



Valley of the Moon Fire Protection District



Board of Directors Meeting

August 9, 2016



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, August 9, 2016 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 July 12, 2016. **Action Item**

8. FIRE CHIEF'S MONTHLY REPORT

Chief's activity report for July 2016

9. OLD BUSINESS

10. NEW BUSINESS

a) Renewal of Joint and Mutual Fire Protection and Emergency Medical Services Agreement between the District and the City of Sonoma. **Action Item**

b) Resolution 2016/2017-03 extending workers' compensation benefits to fire cadets. **Action Item with roll call vote**

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 September 13, 2016 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

August 9, 2016



Agenda Item No.		Staff Contact	
7		Georgette Darcy, Admin. Analyst/Secretary to Board	
Agenda Item Title			
Approval of minutes for regular meeting of July 12, 2016			
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 16/17			
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 July 12, 2016 regular meeting			

VALLEY OF THE MOON FIRE PROTECTION DISTRICT

BOARD OF DIRECTORS MEETING MINUTES

July 12, 2016

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, and Director Leen. Director Greben was excused.

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

A public hearing was held for the purpose of setting a "Unit of Risk" for fiscal year 2016/17 and for the purpose of setting the Proposition 4 limit for fiscal year 2016/17. There were no members of the public present at the hearing.

6. PRESENTATIONS

None

7. CONSENT CALENDAR

Approval of minutes for special meeting of June 7, 2016

M/S/P Leen/Brady to approve minutes for June 7, 2016. Passed 4 ayes

8. FIRE CHIEFS' MONTHLY REPORT

Fire Chief Freeman gave his activity report for June 2016.

9. OLD BUSINESS

None

10. NEW BUSINESS

a) Resolution 2016/2017-01 declaring Proposition 4 limit for fiscal year 2016/17

M/S/P Brunton/Brady to declare Proposition 4 limit for fiscal year 2016/17. Passed 4 ayes

b) Resolution 2016/2017-02 setting the special tax “unit of risk” for fiscal year 2016/17

M/S/P Leen/Brunton to set the special tax “unit of risk” for fiscal year 2016/17. Passed 4 ayes

11. OTHER BUSINESS TO COME BEFORE THE BOARD

The Valley of the Moon Fire District will host the SCFDA meeting on July 28th at Ramekins in Sonoma. Please RSVP to Georgette by July 22nd.

12. COMMENTS FROM THE FLOOR

None

13. COMMENTS FROM THE BOARD

None

14. CLOSED SESSION

None

15. ADJOURNMENT

The meeting was adjourned at 6:32 p.m. to a regular meeting on August 9, 2016 at 6:00 p.m. in the Training Room at Station 1, located at 630 2nd Street West, 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

August 9, 2016



Agenda Item No.		Staff Contact	
10A		Mark Freeman, Fire Chief	
Agenda Item Title			
Renewal of Joint and Mutual Fire Protection and Emergency Medical Services Agreement between the District and the City of Sonoma			
Recommended Actions			
Renew agreement			
Executive Summary			
<p>In December, 2011, the City of Sonoma entered into a Joint and Mutual Fire Protection and Emergency Medical Services Agreement (Service Agreement) for the provision of all-risk emergency services, including fire and emergency medical services, with the Valley of the Moon Fire District. The initial term of that agreement was 5 years beginning on February 2, 2012. The Service Agreement requires that the City provide six months' notice of its desire to renew the agreement for additional five-year periods. Once the Board of Directors receives notice in writing of the City's desire to renew this agreement, the Board shall provide the City Council with written notification of acceptance of renewal for an additional five-year period within thirty (30) days.</p>			
Alternative Actions			
Decline to renew agreement			
Strategic Plan Alignment			
Not applicable			
Fiscal Summary – FY 16/17			
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)			
Attachments			
Letter of Intent for Service Agreement from City of Sonoma			

City of Sonoma

No. 1 The Plaza
Sonoma California 95476-6690
Phone (707) 938-3681 Fax (707) 938-8775
E-Mail: cityhall@sonomacity.org



July 18, 2016

Chief Mark Freeman
Valley of the Moon Fire Protection District
630 2nd Street West
Sonoma, CA 95476

Chief Freeman:

This letter will serve as the City of Sonoma's notice of intent to renew the Joint and Mutual Fire Protection and Emergency Medical Services Agreement between Valley of the Moon Fire Protection District and City of Sonoma.

After nearly five years of operation under this Service Agreement, it is the recommendation of the City that staff from the City and the District jointly review the agreement and make recommendations for changes through a subcommittee comprised of members from each organization's governing body.

Please feel free to contact me for further information or questions.

Thank you,

Carol Giovanatto
City Manager
(707)933-2213
cgiovanatto@sonomacity.org



Valley of the Moon Fire Protection District

Board of Directors Meeting

Agenda Item Summary

August 9, 2016



Agenda Item No.	Staff Contact
10B	Mark Freeman, Chief

Agenda Item Title
Resolution 2016/2017-03 extending workers' compensation benefits to fire cadets

Recommended Actions
Extend workers' compensation benefits to all fire cadet volunteers

Executive Summary
The SVFRA is facilitating a fire cadet program so that volunteers under the age of 18 may participate in a work experience program. Labor Code Section 3363.5 requires that we automatically cover these volunteers with Workers' Compensation insurance.

Alternative Actions
Decline to cover subject volunteers

Strategic Plan Alignment
Not applicable

Fiscal Summary – FY 16/17

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)

Attachments
<ol style="list-style-type: none"> 1. Fire Cadet Program job description 2. Resolution 2016/2017-03



Sonoma Valley Fire & Rescue Authority

Job Summary

The Sonoma Valley Fire Rescue Authority, Fire Cadet Program is designed to develop future firefighter candidates and to help them to reach their ultimate career goals. Through a process of continuing education, working with fire service personnel, and on the job training opportunities, interested candidates should be able to bring themselves closer to a goal of a fire service career.

Major Duties

- Supports the day-to-day operations of the Fire Department, through a variety of assignments, some part of a daily routine and others performed as the need arises.
- May be assigned to work in any division of the Fire Department: Administration, Fire Prevention, Fire Suppression, Emergency Medical.
- Assignments may be of short or long duration, with a Cadet working in several different areas within a single day. Assignments might include: assisting with vehicle and equipment maintenance, assisting with training classes and drills; helping with papers, props, visual aides, etc; assisting Fire Prevention Bureau personnel with public education presentations; picking up parts, supplies, and equipment from vendors and retailers; answering phones, receiving the public at the front desk; performing clerical functions, such as copying, filing and general office work; and any other reasonable task that supervisors might assign.
- Cadets will have an assigned day of the week that they will work. They will work a minimum of 1 hour per assigned day and no longer than 3 hours.
- Cadets may ride on apparatus to calls for service in the District, however they are restricted strictly to observing the on duty crew operating from inside the apparatus. At no time may they exit the vehicle until they return to quarters, unless the Captain deems the situation a learning experience at which time the Cadet must be under the direct control of the Captain.
- **Minimum Qualifications**
 - Must possess a valid California driver's license.
 - Must currently be enrolled in High School or Junior College.
 - Must maintain at least a 2.5 Grade Point Average.
 - Must be at least 16 years old upon appointment as a Fire Cadet.
 - Must complete HIPPA training
 - Must complete and pass a CPR course
 - Must not have a criminal record
 - Must have a signed Parental Consent Form

Resolution Number: 2016/2017-03
Dated: August 9, 2016

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE VALLEY OF THE MOON
FIRE PROTECTION DISTRICT OF SONOMA COUNTY, STATE OF CALIFORNIA,
EXTENDING WORKERS' COMPENSATION BENEFITS TO FIRE CADETS**

WHEREAS, Labor Code Section 3363.5 requires each member agency to formally extend Workers' Compensation benefits to "Fire Cadet" volunteers; and,

WHEREAS, these volunteers are not automatically covered by Workers' Compensation unless the Board of Directors of the Valley of the Moon Fire Protection District resolves that all such "Fire Cadets" shall be automatically covered by Workers' Compensation insurance.

NOW, THEREFORE, BE IT RESOLVED, the Board of Directors of the Valley of the Moon Fire Protection District hereby extends Workers' Compensation benefits to all "Fire Cadet" volunteers.

BE IT FURTHER RESOLVED, a list of all mentioned "Fire Cadets" shall be kept showing name and hours worked by each activity.

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 9th day of August 2016, on regular roll call vote of the members of said Board:

President Norton	Aye _____	No _____	Absent _____
Director Brunton	Aye _____	No _____	Absent _____
Director Brady	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

Brian Brady, Clerk