

**KENWOOD FIRE PROTECTION DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS
March 10, 2020**

MEETING: Meeting called to order at 16:00 hrs. Cooper, Kempers, McIntosh, Doss, Attorney Bill Adams and Chief Bellach were present. Director Moretti called to inform that he would be running late.

MINUTES: MSP McIntosh/Cooper to approve the minutes of February 11, 2020. MSP McIntosh /Cooper to approve the minutes of Special Board Meeting of February 25, 2020.

ROSTER REPORT: 17 Volunteers, 5 Full-Time and 5 Part-Time. Chief Bellach reported by next month we will be losing two (2) volunteers.

CLAIMS APPROVAL: MSP McIntosh/Kempers to approve CR #19-20-9 for \$54,021.16 and payrolls 2/14/20 for \$22,791.80 and 2/28/20 for \$17,433.05. Director Cooper had two (2) questions regarding the claims: (1) What was the charge for a Timer Replacement? That charge was actually for the addition of Heat/Smoke and CO detectors throughout the station to bring us compliant with the fire code. Also, the shower heater fan timer switch was replaced. (2) What kind of commitment do we get back from our Paid Call/Full Time staff for paying for these classes? We do not get or impose a commitment to any personnel. We do get the dedication and experience from these employees attending the training.

OLD BUSINESS: No motion to move forward with the Station LED upgrade project. The Board agreed to hold off on this project due to the time frame to receive any savings and the time frame of a future remodel. When a time frame and project summary could be established for a remodel, this could be revisited.

CHIEF'S REPORT:

- Chief Bellach advised the Board to complete their Statement of Economic Interest Form 700.
- Chief Bellach updated the Board on Measure G trending to fail. Director Doss asked what was purpose of forming the Fire Service Working Group? Chief Bellach explained the group was an Ad Hoc committee formed by a request of the Board of Supervisors to ask all fire agencies in the County to create a needs list. The Board wanted to have less fire agencies throughout the County. The Silver Plan was created by the committee. The Board than had the AD Hoc committee disband and FSWG group was then created to continue working with agencies to fine tune the Silver Plan and help mitigate individual agency needs. Director Doss mentioned he had not seen any signage or advertisements for the Measure. Assistant Chief Uboldi mentioned that the County

Fire Districts Association had voted in favor to support the Measure, yet nothing had been done.

- Chief Bellach had asked consultant Dennis Rosatti to come speak to the Board regarding the Benefit Tax Assessment Measure for Kenwood. He was unable to do so because of illness and will be rescheduled. Timeline for the proposed special election would be Friday, May 8, 2020 for paper work to be in for an August election. A resolution would have to be approved calling for an election with the ordinance attached. A public hearing would have to then take place. Director Moretti would like to get the full report from the auditor before we move forward. The question is, do we have time to put this together to get funds within the next fiscal year or would we have to wait 18 months and receive funding in the following fiscal year? The Board agreed to move ahead and start gathering information and speak to consultants to start the process.
- Chief Bellach looked at First Capitol Auctions to sell the Engine 3181 (old). He stated that there was no reserves or minimum bids allowed and the engine could be sold at any dollar amount. There are no fees to us; only the purchaser. The Board agreed to move forward with the auction to sell the engine.
- Director Doss reported, on behalf of the Station Improvements Ad Hoc Committee, that the septic system needs to be looked at in conjunction with a project description, to see if it needs to be upgraded or not. (See attached from Adobe and Associates.) Also, with Measure G failing, this will also need to be taken into consideration. Measure G would have allowed us to get a bond on those funds allowed for station improvements.
- The meeting with Glen Ellen, Valley of the Moon and Kenwood regarding consolidation for Region III was held on February 27, 2020. Attendees were Bill Norton (VOM), Matt Atkinson (GLE), Daymon Doss (KWD), Chief Akre, Chief Bellach and Attorney Bill Adams. Focus was on what their current status was and what's next. (See attached notes from meeting.) Tax exchange for Mayacamas was approved and March 4, 2020, LAFCO would hear the new application for the new District. The new District would go live July 1, 2020. There was a discussion on how boards would meet in the future; through an Ad Hoc Committee. Would our current station be moved? Answer was no, the station would not be moved unless we came up with restrictions for a remodel and we had no choice but to look at a new location. Start community education. Kenwood would not be having a board seat until 2022 for one position only. The Associations would not change and current funding and funds would stay with that Association. All Association events would continue to operate as usual. Sonoma Fire would be open to a possible contract for services as they did with Glen Ellen, at a later time. Captain Tony Ghisla commented that he thought that this was a dead deal. Director Doss explained that this was never a dead issue and the Board chose to continue talks in hopes that Measure G had passed.

