



Valley of the Moon Fire Protection District



Board of Directors Meeting

February 12, 2019



Valley of the Moon Fire Protection District

Board of Directors Meeting

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

Tuesday, February 12, 2019 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, and Director Brady.
Director Leen is excused.

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

The Board will present a proclamation to Director Ray Brunton for his 30 years of service to the District.

7. CONSENT CALENDAR

Approval of minutes for regular meeting of January 8, 2019. **Action Item**

8. FIRE CHIEF'S MONTHLY REPORT

Chief's activity report for January 2019

9. OLD BUSINESS

Continue discussion on revenue measures

10. NEW BUSINESS

- a) Resolution 2018/2019-08: side letters of agreement between the Valley of the Moon Fire Protection District and the Sonoma Valley Professional Firefighters' Association, IAFF Local 3593; Management and Administrative Employees; and General Employees. **Action Item with roll call vote**

b) Strategic Plan: review goals and objectives in current document

11. OTHER BUSINESS TO COME BEFORE THE BOARD

The District's attorney will be presenting required Ethics and Harassment training in March at Windsor High School. Classes will take place on either the 16th or 23rd, pending the school's confirmation.

12. COMMENTS FROM THE FLOOR

13. COMMENTS/REPORTS FROM THE BOARD

14. CLOSED SESSION

Public Employee Performance Evaluation.
Title: Fire Chief
Pursuant to California Government Code Section 54957

15. ADJOURNMENT

This meeting will be adjourned to a regular meeting on March 12, 2019 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

February 12, 2019



Agenda Item No.		Staff Contact	
7		Georgette Darcy, Admin. Analyst/Secretary to Board	
Agenda Item Title			
Approval of minutes for regular meeting of January 8, 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 18/19			
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 January 8, 2019 regular meeting			

VALLEY OF THE MOON FIRE PROTECTION DISTRICT

BOARD OF DIRECTORS MEETING MINUTES

January 8, 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 Greben, Director Brady, 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

None

6. PRESENTATIONS

None

7. CONSENT CALENDAR

Approval of minutes for special meeting of December 10, 2018

M/S/P Leen/Brunton to approve minutes for special meeting of December 10, 2018. Passed 5 ayes

8. FIRE CHIEF'S MONTHLY REPORT

Fire Chief Akre gave his activity report for December 2018.

9. OLD BUSINESS

Chief Akre and the Board held a discussion on the final results of Measure Y.

10. NEW BUSINESS

None

11. OTHER BUSINESS TO COME BEFORE THE BOARD

None

12. COMMENTS FROM THE FLOOR

- a) The Secretary to the Board mentioned that Ethics and Harassment training for board members is required this year.
- b) Chief Akre announced that the District has received a subpoena for records related to the Nuns Fire. The District's attorney is working on the request.
- c) The Chief also informed the Board that the District's insurer, FAIRA, is holding a board election. Nominations are due by March 1st.

13. COMMENTS/REPORTS FROM THE BOARD

None

14. CLOSED SESSION

None

15. ADJOURNMENT

The meeting was adjourned at 7:20 p.m. to a regular meeting on February 12, 2019, 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

February 12, 2019



Agenda Item No.		Staff Contact	
10A		Stephen Akre, Fire Chief	
Agenda Item Title			
Resolution 2018/2019-08: side letters of agreement between the Valley of the Moon Fire Protection District and the Sonoma Valley Professional Firefighters’ Association, IAFF Local 3593; Management and Administrative Employees; and General Employees			
Recommended Actions			
Approve side letters			
Executive Summary			
Two designated Board members met with a representative of the Firefighters’ Union and a representative of the Management and Administrative Employees group, and the Fire Chief met with the employees covered by the General Employee Agreement. The resulting side letters are being presented to the Board for approval. Amendments to MOU and agreements are as follows:			
<ul style="list-style-type: none"> • Revision of language relating to Union dues in accordance with federal and state law • Revision of leave pay benefits to comply with California law • 1% salary increase • Adding requirement to register for Medicare at age 65 for the purposes of health coverage 			
Alternative Actions			
Reject side letters or request additional information or changes before approval			
Strategic Plan Alignment			
Fiscal Summary – FY 18/19			
Expenditures		Funding Source(s)	
Budgeted Amount	\$	District General Fund	\$16,813
Add. Appropriations Req’d.	\$39,101	Fees/Other	\$22,288
		Use of Fund Balance	\$
		Contingencies	\$
		Grants	\$
Total Expenditure	\$39,101	Total Sources	\$39,101
Narrative Explanation of Fiscal Impacts (if required)			
Attachments			
<ol style="list-style-type: none"> 1. Side Letter of Agreement for Sonoma Valley Professional Firefighters’ Association, Local 3593 2. Side Letter of Agreement for Management and Administrative Employees 3. Side Letter of Agreement for General Employees 4. Resolution 2018/2019-08 			

Valley of the Moon Fire Protection District

and

Sonoma Valley Professional Firefighters' Association, IAFF Local 3593

July 1, 2018 to June 30, 2020 Memorandum of Understanding (MOU)

Side Letter of Agreement

Article 7, Association Dues

The District will deduct Association dues for all bargaining unit members of the Sonoma Valley Professional Firefighters Association, IAFF Local 3593, in the manner required by California law.

Article 11, Wages

Appendix 'A' is hereby adjusted to reflect an additional 1% adjustment effective December 31, 2018.

Article 18, Vacation

8. On the 25th payroll of each year, employees will have the option of receiving payment for a maximum of ninety-six (96) hours of their accrued vacation leave. All hours cashed out will be at the employee's current hourly base rate of pay and each hour cashed out will be deducted from their balance of accrued vacation leave.

Article 23, Health, Dental, Vision Insurance and Employee Assistance Program

1. The District currently provides health, dental, and vision insurance plans for employees working a forty (40) or fifty-six (56) hour schedule and their eligible dependents. As of July 1, 2018, Health, Dental, and Vision care insurance plans currently include: FDAC EBA Medical Program, Delta Dental Plan, and Vision Service Plan.
 - a. Employees and eligible dependents are required to register for Medicare and will be moved to Medicare supplemental insurance upon turning 65 years old.

Valley of the Moon
Fire Protection District

Sonoma Professional Firefighters'
Association IAFF Local 3593

William Norton, President

William Harper, President

Date: _____

Date: _____

Valley of the Moon Fire Protection District
and
Management and Administrative Employees
July 1, 2018 to June 30, 2020 Administrative Agreement
Side Letter of Agreement

Article 7, Overtime

Management and administrative employees are considered to be "Exempt" employees and not normally entitled to overtime; however, Battalion Chiefs that cover operational shifts other than those assigned to them will be compensated at one and one-half (1-1/2) times the hourly rate. The current Fire Chief (S. Akre), due to his operational and local experience, will be compensated at the Fire Chief's OES straight time rate when covering operational Battalion shifts. When the Fire Marshal is performing fire investigations outside of normal work hours, the position will be compensated at one and one-half (1-1/2) times the hourly rate.

Article 8, Wages

1. Appendix 'A' is hereby adjusted to reflect an additional 1% adjustment effective December 31, 2018.

Article 11, Administrative Leave

1. (b). The final sentence of this paragraph, "These additional 'Administrative Leave' hours will not be pensionable." is removed from this section.
2. On the 12th payroll of each year, the management or administrative employee will have the option of receiving payment for a maximum of ninety-six (96) hours of administrative leave. All time cashed out will be deducted from the employee's balance of accrued administrative leave.
3. Upon retirement, a management or administrative employee can elect to be compensated a maximum of two years' accrual of their unused Administrative Leave. Such compensation will be at the retiring employee's hourly rate of pay.

Article 15, Vacation

7. On the 25th payroll of each year, employees will have the option of receiving payment for a maximum of ninety-six (96) hours of their accrued vacation leave. All hours cashed out will be at the employee's current hourly base rate of pay and each hour cashed out will be deducted from their balance of accrued vacation leave.

Article 23, Health, Dental, Vision Insurance and Employee Assistance Program

1. The District currently provides health, dental, and vision insurance plans for employees working a forty (40) or fifty-six (56) hour schedule and their eligible dependents. As of July 1, 2018, Health, Dental, and Vision care insurance plans currently include: FDAC EBA Medical Program, Delta Dental Plan, and Vision Service Plan.
 - a. Employees and eligible dependents are required to register for Medicare and will be moved to Medicare supplemental insurance upon turning 65 years old.

Valley of the Moon
Fire Protection District

Management and Administrative
Employees

William Norton, President

John Franceschi, Representative

Date: _____

Date: _____

Valley of the Moon Fire Protection District

and

General Employees

July 1, 2018 to June 30, 2020 General Employee Agreement

Side Letter of Agreement

Article 8, Wages

1. Appendix 'A' is hereby adjusted to reflect an additional 1% adjustment effective December 31, 2018.

Article 14, Vacation

7. On the 25th payroll of each year, employees will have the option of receiving payment for a maximum of ninety-six (96) hours of their accrued vacation leave. All hours cashed out will be at the employee's current hourly base rate of pay and each hour cashed out will be deducted from their balance of accrued vacation leave.

Article 17, Health, Dental, Vision Insurance and Employee Assistance Program

1. The District currently provides health, dental, and vision insurance plans for employees working a forty (40) or fifty-six (56) hour schedule and their eligible dependents. As of July 1, 2018, Health, Dental, and Vision care insurance plans currently include: FDAC EBA Medical Program, Delta Dental Plan, and Vision Service Plan.
 - a. Employees and eligible dependents are required to register for Medicare and will be moved to Medicare supplemental insurance upon turning 65 years old.

General Employees

Valley of the Moon Fire Protection District

By _____

By _____

Sandra Walters Date

Fire Chief Stephen Akre Date

By _____

Maci Jerry Date

By _____

L. Morgan Johnson Date

RESOLUTION OF THE BOARD OF DIRECTORS OF THE VALLEY OF THE MOON FIRE PROTECTION DISTRICT, SONOMA COUNTY, STATE OF CALIFORNIA, APPROVING SIDE LETTERS OF AGREEMENT BETWEEN THE VALLEY OF THE MOON FIRE PROTECTION DISTRICT AND THE SONOMA VALLEY PROFESSIONAL FIREFIGHTERS' ASSOCIATION, IAFF LOCAL 3593, MANAGEMENT AND ADMINISTRATIVE EMPLOYEES, AND GENERAL EMPLOYEES

WHEREAS, the Board of Directors of the Valley of the Moon Fire Protection District, by approval of Resolution 2018/2019-05, dated July 26, 2018, amended the salary and benefit schedule of employees covered by the Memorandum of Understanding (MOU) effective July 1, 2018 through June 30, 2020; and

WHEREAS, the Board of Directors of the Valley of the Moon Fire Protection District, by approval of Resolution 2018/2019-03, dated July 10, 2018, amended the salary and benefit schedule of employees covered by the Administrative Agreement for Management and Administrative Employees and employees covered by the General Employee Agreement effective July 1, 2018 through June 30, 2020; and

WHEREAS, representatives of the Valley of the Moon Professional Firefighters' Association, IAFF Local 3593, and representatives of the Management and Administrative Employees have met and conferred with the District, and members of the General Employees have met with the Chief; and

WHEREAS, Side Letters of Agreement have been created to adjust Article 7, Article 11, Article 18, paragraph 8, and Article 23, paragraph 1 in the MOU; and Article 7, Article 8, paragraph 1, Article 11, paragraphs 1, 2, and 3, Article 15, paragraph 7, and Article 23, paragraph 1 in the Administrative Agreement for Management and Administrative Employees; and Article 8, paragraph 1, Article 14, paragraph 7, and Article 17, paragraph 1 in the General Employee Agreement; and

WHEREAS, approval of Resolution 2018/2019-08 amends the language in the aforementioned articles to ensure compliance with Federal and State laws and District policies.

NOW, THEREFORE, BE IT RESOLVED, the Board of Directors approves the Side Letters of Agreement for the MOU, the Administrative Agreement, and the General Employee Agreement.

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 12th day of February, 2019, 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