



Sonoma County Fire District Board of Directors

Regular Board Meeting Agenda

Tuesday February 16, 2021 5:00PM

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

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: 988 3494 2127

Join Zoom Meeting

<https://zoom.us/j/98834942127>

Thank you for supporting our COVID-19 precautions

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. 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 Klick

Vice President Tognozzi

Director So

Secretary/Treasurer Weaver

Director Hamann

Director Treanor

Director Briare

REPORT OUT ON CLOSED SESSION

1. January 19, 2021

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.



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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.

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 January 19, 2021 Regular Board of Directors Meeting
2. Approve bills and payables for January 2021.

ACTION ITEMS

1. **RESOLUTION 2021-04 CONFIRMING ADMINISTRATIVE CORRECTIONS TO THE SONOMA COUNTY FIRE DISTRICT FIRE IMPACT FEE NEXUS STUDY AND REQUESTING THAT THE SONOMA COUNTY BOARD OF SUPERVISORS AND TOWN OF WINDSOR COUNCIL ADOPT AND IMPLEMENT THE PROPOSED FIRE IMPACT FEE PROGRAM ON BEHALF OF THE DISTRICT**

The Board will consider adopting Resolution 2021-04 confirming administrative corrections to the Sonoma County Fire District fire impact fee nexus study and requesting that the Sonoma County Board of Supervisors and Town of Windsor Council adopt and implement the proposed fire impact fee program on behalf of the District.

2. **RESOLUTION 2021-05 SUPPORTING AND ENDORSING SONOMA COUNTY MEASURE B, THE PROPOSED WEST COUNTY TRANSIENT OCCUPANCY AREA TAX ON THE MARCH 2, 2021 BALLOT**

The Board will consider adopting Resolution 2021-05, supporting and endorsing Sonoma County Measure B, the proposed West County transient occupancy area tax on the March 2, 2021 ballot.



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3. RESOLUTION 2021-06 AUTHORIZING AN AMENDMENT TO THE CALPERS CONTRACT

The Board will consider adopting Resolution 2021-06, authorizing an amendment to the CalPERS contract, acknowledge compliance with Government Code Section 7507 and certify final action of governing body.

4. RESOLUTION 2021-07 SURPLUS PROPERTY

The Board will consider adopting Resolution 2021-07 declaring equipment and trailer as surplus.

5. AMENDMENT TO THE AGREEMENT FOR SERVICES CONTRACT WITH KITCHELL CEM FOR PROJECT AND CONSTRUCTION MANAGEMENT SERVICES

The Board will consider authorizing Chief Heine to execute an amendment to the agreement for services with Kitchell CEM for project and construction management services related to the Mountain Station 6 project.

6. BROWN ACT COMPLIANCE POLICY

The Board will consider adopting the Brown Act Compliance Policy.

7. BOARD TO CONSIDER CREATING AN AD HOC COMMITTEE FOR FACILITIES

The Board will consider creating an ad hoc committee for facilities.

COMMITTEE REPORT

1. Standing Committee: Finance Committee

FINANCIAL REPORTS

COMMUNICATIONS

CLOSED SESSION

Anticipated Litigation (two cases) (Government Code Section 54956.9(b)).

REPORT OUT ON CLOSED SESSION WILL BE AT OPEN MEETING ON MARCH 16, 2021

ADJOURNMENT



Sonoma County Fire District Board of Directors

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<https://zoom.us/j/91523870481>

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CALL TO ORDER

Klick called meeting to order at 5:02

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

Present for Counsel: Adams

PLEDGE OF ALLEGIANCE

ROLL CALL

President Klick-present

Director Treanor-present

Vice President Tognozzi-present Secretary/Treasurer Weaver-present

Director So-present

Director Hamann-present

Director Briare-present

REPORT OUT ON CLOSED SESSION

December 17, 2020- Direction was provided by Counsel and no action was taken.

OPEN TIME FOR PUBLIC EXPRESSION

None

AGENDA ADJUSTMENTS

None

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.

President Estes reported that COVID vaccinations are underway and Paramedic recruitment is in progress.

DIRECTOR REPORTS

None

FIRE CHIEF'S REPORT

Chief Heine reviewed the activities of the crews and the events over the month. He highlighted the station 6 construction has begun; the LAFCO meeting regarding the annexation of Forestville FPD is February 3; we will be releasing the RFQ; contract with REACH is in progress and will be ready for review soon; COVID vaccinations are underway; OES deployment to PVH for a 14-day assignment is complete and was successful; high call volume, 100, over the past 72 hours.



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CONSENT CALENDAR ITEMS

A motion by Treanor and a second by Briare approved the minutes from the December 2, 2020 special meeting and the December 15, 2020 regular board meeting and bills and payables for month of December 2020. 7-0-0

ACTION ITEMS

1. **COMMITTEE RE-ASSIGNMENTS**

The Board will consider appointments to standing committee: finance committee.

Klick stated that we will maintain a Finance Committee and Tognozzi, Hamann and Treanor volunteered to be on the committee.

2. **SUMMIT STATE BANK SIGNATURE CARD UPDATE**

The Board will consider removing former Director John Nelson from the Summit State Bank signature cards and replacing with newly elected Director Jason Weaver.

A motion by Treanor and a second by Hamann approved removing John Nelson as a signer on the Summit State Bank accounts and adding Jason Weaver. 7-0-0

3. **RESOLUTION 2021-01 PROCLAMATION OF CONTINUING LOCAL EMERGENCY**

The Board will consider adopting Resolution 2021-01 Proclamation of continuing local emergency for the Sonoma County Fire District, County of Sonoma, State of California.

A motion by So and a second by Briare adopted Resolution 2021-01. 7-0-0

4. **RESOLUTION 2021-02 RESOLUTION OF INTENTION TO APPROVE AN AMENDMENT TO THE CONTRACT BETWEEN THE BOARD OF ADMINISTRATION CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM AND THE BOARD OF DIRECTORS SONOMA COUNTY FIRE DISTRICT**

The Board will consider adopting Resolution 2021-02 Intention to approve an amendment to the contract between the Board of Administration CalPERS and the Board of Directors of the Sonoma County Fire District.

A motion by Briare and a second by So adopted Resolution 2021-02. 7-0-0



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5. RESOLUTION 2021-03 PROVIDING A 3% BASE PAY RAISE-UNREPRESENTED POSITIONS

The Board will consider adopting Resolution 2021-03 to provide a 3% base pay raise for the following unrepresented administrative positions: Fire Chief, Deputy Chiefs, Division Chiefs, Battalion Chiefs, Finance Manager, Executive Assistant, Administrative Assistants, Accounting Support and Fire Inspector.

A motion by Hamann and a second by Treanor adopted Resolution 2021-03. 7-0-0

COMMITTEE REPORT

1. Standing Committee: Finance Committee-Nothing to report

FINANCIAL REPORTS

Enclosed

COMMUNICATIONS

1. 2021 Opening Letter-Local 1401-the letter was acknowledged and there will be an item on the next board agenda to begin the process.

CLOSED SESSION

Anticipated Litigation (two cases) (Government Code Section 54956.9(b)).

Entered into closed session at 5:35

REPORT OUT ON CLOSED SESSION WILL BE AT OPEN MEETING ON FEBRUARY 16, 2021

ADJOURNMENT

6:08


Kathy Washington- Secretary to the Board

Sonoma County Fire District
Vendor Balance Detail
As of January 31, 2021

Type	Date	Num	Account	Amount	Balance
2 Hot Uniforms, Inc.					0.00
Bill	01/05/2021		Accounts Payable	723.30	723.30
Bill Pmt -Check	01/05/2021	4942	Accounts Payable	-723.30	0.00
Total 2 Hot Uniforms, Inc.				0.00	0.00
AFLAC					0.00
Bill	01/26/2021		Accounts Payable	2,094.06	2,094.06
Bill Pmt -Check	01/26/2021	5046	Accounts Payable	-2,094.06	0.00
Total AFLAC				0.00	0.00
Air Exchange Inc					0.00
Bill	01/26/2021		Accounts Payable	585.95	585.95
Bill Pmt -Check	01/26/2021	5047	Accounts Payable	-585.95	0.00
Total Air Exchange Inc				0.00	0.00
Alpine Springs Water Distribution					0.00
Bill	01/05/2021		Accounts Payable	135.75	135.75
Bill Pmt -Check	01/05/2021	4943	Accounts Payable	-135.75	0.00
Bill	01/12/2021		Accounts Payable	168.75	168.75
Bill Pmt -Check	01/12/2021	4941	Accounts Payable	-168.75	0.00
Bill	01/19/2021		Accounts Payable	33.00	33.00
Bill Pmt -Check	01/19/2021	5012	Accounts Payable	-33.00	0.00
Total Alpine Springs Water Distribution				0.00	0.00
AT&T					0.00
Bill	01/19/2021		Accounts Payable	312.69	312.69
Bill Pmt -Check	01/19/2021	5013	Accounts Payable	-312.69	0.00
Total AT&T				0.00	0.00
AT&T/Calnet3					0.00
Bill	01/12/2021		Accounts Payable	30.69	30.69
Bill Pmt -Check	01/12/2021	4980	Accounts Payable	-30.69	0.00
Total AT&T/Calnet3				0.00	0.00
B W S Dist Inc					0.00
Bill	01/12/2021		Accounts Payable	261.60	261.60
Bill Pmt -Check	01/12/2021	4981	Accounts Payable	-261.60	0.00
Total B W S Dist Inc				0.00	0.00
Banc of America Leasing					0.00
Bill	01/26/2021		Accounts Payable	137,499.85	137,499.85
Bill Pmt -Check	01/26/2021	5048	Accounts Payable	-137,499.85	0.00
Total Banc of America Leasing				0.00	0.00
Bauer Compressors					0.00
Bill	01/05/2021		Accounts Payable	450.00	450.00
Bill Pmt -Check	01/05/2021	4944	Accounts Payable	-450.00	0.00
Total Bauer Compressors				0.00	0.00
Bennett Valley Ace Hardware					0.00
Bill	01/26/2021		Accounts Payable	77.34	77.34
Bill Pmt -Check	01/26/2021	5049	Accounts Payable	-77.34	0.00
Total Bennett Valley Ace Hardware				0.00	0.00
Bill Lellis					0.00
Bill	01/12/2021		Accounts Payable	60.00	60.00
Bill Pmt -Check	01/12/2021	4982	Accounts Payable	-60.00	0.00
Total Bill Lellis				0.00	0.00

Sonoma County Fire District
Vendor Balance Detail
As of January 31, 2021

Type	Date	Num	Account	Amount	Balance
Bodega Bay FPD					0.00
Bill	01/19/2021		Accounts Payable	1,854.30	1,854.30
Bill Pmt -Check	01/19/2021	5014	Accounts Payable	-1,854.30	0.00
Total Bodega Bay FPD				0.00	0.00
Brindlee Mountain Fire Apparatus					0.00
Bill	01/05/2021		Accounts Payable	2,500.00	2,500.00
Bill Pmt -Check	01/05/2021	4945	Accounts Payable	-2,500.00	0.00
Total Brindlee Mountain Fire Apparatus				0.00	0.00
C I T					0.00
Bill	01/19/2021		Accounts Payable	196.44	196.44
Bill Pmt -Check	01/19/2021	5015	Accounts Payable	-196.44	0.00
Total C I T				0.00	0.00
California American Water					0.00
Bill	01/12/2021		Accounts Payable	136.28	136.28
Bill Pmt -Check	01/12/2021	4983	Accounts Payable	-136.28	0.00
Total California American Water				0.00	0.00
California Chamber of Commerce					0.00
Bill	01/05/2021		Accounts Payable	417.74	417.74
Bill Pmt -Check	01/05/2021	4946	Accounts Payable	-417.74	0.00
Total California Chamber of Commerce				0.00	0.00
Clark Pest Control					0.00
Bill	01/12/2021		Accounts Payable	85.00	85.00
Bill Pmt -Check	01/12/2021	4984	Accounts Payable	-85.00	0.00
Bill	01/26/2021		Accounts Payable	200.00	200.00
Bill Pmt -Check	01/26/2021	5050	Accounts Payable	-200.00	0.00
Total Clark Pest Control				0.00	0.00
Cloverdale Saw					0.00
Bill	01/05/2021		Accounts Payable	41.15	41.15
Bill Pmt -Check	01/05/2021	4947	Accounts Payable	-41.15	0.00
Total Cloverdale Saw				0.00	0.00
Comcast					0.00
Bill	01/26/2021		Accounts Payable	242.56	242.56
Bill Pmt -Check	01/26/2021	5051	Accounts Payable	-242.56	0.00
Total Comcast				0.00	0.00
Comcast Business					0.00
Bill	01/05/2021		Accounts Payable	163.45	163.45
Bill	01/05/2021		Accounts Payable	485.74	649.19
Bill Pmt -Check	01/05/2021	4948	Accounts Payable	-163.45	485.74
Bill Pmt -Check	01/05/2021	4972	Accounts Payable	-485.74	0.00
Bill	01/12/2021		Accounts Payable	168.95	168.95
Bill	01/12/2021		Accounts Payable	466.06	635.01
Bill	01/12/2021		Accounts Payable	902.70	1,537.71
Bill Pmt -Check	01/12/2021	4985	Accounts Payable	-168.95	1,368.76
Bill Pmt -Check	01/12/2021	5007	Accounts Payable	-466.06	902.70
Bill Pmt -Check	01/12/2021	5009	Accounts Payable	-902.70	0.00
Bill	01/19/2021		Accounts Payable	232.00	232.00
Bill Pmt -Check	01/19/2021	5016	Accounts Payable	-232.00	0.00
Bill	01/26/2021		Accounts Payable	360.62	360.62
Bill Pmt -Check	01/26/2021	5070	Accounts Payable	-360.62	0.00
Total Comcast Business				0.00	0.00

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Type	Date	Num	Account	Amount	Balance
CoreLogic					
Bill	01/12/2021		Accounts Payable	137.50	137.50
Bill Pmt -Check	01/12/2021	4986	Accounts Payable	-137.50	0.00
Total CoreLogic				0.00	0.00
County of Sonoma Human Resources					
Bill	01/05/2021		Accounts Payable	717.64	717.64
Bill Pmt -Check	01/05/2021	4949	Accounts Payable	-717.64	0.00
Total County of Sonoma Human Resources				0.00	0.00
CrewSense, LLC					
Bill	01/05/2021		Accounts Payable	99.99	99.99
Bill Pmt -Check	01/05/2021	4950	Accounts Payable	-99.99	0.00
Total CrewSense, LLC				0.00	0.00
Cross Connections					
Bill	01/05/2021		Accounts Payable	145.75	145.75
Bill Pmt -Check	01/05/2021	4951	Accounts Payable	-145.75	0.00
Total Cross Connections				0.00	0.00
Dean Crothers					
Bill	01/26/2021		Accounts Payable	1,395.00	1,395.00
Bill Pmt -Check	01/26/2021	5052	Accounts Payable	-1,395.00	0.00
Total Dean Crothers				0.00	0.00
Dynamic Truck Repair					
Bill	01/05/2021		Accounts Payable	400.00	400.00
Bill	01/05/2021		Accounts Payable	200.00	600.00
Bill Pmt -Check	01/05/2021	4952	Accounts Payable	-400.00	200.00
Bill Pmt -Check	01/05/2021	4973	Accounts Payable	-200.00	0.00
Bill	01/12/2021		Accounts Payable	350.00	350.00
Bill Pmt -Check	01/12/2021	4987	Accounts Payable	-350.00	0.00
Bill	01/19/2021		Accounts Payable	850.00	850.00
Bill	01/19/2021		Accounts Payable	450.00	1,300.00
Bill Pmt -Check	01/19/2021	5017	Accounts Payable	-850.00	450.00
Bill Pmt -Check	01/19/2021	5039	Accounts Payable	-450.00	0.00
Bill	01/26/2021		Accounts Payable	150.00	150.00
Bill	01/26/2021		Accounts Payable	250.00	400.00
Bill Pmt -Check	01/26/2021	5053	Accounts Payable	-150.00	250.00
Bill Pmt -Check	01/26/2021	5071	Accounts Payable	-250.00	0.00
Total Dynamic Truck Repair				0.00	0.00
ESO Solutions, Inc.					
Bill	01/12/2021		Accounts Payable	180.29	180.29
Bill Pmt -Check	01/12/2021	4988	Accounts Payable	-180.29	0.00
Total ESO Solutions, Inc.				0.00	0.00
FASIS					
Bill	01/05/2021		Accounts Payable	26,893.00	26,893.00
Bill	01/05/2021		Accounts Payable	169,429.00	196,322.00
Bill Pmt -Check	01/05/2021	4953	Accounts Payable	-26,893.00	169,429.00
Bill Pmt -Check	01/05/2021	4974	Accounts Payable	-169,429.00	0.00
Total FASIS				0.00	0.00
Fastenal					
Bill	01/19/2021		Accounts Payable	58.61	58.61
Bill Pmt -Check	01/19/2021	5018	Accounts Payable	-58.61	0.00
Total Fastenal				0.00	0.00

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Type	Date	Num	Account	Amount	Balance
Fire Dist Assn of CA					
Bill	01/12/2021		Accounts Payable	80.00	80.00
Bill Pmt -Check	01/12/2021	5011	Accounts Payable	-80.00	0.00
Total Fire Dist Assn of CA				0.00	0.00
Fire Safety Supply, Inc					
Bill	01/05/2021		Accounts Payable	289.86	289.86
Bill Pmt -Check	01/05/2021	4954	Accounts Payable	-289.86	0.00
Total Fire Safety Supply, Inc				0.00	0.00
Fishman Supply Co.					
Bill	01/05/2021		Accounts Payable	2,114.01	2,114.01
Bill Pmt -Check	01/05/2021	4975	Accounts Payable	-2,114.01	0.00
Total Fishman Supply Co.				0.00	0.00
Garland/DBS, Inc.					
Bill	01/19/2021		Accounts Payable	156,465.52	156,465.52
Bill Pmt -Check	01/19/2021	5019	Accounts Payable	-156,465.52	0.00
Total Garland/DBS, Inc.				0.00	0.00
Garrett Hardware of Windsor					
Bill	01/12/2021		Accounts Payable	248.02	248.02
Bill Pmt -Check	01/12/2021	4989	Accounts Payable	-248.02	0.00
Total Garrett Hardware of Windsor				0.00	0.00
Golden State Emergency Vehicle Services					
Bill	01/12/2021		Accounts Payable	420.95	420.95
Bill Pmt -Check	01/12/2021	4990	Accounts Payable	-420.95	0.00
Bill	01/19/2021		Accounts Payable	11,212.10	11,212.10
Bill Pmt -Check	01/19/2021	5020	Accounts Payable	-11,212.10	0.00
Total Golden State Emergency Vehicle Services				0.00	0.00
Hallins Pest Control					
Bill	01/05/2021		Accounts Payable	150.00	150.00
Bill Pmt -Check	01/05/2021	4955	Accounts Payable	-150.00	0.00
Total Hallins Pest Control				0.00	0.00
Hayman Refrigeration & Air Conditioning					
Bill	01/26/2021		Accounts Payable	633.72	633.72
Bill Pmt -Check	01/26/2021	5054	Accounts Payable	-633.72	0.00
Total Hayman Refrigeration & Air Conditioning				0.00	0.00
J. Keller					
Bill	01/12/2021		Accounts Payable	58.43	58.43
Bill Pmt -Check	01/12/2021	4991	Accounts Payable	-58.43	0.00
Total J. Keller				0.00	0.00
Jeff Davis					
Bill	01/26/2021		Accounts Payable	1,410.00	1,410.00
Bill Pmt -Check	01/26/2021	5055	Accounts Payable	-1,410.00	0.00
Total Jeff Davis				0.00	0.00
John Lantz					
Bill	01/05/2021		Accounts Payable	4,724.00	4,724.00
Bill Pmt -Check	01/05/2021	4956	Accounts Payable	-4,724.00	0.00
Bill	01/26/2021		Accounts Payable	209.06	209.06
Bill Pmt -Check	01/26/2021	5056	Accounts Payable	-209.06	0.00
Total John Lantz				0.00	0.00

Sonoma County Fire District
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Type	Date	Num	Account	Amount	Balance
Jr's Home & Auto Center					0.00
Bill	01/12/2021		Accounts Payable	47.58	47.58
Bill Pmt -Check	01/12/2021	4992	Accounts Payable	-47.58	0.00
Total Jr's Home & Auto Center				0.00	0.00
Kaiser Foundation Health Plan					0.00
Bill	01/19/2021		Accounts Payable	115.00	115.00
Bill Pmt -Check	01/19/2021	5021	Accounts Payable	-115.00	0.00
Total Kaiser Foundation Health Plan				0.00	0.00
Kitchell					0.00
Bill	01/19/2021		Accounts Payable	900.00	900.00
Bill	01/19/2021		Accounts Payable	3,047.00	3,947.00
Bill Pmt -Check	01/19/2021	5022	Accounts Payable	-900.00	3,047.00
Bill Pmt -Check	01/19/2021	5040	Accounts Payable	-3,047.00	0.00
Total Kitchell				0.00	0.00
KME Fire Apparatus					0.00
Bill	01/05/2021		Accounts Payable	976.22	976.22
Bill Pmt -Check	01/05/2021	4957	Accounts Payable	-976.22	0.00
Bill	01/26/2021		Accounts Payable	145.14	145.14
Bill Pmt -Check	01/26/2021	5057	Accounts Payable	-145.14	0.00
Total KME Fire Apparatus				0.00	0.00
Kone Pasadena					0.00
Bill	01/12/2021		Accounts Payable	284.34	284.34
Bill Pmt -Check	01/12/2021	4993	Accounts Payable	-284.34	0.00
Total Kone Pasadena				0.00	0.00
Kussmaul Elec Co					0.00
Bill	01/19/2021		Accounts Payable	160.07	160.07
Bill	01/19/2021		Accounts Payable	160.07	320.14
Bill Pmt -Check	01/19/2021	5023	Accounts Payable	-160.07	160.07
Bill Pmt -Check	01/19/2021	5041	Accounts Payable	-160.07	0.00
Bill	01/26/2021		Accounts Payable	170.95	170.95
Bill Pmt -Check	01/26/2021	5058	Accounts Payable	-170.95	0.00
Total Kussmaul Elec Co				0.00	0.00
Kyocera Document Solutions Northern CA					0.00
Bill	01/05/2021		Accounts Payable	151.01	151.01
Bill	01/05/2021		Accounts Payable	24.79	175.80
Bill Pmt -Check	01/05/2021	4958	Accounts Payable	-151.01	24.79
Bill Pmt -Check	01/05/2021	4976	Accounts Payable	-24.79	0.00
Total Kyocera Document Solutions Northern CA				0.00	0.00
L N Curtis & Sons					0.00
Bill	01/05/2021		Accounts Payable	25.16	25.16
Bill Pmt -Check	01/05/2021	4959	Accounts Payable	-25.16	0.00
Bill	01/26/2021		Accounts Payable	809.18	809.18
Bill Pmt -Check	01/26/2021	5059	Accounts Payable	-809.18	0.00
Total L N Curtis & Sons				0.00	0.00
Lake Parts					0.00
Bill	01/05/2021		Accounts Payable	460.13	460.13
Bill Pmt -Check	01/05/2021	4960	Accounts Payable	-460.13	0.00
Bill	01/19/2021		Accounts Payable	105.05	105.05
Bill Pmt -Check	01/19/2021	5024	Accounts Payable	-105.05	0.00
Total Lake Parts				0.00	0.00

Sonoma County Fire District
Vendor Balance Detail
As of January 31, 2021

Type	Date	Num	Account	Amount	Balance
Leete Generators					0.00
Bill	01/12/2021		Accounts Payable	430.23	430.23
Bill Pmt -Check	01/12/2021	4994	Accounts Payable	-430.23	0.00
Total Leete Generators				0.00	0.00
Leo Electric					0.00
Bill	01/12/2021		Accounts Payable	1,600.00	1,600.00
Bill Pmt -Check	01/12/2021	4995	Accounts Payable	-1,600.00	0.00
Total Leo Electric				0.00	0.00
Life Assist, Inc.					0.00
Bill	01/05/2021		Accounts Payable	5,139.21	5,139.21
Bill Pmt -Check	01/05/2021	4961	Accounts Payable	-5,139.21	0.00
Total Life Assist, Inc.				0.00	0.00
McKesson Medical					0.00
Bill	01/12/2021		Accounts Payable	1,253.54	1,253.54
Bill Pmt -Check	01/12/2021	4996	Accounts Payable	-1,253.54	0.00
Total McKesson Medical				0.00	0.00
Merrill Arnone & Jones					0.00
Bill	01/19/2021		Accounts Payable	8,040.00	8,040.00
Bill Pmt -Check	01/19/2021	5025	Accounts Payable	-8,040.00	0.00
Total Merrill Arnone & Jones				0.00	0.00
Municipal Emergency Services/MES					0.00
Bill	01/19/2021		Accounts Payable	173.19	173.19
Bill Pmt -Check	01/19/2021	5026	Accounts Payable	-173.19	0.00
Bill	01/26/2021		Accounts Payable	2,281.87	2,281.87
Bill Pmt -Check	01/26/2021	5060	Accounts Payable	-2,281.87	0.00
Total Municipal Emergency Services/MES				0.00	0.00
North Bay Petroleum					0.00
Bill	01/05/2021		Accounts Payable	1,155.22	1,155.22
Bill Pmt -Check	01/05/2021	4962	Accounts Payable	-1,155.22	0.00
Bill	01/19/2021		Accounts Payable	1,459.18	1,459.18
Bill Pmt -Check	01/19/2021	5027	Accounts Payable	-1,459.18	0.00
Bill	01/26/2021		Accounts Payable	363.81	363.81
Bill Pmt -Check	01/26/2021	5061	Accounts Payable	-363.81	0.00
Total North Bay Petroleum				0.00	0.00
Northgate Company, Inc					0.00
Bill	01/12/2021		Accounts Payable	470.00	470.00
Bill Pmt -Check	01/12/2021	4997	Accounts Payable	-470.00	0.00
Total Northgate Company, Inc				0.00	0.00
Opperman & Son Inc					0.00
Bill	01/05/2021		Accounts Payable	216.44	216.44
Bill Pmt -Check	01/05/2021	4963	Accounts Payable	-216.44	0.00
Total Opperman & Son Inc				0.00	0.00
Pacific Mobile Structures					0.00
Bill	01/19/2021		Accounts Payable	2,145.13	2,145.13
Bill Pmt -Check	01/19/2021	5028	Accounts Payable	-2,145.13	0.00
Total Pacific Mobile Structures				0.00	0.00

**Sonoma County Fire District
Vendor Balance Detail
As of January 31, 2021**

Type	Date	Num	Account	Amount	Balance
PG&E					0.00
Bill	01/05/2021		Accounts Payable	879.96	879.96
Bill	01/05/2021		Accounts Payable	33.68	913.64
Bill Pmt -Check	01/05/2021	4964	Accounts Payable	-879.96	33.68
Bill Pmt -Check	01/05/2021	4977	Accounts Payable	-33.68	0.00
Bill	01/12/2021		Accounts Payable	676.69	676.69
Bill Pmt -Check	01/12/2021	4998	Accounts Payable	-676.69	0.00
Bill	01/19/2021		Accounts Payable	3,117.43	3,117.43
Bill	01/19/2021		Accounts Payable	1,046.20	4,163.63
Bill Pmt -Check	01/19/2021	5029	Accounts Payable	-3,117.43	1,046.20
Bill Pmt -Check	01/19/2021	5042	Accounts Payable	-1,046.20	0.00
Bill	01/21/2021		Accounts Payable	0.00	0.00
Bill	01/26/2021		Accounts Payable	67.40	67.40
Bill	01/26/2021		Accounts Payable	430.21	497.61
Bill	01/26/2021		Accounts Payable	1,042.70	1,540.31
Bill	01/26/2021		Accounts Payable	24.59	1,564.90
Bill Pmt -Check	01/26/2021	5062	Accounts Payable	-67.40	1,497.50
Bill Pmt -Check	01/26/2021	5072	Accounts Payable	-430.21	1,067.29
Bill Pmt -Check	01/26/2021	5073	Accounts Payable	-1,042.70	24.59
Bill Pmt -Check	01/26/2021	5074	Accounts Payable	-24.59	0.00
Total PG&E				0.00	0.00
Portola Systems Inc.					0.00
Bill	01/05/2021		Accounts Payable	5,468.12	5,468.12
Bill	01/05/2021		Accounts Payable	787.50	6,255.62
Bill Pmt -Check	01/05/2021	4965	Accounts Payable	-5,468.12	787.50
Bill Pmt -Check	01/05/2021	4978	Accounts Payable	-787.50	0.00
Bill	01/19/2021		Accounts Payable	1,690.00	1,690.00
Bill	01/19/2021		Accounts Payable	9,536.25	11,226.25
Bill Pmt -Check	01/19/2021	5030	Accounts Payable	-1,690.00	9,536.25
Bill Pmt -Check	01/19/2021	5043	Accounts Payable	-9,536.25	0.00
Total Portola Systems Inc.				0.00	0.00
Praxair Distribution, Inc.					0.00
Bill	01/26/2021		Accounts Payable	274.80	274.80
Bill Pmt -Check	01/26/2021	5063	Accounts Payable	-274.80	0.00
Total Praxair Distribution, Inc.				0.00	0.00
Recology Sonoma Marin					0.00
Bill	01/12/2021		Accounts Payable	420.08	420.08
Bill	01/12/2021		Accounts Payable	440.64	860.72
Bill	01/12/2021		Accounts Payable	345.48	1,206.20
Bill Pmt -Check	01/12/2021	4999	Accounts Payable	-420.08	786.12
Bill Pmt -Check	01/12/2021	5008	Accounts Payable	-440.64	345.48
Bill Pmt -Check	01/12/2021	5010	Accounts Payable	-345.48	0.00
Bill	01/19/2021		Accounts Payable	57.39	57.39
Bill Pmt -Check	01/19/2021	5031	Accounts Payable	-57.39	0.00
Total Recology Sonoma Marin				0.00	0.00
Resolve Insurance Systems					0.00
Bill	01/12/2021		Accounts Payable	91.91	91.91
Bill Pmt -Check	01/12/2021	5000	Accounts Payable	-91.91	0.00
Total Resolve Insurance Systems				0.00	0.00
Santa Rosa Uniform & Equipment Inc					0.00
Bill	01/19/2021		Accounts Payable	846.54	846.54
Bill	01/19/2021		Accounts Payable	933.08	1,779.62
Bill Pmt -Check	01/19/2021	5032	Accounts Payable	-846.54	933.08
Bill Pmt -Check	01/19/2021	5044	Accounts Payable	-933.08	0.00
Total Santa Rosa Uniform & Equipment Inc				0.00	0.00

Sonoma County Fire District
Vendor Balance Detail
As of January 31, 2021

Type	Date	Num	Account	Amount	Balance
Santa Rosa, City of					0.00
Bill	01/05/2021		Accounts Payable	117.43	117.43
Bill Pmt -Check	01/05/2021	4966	Accounts Payable	-117.43	0.00
Bill	01/26/2021		Accounts Payable	54.21	54.21
Bill Pmt -Check	01/26/2021	5064	Accounts Payable	-54.21	0.00
Total Santa Rosa, City of				0.00	0.00
Scott's PPE Recon, Inc.					0.00
Bill	01/12/2021		Accounts Payable	966.10	966.10
Bill Pmt -Check	01/12/2021	5001	Accounts Payable	-966.10	0.00
Total Scott's PPE Recon, Inc.				0.00	0.00
Secretary of State, Special Filings Unit					0.00
Bill	01/05/2021		Accounts Payable	6.00	6.00
Bill Pmt -Check	01/05/2021	4967	Accounts Payable	-6.00	0.00
Total Secretary of State, Special Filings Unit				0.00	0.00
Sign Dynamics					0.00
Bill	01/05/2021		Accounts Payable	65.25	65.25
Bill Pmt -Check	01/05/2021	4968	Accounts Payable	-65.25	0.00
Total Sign Dynamics				0.00	0.00
Softchoice Corp.					0.00
Bill	01/19/2021		Accounts Payable	202.20	202.20
Bill Pmt -Check	01/19/2021	5033	Accounts Payable	-202.20	0.00
Total Softchoice Corp.				0.00	0.00
Sonoma County Airport					0.00
Bill	01/12/2021		Accounts Payable	0.00	0.00
Bill Pmt -Check	01/12/2021	5002	Accounts Payable	0.00	0.00
Total Sonoma County Airport				0.00	0.00
Sonoma County Professional FF L1401					0.00
Bill	01/19/2021		Accounts Payable	5,810.00	5,810.00
Bill Pmt -Check	01/19/2021	5034	Accounts Payable	-5,810.00	0.00
Total Sonoma County Professional FF L1401				0.00	0.00
Standard Insurance Company					0.00
Bill	01/05/2021		Accounts Payable	106.50	106.50
Bill Pmt -Check	01/05/2021	4969	Accounts Payable	-106.50	0.00
Bill	01/26/2021		Accounts Payable	2,059.00	2,059.00
Bill Pmt -Check	01/26/2021	5065	Accounts Payable	-2,059.00	0.00
Total Standard Insurance Company				0.00	0.00
Stryker Sales Corporation					0.00
Bill	01/12/2021		Accounts Payable	673.20	673.20
Bill Pmt -Check	01/12/2021	5003	Accounts Payable	-673.20	0.00
Total Stryker Sales Corporation				0.00	0.00
TIAA Bank					0.00
Bill	01/26/2021		Accounts Payable	259.80	259.80
Bill Pmt -Check	01/26/2021	5066	Accounts Payable	-259.80	0.00
Total TIAA Bank				0.00	0.00
Town of Windsor Water District					0.00
Bill	01/19/2021		Accounts Payable	776.44	776.44
Bill	01/19/2021		Accounts Payable	1,060.24	1,836.68
Bill Pmt -Check	01/19/2021	5035	Accounts Payable	-776.44	1,060.24
Bill Pmt -Check	01/19/2021	5045	Accounts Payable	-1,060.24	0.00
Total Town of Windsor Water District				0.00	0.00

Sonoma County Fire District
Vendor Balance Detail
As of January 31, 2021

Type	Date	Num	Account	Amount	Balance
true Value Hardware					0.00
Bill	01/19/2021		Accounts Payable	25.61	25.61
Bill Pmt -Check	01/19/2021	5036	Accounts Payable	-25.61	0.00
Total true Value Hardware				0.00	0.00
Tucker Bierbaum, M.D.					0.00
Bill	01/26/2021		Accounts Payable	2,500.00	2,500.00
Bill Pmt -Check	01/26/2021	5067	Accounts Payable	-2,500.00	0.00
Total Tucker Bierbaum, M.D.				0.00	0.00
US-Bank Office Equipment					0.00
Bill	01/05/2021		Accounts Payable	439.31	439.31
Bill Pmt -Check	01/05/2021	4970	Accounts Payable	-439.31	0.00
Total US-Bank Office Equipment				0.00	0.00
US Bank-National Assoc					0.00
Bill	01/05/2021		Accounts Payable	12,209.09	12,209.09
Bill Pmt -Check	01/05/2021	4979	Accounts Payable	-12,209.09	0.00
Total US Bank-National Assoc				0.00	0.00
Verizon Wireless					0.00
Bill	01/26/2021		Accounts Payable	2,063.08	2,063.08
Bill Pmt -Check	01/26/2021	5068	Accounts Payable	-2,063.08	0.00
Total Verizon Wireless				0.00	0.00
Waxie Sanitary Supply					0.00
Bill	01/05/2021		Accounts Payable	385.34	385.34
Bill Pmt -Check	01/05/2021	4971	Accounts Payable	-385.34	0.00
Bill	01/19/2021		Accounts Payable	858.93	858.93
Bill Pmt -Check	01/19/2021	5037	Accounts Payable	-858.93	0.00
Total Waxie Sanitary Supply				0.00	0.00
West Coast Frame					0.00
Bill	01/19/2021		Accounts Payable	0.00	0.00
Bill Pmt -Check	01/19/2021	5038	Accounts Payable	0.00	0.00
Total West Coast Frame				0.00	0.00
WEX BANK					0.00
Bill	01/12/2021		Accounts Payable	1,678.62	1,678.62
Bill Pmt -Check	01/12/2021	5004	Accounts Payable	-1,678.62	0.00
Total WEX BANK				0.00	0.00
Windsor Chamber of Commerce'					0.00
Bill	01/12/2021		Accounts Payable	199.00	199.00
Bill Pmt -Check	01/12/2021	5005	Accounts Payable	-199.00	0.00
Total Windsor Chamber of Commerce'				0.00	0.00
Windsor Times,The					0.00
Bill	01/26/2021		Accounts Payable	60.00	60.00
Bill Pmt -Check	01/26/2021	5069	Accounts Payable	-60.00	0.00
Total Windsor Times,The				0.00	0.00
Wright, L'Estrange & Ergastolo					0.00
Bill	01/12/2021		Accounts Payable	210.00	210.00
Bill Pmt -Check	01/12/2021	5006	Accounts Payable	-210.00	0.00
Total Wright, L'Estrange & Ergastolo				0.00	0.00

5:06 PM

02/09/21

Sonoma County Fire District
Vendor Balance Detail
As of January 31, 2021

Type	Date	Num	Account	Amount	Balance
ZOLL Medical Corporation					0.00
Bill Pmt -Check	01/21/2021		Accounts Payable	0.00	0.00
Total ZOLL Medical Corporation				0.00	0.00
TOTAL				0.00	0.00

RESOLUTION OF THE BOARD OF DIRECTORS OF THE SONOMA COUNTY FIRE DISTRICT, SONOMA COUNTY, STATE OF CALIFORNIA, CONFIRMING ADMINISTRATIVE CORRECTIONS TO THE SONOMA COUNTY FIRE DISTRICT FIRE IMPACT FEE NEXUS STUDY AND REQUESTING THAT THE SONOMA COUNTY BOARD OF SUPERVISORS AND TOWN OF WINDSOR COUNCIL ADOPT AND IMPLEMENT THE PROPOSED FIRE IMPACT FEE PROGRAM ON BEHALF OF THE DISTRICT

WHEREAS, on October 20, 2020, the Sonoma County Fire District (“District”) Board of Directors (“District Board”) conducted a duly noticed public hearing and thereafter adopted District Resolution No. 2020-23 approving the District’s Fire Impact Fee Nexus Study (“Nexus Study”); and

WHEREAS, District Resolution No. 2020-23, which is attached hereto and incorporated herein by reference, provides the District Board’s findings to establish the Fire Impact Fee program pursuant to Government Code section 66001, et seq.; and

WHEREAS, District Resolution No. 2020-23 requests that the Board of Supervisors of the County of Sonoma and the Town Council of the Town of Windsor adopt and implement the District-approved Fire Impact Fee program on behalf of the District; and

WHEREAS, during the review and coordination of the District-approved Fire Impact Fee program with the County of Sonoma and Town of Windsor staff, certain administrative corrections to the Nexus Study which resulted in slight reduction in fees were identified and implemented, in order for County and Town staff to recommend approval of the District-approved Fire Impact Fee program by the Board of Supervisors and Town Council; and

WHEREAS, by adopting this Resolution, the District Board intends to formally confirm the administrative corrections made to the Nexus Study.

NOW THEREFORE, IT IS HEREBY RESOLVED that:

1. The District Board hereby approves the administrative corrections to the Nexus Study.

- As set forth in detail in District Resolution No. 2020-23, the District Board again formally requests the Board of Supervisors and Town Council adopt and implement the District-approved Fire Impact program pm behalf of the District, including the administrative corrections to the Nexus Study, with the following Fire Impact Fees to be collected upon issuance of a building permit:

<u>Land Use</u>	<u>Fire Impact Fees</u>
<u>Residential Development</u>	
Single-Family Housing	<u>Per Living Area Sq. Ft.</u> \$1.62
Multi-Family Housing	\$2.14
Mobile Home	\$1.19
Accessory Dwelling Unit	See Note
<u>Nonresidential Development</u>	
Retail / Commercial	<u>Per Building Sq. Ft.</u> \$1.81
Office	\$2.96
Industrial	\$1.26

Note: Pursuant to Govt. Code § 65852.2(f)(3)(A), the fire impact fee for an accessory dwelling unit shall be imposed proportionately in relation to the square footage of the primary dwelling unit. Accessory dwelling units less than 750 square feet of living area are exempt.

- The District agrees to be responsible for the property accounting for and expenditure of said moneys, and further agrees to hold the County and Town harmless from and to defend it from any action, claim, or damages related to said fees, including any challenge to the validity of or use thereof.
- The District Board requests that the resolution or ordinances adopted by the Board of Supervisors and Town Council to establish the Fire Impact Fee program on behalf of the District authorize an automatic annual inflationary adjustment.
- In any portion of this Resolution is found by a court of competent jurisdiction to be invalid, such finding shall not affect the validity of the remaining portions of this Resolution.

IN REGULAR SESSION, foregoing resolution was introduced by Director _____, who moved its adoption, seconded by Director _____, and passed by the Board of Directors of the Sonoma County Fire District this 16th of February, 2021.

President Klick	Aye _____	No _____	Absent _____
Vice President Tognozzi	Aye _____	No _____	Absent _____
Director Briare	Aye _____	No _____	Absent _____
Director Hamann	Aye _____	No _____	Absent _____
Director So	Aye _____	No _____	Absent _____
Director Treanor	Aye _____	No _____	Absent _____
Director Weaver	Aye _____	No _____	Absent _____

AYES:

NOES:

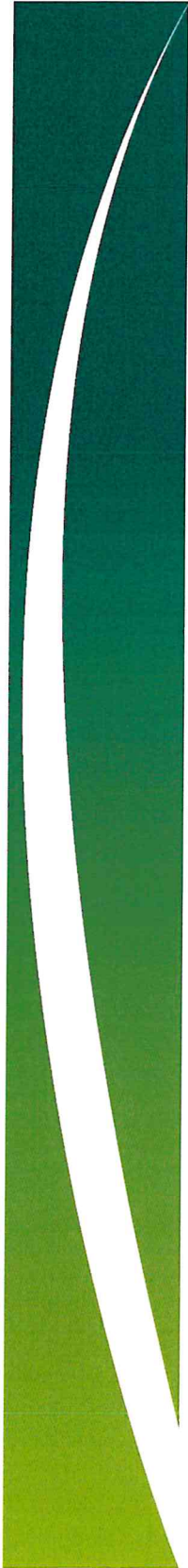
ABSTAIN:

ABSENT:

ATTEST:

Steve Klick, Chair
Board of Directors

Jason Weaver, Secretary
Board of Directors



SONOMA COUNTY FIRE DISTRICT

FIRE IMPACT FEE NEXUS STUDY

FEBRUARY 2021
UPDATED FINAL REPORT

PREPARED FOR:

**BOARD OF DIRECTORS
SONOMA COUNTY FIRE DISTRICT**

PREPARED BY:


SCI Consulting Group
4745 MANGELS BOULEVARD
FAIRFIELD, CALIFORNIA 94534
PHONE 707.430.4300
www.sci-cg.com

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SONOMA COUNTY FIRE DISTRICT

BOARD OF DIRECTORS

Steve Klick, President
Arnie Tognozzi, Vice President
Bob Blair, Director
John Hamann, Director
Gary So, Director
Frank Treanor, Director
Jason Weaver, Director

FIRE CHIEF

Mark Heine

DEPUTY CHIEF

Matt Gustafson

FINANCE MANAGER

Terri Bolduc

IMPACT FEE CONSULTANT

Blair Aas, Director of Planning Services
SCI Consulting Group

ACKNOWLEDGMENTS

This Fire Impact Fee Nexus Study was prepared by SCI Consulting Group (“SCI”) under contract with the Sonoma County Fire District (“District”). The work was accomplished under the general direction of Matt Gustafson, Deputy Chief of the District.

We would like to acknowledge special efforts made by the following individuals and organizations for this project:

Terri Bolduc, Sonoma County Fire District
William Adams, Johnston Thomas Attorneys at Law, PC
William Arnone, Merrill, Arnone & Jones, LLP
Ken MacNab, Town of Windsor
Jessica Jones, Town of Windsor
Linda Schiltgen, County of Sonoma
Terri Wright, County of Sonoma
Sonoma County Auditor’s Office
Sonoma County Assessor’s Office

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EXECUTIVE SUMMARY

INTRODUCTION

The Sonoma County Fire District (“District”) provides first-responder fire protection and emergency response services to a 180-square-mile area in the western portion of Sonoma County (“County”). Specifically, the District’s services include fire prevention and suppression, emergency medical response and transport and rescue, and hazardous materials response.

The District currently serves the Town of Windsor and the unincorporated communities of Larkfield, Wikiup, Mark West, Mountain, Middle Rincon, Bennett Valley, Bellevue, Graton Casino, Fulton, Guerneville, Rio Nido. The District was formed in April 2019 after the process of consolidating the Rincon Valley Fire Protection District (est. 1945), the Windsor Fire Protection District (est. 1965), the Bennett Valley Fire Protection District (est. 1948), and the Mountain Volunteer Fire Department (est. 1968). In July 2020, the Russian River Fire Protection District (est. 1922 as the Guerneville Fire Protection District) joined the District. In May 2021, the District will merge with the Forestville Fire Protection District (est. 1958).

This Fire Impact Fee Nexus Study (“Nexus Study”) was prepared pursuant to the “Mitigation Fee Act,” as found in California Government Code § 66000 et seq (the “Act”). The purpose of this Nexus Study is to establish the legal and policy basis for the imposition of new fire impact fees (“fees”) on new residential and nonresidential development within the District. The fee’s purpose is to fund the one-time cost of expanding the District’s facilities, apparatus, and equipment needed to maintain its existing level of service. No capacity exists to serve new development. If the District’s fire system capacity is not increased to satisfy the additional demand, the quality and responsiveness of the District’s fire protection and emergency response services will deteriorate.

For purposes of this Nexus Study, the term “facilities” or “fire system facilities” will refer to facilities (land, stations, and other buildings), apparatus (engines, ambulances, and other vehicles), and equipment. The term “new development” will generally refer to the persons (residents and employees working in the District) and the structural area (residential area and nonresidential building area) in which the persons live or work.

The proposed fee program area is districtwide and includes the District’s boundaries as of July 2020 and the Forestville Fire Protection District, which will merge with the District in May 2021. (A map of the District’s boundaries and the area to be subject to the proposed fee program is provided in Appendix A.) Under California law, the District does not have

land-use authority to impose impact fees on development projects. Because the District serves the Town of Windsor (“Town”) and unincorporated areas of the County, the Town Council and County Board of Supervisors must adopt the fire impact fee program on behalf of the District. Currently, the Town of Windsor imposes an outdated fire impact fee on behalf of the District which is proposed to be replaced by this fee program. The County currently does not impose a fee program on behalf of the District.

In order to impose such fees, this Nexus Study will demonstrate that a reasonable relationship or “nexus” exists between new development that occurs within the District and the need for fire protection facilities, apparatus, and equipment as a result of new development. More specifically, this Nexus Study will present findings in order to meet the procedural requirements of the Act, which are as follows:

1. Identify the purpose of the fee.
2. Identify the use to which the fee is to be put.
3. Determine how there is a reasonable relationship between the fee’s use and the type of development project on which the fee is imposed (“**benefit relationship**”).
4. Determine how there is a reasonable relationship between the need for the public facility and the type of development project on which the fee is imposed (“**impact or need relationship**”).
5. Determine how there is a reasonable relationship between the amount of the fee and the cost of the facilities or portion of the facilities attributable to the development on which the fee is imposed (“**rough proportional relationship**”).

Additionally, the Act specifies that the fee shall not include costs attributable to existing deficiencies in public facilities but may include the costs attributable to the increased demand for public facilities reasonably related to the development project in order to refurbish existing facilities to maintain the existing level of service or achieve an adopted level of service that is consistent with the general plan.

METHODOLOGY / APPROACH

To determine the District’s fire impact fee consistent with these **substantive requirements**, this Nexus Study utilizes a systemwide existing facility standard methodology. The facility standard methodology is a commonly used method for the calculation of fire impact fees. It was validated by the Homebuilders Association of Tulare/Kings Counties, Inc. v. City of Lemoore in 2010. Under this method, identification and use of an existing facility standard and the restricted uses of fee revenue ensure that new development will not fund any existing deficiencies as prohibited by the Act. Instead, only capital improvements and

apparatus, vehicle, and equipment purchases that expand the District's fire system are allowable uses of fee revenue. Likewise, the fee program will generate only enough revenue to proportionally expand the fire system to maintain the existing level of service.

The existing facility standard is based on the District's ratio of existing fire protection and emergency response facilities, apparatus, and equipment to the existing service population. Existing development refers to the persons (residents and employees working in the District) and the structural area (residential area and nonresidential building area) in which the persons live or work. Existing development demand is based on the District service call data. The District's existing fire system's value is determined using the replacement value of the District's existing inventory of fire protection facilities, apparatus, and equipment. These costs are then applied to six land use categories in proportion to the need they create for fire protection and emergency response services.

The Act requires that in establishing a development impact fee program, the facilities funded by the fee must be identified. However, the Act provides flexibility regarding how that identification may be made. The fee program may identify a broad class of projects¹ or made by reference to a capital improvement plan, made in applicable general or specific plan requirements, or made in other public documents². Since the District just recently consolidated and has not yet prepared a comprehensive, long-term capital improvement plan and facilities master plan, this fee program identifies facilities (land, stations, and other buildings), apparatus (engines, ambulances, and other vehicles), and equipment as the broad classes that will be funded with the fee.

The capital improvements within the District and apparatus and equipment purchases will benefit the District's entire fire system. The District's fire protection and emergency response resources are organized as an integrated fire system. The resources of a one fire station do not serve a particular area in isolation from the District's other fire stations and resources. When the District has a service call, whether for a fire or other emergency, the District's response often involves resources from multiple fire stations. Likewise, new development in area of the District is served by all the District facilities, apparatus, and equipment, not just by the nearest fire station.

¹ According to Government Code § 66000(b) and validated by Homebuilders Association of Tulare/Kings Counties, Inc. v. City of Lemoore in 2010.

² According to Gov't Code Section 66001(a)(2).

OTHER REVENUE SOURCES

Based on the findings concerning the District in the 2018 Municipal Service Review prepared and approved by the Sonoma County Local Agency Formation Commission (“LAFCO”), ad valorem property tax revenues, sometimes referred to as the “AB8 rate”, are the largest revenue source for the District. The District also levies a voter-approved District-wide special tax. The County of Sonoma makes annual direct payments to the District based on a Property Tax Exchange Agreement that was part of the LAFCO-approved consolidation(s). The District also occasionally receives one-time grant money which is usually targeting for specific purposes, i.e., SAFER staffing grants; designated equipment improvements; FMAG emergency response enhancements. These various sources of revenue will continue to comprise the vast majority of District revenue after approval of District fire impact fees – so that prior revenue sources from all District residents will be the primary funder of new facilities and equipment. There are also potential additional revenue sources in the future through transient occupancy or sales tax measures.

FEE PROGRAM IMPLEMENTATION

The Nexus Study also details the **procedural requirements** for approval of the Nexus Study and proposed fire impact fee program (“fee program”) by the District Board of Directors and adoption Town Council and County Board on behalf of the District. Also, the Act contains specific requirements for the **annual administration** of the fee program. These statutory requirements and other important information regarding the imposition and collection of the fee are provided in the last sections of the Nexus Study.

SUMMARY OF GENERAL FINDINGS

The following general findings from the Nexus Study are presented:

1. Impact fees are necessary to ensure that the District can adequately expand its fire protection facilities, apparatus, and equipment needed for the resident and employee growth and new structural area created by new development.
2. It is the objective of the District to maintain its existing level of service by establishing a fire impact fee to fund the cost of expanding the District’s facilities, apparatus, and equipment attributable to new development.
3. The District’s current fire impact fees imposed by the Town are outdated and insufficient to mitigate the impact of new development.

4. The District may approve, and the Town and County may adopt on their behalf, the following fees at or below the maximum level determined by this Nexus Study.

FIGURE 1 – MAXIMUM FIRE IMPACT FEE SCHEDULE

Land Use	Maximum Fire Impact Fee
	Per Living Area Sq. Ft.
Residential Development	
Single Family Housing	\$1.62
Multi-Family Housing	\$2.14
Mobile Home	\$1.19
Assessory Dwelling Unit	See Figure 1
	Per Average Unit
Residential Development	
Single Family Housing	\$2,859
Multi-Family Housing	\$2,354
Mobile Home	\$1,666
	Per Building Sq. Ft.
Nonresidential Development	
Retail / Commerical	\$1.81
Office	\$2.96
Industrial	\$1.26

Notes:

¹ Pursuant to Govt. Code § 65852.2(f)(3)(A), development impact fees for a new accessory dwelling unit must be imposed proportionately in relation to the square footage of the primary dwelling unit. Accessory dwelling units less than 750 square feet of living area are exempt.

5. Consistent with the requirements of the Act, this Nexus Study demonstrates a reasonable relationship between new development, the amount of the proposed fee, and facilities, apparatus, and equipment funded by the fee.
6. Fee revenue may only fund the costs of expanded facilities, apparatus purchases that expand the District's existing inventory, and up to 10.6 percent of apparatus replacement costs, and fee administrative costs.

7. Since only cities and counties have land-use authority to impose development impact fees as a condition of project approval, the District's proposed fee must be adopted by the Town and County on behalf of the District.
8. The maximum fire impact fee determined by this Nexus Study is consistent with the Sonoma County General Plan and the Town of Windsor General Plan.

SUMMARY OF GENERAL RECOMMENDATIONS

Based on the findings presented in the Nexus Study, the following general recommendations are presented:

1. The District should establish a new fire impact fee to fairly allocate the costs of providing fire protection facilities, apparatus, and equipment to new development.
2. The District's new fire impact fee should be adopted and implemented in accordance with the applicable provisions of the Mitigation Fee Act (Government Code § 66000 et al.).
3. Fee proceeds should be deposited into a new, separate fund or account, so there will be no commingling of fee proceeds with the unexpended balances in the existing fee program funds. Once the existing fee program funds with the Town have been spent, the account should be closed.
4. Fee revenue must be used to fund only the cost of expanded facilities, apparatus, ambulances, vehicles, and equipment to serve new development, as further detailed in Figure 11.
5. The District, the Town, and the County should comply with the annual reporting requirements under Government Code § 66006(b).
6. Following the fifth fiscal year after the first deposit of fee revenue and every five years thereafter, the District should comply with the reporting requirements under Government Code § 66001(d).
7. The cost estimates presented in this Nexus Study are in January 2021 dollars. The fire impact fee should be adjusted automatically without further action by the District Board, the Town Council, or the County Board of Supervisors on the first day of each fiscal year by the previous calendar percentage change in the Engineering News-Record Construction Cost Index (20-City Average), or its successor publication.

DETERMINATION OF EXISTING DEVELOPMENT

The District serves both residences and businesses throughout their service area. As such, the demand for the District's fire protection services and associated fire protection facilities, apparatus, ambulances, and equipment is measured by its service population (residents or employees) and the structural area (i.e., living area or nonresidential building area) in which they live or work. This section will first determine the service population and structural area within the District. These figures, along with the District's service call data, will be used to establish an existing facility demand factor for the various residential and nonresidential land uses within the District, which in turn will be used to determine existing development's total facilities demand.

The Act requires that development impact fees be determined in a way that ensures a reasonable relationship between the fee and the type of development on which the fee is imposed.

EXISTING SERVICE POPULATION AND STRUCTURAL AREA

The District provides fire protection and emergency response services to the western portion of unincorporated Sonoma County, including the Town of Windsor. A map of the District's service boundaries is provided in Appendix A.

As shown in Figure 2 on the following page, the District currently serves an estimated resident population of 71,288 and protects approximately 26,452 occupied and vacant dwelling units. These figures are based figures from the U.S. Census Bureau's 2015-2019 American Community Survey 5-Year Estimate for the District's service area, Sonoma County Assessor's data as of July 2020, and an 8 percent vacancy rate as reported by the California Department of Finance.

The District also serves an estimated 19,337 workers and protects approximately 8,630,000 square feet of new nonresidential building area. The estimated number of workers in the District is based on an estimated jobs-to-housing ratio of 0.73 provided by the Town of Windsor. The estimated nonresidential structural area is calculated by multiplying the number of workers by 446 square feet of nonresidential building area for every worker (or 2.24 workers per 1,000 square feet.)

FIGURE 2 – CURRENT RESIDENTIAL DEMOGRAPHICS

Land Use Categories	Total Dwelling Units ¹	Vacant Dwelling Units ²	Occupied Housing Units	Dwelling Unit Occupancy Factor ³	Resident Population
	Calc	a	b	c = a - b	d
Single-Family Housing	23,007	1,831	21,176	3.03	64,163
Multi-Family Housing	2,333	186	2,147	2.48	5,325
Mobile Home	1,112	89	1,023	1.76	1,800
Total Residential	26,452	2,106	24,346	2.93	71,288

Notes:

¹ From Sonoma County Assessor's data as of July 2020.

² Based on an estimated 8% vacancy rate.

³ Based on census data from the U.S. Census Bureau's 2015-2019 American Community Survey 5-Year Estimate for Fulton CDP, Larkfield-Wikiup CDP, and the Town of Windsor.

RESIDENT EQUIVALENT DEMAND FACTOR

For purposes of this Nexus Study, a calls-for-service approach is used to help establish the relative fire facilities demand from residential and nonresidential land uses. Specifically, service call data is converted into a resident equivalent demand factor, representing the demand for service from a worker compared to a household resident.

As shown in Figure 3 on the following page, service call data for fiscal years 2017-18 through 2019-20 were gathered from the District's Emergency Reporting database software for the former Windsor FPD and Rincon FPD service areas. These areas are found to be representative of the larger District. Over the three years, the District averaged 954 annual service calls originating from residential property and 236 service calls originating from nonresidential properties. Service calls originating from highways, roads, open fields, or otherwise not classified as originating from residential or nonresidential land use are excluded. By dividing service calls for residential and nonresidential land uses by the corresponding estimated number of residents and workers results in the relative number of per capita for residential and nonresidential land uses. As shown, District residents are served at 1.0, and workers in the District are served at 0.95 compared to District residents.

FIGURE 3 – RESIDENT EQUIVALENT DEMAND FACTOR

	Calc	Residential	Nonresidential
Average Annual Service Calls ¹	a	954	236
Residents or Workers ²	b	49,741	12,984
Per Capita Fire Service Demand	$c = a / b$	0.0192	0.0182
Resident Equivalent Demand Factor	$d = c / 0.0182$	1.00	0.95

Sources: Sonoma County Fire District; SCI Consulting Group

Notes:

¹ Average for fiscal years 2016 thru 2018 from District's Emergency Reporting database for the former Windsor FPD and Rincon FPD services areas of the District.

² Estimated existing residents with former Windsor FPD and Rincon FPD service area. Workers is based on estimated jobs-to-housing ratio of 0.73 for the City of Windsor.

FACILITIES EDU DEMAND FACTOR

Next, equivalent dwelling unit (“EDU”) demand factors are established to compare the relative fire facilities demand across three residential and three nonresidential land uses. EDU is also used to convert nonresidential building area to a residential dwelling unit value. This common approach allows for the cost of fire protection facilities, apparatus, and equipment to be fairly apportioned among residential and nonresidential land uses.

Figure 4 below shows the facilities EDU demand factor calculation for six land use categories. The residential land use categories are expressed per dwelling unit, and the nonresidential land use categories are expressed per 1,000 square feet of building area. The occupancy density for each land use category is multiplied by their respective resident equivalent demand factor, then converted to single-family home value. By this measure, for example, one single-family home creates the demand for fire facilities equal to 630 square feet of retail/commercial building area.

FIGURE 4 – FACILITIES EDU DEMAND FACTOR

Land Use Category	Unit	Occupancy Density per Unit ¹	Resident Equivalent Demand Factor ²	Facilities EDU Demand Factor
	Calc	a	b	$c = (a * b) / 3.03$ (rounded)
Single-Family Housing	DU	3.03	1.00	1.00
Multi-Family Housing	DU	2.48	1.00	0.82
Mobile Home	DU	1.76	1.00	0.58
Residential	DU	2.86	1.00	0.94
Retail / Commercial	KBSF	2.00	0.95	0.63
Office	KBSF	3.30	0.95	1.03
Industrial	KBSF	1.40	0.95	0.44
Nonresidential	KBSF	2.24	0.95	0.70

Notes:

DU = Dwelling Unit; KBSQ = 1,000 square feet of building area

¹ Residents per unit is based on census data the 2010 U.S. Census American Community Survey 2015-19 5-Year Estimate for for Fulton CDP, Larkfield-Wikiup CDP, and Town of Windsor. Retail / commercial, office, and industrial density figures the 2017 Town of Windsor Impact Fee Study 2017.

