

**KENWOOD FIRE PROTECTION DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS
MAY 9, 2023**

MINUTES

MEETING: Meeting called to order at 16:00 hrs. Directors Atkin, Doss, Cooper, Moretti, Uboldi and Chief Bellach were present. Director Atkin asked to move items 6.d, c and b up under item 6.a to change the order.

MINUTES: MSP Moretti/Uboldi to approve the minutes from the April 11, 2023 meeting.

CHIEF'S REPORT: 13 Volunteers, 6 Part-Time and 2 Full-Time.

Chief Bellach reported on the 2023 incidents. He spoke about the breakdown of call types and total numbers of calls year to date. Since September we have averaged one call per day. Director Atkin asked how our call volume compares to Sonoma Valley. Chief Akre gave a report on his stations and call volume.

Chief Bellach reported on the application process that closed on April 30th. We received applications for 6 Engineers and 3 Captains. To date, 2 of the 3 Captain applicants have pulled their application and the 3rd applicant does not meet the minimum qualifications. Going forward we do not have any Captain applications and cannot go through with the hiring process. Director Doss asked why we can't have 2 Engineers on a shift. The reason is we need to have someone in charge, that is a leader, has the experience to when they arrive on scene of an emergency incident they can properly run the incident. The 2 Engineers on a shift is not our staffing policy and is not the norm of the fire service. Director Doss also asked if any of the six engineers that applied are near the capacity of a captain's position. Chief Bellach stated none of them were. Director Uboldi asked if there were any thoughts about extending the application period. Due to the time limit and overall lack of applications, we were not going to be able to extend the application period.

CLAIMS: MSP Doss/Cooper to approve Claim #22-23-11 for \$85,193.24 and payrolls 4/7/23 for \$14,663.27 and 4/21/23 for \$11,967.44.

OLD BUSINESS: MSP Doss/Uboldi Consideration of Approval of video conference option under AB 361.

Director Doss reported the HR committee met and talked about what the make-up of the staff would look like, if we go forward with the agreement with Sonoma. They talked about the Fire Chief, what his role would be, as well as establishing a new Clerk of the Board. The Fire Chief would take on the role as a fire captain. Under the proposal, Chief Akre would become the Chief for the Kenwood Fire District. There may be an in-house station liaison, that is yet to be

determined. Our current administrative assistant was asked regarding being Clerk of the Board and expressed no interest in that position. Director Atkin stated the total compensation cost for employees was not broken down from Sonoma Valley. The employee benefits need to be broken down, so the correct figures can match up with the finance committee's figures.

They talked about possibly adding a position to the board as Board Secretary. Currently, the board does not have a Board Secretary position. Director Atkin asked what the total hours would be needed for a Clerk of the Board and at what rate we would pay. Director Doss stated the position would be 10 to 20 hours per week. The cost has yet to be determined, the HR committee will work on getting some numbers together.

Director Atkin felt that a full consolidation would be a much healthier organizational structure than a staffing extension. Director Doss stated that he felt consolidation was not a realistic outcome for us until March of 2024, to see if the county sales tax measure passes to give us the funding for consolidation. He believed we are ready to move forward with Sonoma Valley for contract services; he stated ALS 2.0-3.0 staffing is what is needed for this community. Director Moretti also felt this was the right thing to do and move forward with consolidation in the future. Director Uboldi looked at this as an interim position for the district until funds became available for consolidation. Director Cooper said this is a bridge until funding became available for consolidation. What we are doing currently with Sonoma Valley is working. Director Atkin asked, why can't we do 2.0 staffing as a consolidated district with Sonoma Valley now? Chief Bellach stated regarding consolidation at 2.0 staffing, we don't know if LAFCO would approve this. If we were to consolidate at this level, it could put us off the radar with the County BOS as far as getting the additional funding. Additionally, having one station that is 2.0 staffing within the Sonoma Valley would cause issues due to all the Sonoma Valley stations are 3.0 staffed. Director Doss stated that we should take a closer look at the agreement presented to us and get the questions answered that we have. Director Akin also added we need to look at what efficiencies can there be in this combination we are looking at with administration. Chief Akre suggested we have conversations to answer all the questions. He and his staff want to see this successful. When he put forward the draft agreement, this is something that may be changed and discussed; his board has not taken an action on this. This was just a starting point that was taken from when they did this with Glen Ellen. The proposed contract can be adjusted accordingly. Director Atkin asked the board regarding next month's meeting agenda if we should have a series of votes. To pursue a staffing only agreement or a full-blown staffing extension. Do they want to pursue a staffing extension that contemplates moving towards consolidation or not. Chief Bellach suggested that there should only be one route on the table due to timing and the amount of work that needs to be done. The route would be to take what's on the table now and make the changes to the contract as the board sees needed.

The finance committee put together a preliminary budget based on a 5-year contract with Sonoma Valley and to look at what those numbers may look like. The preliminary budget still needs more details from Sonoma Valley to produce a balanced budget. The finance committee suggested that the board approve the preliminary budget next month once we get more

detailed figures from Sonoma Valley. The finance committee suggested that the Direct Charges for next year be set at the full amount.

Director Moretti spoke about funds in our operations and reserves and looked at alternative ways to invest our existing cash. The current interest we are receiving on both accounts could be a lot better. Our balances have been increasing over the last four years. The finance committee looked at a JPA called California Class. This is an investment pool for public entity funds. Director Moretti recommended that the district move its cash to California Class, as well as talk with Bill Adams to make sure this is an option for us. If funds were moved to California Class, we would have a potential of interest up to \$70,000+- a year. Any transfers can be done online, and funds would be available the same day or next day. There would be no charge for transfers. The finance committee will look further into this and bring it back next month for an action item.

NON-ACTION ITEMS: None.

GOOD of the ORDER: Chief Bellach asked if we could push back next month's meeting a week later as he will be out of town and would not have time to prepare for the regularly scheduled meeting. Due to board members having a conflict, the date was not changed.

Respectfully submitted,

Attest:
