

**KENWOOD FIRE PROTECTION DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS
JANUARY 9, 2024**

MINUTES

MEETING: Meeting called to order at 16:00 hrs. Directors Moretti, Uboldi, Cooper, Doss and Atkin were present. Chief's Bellach and Akre were also present.

CHANGES TO THE ORDER: Chief Bellach said the committee reports were not on the agenda, will add them to section 7 a.

MINUTES: MSP Atkin/Cooper to approve the minutes of December 12, 2023.

CHIEF'S REPORT: 13 Volunteers, 5 Part-Time & 2 Full-Time.

Chief Bellach reported the 2022/23 audit has been completed.

Director Doss and I spoke with Adobe and Associates regarding the septic estimates. They will be contacting the rest of the companies to remind them to send in their estimates. Our permit will expire in 2025.

The SCFDA Dinner Meeting will be at Kenwood hosted by Sonoma Valley and Kenwood. Social is at 6:00pm and Dinner and Program is at 7:00pm. Chief Akre added that Kitchell will provide the program on Fire Station Construction Management considerations.

The water tender had some cracked brake pads and was out of service for a few days. They have been replaced and it is back in service.

The Crab Feed is almost sold out. About 40 tickets left. The date is February 10th.

We are starting the process for our 2023 OPEB Actuarial Valuation. The cost this year will be \$6,200 for the Actuarial Valuation and Development. The GASB 75 Report will be \$1,500. This is up about \$600 from last year.

We received our first installment from our taxes in late December in the amount of \$810,828.00. Last year was \$524,380. The \$280,000.00 transfer from California Class Ops to California Class Cap was completed.

2023 Incident review: The data is not correct. Only shows 69 calls for the year. This is due to us changing from Kenwood station to Sonoma station mid-year. We will have the data to review next month.

Chief Akre shared his report for Sonoma Valley's year end call data to show the board what the report would look like. He also shared his monthly activity board report and highlighted they are hiring a part-time administrative assistant that will start tomorrow. They will be interviewing 9 candidates for new Firefighter Medic positions next week. They currently have authorization to hire 3. They will be staffing a 3rd medic ambulance unit. The funding for this unit would come from the sales tax measure. Their next highest priority with the sales tax funding is to hire a 2nd fire mechanic. They will be putting out a recruitment for that position soon. They had a close call at the burn trailer in October. They did a review and produced a green sheet that is a comprehensive review of what happened on the incident. It also talks about procedures, policies and additional training. Next month the company that built the burn trailer will be coming out to do a training on the operations of the trailer. The volunteer fire academy has 3 weeks left. Engine 3385 from Glen Ellen was responding to a Code Blue call in Kenwood last month and was involved in a collision while going code 3. The engine was turning into the driveway of the rest home and decided to try to pass them on the right side. The dually truck that hit them was totaled and the engine had some moderate damage to the right front door and bumper. The engine is out of service and has gone back to Burtons for repairs. Engine 3388 from Mayacamas has been brought down and put in service as 3385. All of Kenwood's businesses have been entered into Image Trend. The occupancies have been pushed out to the crews for the 2024 inspection schedule. We will be working to get Sonoma and Kenwood's volunteer training schedules closer lined up as well as their association meetings. This will get everyone to have joint training opportunities together. Sonoma County Fire will be starting the ambulance service for EOA 1 on January 16th. AMR is still the service provider for REDCOM. Their contract goes until July of 2024. The REDCOM Board has entered into a contract with AP Triton who is a fire and ems consulting firm. They will be doing an evaluation of REDCOM and develop an RFP and a request for proposal staffing services following the expiration of AMR's contract. The stakeholders have all shown interest in going with a public provider. The REDCOM JPA will not go away and has shown that it has been very successful for the last 20 years. With the sales tax measure, we have the opportunity to increase the level of care and bring it up to an emergency command center level of service.

CLAIMS: Director Atkin asked about the cost of the overtime and why it was so high. This was a total for the last 4 months (September – December). MSP Cooper/Atkin to approve Claim #23-24-07 for \$139,079.32 and payrolls 12/11/23 for \$11,619.88 and 12/29/23 for \$14,659.72.

OLD BUSINESS: Transfer of Funds from County Pool to California Class: Chief Bellach stated the statements reflected the transfers from Exchange Bank to California Class as well as any internal transfers with-in California Class.

Chief Bellach stated we are still waiting for more estimates for the septic system.

NON-ACTION ITEMS: Director Doss reported for the HR committee and stated we have a meeting scheduled for next week. Their goal is to bring back to the Board a job description with a title, duties and costs to be determined, for the Clerk of the Board and/or an administrative position for the District.

Director Atkin reported for the finance committee and stated they are working on some guidelines for internal controls to safe guard the financial assets of the District. Director Atkin asked if we had a fidelity bond with our insurance co. Chief Bellach stated he was not sure and would look into it. Director Atkin produced a draft job description that he came up with for the Administrative Officer and tasks performed by the Chief.

Director Uboldi reported for the facilities committee; he stated they are following up with the 3386 repairs that were done by Golden State. Some of the repairs may fall under warranty work and the rear tires wearing not equal. More to follow.

GOOD of the ORDER: None.

Respectfully submitted,

Attest:
