



**Sonoma County Fire District Board of Directors  
Regular Board Meeting Agenda**

Pursuant to the Governor of California's Executive Order N-25-20

Dated March 12, 2020

This meeting will be held via teleconference (information below)

1-301-715-8592

Meeting ID: 994 5475 0649

Join Zoom Meeting

<https://zoom.us/j/99454750649>

Tuesday, June 16, 2020 5:00 PM

Location: Fire Station 1 - 8200 Old Redwood Hwy. Windsor

Thank you for supporting our COVID-19 precautions

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*The Board meeting agenda and all supporting documents are available for public review at 8200 Old Redwood Highway, Windsor, CA, 72 hours in advance of a scheduled board meeting. Materials related to an item on this Agenda submitted to the Board after distribution of the agenda packet, and not otherwise exempt from disclosure, will be made available for public inspection at the District Office at 8200 Old Redwood Hwy, Windsor, during normal business hours and on the website at [www.sonomacountyfd.org](http://www.sonomacountyfd.org). Copies of supplemental materials distributed at the Board meeting will be available for public inspection at the meeting location.*

*In accordance with the Americans with Disabilities Act, anyone needing special assistance to participate in this meeting should contact District Executive Assistant Kathy Washington at the District Office at 707-838-1170. Notification 48-hours before the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting.*

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

President Nelson

Vice President Klick

Director So

Secretary/Treasurer Tognozzi

Director Hamann

Director Treanor

Director Briare

**OPEN TIME FOR PUBLIC EXPRESSION**

(Three-minute time limit)

This is an opportunity for any member of the public to briefly address the District Board on any matter that does not appear on this agenda. Items that appear to warrant a lengthier presentation or Board consideration may be placed on the agenda for discussion at a future meeting.

**AGENDA ADJUSTMENTS**

*An opportunity for the Board President to approve adjustments to the current agenda.*

**PRESENTATION**

**SONOMA COUNTY PROFESSIONAL FIREFIGHTERS ASSOCIATION PRESIDENT'S REPORT**

*An opportunity for the President of the Sonoma County Professional Firefighters Association to address the Board on matters of the Association.*



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### **DIRECTOR REPORTS**

*An opportunity for Directors to report on their individual activities related to District business.*

### **FIRE CHIEF'S REPORT**

*Chief Heine will report on District administration and operations.*

### **CONSENT CALENDAR ITEMS**

*These items can be acted on in one consolidated motion or may be removed from the Consent Calendar and separately considered at the request of any Director.*

1. Approve the minutes from the May 12, 2020 Special Board of Directors Meeting
2. Approve the minutes from the May 19, 2020 Special Board of Directors Meeting
3. Approve the minutes from the May 19, 2020 Regular Board of Directors Meeting
4. Approve bills and payables for May 2020.

### **PUBLIC HEARING**

- 1) **FIRST READING OF ORDINANCE 2020-02 ESTABLISHING AND ADOPTING A DISTRICT SCHEDULE OF EMERGENCY MEDICAL SERVICES FEES**
- 2) **FIRST READING OF ORDINANCE 2020-03 ESTABLISHING AND ADOPTING A DISTRICT SCHEDULE OF FIRE PREVENTION SERVICE FEES**

### **ACTION ITEMS**

- 1) **RESOLUTION 2020-10 A RESOLUTION OF THE SONOMA COUNTY FIRE DISTRICT IDENTIFYING THE TERMS AND CONDITIONS FOR THE FIRE DISTRICT RESPONSE WAY FROM THEIR OFFICIAL DUTY STATION AND ASSIGNED TO AN EMERGENCY INCIDENT**  
Board will consider approving Resolution 2020-10 which identifies the terms and conditions for the Fire District's response to incidents under the State of California's mutual aid system.
- 2) **RESOLUTION 2020-11 APPROVE PRELIMINARY BUDGET FOR FISCAL YEAR 2020/2021**  
Board will consider approving Resolution 2020-11 adopting the FY 2020/2021 preliminary budget.



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3) **ADOPTION OF REVISED SONOMA COUNTY ORGANIZATIONAL STRUCTURE CHART**

Staff recommends adopting new organizational structure chart to reflect organizational support and leadership structure.

4) **AUTHORIZE PURCHASE OF 18 SELF CONTAINED BREATHING APPARATUS, NOT TO EXCEED 152K**

Staff recommends authorizing the purchase allowing the District to utilize the Houston Galveston Area Council governmental cooperative procurement contract in accordance with the District's policies.

5) **AUTHORIZE PURCHASE OF ADVANCED LIFE SUPPORT EQUIPMENT FOR STATIONS 2, LARKFIELD, AND STATION 8, BENNETT VALLEY. NOT TO EXCEED 200K**

Staff recommends authorizing the purchase so that the District can equip engines with Advanced Life Support Equipment.

**COMMITTEE REPORT**

1. Standing Committee: Finance Committee
2. Ad Hoc Committee: Facilities

**FINANCIAL REPORTS**

**COMMUNICATIONS**

**ADJOURNMENT**





**Sonoma County Fire District Board of Directors  
Special Board Meeting Minutes  
Pursuant to the Governor of California's Executive Order N-25-20  
Dated March 12, 2020**

**This meeting will be held via teleconference (information below)  
1-301-715-8592**

**Meeting ID: 997 7717 0712  
<https://zoom.us/j/99777170712>**

**May 12, 2020 Time: 3:00 p.m.**

**Location: Fire Station 1 - 8200 Old Redwood Hwy. Windsor  
Thank you for supporting our COVID-19 precautions**

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**CALL TO ORDER**

Nelson called the meeting to order at 3:02  
Present for Staff: Chief Heine, Chief Gustafson, Bolduc, Washington, Flowers  
Present for Counsel: Adams

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

President Nelson- Present	Vice President Klick- Present
Secretary/Treasurer Tognozzi- Present	Director Treanor- Present
Director So- Present	Director Hamann- Present
Director Briare- Present	

**AGENDA ADJUSTMENTS**

None

**SONOMA COUNTY PROFESSIONAL FIREFIGHTERS ASSOCIATION PRESIDENT'S REPORT**

None

**ACTION ITEM**

- 1) **Authorize the Station 6 remodel project to move to the bid process stage.**  
The Board will receive an update on the Station 6 facility upgrade project and will be asked to authorize the project to move forward to the bid process stage.  
A motion by Hamann and a second by Briare authorized the project to move towards the bid process. 7-0-0. Roll call vote taken.

**CLOSED SESSION**

- 1) Conference with Real Property Negotiators (Govt. Code section 54956.8):  
Property locations: 207 Todd Road, Santa Rosa, CA; 14100 Armstrong Woods Road, Guerneville, CA District  
Negotiator: Susan Harris with Stan Johnson Company  
Issues under negotiation: Purchase, sale, exchange, or lease of real property.
- 2) As per Government Code section 54957.6 - Conference with Labor Negotiators

**REPORT OUT OF CLOSED SESSION**

A report out will be given at the next regular board meeting.

**ADJOURNMENT**

3:20

  
Kathy Washington- Secretary to the Board





**Sonoma County Fire District Board of Directors**  
**Special Board Meeting Minutes**  
Pursuant to the Governor of California's Executive Order N-25-20  
Dated March 12, 2020  
This meeting will be held via teleconference (information below)  
1-301-715-8592  
Meeting ID: 922 3631 9261  
<https://zoom.us/j/92236319261>  
May 19, 2020 Time: 3:30 p.m.  
Location: Fire Station 1 - 8200 Old Redwood Hwy. Windsor  
Thank you for supporting our COVID-19 precautions

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**CALL TO ORDER**

Nelson called the meeting to order at 3:30  
Present for Staff: Chief Heine, Chief Gustafson, Bolduc, Washington, Flowers  
Present for Counsel: Adams

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

President Nelson- Present	Vice President Klick- Present
Secretary/Treasurer Tognozzi- Present	Director Treanor- Present
Director So- Present	Director Hamann- Present
Director Briare- Present	

**OPEN TIME FOR PUBLIC EXPRESSION**

None

**PRESENTATION/BOARD DISCUSSION**

Kurt Henke gave a presentation on Ambulance service contracts workshop.

**ADJOURNMENT**

4:35

  
Kathy Washington- Secretary to the Board



**Sonoma County Fire District Board of Directors  
Regular Board Meeting Minutes**  
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This meeting will be held via teleconference (information below)  
1-301-715-8592

Meeting ID: 913 8849 9250

<https://zoom.us/j/91388499250>

**May 19, 2020 Time: 5:00 p.m.**

Location: Fire Station 1 - 8200 Old Redwood Hwy. Windsor

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**CALL TO ORDER**

Nelson called the meeting to order at 5:04

Present for Staff: Chief Heine, Chief Gustafson, Bolduc, Washington, Flowers

Present for Counsel: Adams

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

President Nelson- Present

Secretary/Treasurer Tognozzi- Present

Director So- Present

Director Briare- Present

Vice President Klick- Present

Director Treanor- Present

Director Hamann- Present

**OPEN TIME FOR PUBLIC EXPRESSION**

None

**AGENDA ADJUSTMENTS**

None

**PRESENTATION**

Presentation by Courtney Ramos from Matrix Associates regarding prevention fee study

**SONOMA COUNTY PROFESSIONAL FIREFIGHTERS ASSOCIATION PRESIDENT'S REPORT**

Union President Estes updated on how the crews are continuing to operate during COVID 19 safety protocols. He reported that everyone was doing well.

**DIRECTOR REPORTS**

None

**FIRE CHIEF'S REPORT**

Chief Heine reported out on activities, meetings, and incidents over the past month. Chief highlighted that the budget process is ongoing, the SOC process is continuing, and the LAFCO meeting was successful in approving annexation of Russian River Fire Protection District.



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<https://zoom.us/j/91388499250>  
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#### CONSENT CALENDAR ITEMS

*These items can be acted on in one consolidated motion or may be removed from the Consent Calendar and separately considered at the request of any Director.*

A motion by Treanor and a second by Briare approved the minutes from the April 21, 2020 Board meeting and the bills and payables for the month of April 2020. 7-0-0. Roll call vote taken.

#### ACTION ITEMS

1. **CONTRACT WITH AP TRITON FOR EMERGENCY MEDICAL SERVICES CONSULTING SERVICES.**  
The Board will consider a contract with AP Triton to perform consulting services for emergency medical services.  
A motion by So and a second by Briare approved the contract with AP Triton. 7-0-0. Roll call vote taken. It was also determined that an Ad Hoc committee be formed. Directors Tognozzi, So and Nelson will be on the committee.
2. **DISTRICT STRATEGIC PLANNING UPDATE.**  
The Fire Chief will provide the Board with an update on Staff's strategic planning process and the development of a multi-year strategic plan.  
Discussion, no action taken.
3. **FUNDING OPTIONS FOR CAPITAL PURCHASE FUNDING NEEDS.**  
The Fire Chief and the Finance Manager will present the Board with options for funding capital purchase needs including fleet and facilities.  
Finance Manager Bolduc and Chief Gustafson discussed options for funding Capital needs. It was discussed that there are long term lending options that are very attractive since the interest rates are low. No action taken.
4. **ANNEXATION OF THE FORESTVILLE FIRE PROTECTION DISTRICT.**  
The Fire Chief will report on action by the Forestville Fire Protection District to pursue annexation by the Sonoma County Fire District. The Board will be asked to provide direction to Staff.  
Chief Heine reported that Forestville Fire Protection District has expressed interest in a possible annexation and stated that we would do another SWOT analysis and report back. No action taken.
5. **CONSOLIDATION IMPLEMENTATION AND BOARD MEETING SCHEDULE.**  
The Board will consider consolidation implementation steps and consider a Board meeting schedule.





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A discussion was had regarding future board meetings and the likelihood that we would need a couple of Special Board Meetings in the coming weeks to address deadlines of annexation.

6. **RESOLUTION 2020-8; A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SONOMA COUNTY FIRE DISTRICT DECLARING WEEDS A NUISANCE.**

The Board will consider adoption of Resolution 2020-8; a resolution that declares weeds a nuisance and fire hazard and empowers the District to issue demand letters to non-compliant property owners.

A motion by Treanor and a second by So adopted Resolution 2020-8. 7-0-0. Roll call vote taken.

7. **SIDE LETTER AGREEMENT BETWEEN THE SONOMA COUNTY FIRE DISTRICT AND THE INTERNATIONAL ASSOCIATION OF FIREFIGHTER, LOCAL 1401, SONOMA COUNTY FIREFIGHTERS ASSOCIATION.**

The Board will consider adoption of a side letter to the MOU to ensure compliance with Cal PERS regulations regarding premium pay items.

A motion by Briare and a second by Nelson adopted the side letter to the MOU. 7-0-0. Roll call vote taken.

8. **RESOLUTION 2020-09; A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SONOMA COUNTY FIRE DISTRICT, COUNTY OF SONOMA, STATE OF CALIFORNIA, ORDERING AN ELECTION TO BE HELD AND REQUESTING CONSOLIDATION WITH THE NOVEMBER 3, 2020 CONSOLIDATED DISTRICT ELECTION.**

The Board will consider adoption of Resolution 2020-09, a resolution requesting consolidation with the November 3, 2020 consolidated election to elect District Directors to fill positions that will expire in 2024.

A motion by So and a second by Treanor adopted Resolution 2020-09. 7-0-0. Roll Call vote taken.

**COMMITTEE REPORT**

1. Standing Committee: Finance Committee – Nothing to report
2. Ad Hoc Committee: Facilities- Nothing to report

**FINANCIAL REPORTS**

**COMMUNICATIONS**



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#### REPORT OUT ON PRIOR CLOSED SESSIONS

- 1) From the 4/21/20 and 5/12/20 Board of Directors meeting; As per Government Code section 54957.6 - Conference with Labor Negotiators  
**Guidance was given to negotiators. No action taken.**
- 2) From the 5/12/20 Board of Directors meeting; As per Government Code section 54956.8- Conference with Real Property Negotiators  
**Guidance was given to negotiators. No action taken.**

#### CLOSED DOOR SESSION

1. Conference with Real Property Negotiators (Govt. Code section 54956.8): Property locations: 207 Todd Road, Santa Rosa, CA; 14100 Armstrong Woods Road, Guerneville, CA  
District Negotiator: Susan Harris with Stan Johnson Company Issues under negotiation: Purchase, sale, exchange or lease of real property.
2. As per Government Code section 54957.6 - Conference with Labor Negotiators-IAFF Local 1401, Sonoma County Professional Firefighters Association

#### REPORT OUT ON CLOSED SESSION

Both items in the closed session were pulled.

#### ADJOURNMENT

6:52

  
Kathy Washington- Secretary to the Board

**Sonoma County Fire District**  
**Transaction List by Vendor**  
**May 2020**

Type	Date	Num	Memo	Account	Clr	Split	Amount
<b>1000 Bulbs.com</b>							
Bill	05/05/2020		INV W021351...	Accounts Payable		6180 Maintena...	-98.23
Bill Pmt -Check	05/05/2020	3859	INV W021351...	105-Summit- Checki...	X	Accounts Paya...	-98.23
<b>2 Eleven Shields</b>							
Bill	05/26/2020		INV 1811	Accounts Payable		6015 Annexati...	-1,753.65
Bill Pmt -Check	05/26/2020	3960	INV 1811	105-Summit- Checki...		Accounts Paya...	-1,753.65
<b>2 Hot Uniforms, Inc.</b>							
Bill	05/05/2020		INV 522, 523,...	Accounts Payable		-SPLIT-	-1,421.52
Bill Pmt -Check	05/05/2020	3860	INV 522, 523,...	105-Summit- Checki...	X	Accounts Paya...	-1,421.52
<b>AFLAC</b>							
Bill	05/12/2020		INV 775546	Accounts Payable		5910 Perm Po...	-2,030.22
Bill Pmt -Check	05/12/2020	3888	INV 775546	105-Summit- Checki...	X	Accounts Paya...	-2,030.22
<b>American Airworks</b>							
Bill	05/26/2020		INV 237351	Accounts Payable		6140 Maintena...	-14,197.56
Bill Pmt -Check	05/26/2020	3946	INV 237351	105-Summit- Checki...		Accounts Paya...	-14,197.56
<b>AT&amp;T</b>							
Bill	05/12/2020		707-538-3475...	Accounts Payable		7320 Utilities	-257.63
Bill Pmt -Check	05/12/2020	3889	707-538-3475...	105-Summit- Checki...	X	Accounts Paya...	-257.63
<b>AT&amp;T/Calnet3</b>							
Bill	05/12/2020		BAN 9391053...	Accounts Payable		7320 Utilities	-28.52
Bill	05/12/2020		BAN 9391035...	Accounts Payable		7320 Utilities	-41.03
Bill Pmt -Check	05/12/2020	3890	BAN 9391053...	105-Summit- Checki...	X	Accounts Paya...	-28.52
Bill Pmt -Check	05/12/2020	3915	BAN 9391035...	105-Summit- Checki...	X	Accounts Paya...	-41.03
Bill	05/19/2020		BAN 9391056...	Accounts Payable		7320 Utilities	-79.17
Bill Pmt -Check	05/19/2020	3925	BAN 9391056...	105-Summit- Checki...	X	Accounts Paya...	-79.17
<b>B W S Dist Inc</b>							
Bill	05/05/2020		INV 255135	Accounts Payable		6140 Maintena...	-133.69
Bill Pmt -Check	05/05/2020	3861	INV 255135	105-Summit- Checki...	X	Accounts Paya...	-133.69
Bill	05/12/2020		INV 254956	Accounts Payable		6140 Maintena...	-111.35
Bill Pmt -Check	05/12/2020	3891	INV 254956	105-Summit- Checki...	X	Accounts Paya...	-111.35
Bill	05/13/2020		INV 255437	Accounts Payable		6140 Maintena...	-133.69
Bill Pmt -Check	05/13/2020	3920	INV 255437	105-Summit- Checki...	X	Accounts Paya...	-133.69
Bill	05/19/2020		INV 255797	Accounts Payable		6140 Maintena...	-111.35
Bill Pmt -Check	05/19/2020	3926	INV 255797	105-Summit- Checki...	X	Accounts Paya...	-111.35
<b>Bauer Compressors</b>							
Bill	05/05/2020		INV 266757R	Accounts Payable		6881 Safety Eq...	-1,883.55
Bill Pmt -Check	05/05/2020	3862	INV 266757R	105-Summit- Checki...	X	Accounts Paya...	-1,883.55
Bill	05/19/2020		INV 267281	Accounts Payable		6881 Safety Eq...	-933.63
Bill Pmt -Check	05/19/2020	3927	INV 267281	105-Summit- Checki...	X	Accounts Paya...	-933.63
<b>Bay Alarm</b>							
Bill	05/26/2020		Acct 1425428	Accounts Payable		6180 Maintena...	-185.73
Bill Pmt -Check	05/26/2020	3947	Acct 1425428	105-Summit- Checki...		Accounts Paya...	-185.73
<b>C I T</b>							
Bill	05/19/2020		INV 35470625	Accounts Payable		6500 Professio...	-270.63
Bill Pmt -Check	05/19/2020	3928	INV 35470625	105-Summit- Checki...	X	Accounts Paya...	-270.63
<b>CAL-PERS</b>							
Check	05/12/2020	EFT		107-Summit- Payroll	X	-SPLIT-	-67.12
Check	05/12/2020	EFT		107-Summit- Payroll	X	-SPLIT-	-184.46
Check	05/12/2020	EFT		107-Summit- Payroll	X	-SPLIT-	-35,596.60
Check	05/12/2020	EFT		107-Summit- Payroll	X	-SPLIT-	-154.73
Check	05/12/2020	EFT		107-Summit- Payroll	X	-SPLIT-	-1,426.18
Check	05/12/2020	EFT		107-Summit- Payroll	X	-SPLIT-	-137.51
Check	05/12/2020	EFT		107-Summit- Payroll	X	-SPLIT-	-8,984.68
Check	05/12/2020	EFT		107-Summit- Payroll	X	-SPLIT-	-856.27
Check	05/12/2020	EFT		107-Summit- Payroll	X	-SPLIT-	-221.34
Check	05/29/2020	EFT		107-Summit- Payroll	X	-SPLIT-	-2,490.20
Check	05/29/2020	EFT		107-Summit- Payroll	X	-SPLIT-	-86,156.55
Check	05/29/2020	EFT		107-Summit- Payroll	X	-SPLIT-	-33,617.74
Check	05/29/2020	EFT		107-Summit- Payroll	X	-SPLIT-	-3,560.28
<b>CAL Pers 457 Supplemental Income Plan</b>							
Check	05/12/2020	EFT		107-Summit- Payroll	X	5910 Perm Po...	-12,719.86
Check	05/12/2020	EFT		107-Summit- Payroll	X	5910 Perm Po...	-12,298.30
Check	05/27/2020	EFT		107-Summit- Payroll	X	5910 Perm Po...	-12,678.78
<b>California American Water</b>							
Bill	05/12/2020		Acct 1015-21...	Accounts Payable		7320 Utilities	-147.81
Bill Pmt -Check	05/12/2020	3892	Acct 1015-21...	105-Summit- Checki...	X	Accounts Paya...	-147.81



**Sonoma County Fire District**  
**Transaction List by Vendor**  
**May 2020**

Type	Date	Num	Memo	Account	Clr	Split	Amount
<b>California Embroidery &amp; Screen Printing</b>							
Bill	05/12/2020		INV CAESP3...	Accounts Payable		6021 Uniform ...	-2,236.45
Bill Pmt -Check	05/12/2020	3893	INV CAESP3...	105-Summit- Checki...	X	Accounts Paya...	-2,236.45
Bill	05/26/2020		CAESP3572	Accounts Payable		6881 Safety Eq...	-768.00
Bill Pmt -Check	05/26/2020	3948	CAESP3572	105-Summit- Checki...		Accounts Paya...	-768.00
<b>Clark Pest Control</b>							
Bill	05/05/2020		INV 25598587	Accounts Payable		6180 Maintena...	-140.00
Bill Pmt -Check	05/05/2020	3863	INV 25598587	105-Summit- Checki...	X	Accounts Paya...	-140.00
<b>Comcast</b>							
Bill	05/19/2020		8155 30 021 ...	Accounts Payable		-SPLIT-	-240.66
Bill Pmt -Check	05/19/2020	3929	8155 30 021 ...	105-Summit- Checki...	X	Accounts Paya...	-240.66
<b>Comcast Business</b>							
Bill	05/05/2020		8155 30 033 ...	Accounts Payable		7320 Utilities	-161.82
Bill	05/05/2020		8155 30 023 ...	Accounts Payable		7320 Utilities	-244.87
Bill Pmt -Check	05/05/2020	3864	8155 30 033 ...	105-Summit- Checki...	X	Accounts Paya...	-161.82
Bill Pmt -Check	05/05/2020	3885	8155 30 023 ...	105-Summit- Checki...	X	Accounts Paya...	-244.87
Bill	05/12/2020		8155 30 033 ...	Accounts Payable		7320 Utilities	-168.02
Bill	05/12/2020		8155 30 036 ...	Accounts Payable		7320 Utilities	-229.96
Bill	05/12/2020		INV 100584437	Accounts Payable		7320 Utilities	-902.70
Bill Pmt -Check	05/12/2020	3894	8155 30 033 ...	105-Summit- Checki...	X	Accounts Paya...	-168.02
Bill Pmt -Check	05/12/2020	3916	8155 30 036 ...	105-Summit- Checki...	X	Accounts Paya...	-229.96
Bill Pmt -Check	05/12/2020	3918	INV 100584437	105-Summit- Checki...	X	Accounts Paya...	-902.70
<b>CoreLogic</b>							
Bill	05/12/2020		INV 82021010	Accounts Payable		6457 Compute...	-137.50
Bill Pmt -Check	05/12/2020	3895	INV 82021010	105-Summit- Checki...	X	Accounts Paya...	-137.50
<b>County of Sonoma Human Resources</b>							
Bill	05/05/2020		RAB 640	Accounts Payable		5930 Health In...	-717.64
Bill Pmt -Check	05/05/2020	3865	RAB 640	105-Summit- Checki...	X	Accounts Paya...	-717.64
<b>CrewSense, LLC</b>							
Bill	05/05/2020		INV 16516 & ...	Accounts Payable		-SPLIT-	-591.02
Bill Pmt -Check	05/05/2020	3866	INV 16516 & ...	105-Summit- Checki...	X	Accounts Paya...	-591.02
<b>CSFA</b>							
Bill	05/05/2020		VOID: INV 11...	Accounts Payable	X	6280 Members...	0.00
Bill Pmt -Check	05/05/2020	3867	VOID: INV 11...	105-Summit- Checki...	X	Accounts Paya...	0.00
<b>Daily Dispatch</b>							
Bill	05/05/2020		FIRE INSPEC...	Accounts Payable		6500 Professio...	-280.00
Bill Pmt -Check	05/05/2020	3868	FIRE INSPEC...	105-Summit- Checki...	X	Accounts Paya...	-280.00
<b>Dana McKnight</b>							
Bill	05/19/2020		SCFD-2002	Accounts Payable		6500 Professio...	-1,275.00
Bill Pmt -Check	05/19/2020	3930	SCFD-2002	105-Summit- Checki...		Accounts Paya...	-1,275.00
<b>DCS Testing &amp; Equipment, Inc.</b>							
Bill	05/26/2020		INV 18114	Accounts Payable		-SPLIT-	-14,402.70
Bill Pmt -Check	05/26/2020	3949	INV 18114	105-Summit- Checki...		Accounts Paya...	-14,402.70
<b>Decon 7 Systems, LLC</b>							
Bill	05/05/2020		INV 2020-114...	Accounts Payable		6084 Janitorial ...	-3,869.27
Bill Pmt -Check	05/05/2020	3869	INV 2020-114...	105-Summit- Checki...	X	Accounts Paya...	-3,869.27
<b>Dimensions 4 Engineering, INC</b>							
Bill	05/13/2020		INV 35505	Accounts Payable		8510 Buildings/...	-315.00
Bill Pmt -Check	05/13/2020	3921	INV 35505	105-Summit- Checki...	X	Accounts Paya...	-315.00
<b>DMV Renewal</b>							
Bill	05/05/2020		1LY4810	Accounts Payable		6463 Resource...	-239.00
Bill Pmt -Check	05/05/2020	3870	1LY4810	105-Summit- Checki...		Accounts Paya...	-239.00
<b>F.I.T. Environmental Services</b>							
Bill	05/12/2020		INV 20-057	Accounts Payable		6180 Maintena...	-2,004.00
Bill Pmt -Check	05/12/2020	3896	INV 20-057	105-Summit- Checki...		Accounts Paya...	-2,004.00
<b>FDAC EBA</b>							
Bill	05/12/2020		FDAC0520-RI...	Accounts Payable		-SPLIT-	-113,304.31
Bill Pmt -Check	05/12/2020	3897	FDAC0520-RI...	105-Summit- Checki...		Accounts Paya...	-113,304.31
Bill	05/13/2020		FDAC0620-RI...	Accounts Payable		-SPLIT-	-114,256.87
Bill Pmt -Check	05/13/2020	3922	FDAC0620-RI...	105-Summit- Checki...		Accounts Paya...	-114,256.87
<b>Fishman Supply Co.</b>							
Bill	05/13/2020		INV 1251767	Accounts Payable		6084 Janitorial ...	-532.10
Bill Pmt -Check	05/13/2020	3923	INV 1251767	105-Summit- Checki...	X	Accounts Paya...	-532.10
Bill	05/19/2020		INV 1251767.1	Accounts Payable		6084 Janitorial ...	-221.41
Bill Pmt -Check	05/19/2020	3931	INV 1251767.1	105-Summit- Checki...	X	Accounts Paya...	-221.41
Bill	05/26/2020		INV 1253207	Accounts Payable		6084 Janitorial ...	-109.12
Bill Pmt -Check	05/26/2020	3950	INV 1253207	105-Summit- Checki...		Accounts Paya...	-109.12

**Sonoma County Fire District**  
**Transaction List by Vendor**  
**May 2020**

Type	Date	Num	Memo	Account	Clr	Split	Amount
<b>Garrett Hardware of Windsor</b>							
Bill	05/05/2020		Acct 18008	Accounts Payable		6180 Maintena...	-8.45
Bill Pmt -Check	05/05/2020	3871	Acct 18008	105-Summit- Checki...	X	Accounts Paya...	-8.45
<b>Gone for Good -UCPNB</b>							
Bill	05/12/2020		INV NCC SC...	Accounts Payable		-SPLIT-	-25.00
Bill Pmt -Check	05/12/2020	3898	INV NCC SC...	105-Summit- Checki...	X	Accounts Paya...	-25.00
<b>Grainger</b>							
Bill	05/12/2020		INV 9516086...	Accounts Payable		6140 Maintena...	-244.67
Bill Pmt -Check	05/12/2020	3899	INV 9516086...	105-Summit- Checki...	X	Accounts Paya...	-244.67
<b>IBS</b>							
Check	05/15/2020	EFT		107-Summit- Payroll	X	-SPLIT-	-184,362.05
Check	05/15/2020	EFT	taxes	107-Summit- Payroll	X	-SPLIT-	-52,953.92
Check	05/15/2020	EFT		107-Summit- Payroll	X	6633 Payroll E...	-694.10
Check	05/29/2020	EFT		107-Summit- Payroll	X	6633 Payroll E...	-240.87
Check	05/29/2020	EFT	taxes	107-Summit- Payroll	X	-SPLIT-	-59,793.58
Check	05/29/2020	EFT		107-Summit- Payroll	X	-SPLIT-	-205,468.33
<b>Joe's Farmers Septic, Inc.</b>							
Bill	05/19/2020		INV 26300	Accounts Payable		6180 Maintena...	-95.00
Bill Pmt -Check	05/19/2020	3932	INV 26300	105-Summit- Checki...		Accounts Paya...	-95.00
<b>John Lantz</b>							
Bill	05/05/2020		INV 200175	Accounts Payable		6500 Professio...	-1,274.00
Bill Pmt -Check	05/05/2020	3872	INV 200175	105-Summit- Checki...	X	Accounts Paya...	-1,274.00
Bill	05/26/2020		INV 200178	Accounts Payable		6457 Compute...	-1,833.32
Bill Pmt -Check	05/26/2020	3951	INV 200178	105-Summit- Checki...		Accounts Paya...	-1,833.32
<b>Kussmaul Elec Co</b>							
Bill	05/12/2020		INV 158977	Accounts Payable		6140 Maintena...	-155.49
Bill Pmt -Check	05/12/2020	3900	INV 158977	105-Summit- Checki...	X	Accounts Paya...	-155.49
<b>L N Curtis &amp; Sons</b>							
Bill	05/05/2020		INV 385395	Accounts Payable		6880 Small To...	-398.05
Bill Pmt -Check	05/05/2020	3873	INV 385395	105-Summit- Checki...	X	Accounts Paya...	-398.05
<b>LEHR</b>							
Bill	05/26/2020		INV SI46196	Accounts Payable		8560 Equipment	-707.84
Bill Pmt -Check	05/26/2020	3952	INV SI46196	105-Summit- Checki...		Accounts Paya...	-707.84
<b>Life Assist, Inc.</b>							
Bill	05/26/2020		Acct 95492FD	Accounts Payable		6261 Medical ...	-173.20
Bill Pmt -Check	05/26/2020	3953	Acct 95492FD	105-Summit- Checki...		Accounts Paya...	-173.20
<b>Lubrivan Truck Svcs Inc</b>							
Bill	05/12/2020			Accounts Payable		-SPLIT-	-10,715.96
Bill Pmt -Check	05/12/2020	3901		105-Summit- Checki...	X	Accounts Paya...	-10,715.96
<b>Matheson Tri-Gas, Inc.</b>							
Bill	05/05/2020		Cust # 14265	Accounts Payable		6261 Medical ...	-359.93
Bill Pmt -Check	05/05/2020	3874	Cust # 14265	105-Summit- Checki...	X	Accounts Paya...	-359.93
<b>Matrix Consulting Group</b>							
Bill	05/12/2020		INV 19-92 #3	Accounts Payable		6500 Professio...	-6,800.00
Bill Pmt -Check	05/12/2020	3902	INV 19-92 #3	105-Summit- Checki...		Accounts Paya...	-6,800.00
<b>McKesson Medical</b>							
Bill	05/19/2020		INV 4029845	Accounts Payable		6261 Medical ...	-78.37
Bill Pmt -Check	05/19/2020	3933	INV 4029845	105-Summit- Checki...	X	Accounts Paya...	-78.37
<b>Merrill Arnone &amp; Jones</b>							
Bill	05/05/2020		INV 320059	Accounts Payable		6610 Legal Ser...	-5,630.00
Bill Pmt -Check	05/05/2020	3875	INV 320059	105-Summit- Checki...	X	Accounts Paya...	-5,630.00
Bill	05/12/2020		INV 420063	Accounts Payable		6610 Legal Ser...	-13,590.00
Bill Pmt -Check	05/12/2020	3903	INV 420063	105-Summit- Checki...	X	Accounts Paya...	-13,590.00
<b>Municipal Emergency Services/MES</b>							
Bill	05/12/2020		INV 1455329	Accounts Payable		6022 Safety Cl...	-2,078.27
Bill Pmt -Check	05/12/2020	3904	INV 1455329	105-Summit- Checki...	X	Accounts Paya...	-2,078.27
<b>North Bay Petroleum</b>							
Bill	05/05/2020		INV 2141989	Accounts Payable		7201 Gas/Oil	-1,361.71
Bill Pmt -Check	05/05/2020	3876	INV 2141989	105-Summit- Checki...	X	Accounts Paya...	-1,361.71
Bill	05/19/2020		INV 1198788	Accounts Payable		7201 Gas/Oil	-107.99
Bill	05/19/2020		INV 2145908	Accounts Payable		7201 Gas/Oil	-1,179.37
Bill Pmt -Check	05/19/2020	3934	INV 1198788	105-Summit- Checki...	X	Accounts Paya...	-107.99
Bill Pmt -Check	05/19/2020	3943	INV 2145908	105-Summit- Checki...	X	Accounts Paya...	-1,179.37
<b>Opperman &amp; Son Inc</b>							
Bill	05/05/2020		Acct 89114	Accounts Payable		6140 Maintena...	-55.05
Bill Pmt -Check	05/05/2020	3877	Acct 89114	105-Summit- Checki...	X	Accounts Paya...	-55.05



**Sonoma County Fire District**  
**Transaction List by Vendor**  
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Type	Date	Num	Memo	Account	Clr	Split	Amount
<b>Peterson Trucks</b>							
Bill	05/26/2020		INV 227049	Accounts Payable		-SPLIT-	-1,182.44
Bill Pmt -Check	05/26/2020	3954	INV 227049	105-Summit- Checki...		Accounts Paya...	-1,182.44
<b>PG&amp;E</b>							
Bill	05/05/2020		9361684644-5	Accounts Payable		7320 Utilities	-557.32
Bill	05/05/2020		8692567464-9	Accounts Payable		7320 Utilities	-424.85
Bill	05/05/2020		5664266083-3	Accounts Payable		7320 Utilities	-1,226.71
Bill Pmt -Check	05/05/2020	3878	9361684644-5	105-Summit- Checki...	X	Accounts Paya...	-557.32
Bill Pmt -Check	05/05/2020	3886	8692567464-9	105-Summit- Checki...	X	Accounts Paya...	-424.85
Bill Pmt -Check	05/05/2020	3887	5664266083-3	105-Summit- Checki...	X	Accounts Paya...	-1,226.71
Bill	05/12/2020		3764581018-7	Accounts Payable		7320 Utilities	-137.13
Bill Pmt -Check	05/12/2020	3905	3764581018-7	105-Summit- Checki...	X	Accounts Paya...	-137.13
Bill	05/19/2020		8650900800-8	Accounts Payable		7320 Utilities	-2,678.34
Bill Pmt -Check	05/19/2020	3935	8650900800-8	105-Summit- Checki...	X	Accounts Paya...	-2,678.34
Check	05/21/2020	EFT	4149827563-9	105-Summit- Checki...	X	7320 Utilities	-711.89
Bill	05/26/2020		4808484391-0	Accounts Payable		7320 Utilities	-6,155.17
Bill	05/26/2020		5477018041-9	Accounts Payable		7320 Utilities	-65.59
Bill Pmt -Check	05/26/2020	3955	4808484391-0	105-Summit- Checki...		Accounts Paya...	-6,155.17
Bill Pmt -Check	05/26/2020	3958	5477018041-9	105-Summit- Checki...		Accounts Paya...	-65.59
<b>Portola Systems</b>							
Bill	05/05/2020		INV 39165	Accounts Payable		6457 Compute...	-787.50
Bill Pmt -Check	05/05/2020	3879	INV 39165	105-Summit- Checki...	X	Accounts Paya...	-787.50
Bill	05/12/2020		INV 41093	Accounts Payable		6457 Compute...	-2,460.00
Bill Pmt -Check	05/12/2020	3906	INV 41093	105-Summit- Checki...	X	Accounts Paya...	-2,460.00
Bill	05/19/2020		INV I16378	Accounts Payable		6015 Annexati...	-9,274.97
Bill Pmt -Check	05/19/2020	3936	INV I16378	105-Summit- Checki...	X	Accounts Paya...	-9,274.97
<b>Press Democrat, The</b>							
Bill	05/19/2020		Acct 30129627	Accounts Payable		6463 Resource...	-40.81
Bill	05/19/2020		Acct 30070636	Accounts Payable		6463 Resource...	-53.47
Bill Pmt -Check	05/19/2020	3937	Acct 30129627	105-Summit- Checki...	X	Accounts Paya...	-40.81
Bill Pmt -Check	05/19/2020	3944	Acct 30070636	105-Summit- Checki...	X	Accounts Paya...	-53.47
<b>Quadient Finance USA, Inc.</b>							
Bill	05/12/2020		Acct 7900 01...	Accounts Payable		6410 Postage	-1,003.00
Bill Pmt -Check	05/12/2020	3907	Acct 7900 01...	105-Summit- Checki...	X	Accounts Paya...	-1,003.00
<b>Quadient Leasing USA, Inc.</b>							
Bill	05/12/2020		INV N8296314	Accounts Payable		6820 Rent/Lea...	-248.00
Bill Pmt -Check	05/12/2020	3908	INV N8296314	105-Summit- Checki...	X	Accounts Paya...	-248.00
<b>Recology Sonoma Marin</b>							
Bill	05/12/2020		Acct 1811456...	Accounts Payable		7320 Utilities	-324.28
Bill	05/12/2020		Acct 1811737...	Accounts Payable		7320 Utilities	-56.91
Bill	05/12/2020		Acct 1810227...	Accounts Payable		7320 Utilities	-436.98
Bill Pmt -Check	05/12/2020	3909	Acct 1811456...	105-Summit- Checki...	X	Accounts Paya...	-324.28
Bill Pmt -Check	05/12/2020	3917	Acct 1811737...	105-Summit- Checki...	X	Accounts Paya...	-56.91
Bill Pmt -Check	05/12/2020	3919	Acct 1810227...	105-Summit- Checki...	X	Accounts Paya...	-436.98
<b>Reliance Towing, Inc.</b>							
Bill	05/12/2020		INV 27416	Accounts Payable		6140 Maintena...	-470.00
Bill Pmt -Check	05/12/2020	3910	INV 27416	105-Summit- Checki...	X	Accounts Paya...	-470.00
<b>Santa Rosa Uniform &amp; Equipment Inc</b>							
Bill	05/12/2020		INV 1413355	Accounts Payable		6021 Uniform ...	-28.00
Bill Pmt -Check	05/12/2020	3911	INV 1413355	105-Summit- Checki...	X	Accounts Paya...	-28.00
Bill	05/19/2020		INV 1413375 ...	Accounts Payable		6015 Annexati...	-84.00
Bill Pmt -Check	05/19/2020	3938	INV 1413375 ...	105-Summit- Checki...		Accounts Paya...	-84.00
<b>Santa Rosa, City of</b>							
Bill	05/05/2020		Cust 0287538	Accounts Payable		7320 Utilities	-134.50
Bill Pmt -Check	05/05/2020	3880	Cust 0287538	105-Summit- Checki...	X	Accounts Paya...	-134.50
Bill	05/19/2020		Acct 6406	Accounts Payable		7320 Utilities	-76.95
Bill Pmt -Check	05/19/2020	3939	Acct 6406	105-Summit- Checki...	X	Accounts Paya...	-76.95
<b>Scott's PPE Recon, Inc.</b>							
Bill	05/05/2020		INV 36069	Accounts Payable		6022 Safety Cl...	-897.28
Bill Pmt -Check	05/05/2020	3881	INV 36069	105-Summit- Checki...	X	Accounts Paya...	-897.28
<b>Shannon Wager</b>							
Bill	05/05/2020		March/April 2...	Accounts Payable		6500 Professio...	-350.00
Bill Pmt -Check	05/05/2020	3882	March/April 2...	105-Summit- Checki...		Accounts Paya...	-350.00



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Type	Date	Num	Memo	Account	Clr	Split	Amount
<b>Sign Dynamics</b>							
Bill	05/05/2020		INV 6570	Accounts Payable		6015 Annexati...	-5,405.63
Bill Pmt -Check	05/05/2020	3883	INV 6570	105-Summit- Checki...	X	Accounts Paya...	-5,405.63
Bill	05/19/2020		INV 6598	Accounts Payable		6015 Annexati...	-221.18
Bill Pmt -Check	05/19/2020	3940	INV 6598	105-Summit- Checki...		Accounts Paya...	-221.18
Bill	05/26/2020		INV 6601	Accounts Payable		6015 Annexati...	-3,041.40
Bill	05/26/2020		INV 6600	Accounts Payable		6015 Annexati...	-1,933.54
Bill Pmt -Check	05/26/2020	3956	INV 6601	105-Summit- Checki...		Accounts Paya...	-3,041.40
Bill Pmt -Check	05/26/2020	3959	INV 6600	105-Summit- Checki...		Accounts Paya...	-1,933.54
<b>Sonoma County Professional FF L1401</b>							
Bill	05/12/2020		April 2020	Accounts Payable		5910 Perm Po...	-5,640.00
Bill Pmt -Check	05/12/2020	3912	April 2020	105-Summit- Checki...	X	Accounts Paya...	-5,640.00
<b>Standard Insurance Company</b>							
Bill	05/26/2020		00 648353 00...	Accounts Payable		-SPLIT-	-1,567.50
Bill Pmt -Check	05/26/2020	3957	00 648353 00...	105-Summit- Checki...		Accounts Paya...	-1,567.50
<b>Stryker Sales Corporation</b>							
Bill	05/12/2020		INV 3015734M	Accounts Payable		6261 Medical ...	-336.60
Bill Pmt -Check	05/12/2020	3913	INV 3015734M	105-Summit- Checki...	X	Accounts Paya...	-336.60
<b>Suburban Propane</b>							
Bill	05/12/2020		Acct 1449-06...	Accounts Payable		7320 Utilities	-116.84
Bill Pmt -Check	05/12/2020	3914	Acct 1449-06...	105-Summit- Checki...	X	Accounts Paya...	-116.84
<b>Town of Windsor</b>							
Bill	05/19/2020		Cust 38454+0...	Accounts Payable		7320 Utilities	-993.30
Bill	05/19/2020		Cust 26479+0...	Accounts Payable		7320 Utilities	-824.04
Bill Pmt -Check	05/19/2020	3941	Cust 38454+0...	105-Summit- Checki...	X	Accounts Paya...	-993.30
Bill Pmt -Check	05/19/2020	3945	Cust 26479+0...	105-Summit- Checki...	X	Accounts Paya...	-824.04
<b>Verizon Wireless</b>							
Bill	05/19/2020		INV 9854307...	Accounts Payable		7320 Utilities	-1,463.59
Bill Pmt -Check	05/19/2020	3942	INV 9854307...	105-Summit- Checki...	X	Accounts Paya...	-1,463.59
<b>West Coast Frame</b>							
Bill	05/05/2020		INV 56896	Accounts Payable		-SPLIT-	-2,753.24
Bill Pmt -Check	05/05/2020	3884	INV 56896	105-Summit- Checki...	X	Accounts Paya...	-2,753.24
<b>Western Extrication Specialists, Inc.</b>							
Bill	05/13/2020		INV 1058	Accounts Payable		6140 Maintena...	-46.55
Bill Pmt -Check	05/13/2020	3924	INV 1058	105-Summit- Checki...	X	Accounts Paya...	-46.55

## ORDINANCE NO. 2020-02

### AN ORDINANCE OF THE SONOMA COUNTY FIRE DISTRICT ESTABLISHING AND ADOPTING A DISTRICT SCHEDULE OF EMERGENCY MEDICAL SERVICE FEES

The Board of Directors (“the Board”) of the Sonoma County Fire District of Sonoma County, State of California (“the District”) do ordain as follows:

**Section I. Purpose and Intent:** Pursuant to California Health and Safety Code section 13916 et seq., the District is authorized to charge and collect fees to cover the costs of any service which the District provides or the costs of enforcing any regulation for which the fee is charged. It is the purpose and intent of this Ordinance to establish and impose District-wide fees for the delivery of emergency medical services to augment the funding of paramedic/ambulance fire support services and to upgrade facilities to meet community needs. The District has conducted a fee study to determine that the fee schedule reflects the reasonable costs, including staff time, for providing advanced and basic life support services throughout the District.

**Section II Fee Schedule:** The District hereby adopts the following fee schedule, which is attached as Attachment “A” and incorporated herein by reference: Sonoma County Fire District Schedule of Emergency Medical Services Fees. The fees incorporated herein shall be adjusted annually for inflation effective each fiscal year. This Ordinance shall supersede any prior schedule of emergency medical services fees within the District.

**Section IV. Limited Amendment:** If any section or attachment of this Ordinance or portion thereof is held invalid or unenforceable by any court and such judgment becomes final, then that section may be amended by the District’s Board by a majority vote to conform to the judgement of such court, provided such amendment is consistent with purpose and intent of this Ordinance.

**Section V. Effective Date:** This Ordinance shall be and the same is hereby declared to be in full force and effect thirty days from and after the date its adoption, and shall be published once, before the expiration of fifteen (15) days after passage of the same, with the name of the Directors voting for and against the same, in The Press Democrat, a newspaper of general circulation published within the County of Sonoma, State of California.

**THE FOREGOING ORDINANCE** was introduced at a regular meeting of the Board on June 16, 2020, and adopted on July 21, 2020 by Director \_\_\_\_\_, who moved its adoption, seconded by Director \_\_\_\_\_, and ordered adopted by the following vote:

Directors Klick \_\_\_\_\_, Nelson \_\_\_\_\_, Hamann \_\_\_\_\_, Treanor \_\_\_\_\_, Briare \_\_\_\_\_,  
So \_\_\_\_\_, Tognozzi \_\_\_\_\_.

**AYES:** \_\_\_\_\_ **NOES:** \_\_\_\_\_ **ABSENT:** \_\_\_\_\_

**WHEREUPON**, the Chair declared the above forgoing Ordinance duly adopted, and  
**SO ORDERED.** **ATTEST:**

\_\_\_\_\_  
**Board President**

\_\_\_\_\_  
**Board Clerk**



**ATTACHEMENT "A"**

**SCHEDULE OF EMERGENCY MEDICAL SERVICE FEES**

ALS Base Rate	\$3000.00
BLS Base Rate	\$3000.00
First Responder/Pre-stabilization	\$225.00
Oxygen	\$120.00
Defibrillator/Monitor	\$160.00
Mileage	\$50.00
Standby	\$68.00
Extra Attendant	\$68.00
Non-Transport/AMA – ALS	\$400.00
Non-Transport/AMA – BLS	\$200.00

**ORDINANCE NO. 2020-03**

**AN ORDINANCE OF THE SONOMA COUNTY FIRE DISTRICT ESTABLISHING AND  
ADOPTING A DISTRICT SCHEDULE OF FIRE PREVENTION SERVICES FEES**

The Board of Directors (“the Board”) of the Sonoma County Fire District of Sonoma County, State of California (“the District”) do ordain as follows:

**Section I. Purpose and Intent:** Pursuant to California Health and Safety Code section 13916 et seq., the District is authorized to charge and collect fees to cover the costs of any service which the District provides of the costs of enforcing any regulation for which the fee is charged. It is the purpose and intent of this Ordinance to establish and impose District-wide fees and issue permits for fire prevention services including, but not limited to, plan reviews, field inspections for new and remodeled buildings, and fire protection systems, based on public safety requirements and community needs. The District has conducted a fee study to determine that the fee schedule reflects the reasonable costs, including staff time, for providing these fire prevention services throughout the District.

**Section II Fee Schedule:** The District hereby adopts the following fee schedule, which is attached as Attachment “A” and incorporated herein by reference: Sonoma County Fire District Schedule of Fire Prevention Services Fees. The fees incorporated herein shall be adjusted annually for inflation effective each fiscal year. This Ordinance shall supersede any prior schedule of fire prevention services fees within the District.

**Section IV. Limited Amendment:** If any section or attachment of this Ordinance or portion thereof is held invalid or unenforceable by any court and such judgment becomes final, then that section may be amended by the District’s Board by a majority vote to conform to the judgement of such court, provided such amendment is consistent with purpose and intent of this Ordinance.

**Section V. Effective Date:** This Ordinance shall be and the same is hereby declared to be in full force and effect thirty days from and after the date its adoption, and shall be published once, before the expiration of fifteen (15) days after passage of the same, with the name of the Directors voting for and against the same, in The Press Democrat, a newspaper of general circulation published within the County of Sonoma, State of California.

**THE FOREGOING ORDINANCE** was introduced at a regular meeting of the Board on June 16, 2020, and adopted on July 21, 2020 by Director \_\_\_\_\_, who moved its adoption, seconded by Director \_\_\_\_\_, and ordered adopted by the following vote:

Directors Klick \_\_\_\_\_, Nelson \_\_\_\_\_, Hamann \_\_\_\_\_, Treanor \_\_\_\_\_, Briare \_\_\_\_\_,  
So \_\_\_\_\_, Tognozzi \_\_\_\_\_.

**AYES:** \_\_\_\_\_ **NOES:** \_\_\_\_\_ **ABSENT:** \_\_\_\_\_

**WHEREUPON**, the Chair declared the above forgoing Ordinance duly adopted, and  
**SO ORDERED.** **ATTEST:**

\_\_\_\_\_  
**Board President**

\_\_\_\_\_  
**Board Clerk**





FIRE DISTRICT

## Sonoma County Fire District Fee Schedule

Fee Name	Fee Type	Total Cost Per Unit
<b>LAND USE / ENTITLEMENT APPLICATION REVIEW</b>		
Plan Review - Subdivision	Flat	\$1,007
Plan Review - Multifamily	Flat	\$1,007
Plan Review - New Commercial	Flat	\$1,007
Plan Review - Commercial TI	Flat	\$604
<b>BUILDING (FIRE / LIFE SAFETY) REVIEW &amp; INSPECTION</b>		
<b>Plan Review &amp; Inspection:</b>		
New Residential Structure	Flat	\$403
New Commercial Structure	Flat	\$604
Plan Review - Residential TI	Flat	\$201
Plan Review - Commercial TI	Flat	\$403
Municipal Advisory Meetings / Consultations (hourly)	Hourly	\$201
Certificate of Occupancy Inspections	Flat	\$806
<b>SPRINKLER SYSTEM</b>		
<b>Residential - 13D</b>		
Up to 1,000 square feet	Flat	\$604
Over 1,000 square feet	Flat	\$806
<b>Residential - 13R</b>		
Plan Review - Per Floor Plan	Flat	\$1,158
Inspection - first 5 units	Flat	\$755
Inspection - each additional unit	Each	\$403
Residential TI 13D	Flat	\$604
<b>Residential - 13R TI</b>		
Plan Review - Per Floor Plan	Flat	\$201
Inspection - first 5 units	Flat	\$403
Inspection - each additional unit	Each	\$151
Residential Underground	Flat	\$403
Commercial 13	Flat	\$2,014



# Sonoma County Fire District Fee Schedule

## FIRE DISTRICT

Fee Name	Fee Type	Total Cost Per Unit
Commercial Underground	Flat	\$1,108
Commercial TI < 3 heads	Flat	\$403
Commercial TI 3-10 heads	Flat	\$403
Commercial TI 11-30 heads	Flat	\$503
Other Pre-Engineered Systems	Flat	\$1,410
<b>FIRE ALARM &amp; DETECTION SYSTEMS (# of Devices)</b>		
<b>New or Tenant Improvement:</b>		
1-25	Flat	\$705
25-50	Flat	\$1,007
50-100	Flat	\$1,510
100-250	Flat	\$1,812
250-500	Flat	\$3,021
500-750	Flat	\$3,826
750-1,000	Flat	\$4,431
Over 1,000	Flat	\$4,833
Panel Replacement	Flat	\$503
<b>Pre-Engineered system:</b>		
Clean Agent	Flat	\$1,007
Hood and Duct	Flat	\$806
Other	Flat	\$705
Spray Booth	Flat	\$503
<b>VEGETATION MANAGEMENT PLAN</b>		
<b>Plan Review:</b>		
Single Family Dwelling	Flat	\$503
Multi-Family Dwellings	Flat	\$906
Subdivisions (2-5 residences)	Flat	\$1,108
Subdivisions (6-15 residences)	Flat	\$1,913
Subdivisions (16+ residences)	Flat	\$2,920



# Sonoma County Fire District Fee Schedule

## FIRE DISTRICT

Fee Name	Fee Type	Total Cost Per Unit
Commercial Development	Flat	\$705
Vegetation Consultation (hourly)	Hourly	\$201
Non-Compliant Properties (hourly)	Hourly	\$302
<b>ANNUAL OPERATIONAL FIRE PERMITS</b>		
Aerosol Products	Flat	\$302
Amusement Buildings (temporary, permanent or mobile as defined in CFC Chapter 2, Section 202) - Seasonal	Flat	\$1,108
Aviation Facilities	Flat	\$906
Battery System Stationary Storage (capacity more than 50 gallons)	Flat	\$302
Cellulose Nitrate Film (in Group A Occupancy)	Flat	\$302
Combustible Dust-Producing Operations	Flat	\$302
Combustible Fiber Storage/Handling in excess of 100 cu. ft.	Flat	\$302
Compressed Gases Storage/Handling, etc. in excess of the amounts listed in CFC Appendix Chapter 1, Table 105.6.9	Flat	\$302
Cryogenic Fluids (produce, store, transport on site, use, handle or dispense in excess of the amounts listed in CFC Appendix Chapter 1, Table 105.6.10	Flat	\$302
Cutting & Welding	Flat	\$302
Dry Cleaning Plants (as described in CFC, Chapter 21)	Flat	\$403
Electric Fence	Flat	\$302
Explosives and/or Blasting Agents, Fireworks/Pyrotechnics manufacturing, storage/handling/sale	Flat	\$604
Fireworks/Pyrotechnics (Per hour)	Hourly	\$201
<b>Fire Hydrants</b>		
Fire Hydrants and Valves (Use other than Fire Suppression purposes)	Flat	\$403
Hydrant Water flow testing	Flat	\$453
Private Fire Hydrant System Inspections	Flat	\$403





## Sonoma County Fire District Fee Schedule

FIRE DISTRICT

Fee Name	Fee Type	Total Cost Per Unit
Flammable Combustible Liquids - See Appendix Chapter 1, Section 105.6.16 (Items 1-10)	Flat	\$604
Floor Finishing/Surfacing Operations (exceeding 350 sq. ft. and using Class I or Class II liquids)	Flat	\$604
Fruit & Crop Ripening Facilities (use with ethylene gas)	Flat	\$604
Hazardous Materials Storage	Flat	\$604
High Piled Combustible Storage and Warehousing (Including Idle Wood/Plastic Pallets)	Flat	\$604
Hood and Duct - Non-public assembly occupancies with less than 50 people occupancy and where no other permits are required	Flat	\$302
Hot Works Operations	Flat	\$302
Liquefied Petroleum Gases - Store, use, handle, dispense (>125 gallons and <499 gallons)	Flat	\$302
Lumber Yards & Woodworking Plants (storage and/or processing of Lumber exceeding 100,000 board ft.)	Flat	\$604
Magnesium Working (less than 10 lbs.)	Flat	\$604
Medical Gas	Flat	\$604
Miscellaneous Combustible Storage (in excess of 2,500 cu. ft.) (Including Idle Wood/Plastic Pallets)	Flat	\$604
Mobile Food Preparation Vehicles (Food Trucks)	Flat	\$151
Monitor Sprinklered Buildings that do not require additional fire permits	Flat	\$453
Motor Vehicle and/or Marine Fuel-dispensing Stations (includes flammable and combustible liquids: store, use, handle and dispense)	Flat	\$604
Open Flames and Torches	Flat	\$302
Organic Coatings: Manufacture more than 1 gallon per day	Flat	\$604
Ovens: Industrial, baking, or drying	Flat	\$302



## Sonoma County Fire District Fee Schedule

FIRE DISTRICT

Fee Name	Fee Type	Total Cost Per Unit
Pallet Storage: Palletized packing or bin boxes Idle Wood / Plastic / Bin Boxes	Flat	\$302
<b><u>Place of Assembly</u></b>		
Occupant Load 50-300	Flat	\$403
Occupant Load 301-1,000	Flat	\$604
Occupant Load over 1,000	Flat	\$453
Plant Extraction Systems	Flat	\$906
Pyroxylin Plastics	Flat	\$604
Refrigeration Equipment(Ammonia, Freon, others)	Flat	\$604
Repair Garage and/or Service Garage (includes Cutting/Welding)	Flat	\$453
Self Storage - Mini Storage Facilities (With Private Hydrants and/or Monitored Sprinklers) - Per hour	Hourly	\$201
Spraying or Dipping - Flammable and/or Combustible Finishing	Flat	\$453
Temporary Membrane Structure, Tents & Canopies in excess of 400 sq. ft or canopies of 700 sq.ft.	Flat	\$503
Wood Products Storage: chips, hogged material, lumber or plywood in excess of 200 cu. ft.	Flat	\$302
<b>OCCUPANCY INSPECTIONS</b>		
High-rise Building Inspections - Per Hour	Hourly	\$201
Multi-family Dwellings R-1,R-2 Occupancies (hourly)	Hourly	\$302
<b><u>State Facilities, State Required Pre-Inspection (Maximum Fee Amount Permitted Under State Health &amp; Safety Code Section 13235):</u></b>		
25 People or less	Flat	\$302
26 People or more	Flat	\$302
<b><u>State Licensed Care Facility Inspections:</u></b>		
State Licensed Care Facility Annual Inspection 6 or less clients	Flat	\$201
I-1 ,I-2 , I-3 , I-4 , R-2.1 , R-3 , R-3.1 , R-4 Occupancies	Flat	\$604



# Sonoma County Fire District Fee Schedule

FIRE DISTRICT

Fee Name	Fee Type	Total Cost Per Unit
<b>SPECIAL EVENTS</b>		
Special Events - One Time	Flat	\$503
Special Events - Annual	Flat	\$503
Propane Permit - One Time (look at size limits)	Flat	\$252
Propane Permit - Annual	Flat	\$252
Food Trucks	Flat	\$252
TV / Film Set Inspection (hourly)	Hourly	\$302
<b>MISCELLANEOUS</b>		
Fire Hazard Violation (minimum)	Fine	\$403
Fire Code Violation (minimum)	Fine	\$403
Fire Investigation (hourly)	Hourly	\$201
Work without a permit	Fine	2 times permit
Pre-Inspection	Flat	\$302
Resale Inspection	Flat	\$302
Pre-Consultation	Flat	\$302
Emergency Response	Flat	\$201
Engine Standby	Actual Cost	Actual Cost
Fire Watch	Actual Cost	Actual Cost
Additional Plan Review - Hourly	Hourly	\$201
Additional Inspection - Hourly	Hourly	\$201
Additional Inspection - After Hours - Hourly	Hourly	\$234
Force Abatement of Property	Fine	Actual Cost + 15% Admin
<b>FALSE ALARMS</b>		
5th Alarm	Fine	Actual Cost (1st - 5th)
Each Subsequent Alarm after 5	Fine	Actual Cost



Resolution No. 2020-10  
June 16, 2020

**A RESOLUTION OF THE SONOMA COUNTY FIRE DISTRICT IDENTIFYING THE TERMS  
AND CONDITIONS FOR FIRE DISTRICT RESPONSE AWAY FROM THEIR OFFICIAL  
DUTY STATION AND ASSIGNED  
TO AN EMERGENCY INCIDENT**

WHEREAS, the Sonoma County Fire District is a public agency located in the County of Sonoma, State of California, and

WHEREAS, it is the Sonoma County Fire District's desire to provide fair and legal payment to all its employees for time worked; and

WHEREAS, the Sonoma County Fire District has in its employ fire response personnel including: Fire Chief, Deputy Fire Chief, Division Chief, Battalion Chief, Captain, Engineer, Firefighter/Paramedic, Firefighter, Volunteer Firefighter, Apprentice Firefighter, Fire Marshal, Deputy Fire Marshal, Fire Prevention Specialist, and;

WHEREAS, the Sonoma County Fire District will compensate its employees portal to portal while in the course of their employment and away from their official duty station and assigned to an emergency incident, in support of an emergency incident, or pre-positioned for emergency response; and

WHEREAS, the Sonoma County Fire District will compensate its employees overtime in accordance with their current Memorandum of Understanding and the Administrative Staff Agreement while in the course of their employment and away from their official duty station and assigned to an emergency incident, in support of an emergency incident, or pre-positioned for emergency response.

Now, Therefore, Be It Hereby resolved by the Sonoma County Fire District that:

1. Personnel shall be compensated according to Memorandum of Understanding (MOU), Personnel Rules and Regulations, and/or other directive that identifies personnel compensation in the workplace.
2. In the event a personnel classification does not have an assigned compensation rate, a "Base Rate" as set forth in an organizational policy, administrative directive or similar document will to compensate such personnel.
3. The Sonoma County Fire District will maintain a current salary survey or acknowledgement of acceptance of the "base rate" on file with the California Governor's Office of Emergency Services, Fire Rescue Division.
4. Personnel will be compensated (portal to portal) beginning at the time of dispatch to the return to jurisdiction when equipment and personnel are in service and available for agency response.

5. Sonoma County Fire District response personnel include: Fire Chief, Deputy Fire Chief, Division Chief, Battalion Chief, Captain, Engineer, Firefighter/Paramedic, Firefighter, Volunteer Firefighter, Apprentice Firefighter, Fire Marshal, Deputy Fire Marshal, and Fire Prevention Specialist.

PASSED AND ADOPTED by the Board of Directors of the Sonoma County Fire District, County of Sonoma, State of California, this 16<sup>th</sup> day of June, 2020, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
John Nelson, President  
Board of Directors

Attest: \_\_\_\_\_



Sonoma County Fire District  
Board of Directors  
Staff Report

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Date: 6/16/20

Topic: Resolution 2020-10

**Recommendation:**

Adopt Resolution 2020-10; A resolution of the Sonoma County Fire District identifying the terms and conditions for fire district response away from their official duty station and assigned to an emergency incident.

**Financial Impact:**

None.

**Background:**

The District is required to have a resolution on file with the Governor's Office of Emergency Services that defines the compensation of our members for responses to mutual aid incidents. This resolution updates our current resolution on file with OES by adding the positions of "Division Chief" and "Firefighter/Paramedic".

Attachments:

1. Resolution 2020-10



Resolution No: 2020-11  
Dated: June 16, 2020

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SONOMA COUNTY FIRE DISTRICT OF THE COUNTY OF SONOMA, STATE OF CALIFORNIA, ADOPTING THE FY 2020/2021 PRELIMINARY BUDGET FOR THE GENERAL FUND**

**WHEREAS**, the Board of Directors of the Sonoma County Fire District has reviewed the preliminary budget for the General Fund for the 2020/2021 fiscal year;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Sonoma County Fire District does adopt a preliminary budget for the General Fund for the 2019/2020 fiscal year in the amount of \$18,976,801. The final budget adoption is set for August 18, 2020.

The above and foregoing resolution was introduced by Director \_\_\_\_\_, who moved its adoption; seconded by Director \_\_\_\_\_; and adopted by the following vote:

Director Briare \_\_\_\_\_, Director Hamann \_\_\_\_\_; Director So \_\_\_\_\_

Director Klick \_\_\_\_\_; Director Tognozzi \_\_\_\_\_; Director Treanor \_\_\_\_\_

Director Nelson \_\_\_\_\_

AYES: \_\_\_\_\_ NOES: \_\_\_\_\_ ABSENT/NOT VOTING: \_\_\_\_\_

**WHEREUPON**, the President declared the foregoing resolution adopted and **SO ORDERED**.

Attested:

Signature: \_\_\_\_\_  
Kathy Washington Secretary of the Board



Sonoma County Fire District Board of Directors  
Staff Report

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Date: June 16, 2020

Topic: Resolution 2020-11; Adoption of preliminary budget for fiscal year 2020/2021.

**Recommendation:**

Approve Resolution 2020-11 Adopting the preliminary budget for fiscal year 20/21.

**Financial Impact:**

**Background:**

Staff has prepared a preliminary budget for fiscal year 2020/2021. Highlights of the proposed preliminary budget include:

**Service Delivery Enhancements for our Communities:**

- Enhances EMS services for the communities served by Station 9-Guerneville:
  - 5-person staffing provides ALS level Engine, and ALS ambulance
  - continued ALS services when the ambulance is transporting due to engine now being ALS
  
- Enhances EMS services for the communities served by Station 2- Larkfield:
  - Provides for ALS Engine
  
- Enhances EMS services for the communities served by Station 8- Bennett Valley:
  - Provides for ALS Engine
  
- Maintains 3 person staffing at Station 1 (Windsor-East), Station 3 (Windsor-West), and Station 4 (Todd Rd)
  
- Augments the District's utilization of the Explorer, Volunteer and Apprentice Firefighter Programs to provide additional response capabilities
  
- Enhances community risk reduction programs
  - Fire Inspectors performing proactive inspection services



Sonoma County Fire District Board of Directors  
Staff Report

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- Weed abatement contract positions performing proactive defensible space education and complaint resolution services

**Service Delivery Enhancements for our Members:**

- Implements comprehensive employee health and wellness initiative
  - Annual NFPA compliant physical health exams
  - Behavioral health training and support services

**District Infrastructure Improvements:**

- Fulfills the planned critical organizational chart positions including:
  - 1 Deputy Chief
  - 1 EMS Battalion Chief
  - 1 Fire Inspector
  - 1 Fire Prevention Administration Support
  - 1 Administrative Assistant for the Finance Division
- Incorporates the annexation of Russian River Fire Protection District
- Provides for temporary station capabilities and apparatus structure to address Station 4-Bellevue facility deficiencies, thus allowing for permanent solutions to be pursued
- Implements a comprehensive scheduled apparatus replacement plan for the District
- Addressed deferred technology needs

**Fiscal Sustainability**

- Utilizes conservative approaches to allow the District to position for economic unknowns
- Aligns ongoing expenses with ongoing revenue
- Invests in the Districts critical infrastructure- Staffing, Apparatus and Facilities
- Strategic, minimal use of the District's reserves
- Positions the District to bid the EMS contract for long term financial sustainability
- Leverages available grant funding
- Maximizes partnerships with our non-profit partner organizations





Sonoma County Fire District Board of Directors  
Staff Report

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- Continues the District's ability to be a lead agency in Sonoma County in meaningful annexations
- Addresses the most critical facility improvements
- Invests in the wellness of the District's employees

Attachments:

1. Resolution adopting the preliminary budget.
2. Proposed preliminary budget fiscal year 2020/2021
3. Strategic Goals alignment



**Sonoma County Fire District**  
**Fiscal Year 2020-2021 Preliminary Budget**  
**For the Period of July 1, 2020 to June 30, 2021**

<b>10 · Taxes</b>	
1000 - Property Taxes - CY Secured	\$8,400,000
1001 - CY Special Tax	\$5,675,000
1008 - RDA Increment	-\$761,000
1011 - Property Tax Collection Fee	-\$90,000
1014 - AB 1290 RDA Pass-Throughs	\$210,000
1017 - Residual Prop Tax	\$488,200
1020 - Property Taxes - CY Supp	\$84,000
1040 - Property Taxes -CY Unsecured	\$265,000
1061 - PY Special Tax	\$42,000
<b>Total 10 · Taxes</b>	<b>\$14,313,200</b>
<b>17 · Use of Money/Property</b>	
1700 - Interest on Pooled Cash	\$5,000
1701 - Misc. Interest Earned	\$12,500
1800 - Rents and Concessions	\$36,000
<b>Total 17 · Use of Money/Property</b>	<b>\$53,500</b>
<b>20 · Intergovernmental Revenues</b>	
2440 - ST- HOPTR	\$90,300
2441 - State-Other	\$3,500
2495- Sonoma County Abatement Program Grant	\$103,000
2500 - SAFER Grant Funding	\$434,000
2600 - County Tax Exchange Agreement	\$1,800,000
<b>Total 20 · Intergovernmental Revenues</b>	<b>\$2,430,800</b>
<b>30- Charges for Services</b>	
3145 - Plans & Inspection Services	\$50,000
3661 · Fire Control Services	\$10,000
3670 · Ambulance Billings	\$920,000
<b>Total 30 · Charges for Services</b>	<b>\$980,000</b>
<b>40 · Miscellaneous Revenues</b>	
4040 - Misc. Revenue	\$32,600
4041 - Graton Rancheria	\$824,820
4103 Work Comp Reimbursement	\$25,000
4159 - Lytton Tribal Funds	\$50,000
<b>Total 40 · Miscellaneous Revenues</b>	<b>\$932,420</b>
<b>Total Revenue</b>	<b>\$18,709,920</b>
<b>Transfer in from Sonoma County Fire District's Reserve (Fund Balance)</b>	<b>\$266,881</b>



Sonoma County Fire District  
Fiscal Year 2020-2021 Preliminary Budget  
For the Period of July 1, 2020 to June 30, 2021  
Continued

**50 · Salaries/Employment Benefits**

5906- Volunteer Firefighter Stipends/Pay	\$38,500
5907- Apprentice Firefighter Stipends	\$31,500
5910 - Permanent Positions	\$9,296,003
5911 -Part Time Employees	\$36,000
5912 - Overtime	\$1,300,000
5913- On-Call Stipends	\$125,000
5923 - PERS- District Expense	\$1,726,719
5924 - Medicare/FICA	\$128,012
5929- Retiree Health Ins/Benefits	\$144,000
5930 - Health Insurance	\$1,634,940
5931 - Disability Insurance	\$26,400
5932 - Dental Insurance	\$146,880
5933 - Life Insurance	\$5,520
5934 - Vision Insurance	\$8,640
5935 - Unemployment Insurance	\$22,000
5940 - Workers' Comp	\$794,799
5970 - Deferred Comp	\$53,400
5971 - PTO Payout	\$35,000
5972 - Medical Stipend	\$38,000
<b>Total 50 · Salaries/Employment Benefits</b>	<b>\$15,591,314</b>

**60 · Services/Supplies**

6015- Annexation Related Expense	\$100,000
6021 - Uniform Expense	\$92,300
6022 - Safety Clothing	\$144,500
6040 - Communications	\$73,000
6060 - Food	\$5,500
6084 - Janitorial Supplies	\$20,000
6100 - Insurance	\$88,750
6140 - Maintenance-Equip. & Apparatus	\$215,300
6154 - Maintenance Equip.-Hose Replace	\$47,900
6180 - Maintenance-Buildings	\$47,500
6261 - Medical Supplies	\$138,000
6280 - Memberships	\$22,400
6300 - Prevention Materials	\$20,000
6400 - Office Expense	\$15,000
6410 - Postage	\$2,500
6457 - Computer Charges	\$138,750





Sonoma County Fire District  
Fiscal Year 2020-2021 Preliminary Budget  
For the Period of July 1, 2020 to June 30, 2021  
Continued

<b>60 - Services/Supplies (Continued)</b>	
6461 - Employee Wellness Programs	\$78,800
6462 - Furniture	\$17,500
6463 - Resource Materials	\$23,300
6500 - Professional/Special Services	\$357,600
6501 - Weed Abatement Program Contract	\$103,000
6587 - LAFCO	\$20,000
6610 - Legal Services	\$108,000
6630 - Audit/Accounting Services	\$16,000
6633 - Payroll Expense	\$15,000
6634 - Bank Service Charges	\$3,500
6666- Ambulance Charges	\$80,000
6800 - Public/Legal Notices	\$1,000
6820 - Rents/Leases-Equipment	\$13,100
6880 - Small Tools/Instruments	\$33,150
6881 - Safety Equipment	\$37,600
7120 - Training-In-Service	\$140,100
7150 - Employee Recognition	\$2,500
7201 - Gas/Oil	\$82,000
7320 - Utilities	\$118,500
<b>Total 60 - Services/Supplies</b>	<b>\$2,422,050</b>
<b>75- Long Term Debt</b>	
7910 - L.T. Debt - Principal	\$270,317
7930 - Interest L.T. Debt	\$48,120
<b>Total 75 - Long Term Debt</b>	<b>\$318,437</b>
<b>85 -Capital Expenditures</b>	
8510 - Buildings/Improvements	\$295,000
8560 - Equipment	\$0
8570 - CERBT Contributions	\$350,000
<b>Total 85 - Capital Assets</b>	<b>\$645,000</b>
<b>Total Expenditures</b>	<b>\$18,976,801</b>
<b>OPERATING SURPLUS / (DEFICIT)</b>	<b>\$0</b>

# FY20/21 Budget Alignment with Strategic Goals

## 2020 DRAFT STRATEGIC GOALS

Goal 1:  
Seek additional  
funding  
opportunities

Goal 5:  
Invest in employee  
health and safety

Vision  
*We will position the fire district to  
provide fiscal sustainability while  
providing excellence in emergency  
response and community  
preparedness.*

Goal 2:  
Investment in  
Infrastructure

Mission  
*To compassionately care for the  
safety of our communities and  
our visitors through progressive  
professional emergency  
preparedness and response.*

Goal 4:  
Invest in the  
organizational  
culture

Goal 3:  
Enhance internal  
communications

**Goal 1:**

**Seek additional  
funding  
opportunities**

- Secures contractor to build our bid on the emergency ambulance service contract
- Accesses available long-term options that provide low-risk, low interest rate funding
- Utilizes conservative approaches to allow the District to position for economic unknowns
- Aligns ongoing expenses with ongoing revenue
- Leverages available grant funding
- Strategic, minimal use of the District's reserves

**Goal 2:**

**Investment in  
Infrastructure**

- Invests in the Districts critical infrastructure- Staffing, Apparatus and Facilities
- Fulfills the planned critical organizational chart positions including:
  - o 1 Deputy Chief
  - o 1 EMS Battalion Chief
  - o 1 Fire Inspector
  - o 1 Fire Prevention Administration Assistant
  - o 1 Administrative Assistant for the Finance Division
- Provides for temporary station capabilities and apparatus structure to address Station 4-Bellevue facility deficiencies, thus allowing for permanent solutions to be pursued
- Implements a comprehensive scheduled apparatus replacement plan for the District

**Goal 3:**

**Enhance Internal  
Communications**

- Addresses deferred technology needs
  - Implementing a replacement schedule for computers

**Goal 4:**

**Invest in  
Organizational  
Culture and  
Community Service**

- Enhances EMS services for the communities served by Station 9-Guerneville:
  - 5-person staffing provides ALS level Engine, and ALS ambulance
  - Continues ALS services when the ambulance is transporting due to engine now being ALS
- Enhances EMS services for the communities served by Station 2- Larkfield: o Provides for ALS Engine
- Enhances EMS services for the communities served by Station 8- Bennett Valley: o Provides for ALS Engine
- Maintains 3 person staffing at Station 1 (Windsor-East), Station 3 (Windsor-West), and Station 4 (Todd Rd)
- Augments the District's utilization of the Explorer, Volunteer and Apprentice Firefighter Programs to provide additional response capabilities
- Enhances community risk reduction programs
  - Fire Inspectors performing proactive inspection services
  - Weed abatement contract positions performing proactive defensible space education and complaint resolution services
- Continues the District's ability to be a lead agency in Sonoma County in meaningful annexations



**Goal 5:**

**Invest in Employee  
Health and Safety**

- Implements comprehensive employee health and wellness initiative
  - o Annual NFPA compliant physical health exams
  - o Behavioral health training and support services



Sonoma County Fire District  
Board of Directors  
Staff Report

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**Date:** 6/16/20

**Topic:** Adoption of updated organizational structure chart

**Recommendation:**

Adopt the updated organizational structure chart as presented by Staff.

**Financial Impact:**

None.

**Background:**

The updated organizational structure chart reflects an organizational support and leadership structure necessary to proactively serve our communities and support our members in the performance of their duties.

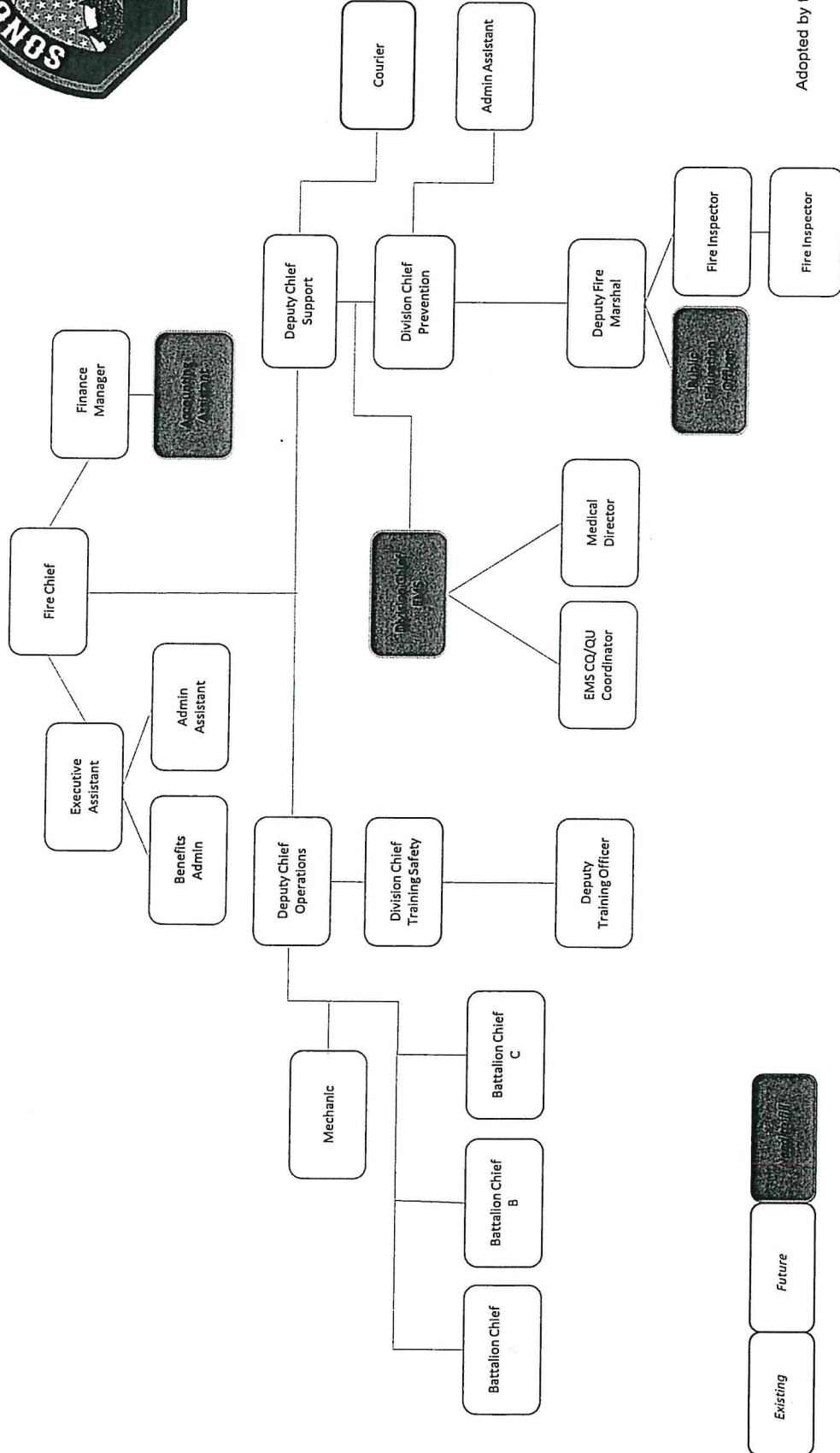
The updates include:

1. Reorganizing the positions of Battalion Chief/Training Officer, Battalion Chief/Fire Marshall, and Battalion Chief/EMS as Division Chief ranked and titled positions. The Division Chief rank/title reflects the true nature of the managerial responsibilities of these three positions. Each position is responsible for managing personnel assigned to their Division and managing budget expenditure and revenue line items particular to their Division.
2. Adds the positions of Medical Director and EMS CQI/QA under the direction of the EMS Division Chief. Both positions are mandated for ALS provider agencies.
3. Includes a future "place holder" for the positions of Fire Mechanic and Deputy Training Officer.

Attachments:

1. Proposed updated organizational structure chart.

# Sonoma County Fire District Organizational Chart



Position	Assignment	Employee
Fire Chief	CEO	Mark Heine
Deputy Chief (2)	Operations Support /Admin	Ron Busch Matt Gustafson
Division Chief (3)	Prevention (Fire Marshal) Training / Safety EMS	Cyndi Foreman Open Open
Battalion Chief (3)	Shift	Robert Johnson (A) Mike Elson (B) Mark Dunn (C)
Captain (4)	Deputy Fire Marshal Deputy Training and Safety Medical Director EMS CQ/QU Coordinator	Jason Piloni Open / Future Filled with outside contractor Open (future)
Executive Assistant (1)	Fire Administration	Kathy Washington
Finance Manager (1)	CFO	Terri Bolduc
Benefits Admin (1)	Fire Administration	Open / Future
Admin Assistant (2)	Fire Administration Fire Prevention	Heidi Flower Heather Martin
Accounting Assistance (1)	Fire Administration	Open
Fire Inspector (2)	Fire Prevention	Ryan Osborn Open / Future
Courier (1)	Fire Administration	John Keller
Mechanic (1)	Fire Administration	Open / Future
Total Position	19	





Sonoma County Fire District Board of Directors  
Staff Report

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**Date: June 16, 2020**

**Topic:** Authorize the Purchase of 18 Self Contained Breathing Apparatus at a cost not to exceed \$152,000.

**Recommendation:**

Authorize the purchase of eighteen (18) Self Contained Breathing Apparatus and accessories utilizing the Houston Galveston Area Council (HGACBuy) governmental cooperative procurement contract in accordance with the District's purchasing policies.

**Financial Impact:**

The 2019-2020 Fiscal Year Adopted Budget anticipated the purchase of these SCBA units and has available funding for this equipment. The amount of the purchase is anticipated to be \$151,083.

**Background:**

Staff requests that the Board approve the purchase of eighteen (18) Self Contained Breathing Apparatus and accessories that are required to complete the district's standardization of SCBAs. These units will provide consistency in the manufacturer and model of SCBA's across all stations including Station 9-Guerneville.

HGACBuy is a "Government-to-Government" procurement service available nationwide. Governmental entities have been procuring products and services through HGACBuy for over 30 years. All contracts have been awarded by the virtue of a public competitive procurement process. The adopted District Purchasing Policy specifically identifies "Piggyback Bid Contracts" as an exception to competitive bid requirements.



Sonoma County Fire District Board of Directors  
Staff Report

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**Date:** June 16. 2020

**Topic:** Authorize the Purchase of Advanced Life Support Equipment (ALS), Cost not to exceed \$200,000.

**Recommendation:**

Authorize the purchase of Advanced Life Support Equipment to equip the engines at Station 2-Larkfield and Station 8- Bennett Valley.

**Financial Impact:**

The 2019-2020 Fiscal Year Adopted Budget has cost savings available to fund the equipping of the engines at the two stations.

