

**KENWOOD FIRE PROTECTION DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS
FEBRUARY 14, 2023**

MINUTES

MEETING: Meeting called to order at 16:00 hrs. Directors Doss, Atkin, Cooper, Moretti, Uboldi and Chief Bellach were present. Director Doss asked if Action item 6 b, Consideration of staffing plans and salary levels, with possible action to adopt new salary schedule and/or staffing plan be joined with HR committee report.

MINUTES: MSP Moretti/Uboldi to approve the minutes from the January meeting.

CHIEF'S REPORT: 14 Volunteers, 6 Part-Time & 2 Full-Time. Chief Bellach reported we have 4 personnel going through driver operator next month. This will give them the driving and pumping portion of their training.

Chief Bellach reported the FSWG is evaluating the feasibility of a petition driven ballot for a measure sales tax to fund countrywide fire service needs that benefits each and every fire agency. The potential revenue of a half-cent sales tax would generate 62 million annually. The Sonoma County Fire Chiefs Association will be considering an assessment for fire agencies to fund the feasibility study. The SCFCA will be changing their membership due's structure. This will be a onetime fee. A tier structure was created based on call volume per agency, Kenwood would fall under tier 8. Based on that tier, our cost would be \$1,000.00 plus the \$400 regular membership fee. Director Atkin asked should the district take a form of position if we plan to support this or not support it. Director Doss stated that the ask is not to support the measure, but to pay the dues with the increased cost for polling. Motion: Atkin, 2nd: Doss, all Aye. To pay the \$1,400.00 SCFCA dues to fund the polling for the proposed measure.

Chief Bellach reported the FDAC Conference is coming up March 15-17, 2023 in Napa and he encouraged members of the board to attend.

Chief Bellach reported we received a letter from the county that our request for funds for the LED sign was approved. The county will be reimbursing a total of \$57,000, the updated quote from the sign company was \$68,000+. We need to have the invoice in to the county by June to get the funding. KFA has agreed to pay for the sign, the \$57,000.00 will get reimbursed by the county to KFA and the district will cover the difference. Parsons Lumber will be donating the conduit for the job as they have for the other signs in the valley.

CLAIMS: MSP Cooper/Doss to approve claim #22-23-8 for \$86,075.88 and payrolls 01/13/23 for \$13,773.45 and 01/27/23 for \$13,013.57.

OLD BUSINESS: MSP Doss/Uboldi to approve the video conference option under AB 361.

Director Atkin reported the Finance Committee put together financial projection tools to help provide us with some information tools that will help us make a decision on staffing and salary levels a bit easier. There was a decision matrix tool with several staffing and salary level alternatives that showed the projected costs of each of those alternatives and it also showed if it was affordable or not. It was opened for discussion on this topic. Director Doss asked the question if this document was representing 2.0 BLS staffing levels. This does represent 2.0 staffing but does not represent ALS versus BLS. Director Doss advised that this document has to represent BLS staffing due to the fact that we cannot be an ALS stand-alone agency with our past staffing levels. Director Doss went into the HR report and stated they had a meeting with Chief Akre and Chief Bellach to discuss the option of continuing ALS staffing and possibly extending the current contract with Sonoma Valley Fire, while looking at some basic numbers. He stated he would be hesitant in supporting any process that doesn't look at continuing ALS service. The HR committee is recommending today that the board endorse a conversation that takes place immediately between the Kenwood Fire HR committee and the Sonoma Valley Fire HR committee to start looking into what it would take to remain at our current staffing level (2.0 ALS) and possibly a long-term contract (multiple years). Director Moretti asked what we need to do to become a stand alone ALS agency. As of right now, there is no way for Kenwood to become ALS without contracting with a current ALS provider. Kenwood would not have the overhead as well as the funding to support our own stand alone ALS with-in the county. Once County EMS has the program approved for BLS agencies to become ALS and county EMS approves us, we must be contracted with a current ALS agency as we currently are doing with Sonoma Valley Fire. The HR committee would like to come back to the board in March at the regular board meeting or a special board meeting with numbers, years, and possibilities to consider. Chief Akre spoke regarding this topic and stated that it is very hard for an agency to become ALS and maintain it. Agencies need to have a medical director and policies in place. Chief Akre has a meeting scheduled for next week with his personnel committee and his committee has given him nothing but positive feedback to continue to talk with us. Director Atkin added that the decision making matrix shows that we can afford competitive wages. Prior to this tool, we thought we were unable to afford it. Director Uboldi asked if it would be less of a burden if Kenwood staffed the engineer's position and Sonoma staffed the paramedic position. Chief Akre stated, going back 20 plus years with the contract with Valley of The Moon, a single employing agency is the easiest and cleanest way to provide service. Talks with the HR committees for both agencies resulted in discussions about all Kenwood Employees becoming employees of Sonoma Valley Fire and looking at possibly a 5 year contract for services. Director Atkin is in favor of the HR committee coming back to the board in March with a recommended proposal as well as an alternative one. Due to the FDAC conference on the week of March 14th both Kenwood and Sonoma Valley Fire will have to push back the regular board meetings. The regular board meeting date will be set sometime after the week of the 14th.

After last month it was discovered that the P & L was not correct to the budget. One of the revenue items on the budget that was the rollover from last year's profit in the amount of \$64,000+, since this is not a continuing source of revenue Director Atkin asked Chief Bellach to remove it from the budget. An error was found in the formula on the spreadsheet that had this amount being added twice into the revenue side of the budget. This was showing a deficit of \$128,000 to the budget, rather than a \$64,000 deficit. The Finance Committee talked about what they wanted to recommend to the board to do with this. The committee figured to take this amount out of the reserves temporarily and wait till the end of the fiscal year before we make a contribution to the replacement reserve fund. This would take the reserve fund contribution from \$200,000 to approximately \$70,000. Director Atkin made a motion that we reduce the reserve contribution fund by \$128,718 to balance the budget and we wait till the end of the year to make any contribution to the replacement reserve fund with the possibility of adjusting it upward if we have the available funds to do that. Motion: Atkin, 2nd: Moretti, all AYE.

MSP Moretti/Doss to approve accepting FY 22, 23, 24 Auditor's proposal.

NON-ACTION ITEMS: Director Uboldi and Doss reported for the consolidation committee and stated they have a zoom meeting with Supervisor Gorin tomorrow to talk about the realities of gap funding for consolidation.

Director Atkin reported for the finance committee and stated in the board packet there is a short memo about trying to find out if they can get more revenue out of the operations account. Next month they hope to have something to propose to the board.

Captain Ghisla reported for the grant committee and stated the radio grant was submitted on time. Chief Bellach was able to negotiate with Motorola and dropped our shortfall from about \$38,000 to about \$16,000. A grant request with Landmark Winery was submitted for the shortfall of \$16,000. Currently working on revenue from a grant from the McNeely Foundation for the septic system. Still working on the SAFER grant and waiting for an opening date.

ANNOUNCEMENT OF CLOSED SSISSION ITEMS: Director Doss asked to table the Fire Chief's Annual Performance Evaluation until next month or a later time.

GOOD of the ORDER: Engineer Molesworyh asked the board to start thinking about an impact fee for new construction so the district can start collecting additional revenue.

Chief Bellach spoke about the large commercial structure fire last week in Schell Vista. Kenwood responded to this incident, on behalf of Chief Mulas and Chief Akre. They wanted to thank everyone for all their help and for a job well done.

Respectfully submitted,

Attest:
