



# Valley of the Moon Fire Protection District



**Board of Directors Meeting**

**March 14, 2017**



# Valley of the Moon Fire Protection District

## Board of Directors Meeting

March 14, 2017

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

Tuesday, March 14, 2017 at 6:00 P.M.  
Location: Sonoma Valley Fire & Rescue Authority Station #1  
630 2<sup>nd</sup> 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

Joseph Gilmore will be sworn in as full-time Firefighter for the SVFRA.

7. CONSENT CALENDAR

Approval of minutes for regular meeting of February 14, 2017. **Action Item**

8. FIRE CHIEF'S MONTHLY REPORT

Chief's activity report for February 2017

9. OLD BUSINESS

Authorize release of RFP for replacement of Station 2 parking lot. **Action Item**

10. NEW BUSINESS

11. OTHER BUSINESS TO COME BEFORE THE BOARD

12. COMMENTS FROM THE FLOOR

13. COMMENTS FROM THE BOARD

14. CLOSED SESSION

15. ADJOURNMENT

This meeting will be adjourned to a regular meeting on April 11, 2017 at 6:00 p.m. in the Training Room of Sonoma Valley Fire & Rescue Authority Station 1, located at 630 2<sup>nd</sup> 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 2<sup>nd</sup> 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

March 14, 2017



<b>Agenda Item No.</b>		<b>Staff Contact</b>	
7		Georgette Darcy, Admin. Analyst/Secretary to Board	
<b>Agenda Item Title</b>			
Approval of minutes for regular meeting of February 14, 2017			
<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>			
Not applicable			
<b>Fiscal Summary – FY 16/17</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>			
Minutes for February 14, 2017 regular meeting			

# VALLEY OF THE MOON FIRE PROTECTION DISTRICT

## BOARD OF DIRECTORS MEETING MINUTES

February 14, 2017

### 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 Greben, Director Brady, and Director Leen.

### 3. PLEDGE OF ALLEGIANCE

Director Leen led the Pledge of Allegiance.

### 4. CONFIRMATION OF AGENDA

There were no changes to the agenda.

### 5. COMMENTS FROM THE PUBLIC

#### **Public Hearing**

The meeting was adjourned at 6:02 p.m. for a public hearing.

The Board held a public hearing to repeal Ordinance 2015/2016-01 and establish a revised schedule of fees to offset the cost of service provided.

The meeting resumed at 6:02 p.m. The hearing did not proceed, as there were no members of the public in attendance.

### 6. PRESENTATIONS

None

### 7. CONSENT CALENDAR

a) Approval of minutes for regular meeting of January 10, 2017

**M/S/P Leen/Brady to approve minutes for January 10, 2017. Passed 5 ayes**

b) Approval of minutes for special meeting of February 1, 2017

**M/S/P Leen/Brady to approve minutes for February 1, 2017. Passed 5 ayes**

### 8. FIRE CHIEFS' MONTHLY REPORT

Fire Chief Akre gave his activity report for January 2017.

9. OLD BUSINESS

None

10. NEW BUSINESS

- a) Ordinance 2015/2016-01 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 Brunton/Leen to revise fee schedule, effective on March 15, 2017. Passed 5 ayes**

- b) Election of Board officers

The Board agreed to make no changes to the current officer positions.

**M/S/P Leen/Norton to keep current Board officers. Passed 5 ayes**

- c) Authorize legal review of contract with Glen Ellen Fire Protection District

**M/S/P Greben/Leen to authorize legal review of GEFD contract. Passed 5 ayes**

- d) Authorize legal review of RFP for Station 2 parking lot

**M/S/P Greben/Leen to authorize legal review of Station 2 parking lot RFP. Passed 5 ayes**

11. OTHER BUSINESS TO COME BEFORE THE BOARD

- a) President Norton did not re-appoint Board designates for 2017 in the categories of Budget (2), Equipment (1), Facilities (1), and Personnel (2).

Designates will remain as follows:

Budget – President Norton/Director Brunton

Equipment – Director Leen

Facilities – Director Brady

Personnel – Director Greben/Director Brady

- b) The annual FDAC conference will be held April 5-7 in Monterey. Please inform Georgette if you will be attending by February 22<sup>nd</sup>.

- c) The Sonoma County Fire Districts Association will be hosting free Ethics and Sexual Harassment training on Saturday, March 11<sup>th</sup> at Windsor High School, from 10 a.m. to 2 p.m., taught by attorneys Bill Arnone and Bill Adams. All VOM District Board members are due for this training. Please let Georgette know if you will be attending. (Training may also be taken online.)

12. COMMENTS FROM THE FLOOR

None

13. COMMENTS FROM THE BOARD

- a) Director Leen reported that he would not be able to attend the April regular meeting.
- b) President Norton requested more information on SMART's tank storage facility. Chief Akre replied that he would look into the matter and report back at the next regular meeting in March.

14. CLOSED SESSION

None

15. ADJOURNMENT

The meeting was adjourned at 6:46 p.m. to a regular meeting on March 14, 2017 at 6:00 p.m. in the Training Room at Station 1, located at 630 2<sup>nd</sup> 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

March 14, 2017



<b>Agenda Item No.</b>		<b>Staff Contact</b>	
9		Steve Akre, Fire Chief	
<b>Agenda Item Title</b>			
Authorize release of RFP for replacement of Station 2 parking lot			
<b>Recommended Actions</b>			
Authorize RFP release			
<b>Executive Summary</b>			
The Board authorized a legal review of the proposed RFP for the replacement of the parking lot at SVFRA Station 2 at the last regular meeting. The District’s legal counsel found the RFP to be in good order, and recommended that it be issued to invite bids for the replacement work. The Board is asked to authorize the release of the RFP.			
<b>Alternative Actions</b>			
Request more information before authorizing release of RFP			
<b>Strategic Plan Alignment</b>			
Not applicable			
<b>Fiscal Summary – FY 16/17</b>			
<b>Expenditures</b>		<b>Funding Source(s)</b>	
Budgeted Amount	\$	District General Fund	\$
Add. Appropriations Req’d.	\$	Fees/Other	\$
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<b>Narrative Explanation of Fiscal Impacts (if required)</b>			
<b>Attachments</b>			