

Kenwood Fire District
Inter Office Memorandum

To: Board of Directors

From: Grant Committee

Re: June 2023 update and actions

Date: July 3, 2023

The following is a summary update of the Grant Committee actions for June 2023.

1. Radios: This grant was completed and submitted to FEMA on February 8th for \$179,000 to purchase 20 portable Motorola radios. We understand FEMA is now reviewing the applications and we should hear within the next 60 days.
2. SAFER grant: This was submitted on March 15th to hire 1 captain and 1 engineer. We applied for +/- \$1,050,000 for the 3-year period. We expect a response after the radio grant, most likely in the Fall.
3. Septic with Manitou Foundation: In Fall 2022, the organization awarded us \$15,000 toward the system, short of the amount we requested. They suggested we reapply in September. We continue to look for alternatives.
4. LED Sign: This County grant was awarded for \$57,000 vs. a total cost of \$68,000 and another \$5,000 to \$8,000 for the related work for a grand total of \$76,000. The shortfall of \$19,000 will be covered by a \$11,000 grant from the Gary Sinise Foundation received in April with the balance of \$8,000 from the District. The Association has now paid the vendor 75% or \$51,000 for work on the sign which was recently reimbursed by the County.
5. Cal Fire Grant: The Cal Fire grant was completed and submitted on May 1st, as it was due on May 4th. We applied for \$11,000 to purchase wildland related protective equipment. As it is a 50% matching grant, if awarded, we will be responsible for \$5,500. We should hear in the next 60 days.

Kenwood Fire Protection District
9045 Sonoma Highway
Kenwood, CA 95452

AGENDA

REGULAR DISTRICT BOARD OF DIRECTORS MEETING

Location: 9045 Sonoma Hwy. Kenwood

Agendas and Board Packets are available at our website: kenwoodfire.com

DATE: July 11, 2023 @ 4:00 pm

1. CALL TO ORDER
2. CHANGES TO THE AGENDA
3. MINUTES OF PREVIOUS MEETING:
4. CHIEF'S REPORT:
 - a. Staffing Report: 13 Volunteers, 6 Part Time & 2 Full-Time
5. APPROVAL OF CLAIMS:

PUBLIC APPEARANCES: An opportunity for anyone to speak to the Board on subjects not on the regular agenda. The Board will not make a decision on the subject unless it is of a routine nature.

6. ACTION ITEMS/OLD BUSINESS:
 - a. Approval of video conference option under AB 361
 - b. Consideration of and possible action on terms of staffing extension agreement with Sonoma Valley Fire District.
 - c. Approval of cash management plan to invest excess cash in California Class funds, for both the operating account and the reserve account, and identify and authorize individuals to manage cash for the district.
 - d. Approve engagement of independent legal counsel to advise on staffing agreement.
7. NON-ACTION ITEMS:
 - a. Committee Reports – HR, Consolidation, Facility, Finance, Grant:
8. ANNOUNCEMENT OF CLOSED SESSION ITEMS:
 - a. Meet to consider confidential personnel matters related to staffing extension agreement.

Following the announcement of Closed Session items and prior to recess into Closed, the public may speak up to three minutes on items to be addressed in Closed Session

RECESS CLOSED SESSION AND RECONVENE TO OPEN SESSION

9. REPORT, IF ANY, ON CLOSED SESSION:
10. GOOD OF THE ORDER:
11. ADJOURN:

**KENWOOD FIRE PROTECTION DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS
JUNE 13, 2023**

MINUTES

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

MINUTES: MSP Cooper/Uboldi to approve the minutes from the May 9, 2023 meeting.

CHIEF'S REPORT: 13 Volunteers, 6 Part-Time and 2 Full-Time. No changes to staffing levels.

CLAIMS: MSP Cooper/Uboldi to approve Claim #22-23-12 for \$71,109.77 and payrolls 5/05/23 for \$12,387.36 and 5/19/23 for \$13,232.87.

PUBLIC APPEARANCES: Chief Akre introduced Engineer Mike Montgomery who has been assigned to Kenwood on C Shift.

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

Regarding the Sonoma Valley Fire Agreement, Director Atkin suggested we first take action on the staffing extension agreement subject to a final written agreement. The second part would be to decide if the District wants to extend the staffing agreement in the form that it has been for the last 9 months or whether we want to go further as in the draft agreement that was originally for the Glen Ellen Fire District. Director Cooper agreed and did not like the Glen Ellen contract and would like to look into the contract further. Director Uboldi also agreed and would like to see somewhat of a hybrid type of contract. Director Moretti stated that we do not have any other alternative to extend a contract for services and would also like to have terms of the contract acceptable for both agencies. He stated that the lease terms of the contract regarding the facility and equipment were not clear and wanted to look into that part more closely. Motion was made by Director Atkin to move forward and extend the contract in place for services (2.0 staffing ALS) subject to a final written contract. 2nd: Cooper, All AYE

Chief Akre spoke about the draft agreement and when it was presented to the District it was just a draft document and it is open for negotiation. He understands the board may not be interested in going with the full administration services and that is fine. It is up to the board and what their comfort level is. There needs to be work and actions done by both the finance and HR sub-committees. We need to address existing employee contracts in a non-public forum, then report back after decisions and considerations are made. Sonoma Valley did put out job

announcements last week, both internally and for lateral firefighter paramedics. They have already received 6 applications and is open through the end of this month. If the decision right now is just staffing for the District, we can at a later time take the next step to provide administrative support.

Director Atkin favored a staffing only agreement, where the services provided would be only line staff. One of his biggest concerns with the Glen Ellen agreement is how Sonoma Valley Fire would take over all the administrative activities of the District. He felt it was very easy for there to be confusion with duplication or things getting lost and how this would be worked out. He thought it would be much cleaner if the District was to maintain its own administrative duties.

Director Uboldi agreed with this idea. He was not sure the leasing of facilities and equipment was needed, He wanted to keep the agreement as simple as possible and not create too much of a culture shock for our existing employees/volunteers.

Director Moretti had the same feeling and felt if we go forward with a 5 year term he didn't see how we could come back and maintain fire service on our own. We would really have to start working on consolidation efforts.

Director Cooper agreed with Director Uboldi's statement. He is happy with the current arrangement and felt we need to work on the gap funding for full consolidation.

Chief Bellach added we should divide the contract in to two parts (Operational and Administrative). There will need to be some operational changes such as changing our identifiers, MACS ID (for Strike Teams), Uniform standards, changing our hose loads to make everything the same throughout.

Chief Akre spoke about leasing vs just naming them on our insurance. He said either way would work and it is up to the board and what they are comfortable with. In regards to renumbering the fleet and changing identifiers, it has never been an issue over the last 9 months because this is temporary. Kenwood also has not been involved in master mutual aid due to not having any depth with-in the agency to provide back staffing. This also creates a safety issue regarding accountability.

Director Uboldi asked if the tax measure were not successful, how would we move forward. Chief Akre stated that the sales tax measure is in a really good spot, but we don't know what the outcome will be. Extending the contract after the 5 years, if we did not get the sales tax, is an option. We can adopt development impact fees, and we can approve and adopt Sonoma's fee schedule. These are ways to get additional funding. Director Atkin stated he would like to see an extension agreement in which Kenwood would not be burdened with an administrative allocation.

Chief Bellach presented a balanced budget based on the total cost received from Chief Akre for the 5 year extended contract for services. Line items were removed from the payroll section

and operational section, not to duplicate costs. A transfer of just over \$8,800 would be made to our Cap fund. Motion: Uboldi, 2nd: Cooper, All AYE

NON-ACTION ITEMS: We are waiting to break ground on the LED sign. The sign should be done in a few weeks.

The consolidation committee met with Chief Heine from Sonoma County Fire District and spoke with him about the issues about consolidation.

Director Atkin spoke and apologized for not getting the approval of investing our excess cash with California Class on the agenda for approval. He learned that the Sonoma County Treasurer invests County pooled funds with California Class. He would like to take action next month to move forward with this. If we have an operating surplus this year in our budget, he would like to make a contribution to our Cap Fund of that surplus amount.

Tony Ghisla spoke about the SAFER Grant and spoke to Ann who wrote our grant for staffing. If the staffing level was to change with the contract with Sonoma Valley, we would still be able to receive the funding while advising FEMA of the changes. KFA was reimbursed \$54,000.00 from the purchase of the LED sign from the County.

GOOD of the ORDER: Chief Bellach thanked KFA for donating \$5,000.00 to fund the County Tax Measure. Director Moretti stated that he was in Sonoma Regional Park and heard someone yelling for help. He investigated and found someone that needed EMS. He called 911, units quickly arrived from Sonoma Valley Fire. They were very professional and took charge. A helicopter arrived to pick up the patient. He was very impressed on the rescue and response.

Respectfully submitted,

Attest:
