

**KENWOOD FIRE PROTECTION DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS
JANUARY 10, 2023**

MINUTES

MEETING: Meeting called to order at 16:00 hrs. Directors Doss, Atkin, Cooper, Uboldi and Chief Bellach were present. Director Moretti was absent.

MINUTES: MSP Doss/Atkin to approve the minutes from the December meeting.

CHIEF'S REPORT: 14 Volunteers, 6 Part-Time & 2 Full-Time. Chief Bellach reported we have a total of four new personnel that we got from the Firefighter 1 Academy, he also attended the graduation ceremonies. These personnel will work towards becoming part time firefighters.

Chief Bellach reported on the 2022 incident review. Note due to changing incident reporting programs in September, not all the data was able to be captured. A full report will be available at a later date. For 2022 we had a total of 359 calls. This is up by 40 calls from last year. For the majority of our busiest calls, we averaged a total number of three personnel per call, we responded and arrived on scene with-in 5 minutes to our EMS related incidents with-in our district. Just under half of our calls were medical related. We have been getting that 3rd position filled on the engine with our volunteers and part timers.

CLAIMS: MSP Atkin/Cooper to approve claim #22-23-7 for \$71,613.91 and payrolls 12/02/22 for \$12,945.04, 12/16/22 for \$19,328.09 and 12/30/22 for \$10,983.67. Chief Bellach stated there was a correction on the claims for the Adobe and Associates charge. The correct amount was \$212.53.

OLD BUSINESS: MSP Doss/Atkin to approve the video conference option under AB 361. MSP Cooper/Doss to vote in Director Atkin for 2023 President. MSP Doss/Cooper to elect Steve Klick as Director and Chief Shepley Schroth-Cary as Vice-President to SCFDA elections.

Director Doss reported for the HR committee that we have had several meetings with Chief Bellach and Chief Akre over the past weeks. The board had asked the committee to come up with a staffing plan along with figures for increasing wages. Chief bellach stated one of the plans was to make the shift whole with two additional employees, one captain and one engineer. The cost for an additional Captain is \$148,051.00 and an Engineer is \$130,686.00. This includes overtime, PERS, health and holiday pay. There would be a onetime startup cost of \$6000 per employee. All available funds were \$185,840.00, the total cost coming to \$290,735.00, an overage of \$104,895.00. Director Atkin asked if these costs were based on new salary and wage increases. Chief Bellach stated these costs were based on what we are currently paying. Director Atkin stated that the \$185,840.00 was a different amount that was

presented last month to board. Last month the board was presented with an adjusted amount of \$155,000.00 to show adjusted PERS, OT deductions. He stated that the committee came to the amount of \$185,840.00 assuming that the chief would stay on B shift as an acting captain and these funds would be used to increase wages. Chief Bellach stated these were two different plans. Plan 1 was to use the \$185,840.00 for wage increases and deduct the increased PERS and OT amounts from this amount for wage increases for our previous staffing levels of 2 captains and 2 engineers. The amount after those deductions was \$155,000.00. Plan 2 was to use the \$185,840.00 and look at the costs to hire 2 additional employees (1 captain and 1 engineer) to replace the chief and a part-timer on B shift. Given that these were 2 new positions, there would be no deductions from the amount. Chief Bellach went over the proposed salary plan with the available funds of \$155,840.00 after PERS/OT was deducted. The plan showed what the district is currently paying at steps A through E, and percent increases of 5, 7, 8 and 9. This plan would bring us back to the original staffing that we had prior to the agreement with Sonoma Valley Fire. (A shift - 1 captain and 1 engineer, B shift - Chief and 1 part-timer, C shift - 1 captain and 1 engineer). Director Atkin asked if we knew what level we would have to increase salaries to be at the competitive level and how were the competitive salaries figured. Chief Bellach stated that the non-medic captain and engineer competitive salaries were created by looking at Schell Vista Fire, Sonoma Valley Fire, and Sonoma County Fire current wages and averaged. To bring us close to competitive wages we would need to increase the salaries around 8%-9%. Director Doss stated that these numbers reflect 2.0 BLS staffing. Director Cooper stated the committee is still in preliminary discussions and working on another option and hope to have the numbers to you by the next meeting. Director Atkin added that the finance committee will be looking into a possibility of generating more revenue for the district by investing some of our excess cash into a CD.

Tony Ghisla reported for the grant committee and stated they had found a grant writer through the Volunteer Firefighter Foundation, Ann Cavanah. She is retired from Vallejo Fire and writes grants for Lexipol. We received a bid from Motorola to get 20 new portable radios, the cost of which is \$192,000. This breaks down to about \$8400 per radio; FEMA will only pay up to \$7,100 per radio. The difference would have to come out of our pocket to do this. We will be going back to Motorola to try to get the price down. The cost for Ann to write our grant would be \$1500. The FEMA grant opened yesterday and is a 30-day grant. The out-of-pocket cost to the district would be a little bit over \$25,000. The recommendation is to use Ann for \$1500 to write our grant. FEMA will reimburse us for this cost, if the grant is approved. Since the radios are over \$5000 each, this can be considered a capital expense. We reached out to the Manatu Foundation to see if we could get funding for the septic system. The SAFER grant we agreed to hire a new captain and engineer to have 2.0 staffing on B shift and have the chief move off the engine. We do not know when the application period will open for this grant. We assume

sometime in February. The request for funds will be approximately \$1,000,000. This will be for three years at \$335,000 a year. This will allow us to hire at the competitive wage average.

GOOD of the ORDER: Chief Bellach reported on January 26th the Sonoma County Fire Districts Association Meeting will be in Alexander Valley Hall, we need to RSVP by January 23rd. March 14th -17th is the Fire Districts Association Annual Conference in Napa. The link has been forwarded, if you are interested, please let me know.

Respectfully submitted,

Attest:
