



Valley of the Moon Fire Protection District



Board of Directors Meeting

January 14, 2020



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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, January 14, 2020 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 Norton, Director Brunton, Director Greben, Director Brady, and Director Leen.

3. PLEDGE OF ALLEGIANCE

4. CONFIRMATION OF AGENDA

Opportunity for the Board to reorder agenda items

5. COMMENTS FROM THE PUBLIC

(At this time, members of the public may comment on any item not appearing on the agenda. It is recommended that you keep your comments to three minutes or less. Under State Law, matters presented under this item cannot be discussed or acted upon by the Board at this time. For items appearing on the agenda, the public will be invited to make comments at the time the item comes up for consideration by the Board of Directors.)

6. PRESENTATIONS

7. CONSENT CALENDAR

Approval of minutes for regular meeting of December 10, 2019. **Action Item**

8. FIRE CHIEF'S MONTHLY REPORT

Chief's activity report for December 2019

9. OLD BUSINESS

10. NEW BUSINESS

Resolution 2019/2020-09 and Side Letter of Agreement reclassifying Administrative Analyst position. **Action Item with roll call vote**

11. OTHER BUSINESS TO COME BEFORE THE BOARD

12. COMMENTS FROM THE FLOOR

13. COMMENTS/REPORTS FROM THE BOARD

14. CLOSED SESSION

PUBLIC EMPLOYEE APPOINTMENT

Pursuant to California Government Code §54957

15. ADJOURNMENT

This meeting will be adjourned to a regular meeting on February 11, 2020 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

January 14, 2020



Agenda Item No.		Staff Contact	
7		Georgette Darcy, Admin. Analyst/Secretary to Board	
Agenda Item Title			
Approval of minutes for regular meeting of December 10, 2019			
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 19/20			
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 December 10, 2019 regular meeting			

VALLEY OF THE MOON FIRE PROTECTION DISTRICT

BOARD OF DIRECTORS MEETING MINUTES

December 10, 2019

1. CALL TO ORDER

President Norton called the meeting to order at 6:00 p.m.

2. ROLL CALL & DETERMINATION OF A QUORUM

Board of Directors: President Norton, Director Brunton, Director Brady, Director Greben, and Director Leen

3. PLEDGE OF ALLEGIANCE

Director Leen led the Pledge of Allegiance.

4. CONFIRMATION OF AGENDA

No changes were made to the agenda.

5. COMMENTS FROM THE PUBLIC

The meeting was adjourned at 6:01 p.m. for a public hearing.

The Board held a public hearing for the purpose of adopting a new Fee Schedule for 2020

The meeting resumed at 6:01 p.m. The hearing did not proceed, as there were no members of the public in attendance.

6. PRESENTATIONS

None

7. CONSENT CALENDAR

Approval of minutes for regular meeting of November 12, 2019

M/S/P Brady/Norton to approve minutes for regular meeting of November 12, 2019. Passed 4 ayes

8. FIRE CHIEF'S MONTHLY REPORT

Fire Chief Akre gave his activity report for November 2019.

9. OLD BUSINESS

Resolution 2019/2020-08: Concurrent resolution of the Board of Directors of the Glen Ellen Fire Protection District and the Board of Directors of the Valley of the Moon Fire Protection District constituting the Districts' resolution of application to Sonoma County LAFCO for the reorganization of Glen Ellen FPD

M/S/P Norton/Brady to accept resolution of application to Sonoma LAFCO for the reorganization of Glen Ellen FPD. The resolution will next be submitted to the Glen Ellen FPD Board of Directors at its meeting that follows on this date. Passed 5 ayes

10. NEW BUSINESS

Ordinance 2019/2020-01 revising the schedule of fees for the District to cover the cost of providing services, issuing permits, and enforcing regulations within the District

M/S/P Brady/Brunton to approve revising the schedule of fees for the District. Passed 5 ayes

11. OTHER BUSINESS TO COME BEFORE THE BOARD

None

12. COMMENTS FROM THE FLOOR

None

13. COMMENTS/REPORTS FROM THE BOARD

None

14. CLOSED SESSION

None

15. ADJOURNMENT

The meeting was adjourned at 7:08 p.m. to a regular meeting on January 14, 2020, at 6:00 p.m., in the Training Room of Station 1, located at 630 2nd Street West in Sonoma.

Respectfully submitted,

Georgette Darcy

President Norton

Director Brunton

Director Greben

Director Brady

Director Leen



Valley of the Moon Fire Protection District

Board of Directors Meeting

Agenda Item Summary

January 14, 2020



Agenda Item No.	Staff Contact
10	Stephen Akre, Fire Chief

Agenda Item Title
Resolution 2019/2020-09 and Side Letter of Agreement reclassifying Administrative Analyst position

Recommended Actions
Approve reclassification

Executive Summary
Staff is reviewing the organization of the administrative support staff and developing a restructuring plan to address current needs. This reclassification request is the first step in improving the current configuration.

Alternative Actions
Deny reclassification

Strategic Plan Alignment
This item is in alignment with Goal 1, Objective 1A: Develop a revised staffing model to meet current and future community and operational demands.

Fiscal Summary – FY 19/20

Expenditures		Funding Source(s)	
Budgeted Amount	\$13,687	District General Fund	\$13,687
Add. Appropriations Req'd.	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
		Grants	\$
Total Expenditure	\$13,687	Total Sources	\$13,687

Narrative Explanation of Fiscal Impacts (if required)

Attachments
<ol style="list-style-type: none"> 1. Side Letter of Agreement 2. Revised salary schedule for Management & Administrative Employees 3. Resolution 2019/2020-09

Valley of the Moon Fire Protection District
and
Management and Administrative Employees Group
2018 to 2020 Management Agreement
Side Letter of Agreement No. 2

Subject: Article 2, RECOGNITION, Administrative Analyst Reclassification

The Administrative Analyst position will be reclassified to Finance Officer, with an effective date of December 30, 2019. All references to Administrative Analyst in the 2018 to 2020 Management Agreement will apply to the Finance Officer. A revised Appendix 'A' is attached reflecting the salary schedule for the new classification.

Signed and agreed to this 14th day of January, 2020.

Valley of the Moon
Fire Protection District

Management and Administrative
Employee Group

William Norton, President

John Franceschi

Date:_____

Date:_____

APPENDIX 'A'

MANAGEMENT & ADMINISTRATIVE EMPLOYEES

SALARY PLAN

January 2, 2018 through June 30, 2020

(Updated 1/14/2020)

Finance Officer

		Step A	Step B	Step C	Step D	Step E
<i>Dec. 30, 2019</i>	Monthly:	7,770	8,003	8,243	8,490	8,745
	Hourly:	44.83	46.17	47.56	48.98	50.45

Fire Marshal

		Step A	Step B	Step C	Step D	Step E
<i>July 2, 2018</i>	Monthly:	10,253	10,560	10,877	11,203	11,539
	Hourly:	59.15	60.92	62.75	64.63	66.57
<i>Dec. 31, 2018</i>	Monthly:	10,356	10,666	10,986	11,315	11,654
	Hourly:	59.75	61.53	63.38	65.28	67.23
<i>July 1, 2019</i>	Monthly:	10,563	10,879	11,206	11,541	11,887
	Hourly:	60.94	62.76	64.65	66.58	68.58

Battalion Chief

		Step A	Step B	Step C	Step D	Step E
<i>July 2, 2018</i>	Monthly:	10,253	10,560	10,877	11,203	11,539
	Hourly:	42.14	43.40	44.70	46.04	47.42
<i>Dec. 31, 2018</i>	Monthly:	10,356	10,666	10,986	11,315	11,654
	Hourly:	42.56	43.83	45.15	46.50	47.89
<i>July 1, 2019</i>	Monthly:	10,563	10,879	11,206	11,541	11,887
	Hourly:	43.41	44.71	46.05	47.43	48.85

Fire Chief

		Step A	Step B	Step C	Step D	Step E
<i>July 2, 2018</i>	Monthly:	11,886	12,242	12,609	12,988	13,377
	Hourly:	68.57	70.63	72.74	74.93	77.18
<i>Dec. 31, 2018</i>	Monthly:	12,005	12,364	12,735	13,118	13,511
	Hourly:	69.26	71.33	73.47	75.68	77.95
<i>July 1, 2019</i>	Monthly:	12,245	12,611	12,990	13,380	13,781
	Hourly:	70.64	72.76	74.94	77.19	79.51

RESOLUTION OF THE BOARD OF DIRECTORS OF THE VALLEY OF THE MOON FIRE PROTECTION DISTRICT, SONOMA COUNTY, STATE OF CALIFORNIA, RECLASSIFYING THE ADMINISTRATIVE ANALYST POSITION TO FINANCE OFFICER

WHEREAS, the SVFRA has experienced significant growth over the past few years, which has resulted in a support staff structure that does not adequately represent the needs of the District; and

WHEREAS, after a review of the existing issues with the current staffing model, it has been determined that a restructuring will be beneficial to the efficient functioning of the administrative office; and

WHEREAS, as an initial step in the process, the Fire Chief is requesting that the Board approve the reclassification of the Administrative Analyst position to that of Finance Officer; and

WHEREAS, this reclassification will cost \$13,687 for FY 2019/20 and will be funded from the Special Accounting Services section of the District budget, account 799-68900-351-50351; and

WHEREAS, staff is also examining other ways to improve administrative staffing and will be coming to the Board with additional information; and

NOW, THEREFORE, BE IT RESOLVED, the Boards of Directors of the Valley of the Moon Fire Protection District concur with the findings of the staff review and approve the reclassification of the Administrative Analyst position to Finance Officer.

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 14th day of January 2020, on regular roll call vote of the members of said Board:

President Norton	Aye_____	No_____	Absent_____
Director Brunton	Aye_____	No_____	Absent_____
Director Greben	Aye_____	No_____	Absent_____
Director Brady	Aye_____	No_____	Absent_____
Director Leen	Aye_____	No_____	Absent_____
Vote:	Aye_____	No_____	Absent_____

WHEREUPON, the President declared the foregoing resolution adopted, and

SO ORDERED:

ATTEST:

William Norton, President

Brian Brady, Clerk