calculated by multiplying the percentage of the Federal agency's contribution towards the original purchase by the current market value or proceeds from the sale. If the equipment is sold, the STATE may permit the LOCAL AGENCY to retain, from the Federal share, \$1,000 of the proceeds to cover expenses associated with the selling and handling of the equipment. LOCAL AGENCY will notify STATE of the disposal of such items.

18. EQUIPMENT INVENTORY: Any single item purchased in excess of \$10,000 will be assigned a VFC Property Number by the STATE. LOCAL AGENCY shall forward a copy of the purchase documents listing the item, brand, model, serial number, any LOCAL AGENCY property number assigned, and a LOCAL AGENCY contact and return address to STATE at the address specified in paragraph 12. The STATE will advise the LOCAL AGENCY Contact of the VFC Property Number assigned.
19. AUDIT: LOCAL AGENCY agrees that the STATE, the Department of General Services, the California State Auditor, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this **Agreement**. LOCAL AGENCY agrees to maintain such records for possible audit for a minimum of five (5) years after final payment, unless a longer period of records retention is stipulated. LOCAL AGENCY agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, LOCAL AGENCY agrees to include a similar right of the State of California to audit records and interview staff in any subcontract related to performance of this **Agreement**. (GC 8546.7, PCC 10115 et seq., CCR Title 2, Section 1896).
20. DISPUTES: In the event of any dispute over qualifying matching expenditures of LOCAL AGENCY or audit findings, the dispute will be decided by STATE and its decision shall be final and binding.
21. MONITORING: LOCAL AGENCY agrees to the monitoring of activities as necessary by STATE to ensure that the award is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the agreement; and that performance goals are achieved.
22. INDEMNIFICATION: LOCAL AGENCY agrees to indemnify, defend, and save harmless, the STATE, its officers, agents, and employees, from any and all claims and losses, accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this **Agreement**, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by LOCAL AGENCY in the performance of this **Agreement**.
23. CIVIL RIGHTS: LOCAL AGENCY agrees to comply with civil rights requirements as detailed in the Complying With Civil Rights Requirements brochure (FS-850) and the And Justice For All poster (AD-475A). The poster is to be placed at all public points of contact/reception areas.
24. DRUG-FREE WORKPLACE REQUIREMENTS: LOCAL AGENCY will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:
 - a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.

- b. Establish a Drug-Free Awareness Program to inform employees about:
 - 1) the dangers of drug abuse in the workplace;
 - 2) the person's or organization's policy of maintaining a drug-free workplace;
 - 3) any available counseling, rehabilitation and employee assistance programs; and,
 - 4) penalties that may be imposed upon employees for drug abuse violations.

- c. Every employee who works on the proposed **Agreement** will:
 - 1) receive a copy of the company's drug-free workplace policy statement; and,
 - 2) agree to abide by the terms of the company's statement as a condition of employment on the **Agreement**.

Failure to comply with these requirements may result in suspension of payments under the **Agreement** or termination of the **Agreement** or both and LOCAL AGENCY may be ineligible for funding of any future State **Agreement** if the department determines that any of the following has occurred: (1) the LOCAL AGENCY has made false certification, or violated the certification by failing to carry out the requirements as noted above. (GC 8350 et seq.)

- 25. **TERM:** The term of the Agreement SHALL COMMENCE ON THE LAST SIGNATORY DATE ON PAGE 1 and continue through August 31, 2026.

- 26. **TERMINATION:** This **Agreement** may be terminated by either party giving 30 days written notice to the other party or provisions herein amended upon mutual consent of the parties hereto.

- 27. **AMENDMENTS:** No amendment or variation of the terms of this **Agreement** shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or **Agreement** not incorporated in the **Agreement** is binding on any of the parties.

- 28. **INDEPENDENT CONTRACTOR:** LOCAL AGENCY, and the agents and employees of LOCAL AGENCY, in the performance of this **Agreement**, shall act in an independent capacity and not as officers or employees or agents of the STATE or the Federal Government.