**Background:**

Staff requests that the Board approve the purchase of ALS service level equipment to allow for District to prepare to provide Advanced Life Support level services to additional communities. The cost of the equipment is anticipated to be approximately \$200,000.

Sonoma County Fire District  
**Balance Sheet**  
As of June 11, 2020

	<u>Jun 11, 20</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
105-Summit- Checking	80,051.71
107-Summit- Payroll	424,981.80
109-Summit- ICS	11,766,378.21
Total Checking/Savings	<u>12,271,411.72</u>
Total Current Assets	<u>12,271,411.72</u>
<b>TOTAL ASSETS</b>	<u><u>12,271,411.72</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Operating Transfer	5,771,871.75
Retained Earnings	4,445,104.60
Net Income	2,054,435.37
Total Equity	<u>12,271,411.72</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>12,271,411.72</u></u>

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 Accrual Basis

**Sonoma County Fire District  
 Profit & Loss Budget vs. Actual  
 July 2019 through May 2020**

	Jul '19 - May 20	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>10 - Taxes</b>				
1000 Property Taxes- CY Secured	6,672,166.14	6,376,700.00	295,466.14	104.6%
1001 CY Special Tax	4,913,509.84	5,400,856.00	-487,346.16	91.0%
1008 RDA Increment	-184,980.11	-137,050.00	-47,930.11	135.0%
1011 Prop Tax Collection Fee	-78,425.47	-81,750.00	3,324.53	95.9%
1014 AB 1290 RDA Pass-Through	24,995.70	12,350.00	12,645.70	202.4%
1017- Residual Prop Tax	75,234.42	87,500.00	-12,265.58	86.0%
1020 Prop Taxes- CY Supp	67,273.65	128,650.00	-61,376.35	52.3%
1040 Prop Taxes- CY Unsecure	212,131.83	197,200.00	14,931.83	107.6%
1042 Cost Reimb- Coll Del CY	0.00			
1060 Prop Taxes PY Secured	0.00			
1061 PY Special Tax	20,619.96	34,600.00	-13,980.04	59.6%
1080 Supp Prop Tax PY	0.00			
1100 Prop Taxes PY Unsecured	2.00			
<b>Total 10 - Taxes</b>	<b>11,722,527.96</b>	<b>12,019,056.00</b>	<b>-296,528.04</b>	<b>97.5%</b>
<b>17- Use of Money/Property</b>				
1700 Interest on Pooled Cash	4,322.78	500.00	3,822.78	864.6%
1701 Misc. Interest Earned	13,802.06			
1800 Rents & Concessions	39,885.86	25,500.00	14,385.86	156.4%
<b>Total 17- Use of Money/Property</b>	<b>58,010.70</b>	<b>26,000.00</b>	<b>32,010.70</b>	<b>223.1%</b>
<b>20- Intergovernmental Revenues</b>				
2440 ST HOPTR	20,244.95	41,000.00	-20,755.05	49.4%
2441 State-Other	153.90			
2490 State Backfill- Wildfire	52,518.59			
2495- County Abatement Program	45,000.00	57,000.00	-12,000.00	78.9%
2500 Grant Income	0.00	173,000.00	-173,000.00	0.0%
2502 Grant- FEMA- AFG	84,199.00			
2600-County Tax Exchange	1,696,382.74	1,589,800.00	106,582.74	106.7%
2700- Town of Windsor	0.00	30,000.00	-30,000.00	0.0%
2900 Refunds- ST Wages	205,477.46			
2905 Refunds- ST Other	19,819.04			
2906 Refunds- ST Apparatus	23,574.54			
<b>Total 20- Intergovernmental Revenues</b>	<b>2,147,370.22</b>	<b>1,890,800.00</b>	<b>256,570.22</b>	<b>113.6%</b>
<b>30- Charges for Services</b>				
3145 Plans & Specs	5,250.00	27,000.00	-21,750.00	19.4%
3600 Other Charges for Service	146,666.63	160,000.00	-13,333.37	91.7%
3700 Copy/Transcribe Fee	103.00			
<b>Total 30- Charges for Services</b>	<b>152,019.63</b>	<b>187,000.00</b>	<b>-34,980.37</b>	<b>81.3%</b>



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**Sonoma County Fire District  
Profit & Loss Budget vs. Actual  
July 2019 through May 2020**

	Jul '19 - May 20	Budget	\$ Over Budget	% of Budget
<b>40- Miscellaneous Revenue</b>				
4040 Misc. Revenue	400.00			
4041 Graton Rancheria	564,979.14	719,400.00	-154,420.86	78.5%
4100 Donations- Kincade	8,184.00			
4102 Donations/Reimbursements	30,768.27	35,600.00	-4,831.73	86.4%
4103 Work Comp Reimbursement	29,852.86			
4104 Insurance reimbursement	97,621.85			
4159 Lytton Tribal Funds	50,000.00	50,000.00	0.00	100.0%
4600 Sale of Fixed Asset	4,500.00			
<b>Total 40- Miscellaneous Revenue</b>	<b>786,306.12</b>	<b>805,000.00</b>	<b>-18,693.88</b>	<b>97.7%</b>
<b>Total Income</b>	<b>14,866,234.63</b>	<b>14,927,856.00</b>	<b>-61,621.37</b>	<b>99.6%</b>
<b>Expense</b>				
<b>50 Salaries/Employ Benefits</b>				
5910 Perm Position	5,284,719.75	6,412,813.00	-1,128,093.25	82.4%
5911 Part Time	202,067.46	255,000.00	-52,932.54	79.2%
5912 Overtime	1,107,715.08	909,000.00	198,715.08	121.9%
5914 Overtime-ST	427,595.45			
5916 OT ST Coverage	87,862.99			
5917 Strike Team	37,394.49			
5918 OOC Strike Team OT	13,857.45			
5919 Overtime-COVID	21,337.92			
5922 FICA Retirement	430.88			
5923 PERS District Expense	1,284,055.09	1,176,700.00	107,355.09	109.1%
5924 Medi/FICA	120,269.83	135,650.00	-15,380.17	88.7%
5930 Health Insurance	1,201,202.27	1,160,808.00	40,394.27	103.5%
5931 Disability Insurance	15,097.50	20,295.00	-5,197.50	74.4%
5932 Dental Insurance	82,221.63	84,900.00	-2,678.37	96.8%
5933 Life Insurance	5,501.52	8,000.00	-2,498.48	68.8%
5934 Vision Insurance	6,263.10	15,250.00	-8,986.90	41.1%
5935 Unemployment Insure	14,482.43	9,000.00	5,482.43	160.9%
5940 Work Comp Premium	614,957.00	502,000.00	112,957.00	122.5%
5971- PTO Payout	14,282.25	30,000.00	-15,717.75	47.6%
5972 Medical Stipend	33,660.00	38,000.00	-4,340.00	88.6%
<b>Total 50 Salaries/Employ Benefits</b>	<b>10,574,974.09</b>	<b>10,757,416.00</b>	<b>-182,441.91</b>	<b>98.3%</b>
<b>60 - Services/Supplies</b>				
6015 Annexation Costs	190,904.06	215,000.00	-24,095.94	88.8%
6021 Uniform Expense	25,493.86	52,900.00	-27,406.14	48.2%
6022 Safety Clothing	94,155.63	103,900.00	-9,744.37	90.6%
6040 Communications	50,393.51	86,500.00	-36,106.49	58.3%
6045 Telephone Service Charge	0.00			
6060 Food	17,052.24	4,000.00	13,052.24	426.3%
6084 Janitorial Supplies	25,030.76	17,000.00	8,030.76	147.2%
6086 K9 Program	0.00			
6100-Insurance	68,880.81	74,000.00	-5,119.19	93.1%

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**Sonoma County Fire District  
Profit & Loss Budget vs. Actual  
July 2019 through May 2020**

	Jul '19 - May 20	Budget	\$ Over Budget	% of Budget
6140 Maintenance Equip. & Appar	200,170.32	223,600.00	-23,429.68	89.5%
6154 Maintenance-Hose Replace	21,863.64	25,000.00	-3,136.36	87.5%
6180 Maintenance Buildings/Imp.	83,315.10	330,000.00	-246,684.90	25.2%
6261 Medical Supplies	60,041.17	56,900.00	3,141.17	105.5%
6280 Memberships	2,930.30	20,900.00	-17,969.70	14.0%
6300 Prevention Materials	6,702.88	16,420.00	-9,717.12	40.8%
6400 Office Expense	10,260.76	15,000.00	-4,739.24	68.4%
6410 Postage	2,140.53	2,500.00	-359.47	85.6%
6457 Computer Charges	159,314.89	131,000.00	28,314.89	121.6%
6461 Supplies/Expenses	13,516.91	12,150.00	1,366.91	111.3%
6462- Furniture	14,511.73	37,500.00	-22,988.27	38.7%
6463 Resource Materials	21,923.11	18,000.00	3,923.11	121.8%
6500 Professional Services	67,203.79	288,200.00	-220,996.21	23.3%
6501 Abatement Contractors	5,514.78	12,000.00	-6,485.22	46.0%
6502 Mountain Stn.	3,615.00			
6526 Dispatch Services	0.00			
6587 LAFCO charges	22,540.00	26,000.00	-3,460.00	86.7%
6610 Legal Services	95,380.50	50,000.00	45,380.50	190.8%
6630 Audit/Accounting Services	23,165.00	36,000.00	-12,835.00	64.3%
6633 Payroll Expense	12,407.62	19,000.00	-6,592.38	65.3%
6634 Bank Service Charges	105.00	500.00	-395.00	21.0%
6654 Medical Exams	4,867.00	55,000.00	-50,133.00	8.8%
6800 Public/Legal Services	837.50	5,000.00	-4,162.50	16.8%
6820 Rent/Leases Equipment	5,652.96	11,000.00	-5,347.04	51.4%
6880 Small Tools/Instruments	12,240.70	36,900.00	-24,659.30	33.2%
6881 Safety Equipment	59,488.09	181,000.00	-121,511.91	32.9%
7120 Training-in-Service	37,078.81	103,600.00	-66,521.19	35.8%
7121 Training-SAFER	888.00			
7150- Employee Recognition	6,725.18	5,500.00	1,225.18	122.3%
7201 Gas/Oil	60,094.49	60,000.00	94.49	100.2%
7250 Reimbursable Expense-ST	75,946.81			
7300 Travel/Transportation	3,161.09			
7320 Utilities	127,773.06	88,300.00	39,473.06	144.7%
<b>Total 60 - Services/Supplies</b>	<b>1,693,287.59</b>	<b>2,420,270.00</b>	<b>-726,982.41</b>	<b>70.0%</b>
<b>75 - Long Term Debt</b>				
7910 LT Debt Principal	28,161.42	28,200.00	-38.58	99.9%
7930 Interest on LT Debt	9,524.50	9,600.00	-75.50	99.2%
<b>Total 75 - Long Term Debt</b>	<b>37,685.92</b>	<b>37,800.00</b>	<b>-114.08</b>	<b>99.7%</b>

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**Sonoma County Fire District**  
**Profit & Loss Budget vs. Actual**  
 July 2019 through May 2020

	Jul '19 - May 20	Budget	\$ Over Budget	% of Budget
<b>85 - Capital Expenditures</b>				
8510 Buildings/Equipment	267,661.98	1,305,000.00	-1,037,338.02	20.5%
8560 Equipment	143,780.79	346,000.00	-202,219.21	41.6%
8570 CERBT Contributions	0.00	350,000.00	-350,000.00	0.0%
<b>Total 85 - Capital Expenditures</b>	<u>411,442.77</u>	<u>2,001,000.00</u>	<u>-1,589,557.23</u>	<u>20.6%</u>
<b>Total Expense</b>	<u>12,717,390.37</u>	<u>15,216,486.00</u>	<u>-2,499,095.63</u>	<u>83.6%</u>
<b>Net Ordinary Income</b>	2,148,844.26	-288,630.00	2,437,474.26	-744.5%
<b>Other Income/Expense</b>				
Other Expense				
Ask My Accountant	0.00			
<b>Total Other Expense</b>	<u>0.00</u>			
<b>Net Other Income</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
<b>Net Income</b>	<u><u>2,148,844.26</u></u>	<u><u>-288,630.00</u></u>	<u><u>2,437,474.26</u></u>	<u><u>-744.5%</u></u>