² See Figure 3.

EXISTING FACILITIES DEMAND EDUs

Figure 5 below calculates the District’s existing demand EDUs based on the total number of dwelling units and estimated nonresidential building area within the District. As shown, the total existing demand EDUs for the District is 31,608. Existing demand EDUs represents the level of existing development served by the District’s existing fire system.

FIGURE 5 – EXISTING DEMAND EDUs

Land Use	Unit	Existing Units ¹	Fire Facilities EDU Demand Factor ⁴	Total Existing Demand EDUs
	Calc	a	b	c = a * b
Single Family Housing	DU	23,007	1.00	23,007
Multi-Family Housing	DU	2,333	0.82	1,913
Mobile Home	DU	1,112	0.58	645
Nonresidential	KBSF	8,633	0.70	6,043
Total		35,085		31,608

Notes:
¹ See Figure 2.
² See Figure 4.

DETERMINATION OF EXISTING FIRE PROTECTION FACILITIES

The next step in determining the District's existing fire facilities standard is to calculate the replacement value of the District's fire protection facilities, apparatus, and equipment. Figure 6 below presents a summary of replacement cost (in 2021 dollars) for the District's existing fire facilities (land and fire stations), apparatus (engines, ambulances, and special vehicles), and equipment.

Replacement values for Stations 2, 4, 5, and 7 are from the District's 2018 Facilities Condition Assessment Report prepared by Kitchell. Replacement values for other District stations are based on the average for Stations 2, 4, 5. The estimated replacement value of the District's apparatus, vehicles, and equipment inventory is based on unit cost assumptions provided by the District. Estimated values of older apparatus have been discounted from the replacement value of the new apparatus to reflect their age. (The detailed inventory and estimated replacement value for each are provided in Appendix B.)

As shown below, the estimated replacement value of the District's existing fire protection facilities, apparatus, and equipment is approximately \$87.4 million.

FIGURE 6 – REPLACEMENT VALUE OF EXISTING FIRE SYSTEM

Cost Components	Total Replacement Value (2021 \$)¹
Land Value	\$4,377,000
Building Value	\$71,650,312
Apparatus / Vehicles Value	\$8,660,450
Equipment Value	\$2,748,000
Total Fire System Facilities	\$87,435,762

Source: Sonoma County Fire District; SCI Consulting Group

Notes:
¹ See Appendix B for more detail.

DETERMINATION OF THE FIRE IMPACT FEE

The Act requires that development impact fees be determined in a way that ensures a reasonable relationship between the need for fire protection facilities, apparatus and equipment, and the type of development project on which the fee is imposed. In this section, the District’s existing fire facilities standard is determined and then applied to three residential and three nonresidential land uses categories in proportion to the demand they create as measured by their EDU demand factor.

EXISTING FIRE FACILITIES STANDARD

The District’s ratio of existing fire facilities, apparatus, and equipment to the District’s service population establishes the standard for determining the cost to expand the District’s fire facilities as growth occurs to maintain the existing level of service. As shown in Figure 7 below, this standard is represented by the existing fire system facilities cost of \$2,766.25 per demand EDU.

FIGURE 7 – EXISTING FACILITIES STANDARD

Existing Fire System Facilities ¹	\$87,435,762
Existing Demand EDUs ²	31,608
Existing Facilities Standard	\$2,766.25

Notes:

¹ See Figure 6.

² See Figure 5.

RESIDENTIAL FIRE IMPACT FEE DETERMINATION

Since residential land uses have varying dwelling unit occupancies and living areas, the residential fire impact fees are expressed on a per square footage basis for four residential land use categories. The four residential land use categories are defined below.

- **“Single-family housing”** means detached or attached one-family dwelling unit with an assessor’s parcel number for each dwelling unit.
- **“Multi-family housing”** means buildings or structures designed for two or more families for living or sleeping purposes and having kitchen and bath facilities for each family.
- **“Mobile home”** means a development area for residential occupancy in vehicles that require a permit to be moved on a highway, other than a motor vehicle designed or used for human habitation and for being drawn by another vehicle.
- **“Accessory dwelling unit”** or **“ADU”** means a dwelling unit, or granny flat, either a detached or attached dwelling unit, which provides complete, independent living facilities for one or more persons with provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the primary residence.

The residential fire impact fee shall be charged on the square footage within the perimeter of a residential structure. Garages, carports, walkways, overhangs, enclosed patios, detached storage structures, or similar areas are excluded.

Figure 8, on the following page, presents the calculation of the maximum residential fire impact fee. As shown, the residential fee is determined by multiplying the fire facility standard by their respective EDU demand factor plus an additional 4 percent for administration of the fire impact fee program. The fee program administrative cost component is designed to offset the cost of District, Town, and County collection, documentation, annual reporting requirements, five-year report requirements, periodic Nexus Study updates, and other costs reasonably related to compliance with the Act.

Pursuant to Government Code 65852.2(f)(3)(A), the fire impact fee for the construction of an accessory dwelling unit of 750 square feet or more shall be charged proportionately in relation to the square footage of the primary dwelling unit. For example, the calculation of the maximum fire impact fee for the construction of a 750 square foot accessory dwelling unit on a single-family parcel with a 2,250 square foot single-family home would be $(750 / 2,250) * \$3,645 = \$1,215.00$. Construction of ADUs less than 750 square feet of living area is exempt.

The District may approve, and the Town and County may adopt fees lower than the maximum, justified amounts shown below, provided that they are reduced by the same percentage for each land use category.

FIGURE 8 – MAXIMUM RESIDENTIAL FIRE IMPACT FEE

Residential Land Use Categories	Existing Facilities Standard ¹	EDU Demand Factor ²	Cost per Dwelling Unit	Fee Program Admin. 4%	Average Living Area (Sq. Ft.) ³	Maximum Fire Impact Fee ⁴
Calc	a	b	c = a * b	d = c * 0.04	e	f = (c + d) / e
----- per dwelling unit -----						- per sq. ft. -
Single Family Housing	\$2,766.25	1.00	\$2,766.25	\$110.65	1,765	\$1.62
Multi-Family Housing	\$2,766.25	0.82	\$2,268.33	\$90.73	1,100	\$2.14
Mobile Home	\$2,766.25	0.58	\$1,604.43	\$64.18	1,400	\$1.19
Assessory Dwelling Unit						See Figure 5

Notes:

- ¹ See Figure 7.
- ² See Figure 4.
- ³ Average living areas area from data from the Sonoma County Assessor and expressed in terms of square feet.
- ⁴ The maximum residential fire impact fee is rounded down to the nearest cent.
- ⁵ Pursuant to Govt. Code § 65852.2(f)(3)(A), development impact fees for a new assessory dwelling unit must be imposed proportionately in relation to the square footage of the primary dwelling unit. Assessory dwelling units less than 750 square feet of living area are exempt.

NONRESIDENTIAL FIRE IMPACT FEE DETERMINATION

As stated earlier, the Act requires that development impact fees be determined in a way that ensures a reasonable relationship between the fee and the type of development on which the fee is imposed. Since different nonresidential land uses have varying employment densities and structural area, the nonresidential fire impact fee is expressed per square foot of building area for three nonresidential land use categories. The three nonresidential land use categories are defined below.

- **“Retail / Commercial”** means retail, commercial, educational, and hotel/motel construction.
- **“Office”** means general, professional, and medical office construction.
- **“Industrial”** means manufacturing construction.

The nonresidential fee shall be charged for “covered and enclosed space” within the perimeter of a nonresidential structure. Garages, parking structures, unenclosed walkways, utility or disposal areas, and storage areas incidental to the development’s principal use are excluded.

Figure 9 below presents the calculation of the nonresidential fire impact fee. As shown, the fee for the three nonresidential land uses is determined by multiplying the existing facilities standard by their respective EDU demand factor plus an additional four percent for administration of the fire impact fee program. Note that costs are expressed per 1,000 square feet of nonresidential building area and then converted to a per-square-footage fee.

The District may approve, and the Town and County may adopt fees lower than the maximum, justified amounts shown below, provided that they are reduced by the same percentage for each land use category.

FIGURE 9 – MAXIMUM NONRESIDENTIAL FIRE IMPACT FEE

Nonresidential Land Use Categories	Existing Facilities Standard ¹	EDU Demand Factor ²	Cost per Unit	Fee Program Admin. 4%	Total Cost per Unit	Maximum Fire Impact Fee ³
Calc	a	b	c = a * b	d = c * 0.04	e = c + d	f = e / 1,000
			----- per 1,000 sq. ft -----			- per sq. ft. -
Retail / Commerical	\$2,766.25	0.63	\$1,742.74	\$69.71	\$1,812.45	\$1.81
Office	\$2,766.25	1.03	\$2,849.24	\$113.97	\$2,963.21	\$2.96
Industrial	\$2,766.25	0.44	\$1,217.15	\$48.69	\$1,265.84	\$1.26

Notes:
¹ See Figure 7.
² See Figure 4.
³ The maximum nonresidential fire impact fee is rounded down to the nearest cent.

PROJECTED FIRE IMPACT FEE REVENUE

Figure 10 projects fire impact fee revenue through 2040 based on household and employment projections figures provided by the Association of Bay Area Governments. Residential demand assumes an annual growth rate of 1% for the Town and 0.26% for the unincorporated area of the District. It is assumed that nonresidential development will occur proportionately. Total fire impact fee revenue (in 2021 dollars) is then calculated by multiplying demand EDU growth by the existing facilities standard. As shown, fire impact fee revenue will contribute approximately \$10.33 million (in 2021 dollars) towards the District's future long-term capital improvement plan, which represents new development's fair share of the plan.

Certainly, arguments can be made for higher or lower demand growth. However, the projected demand growth and fee revenue are merely estimates for planning purposes. The fee program is designed not to be dependent on a specific capital improvement plan and specific level of new development. Only enough fee revenue will be generated for the District to expand its existing level of service to serve the growing service population.

FIGURE 10 – PROJECTED FIRE IMPACT FEE REVENUE (DISTRICTWIDE)

Land Use Category	Current Demand EDUs (2021) ¹	Demand EDU Growth (2040) ²	Existing Facilities Standard ³	Projected Fire Impact Fee Revenue (2021\$) ⁴
Calc	a	b	c	d = b * c
Residential	25,565	3,021	\$2,766.25	\$8,356,000
Nonresidential	6,043	714	\$2,766.25	\$1,975,000
Total District	31,608	3,735	\$2,766.25	\$10,331,000

Source: Association of Bay Area Governments; SCI Consulting Group

Notes:

¹ See Figure 5.

² Based on a projected annual growth rate from the Association of Bay Area Governments of 1% for the Town of Windsor and 0.26% for the unincorporated areas of the District.

³ See Figure 7.

⁴ Rounded to the nearest thousand.

Fee revenue may be used to fund up to 100 percent of the cost of new (added) or expansion of fire stations or new apparatus, vehicles, ambulances, and equipment added to the District's inventory. Additionally, the District may need to replace apparatus and vehicles more quickly due to the increase in service calls from the growth in the persons and structure area created by new development. Therefore, the District may use fee proceeds to fund up to 10.6 percent of apparatus, ambulance, and vehicle replacement costs.³ This amount represents costs attributable to the increased demand for existing apparatus and vehicle replacement to maintain the District's existing level of service.

Fee revenue may not be used to fund 1) existing deficiencies such as station renovations and 2) operational, maintenance or repair costs. (The use of the fee is detailed further in the next section.)

The District will need to fund existing deficiencies and any other purchases and improvement costs above District existing level of service with other funding sources. Other potential sources of funds include, but are not limited to, a general obligation bond measure, state and federal grants, the District's general fund, and existing or new special tax and assessment proceeds, if allowable.

³ Represents the percentage growth in EDUs.

NEXUS FINDINGS

This section frames the Nexus Study findings in terms of the legislated requirements to demonstrate the legal justification of the fire impact fee. These requirements are discussed below.

PURPOSE OF FEE

The purpose of the fire impact fee is to fund the cost of fire protection and emergency response facilities, apparatus, and equipment attributable to new residential and nonresidential development in the District. The fire impact fee will ensure that new development will not burden existing development with the cost of expanded facilities, apparatus, and equipment required to accommodate growth as it occurs within the District.

USE OF FEE REVENUE

Fee revenue will be used solely and exclusively to fund facilities (land, stations, and other buildings), apparatus (engines, ambulances, and other vehicles), and equipment costs that expand the District's fire system capacity. Provided below is a summary of the allowable and prohibited uses of fee revenue.

FIGURE 11 – SUMMARY OF ALLOWABLE AND PROHIBITED USES OF FEE REVENUE

<u>Allowable Uses</u>	<u>Prohibited Uses</u>
<ul style="list-style-type: none"> ▪ <i>New (added) or expanded land and facilities costs (100%)</i> ▪ <i>Apparatus, ambulances, vehicles, and equipment purchases that expand the system inventory (100%)</i> ▪ <i>Facility costs already incurred to provide growth-related capacity (100%)</i> ▪ <i>The portion of apparatus, ambulances, and vehicles replacement costs attributable to new development (10.6%)</i> ▪ <i>The portion of a renovation project that expands service capacity</i> ▪ <i>Collection, accounting, documentation, annual reporting requirements, five-year report requirements, periodic nexus studies, and other costs reasonably related to compliance with the Act.</i> 	<ul style="list-style-type: none"> ▪ <i>Existing deficiencies, such as improvements to existing facilities that do not expand service capacity</i> ▪ <i>The portion of apparatus, vehicles, and equipment replacement costs attributable to existing development (89.4%)</i> ▪ <i>Operational, maintenance, or repair costs</i>

BENEFIT RELATIONSHIP

The fee will be collected as development occurs. To maintain its existing level of fire protection and emergency response services, fee revenue will be used to expand the District's facilities, apparatus, and equipment to meet the additional demand generated by the new residents and employees and new structural area created by new development projects.

Fee revenue will be deposited into a separate fire impact fee account or fund in a manner to avoid any commingling of the fees with other revenues and funds. The fee revenue will be restricted to the uses described in the "Use of Fee Revenue" finding. Additionally, the Act ensures that fees are either expended expeditiously or revenue will be refunded. These Act requirements ensure that a development project paying the fire impact fee will benefit from its use. Moreover, since the District's fire protection and emergency response resources are organized as an integrated fire system, improvements and purchases with the District benefit the entire fire system.

IMPACT OR NEED RELATIONSHIP

New residential and nonresidential development projects in the District will increase the number of persons (residents and employees) and the structural area (residential area and nonresidential building area) in which persons live or work. The growth in persons and structural area will create additional need for the District's fire protection and prevention, emergency response service, and a corresponding need for new or expanded facilities and replacement of apparatus, vehicles, and equipment in order to maintain the District's existing service level. The fee will be imposed on different types of development projects for the additional service population generated and structural area created by new development projects.

ROUGH PROPORTIONALITY

The cost of fire protection facilities, apparatus, and equipment attributable to a development project is based upon the level of existing development served by the District's existing fire system. The use of an existing facilities standard methodology to determine the fire impact fee achieves proportionality between existing development and new development. Moreover, these equivalent costs are applied to six land use categories in proportion to the need they create for expanded facilities.

The use of a fire facilities demand factor to determine the fire impact fee schedule achieves proportionality across the types of development on which the fee is imposed. Larger development projects will generate a higher number of residents and structural area to protect and, as a result, will pay a higher fee than smaller development projects. Thus, the application fire impact fee schedule to a specific project ensures a reasonable relationship between the fee and the cost of the facilities, equipment, and apparatus attributable to that project.

FEE PROGRAM ADOPTION REQUIREMENTS

The following are the general requirements for approval of the Nexus Study and proposed fire impact fee program ("fee program") by the District Board of Directors and adoption by the Town Council and County Board of Supervisors on behalf of the District. The specific statutory requirements for the adoption of the fee program may be found in the Mitigation Fee Act (California Govt. Code § 66000 et seq.).

SCI recommends that the notice and hearing requirements be duplicated by the District and the Town and County.

SONOMA COUNTY FIRE DISTRICT

1. The District Board of Directors shall conduct at least "one open and public meeting" as part of a regularly scheduled meeting on the proposed fee program.
2. At least 14 days before the meeting, the District shall mail out a notice of the meeting to any interested party who filed a written request for notice of the adoption of new or increased fees.
3. At least ten days before the meeting, the District shall make the Nexus Study available to the public for review.
4. At least ten days before the public hearing, a notice of the time and place of the meeting shall be published twice in a newspaper of general circulation with at least five days intervening between the dates of first and last publication, not counting such publication dates.
5. After the public hearing, adopt a resolution approving the Nexus Study and proposed fee program with a recommendation that the County Board of Supervisors adopts the proposed fee program on behalf of the District.

TOWN OF WINDSOR

1. The Town Council shall conduct at least "one open and public meeting" as part of a regularly scheduled meeting on the requested fee program.
2. At least 14 days before the meeting, the Town shall mail out a notice of the meeting to any interested party who filed a written request for notice of the adoption of new or increased fees.
3. At least ten days before the meeting, the County shall make the Nexus Study available to the public for review.

4. At least ten days before the public hearing, a notice of the time and place of the meeting shall be published twice in a newspaper of general circulation with at least five days intervening between the dates of first and last publication, not counting such publication dates.
5. After the public hearing, adopt an ordinance or resolution establishing the proposed fee program on behalf of the District.
6. The fee shall become effective 60 days after the adoption of the ordinance or longer as specified by the ordinance.

COUNTY OF SONOMA

1. The Board of Supervisors shall conduct at least “one open and public meeting” as part of a regularly scheduled meeting on the requested fee program.
2. At least 14 days before the meeting, the County shall mail out a notice of the meeting to any interested party who filed a written request for notice of the adoption of new or increased fees.
3. At least ten days before the meeting, the County shall make the Nexus Study available to the public for review.
4. At least ten days before the public hearing, a notice of the time and place of the meeting shall be published twice in a newspaper of general circulation with at least five days intervening between the dates of first and last publication, not counting such publication dates.
5. After the public hearing, adopt an ordinance establishing the proposed fee program on behalf of the District.
6. The fee shall become effective 60 days after the adoption of the ordinance or longer as specified by the ordinance.

FEE PROGRAM ADMINISTRATION REQUIREMENTS

This section contains general requirements for the administration of the fee program. The specific statutory requirements for the administration of the fee program may be found in the Mitigation Fee Act (California Govt. Code § 66000 et seq.).

ACCOUNTING REQUIREMENTS

Proceeds from the new fire impact fee should be deposited into a separate fund or account so that there will be no commingling of fees with other revenue or unexpended balances of the existing fee program funds. Once the old existing fee program funds have been spent, the accounts should be closed.

The fire impact fees should be expended solely for the purpose for which they were collected. Any interest earned by such an account should be deposited in that account and expended solely for the originally collected purposes.

REPORTING REQUIREMENTS

The following information, entitled “Annual Report,” must be made available to the public within 180 days after the last day of each fiscal year:

- a brief description of the type of fee in the account;
- the amount of the fee;
- the beginning and ending balance of the account;
- the fees collected that year and the interest earned;
- an identification of each public improvement for which the fees were expended and the amount of the expenditures for each improvement;
- an identification of an approximate date by which development of the improvement will commence if the local agency determines that sufficient funds have been collected to complete financing of an incomplete public improvement;
- a description of each inter-fund transfer or loan made from the account or fund, including the public improvement on which the transferred or loaned fees will be expended, the date on which any loan will be repaid, and the rate of interest to be returned to the account; and
- the amount of money refunded under section Govt. Code § 66001.

For the fifth fiscal year following the first receipt of any fire impact fee proceeds, and every three years thereafter, the District must comply with Government Code Section 66001(d)(1) by affirmatively demonstrating that the District still needs unexpended fire impact fees to achieve the purpose for which it was originally imposed and that the District has a plan on how to use the unexpended balance to achieve that purpose. Specifically, the District shall make the following findings, entitled “Five-Year Report,” with respect to that portion of the account or fund remaining unexpended, whether committed or uncommitted:

- Identify the purpose to which the fee is to be put;
- Demonstrate a reasonable relationship between the fee and the purpose for which it is charged;
- Identify all sources and amounts of funding anticipated to complete financing in incomplete improvements; and
- Designate the approximate dates on which the funding is expected to be deposited into the appropriate account or fund.

A refund shall be provided for all or any part of such unexpended or unappropriated fee revenue, together with any actual interest accrued thereon, in the manner described in Section 66001 (e) of the Government Code, to the current record owner of any property for which a fee was paid; provided that if the administrative costs of refunding such fee revenue exceed the amount to be refunded.

TRANSPARENCY REQUIREMENTS

Pursuant to AB 1483 enacted in 2019, the District must clearly post the following information on the District’s website regarding the fee program:

- The current fee schedule indicated the effective date when approved by the County Board of Supervisors and the Town Council.
- Current and five previous annual accounting reports.
- Fire Impact Fee Nexus Study, Final Report

FEE EXEMPTIONS

The following development projects are exempted from payment of the fee:

- A structure owned by a governmental agency.
- A structure which is being reconstructed following damage or destruction by fire or another casualty, or the voluntary demolition thereof, provided that the number of structures or the size in such reconstructed structure is no greater than the number of structures or the size of the structure prior to such damage, destruction or demolition.
- A development project found to have no impact on the District's fire system.
- An accessory dwelling unit less than 750 square feet.

FEE CREDITS

A fee credit shall be given for demolished existing square footage as part of a new development project in order to comply with the Act and recent court cases. The fee credit shall be based on the effective fee for the land use category that was demolished.

IMPROVEMENTS IN-LIEU OF FEES

Subject to certain restrictions, if a developer dedicates land, constructs facilities, or provides apparatus/equipment for the District, the fire impact fees imposed on that development project shall be adjusted to reflect a credit for the dedicated land's cost constructed or apparatus/equipment provided.

FEE PROGRAM UPDATES

The fee program should be reviewed regularly and updated with any changes in the District's demographics, upon release of the 2020 U.S. Census, or significant changes in the District's facilities plan and associated costs.

AUTOMATIC ANNUAL INFLATIONARY ADJUSTMENT

The fire impact fee should be adjusted automatically without any further action by the District Board, Town Council, or County Board in the first day of each fiscal year by the net percentage change during the preceding calendar in the Engineering News-Record Construction Cost Index (20-City Average), or its successor publication.

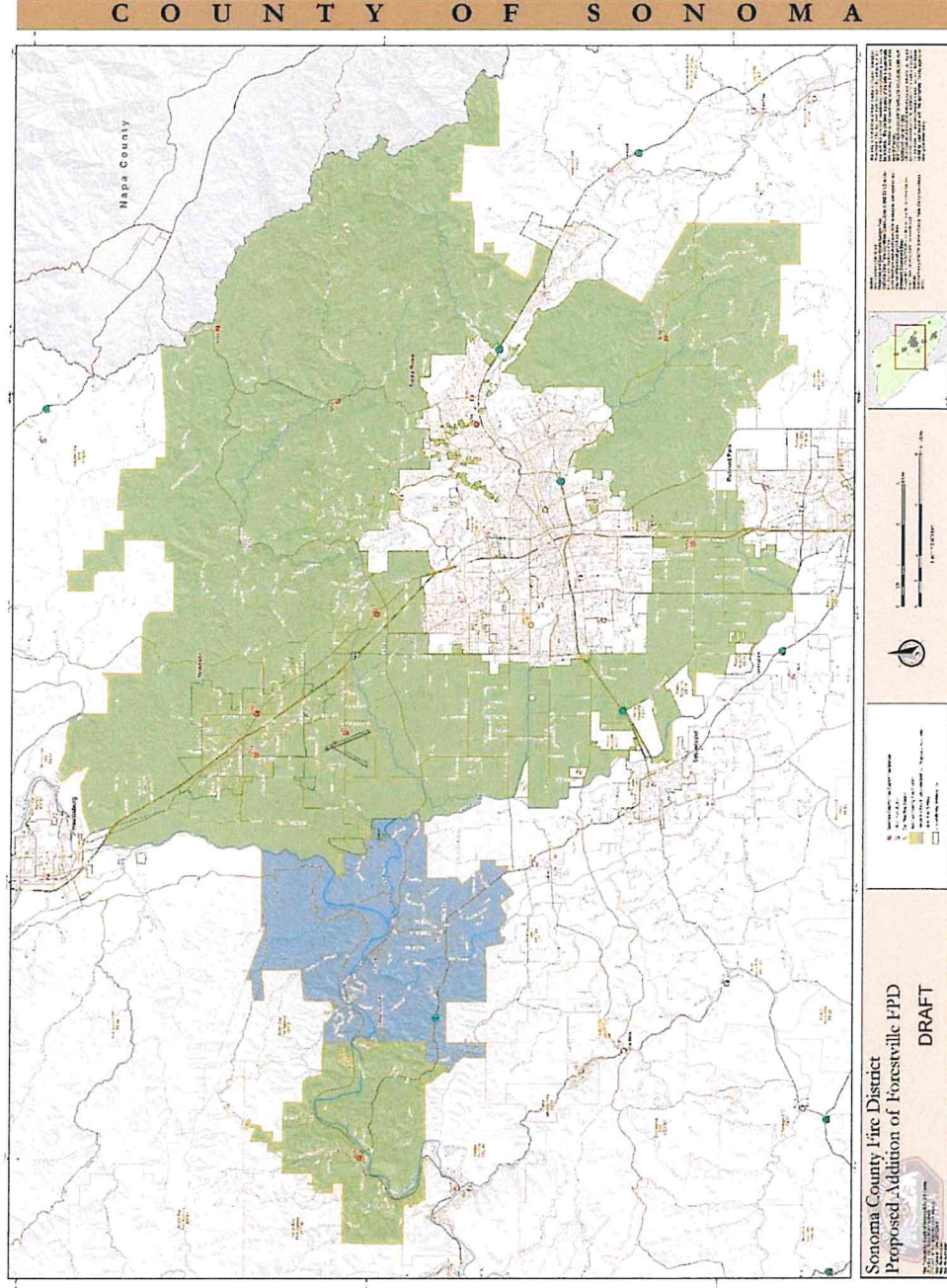
APPENDICES

Appendix A – Map of District Boundaries and Fee Program Area

Appendix B – Fire System Inventory and Replacement Cost Estimates

APPENDIX A – MAP OF DISTRICT BOUNDARIES AND FEE PROGRAM AREA

FIGURE 12 – MAP OF DISTRICT BOUNDARIES AND FEE PROGRAM AREA



APPENDIX B – FIRE SYSTEM INVENTORY AND REPLACEMENT COST ESTIMATES

FIGURE 13 – EXISTING FIRE STATION INVENTORY

Fire Station	Units	Unit Cost ¹	Replacement Cost (2021\$)
	Calc	a	b
County Station 1, 8200 Old Redwood Highway, Windsor			
Land	1.30 acres	\$400,000 per acre	\$520,000
Buldings	17,122 sq. ft.	\$1,225.00 per sq. ft.	\$20,974,450
County Station 2, 45 Lark Center Drive, Santa Rosa			
Land	1.00 acres	\$300,000 per acre	\$300,000
Buldings	3,802 sq. ft.	\$1,290.00 per sq. ft.	\$4,904,580
County Station 3, 8600 Windsor Road, Windsor			
Land	2.00 acres	\$400,000 per acre	\$800,000
Buldings	7,700 sq. ft.	\$1,225.00 per sq. ft.	\$9,432,500
County Station 4, 207 Todd Road, Santa Rosa			
Land	1.00 acres	\$300,000 per acre	\$300,000
Buldings	3,626 sq. ft.	\$1,060.00 per sq. ft.	\$3,843,560
County Station 5, 91 Middle Rincon Road, Santa Rosa			
Land	3.00 acres	\$300,000 per acre	\$900,000
Buldings	3,838 sq. ft.	\$1,319.00 per sq. ft.	\$5,062,322
County Station 6, 5198 Sharp Road, Calistoga			
Land	0.58 acres	\$300,000 per acre	\$174,000
Buldings	3,900 sq. ft.	\$1,225.00 per sq. ft.	\$4,777,500
County Station 7, 2601 Calistoga Raod, Santa Rosa			
Land	0.58 acres	\$300,000 per acre	\$174,000
Buldings	1,250 sq. ft.	\$500.00 per sq. ft.	\$625,000
County Station 8, 6161 Bennett Valley Road, Santa Rosa			
Land	2.00 acres	\$300,000 per acre	\$600,000
Buldings	4,000 sq. ft.	\$1,225.00 per sq. ft.	\$4,900,000
County Station 9, Armstrong Wood Road, Guerneville			
Land	0.58 acres	\$300,000 per acre	\$174,000
Buldings	6,904 sq. ft.	\$1,225.00 per sq. ft.	\$8,457,400
6554 Mirabel Road, Forestville			
Land	1.45 acres	\$300,000 per acre	\$435,000
Buldings	7,080 sq. ft.	\$1,225.00 per sq. ft.	\$8,673,000
Total Replacement Cost (Land and Buildings)			\$76,027,312

Source: Sonoma County Fire District; Kitchell; SCI Consulting Group

Notes:

¹ Replacement values for Stations 2, 4, 5 and 7 are from the District's 2018 Facilities Condition Assessment Report prepared by Kitchell. Building replacement values for the other stations are based on the average for Stations 2, 4, 5.

FIGURE 14 – APPARATUS, AMBULANCE, AND EQUIPMENT INVENTORY

Unit ID	Type	Make / Model	Year	Apparatus /		Replacement Value (2021\$)
				Vehicles ¹	Equipment	
5680	Type 1 Engine	Ferrara	2013	\$487,500	\$95,000	\$582,500
5660	Type 3 Engine	Ferrara	2018	\$350,000	\$95,000	\$445,000
5685	Type 1 Engine	Pierce	1994	\$162,500	\$95,000	\$257,500
5630	Utility / Light Rescue	Dodge 3500	2000	\$87,500	\$12,000	\$99,500
5640	Utility	Ford F-150	2011	\$48,750	\$12,000	\$60,750
576	Ambulance	Demers F-450	2019	\$210,000	\$65,000	\$275,000
577	Ambulance	Leader E-450	2009	\$105,000	\$65,000	\$170,000
576R	Ambulance	Leader E-450	2014	\$157,500	\$65,000	\$222,500
5644	Rescue Boat	Zodiac	2015	\$7,500	\$0	\$7,500
5645	Jet Ski	Sea Doo	2016	\$10,000	\$0	\$10,000
U7541	Utility Pickup	Chevrolet Silverado 2500	2009	\$32,500	\$12,000	\$44,500
U7542	Utility SUV	Ford Expedition	2006	\$32,500	\$12,000	\$44,500
U7543	Utility Pickup	Chevrolet 1/2 Ton 4x4	2006	\$32,500	\$12,000	\$44,500
U7544	Utility SUV	Ford Expedition	2006	\$32,500	\$12,000	\$44,500
U7545	Utility Pickup	Chevrolet Pickup	2010	\$48,750	\$12,000	\$60,750
U7545	Utility Pickup	Dodge Dodge	2001	\$16,250	\$12,000	\$28,250
U7546	Utility Pickup	Dodge Ram	2001	\$16,250	\$12,000	\$28,250
U7548	Utility Pickup	Chevrolet K-1500 P/U	2008	\$32,500	\$12,000	\$44,500
U75K9	Utility SUV	Ford Expedition	2007	\$32,500	\$12,000	\$44,500
P7521	Utility Pickup	Chevrolet Silverado 1500	2017	\$65,000	\$12,000	\$77,000
BC7	Utility Pickup	Chevrolet Silverado 2500	2019	\$65,000	\$12,000	\$77,000
C7500	Utility SUV	Chevrolet Tahoe	2017	\$65,000	\$12,000	\$77,000
C7502	Utility Pickup	Chevrolet Silverado 1500	2019	\$65,000	\$12,000	\$77,000
7520	Utility Pickup	Chevrolet Silverado 1500	2019	\$65,000	\$12,000	\$77,000
7546	Utility Pickup	Dodge 2500	2019	\$65,000	\$12,000	\$77,000
R7531	Light Rescue	Ford Ferrara	2003	\$75,000	\$20,000	\$95,000
R7532	Medium Rescue	International Pierce	2004	\$100,000	\$20,000	\$120,000
R7538	Light Rescue	Ford F-550	2006	\$150,000	\$20,000	\$170,000
T7550	Truck/Quint	Pierce Quint	2008	\$600,000	\$95,000	\$695,000
E7581	Type 1 Engine	Ferrara Spartan	2006	\$325,000	\$95,000	\$420,000
E7582	Type 1 Engine	Pierce Pierce	2008	\$325,000	\$95,000	\$420,000
E7583	Type 1 Engine	Ferrara Gladiabr	2015	\$650,000	\$95,000	\$745,000
E7584	Type 1 Engine	Ferrara Gladiabr	2015	\$650,000	\$95,000	\$745,000
E7585	Type 1 Engine	Pierce Dash	1992	\$162,500	\$95,000	\$257,500
E7586	Type 1 Engine	HME BME	2006	\$162,500	\$95,000	\$257,500
E7588	Type 1 Engine	Pierce Saber	2003	\$162,500	\$95,000	\$257,500
E7562	Type 3 Engine	HME International 34D	2016	\$350,000	\$95,000	\$445,000
E7573	Type 3 Engine	International	2002	\$87,500	\$95,000	\$182,500
E7574	Type 3 Engine	International	2002	\$87,500	\$95,000	\$182,500
E7575	Type 3 Engine	International	1998	\$87,500	\$95,000	\$182,500
E7576	Type 3 Engine	International	1992	\$87,500	\$95,000	\$182,500
E7578	Type 3 Engine	International	2018	\$350,000	\$95,000	\$445,000

FIGURE 14 – APPARATUS, AMBULANCE, AND EQUIPMENT INVENTORY (CONTINUED)

Unit ID	Type	Make / Model	Year	Apparatus / Vehicles ¹	Equipment	Replacement Value (2021\$)
WT7592	Type 1 Water Tender	International Pierce	1997	\$62,500	\$50,000	\$112,500
WT7591	Type 1 Water Tender	Beck Ottawa	1988	\$62,500	\$50,000	\$112,500
WT7595	Type 2 Water Tender	Pierce Freightliner	2015	\$250,000	\$50,000	\$300,000
WT 7598	Type 1 Water Tender	International Central States	1995	\$62,500	\$50,000	\$112,500
Dodge Ram			1999	\$8,750	\$10,000	\$18,750
Dodge Ram			2004	\$8,750	\$10,000	\$18,750
Ford F150			1998	\$8,750	\$10,000	\$18,750
Ford F250			2006	\$17,500	\$10,000	\$27,500
5144	Watercraft	Yamaha EX 1050-UA	2019	\$10,000	\$0	\$10,000
5140	Utility Pickup	Chevrolet Silverado	2018	\$65,000	\$12,000	\$77,000
5191	Type 1 Engine	HME	2018	\$650,000	\$95,000	\$745,000
5161	Type 3 Engine	HME 34D	2018	\$350,000	\$95,000	\$445,000
5100	Utility	Ford F150 XL 4x4	2010	\$48,750	\$12,000	\$60,750
5141	Watercraft	Zodia IRB	2010	\$11,250	\$0	\$11,250
5136	Type 6 Engine	Ford F550 4x4 Diesel	2008	\$87,500	\$30,000	\$117,500
5181	Type 1 Engine	Pierce Saber Engine	2002	\$162,500	\$95,000	\$257,500
5143	Watercraft	See Doo GTS	1998	\$1,200	\$0	\$1,200
5175	Type 3 Engine	International 4900 Door	1996	\$87,500	\$95,000	\$182,500
5142	Watercraft	16" Alum Crestline	1995	\$500	\$0	\$500
Total Apparatus and Equipment				\$8,660,450	\$2,748,000	\$11,408,450

Source: Sonoma County Fire District

Notes:

¹ Replacement value based on estimated current replacement value. Adjustments have been made to discount apparatus and vehicles based on age (0 - 5 years at 100% , 6-10 years at 75% ; 11 - 15 years at 50% and 16 years or more at 25% .)

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