- 29. **INDIRECT RATE:** LOCAL AGENCY may not assess an indirect rate in excess of their Federally approved Negotiated Indirect Cost Rate Agreement (NICRA) or a de minimis rate if LOCAL AGENCY does not have an approved NICRA, not to exceed 15%. LOCAL AGENCY may also elect not to assess an indirect rate. The approved indirect cost rate at the time of execution is 0%.

30. MEDIA: LOCAL AGENCY shall acknowledge STATE and USDA Forest Service support in any publications, audiovisuals and electronic media developed as a result of this award.

It is encouraged to give public notice of the receipt of this award and announce progress and accomplishments, acknowledging STATE and USDA Forest Service support. Follow direction in USDA Supplemental 2 CFR 415.2.

31. ASSIGNMENT: This Agreement is not assignable by LOCAL AGENCY either in whole or in part.

E. Proposed Project (List individual items for funding. Include tax and shipping in unit cost):

	Type	Item	Quantity	Unit Cost	Item Total
1.	Safety - Structural	Lion Turnout Coat	20	2537.70	\$ 0.00 50,754.00
2.	Safety - Structural	Lion Turnout Pant	20	1630.67	\$ 0.00 32,613.40
3.	Safety - Structural	Structure Boots	20	428.33	\$ 0.00 8,566.60
4.					\$ 0.00
5.					\$ 0.00
6.					\$ 0.00
7.					\$ 0.00
8.					\$ 0.00
9.					\$ 0.00
10.					\$ 0.00
11.					\$ 0.00
12.					\$ 0.00
13.					\$ 0.00
14.					\$ 0.00
15.					\$ 0.00
16.					\$ 0.00
17.					\$ 0.00
18.					\$ 0.00
19.					\$ 0.00
20.					\$ 0.00
21.					\$ 0.00
22.					\$ 0.00

F. CAL FIRE USE ONLY (Formula-Driven)

Award: \$20,000
AJ

Project Total Cost: ~~\$ 0.00~~ 91,934.00

Approved Project: \$40,000

**BEFORE THE BOARD OF DIRECTORS OF THE
SONOMA VALLEY FIRE DISTRICT,
COUNTY OF SONOMA, STATE OF CALIFORNIA**

IN THE MATTER OF:

Resolution Number: 2025/2026-08

Approving the Department of Forestry and Fire Protection Agreement #7FG25108 for services from the date of last signatory on page 1 of the Agreement to August 31, 2026 under the Volunteer Fire Capacity Program of the Cooperative Forestry Assistance Act of 1978.

BE IT RESOLVED by the Board of Directors of the Sonoma Valley Fire District; that said Board does hereby approve the Agreement with the California Department of Forestry and Fire Protection dated as of the last signatory date on page 1 of the Agreement, and any amendments thereto. This Agreement provides for an award, during the term of this Agreement, under the Volunteer Fire Capacity Program of the Cooperative Fire Assistance Act of 1978 during the State Fiscal Year 2025-26 up to and no more than the amount of **\$20,000.00**.

BE IT FURTHER RESOLVED that **Steve Akre, Fire Chief** of said District be and hereby is authorized to sign and execute said Agreement and any amendments on behalf of the **Sonoma Valley Fire District**.

The foregoing resolution was duly passed and adopted by the Board of Directors of the **Sonoma Valley Fire District**, at a regular meeting thereof, held on the **9th** day of **December, 2025**, by the following vote:

AYES:

Signature, Board of Directors Member

NAYS:

ABSENT:

Printed Name and Title

Signature, Fire Chief

Printed Name and Title

-----**CERTIFICATION OF RESOLUTION**-----

ATTEST:

I, **Maci Bettencourt**, Clerk of the **Sonoma Valley Fire District**, County of **Sonoma**, California do hereby certify that this is a true and correct copy of the original Resolution Number **2025/2026-08**.

WITNESS MY HAND OR THE SEAL OF THE **Sonoma Valley Fire District**, on this **9th** day of **December, 2025**.

**OFFICIAL SEAL
OR NOTARY CERTIFICATON**

Signature

Clerk of the Board, Sonoma Valley Fire District
Title and Name of Local Agency