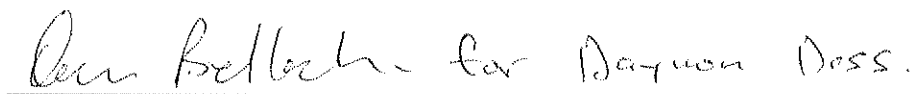
- The Personnel Ad Hoc Committee met last week. The Committee consists of Daymon Doss, John Cooper and Chief Bellach. Captain Tony Ghisla and Richard Gulson were invited as community member guests to participate in this first meeting. Discussions were had on what kind of information would be gathered and discussed. May create a report to advise the Board on policies for the District. Looking at evaluation processes. Richard Gulson has been endorsed by the committee to gather information. (See attached letter.)

GOOD of the ORDER: Director Doss asked the Board if we could change the day of the week and/or the start time the Board meets to later in the evening, say 6:00 p.m. or 7:00 p.m. He suggested sending out a survey to the Board. Directors McIntosh, Kempers and Cooper were against this change. Captain Tony Ghisla stated that the current time was a hardship and would like to see a change. The majority of the Board were against this change.

Respectfully submitted,



Attest:



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KENWOOD FIRE PROTECTION DISTRICT

9045 SONOMA HIGHWAY
P.O. BOX 249
KENWOOD, CALIFORNIA 95452

Chief
Daren Bellach

(707) 833-2042
(707) 833-4412 FAX

Dear Chief,

I am writing to you for assistance in a fire service project I am tackling under the aegis of the Personnel Ad Hoc of Kenwood Fire Protection District.

First, a little background:

Over the past two decades' fire service entities that were previously wholly volunteer have gradually taken on full time paid staff in order to maintain response and service levels. The principle and, widely accepted reason for this is the reduction in volunteer levels. That, in itself, is a whole other subject that I am not proposing to address in this project.

The resulting "combination" staff model of full time, sometimes part time and volunteer (now mostly referred to as on-call paid) staff within a single agency has enabled compliance with service levels expectations and existing budgets. Unfortunately, there has been a consequence, anticipated by some and minimized or ignored by others, which is the tension that can arise between full time staff and the volunteer staff. The tensions create a less than optimal working environment that is not conducive to good team work, operational efficiency and the safety of personnel and the public which we serve. In some cases, the low morale created by this tensile environment may contribute to the loss of volunteers. I hasten to add that not all agencies face this problem to the same degree or even at all. It depends on many factors including leadership, the demographics of the two main staffing cohorts and the experience and professionalism of all staff.

I am interested in discovering, articulating and promoting solutions to this problem and am working with resources within and without the Sonoma County fire service community to that end. It is fair to say that I am in the discovery phase of this project but I have already received constructive suggestions.

So, the ask I have of you, as a fire service leader who has experience managing a "combination" fire service agency of full time and volunteer staff is: what are the **top ten** issues, (obstacles, missed opportunities, inadequate facilities, lack of something, presence of something, personal profiles, training, agency policy and procedure etc.) that, in your experience and opinion, contribute to the existence, persistence or mitigation of this problem. I can assure you that any information you share with me will not be linked, or referenced to your name or that of your agency unless you give me specific permission. You may simply state the issues as a list without comment or you may choose to describe in detail with or without anecdotal support. My objective is to compile a list of issues that are commonplace and frequently occurring. That objective will enable a focus on developing solutions to the most pressing and common issues. That focus may include a further structured survey. If you have a colleague or resource that may be able to respond to this request please feel free to pass this letter along to them.

Please send your responses to: gulsonrichard@gmail.com

Sincerely, Richard Gulson
Support Volunteer, Kenwood Fire Protection District
Cell: (707) 478-9653

Joint Meeting 02-27-2020 with Glen Ellen and Valley of the Moon Board Presidents

Discussion: Sonoma Valley Reorganization

Present: Chief Bellach, Chief Akre, Bill Adams, Daymon Doss, Matt Atkinson and Bill Norton

- How will the new board meet with us?
Through an AD HOC group
- Create an AD HOC committee
- Is it ok to have a meeting outside a District?
Yes.
- What is the process now with the Re organization?
March 4th LAFCO will hear on the application. Tax exchange for Mayacamas has been approved.
- New District to be live by July 1st
- Would Kenwood increase special tax measure if measure G passes?
- Looking at the longevity of this facility in the future
What if we could not upgrade stations due to setbacks at their current locations?
- Meeting, moving forward, create an AD HOC, Create working talking group, community education, When would we be able to move forward?
December 2020 to start the process
- Kenwood not having a board seat until 2022 (1) position
- Association, its independence, volunteers, events. How does the reorganization affect this?
Does not affect associations at all.

COPY

ENDORSED
FILED

AUG - 1 2018

Resolution No. 2018/2019-01

Date: July 30, 2018

SONOMA COUNTY CLERK

RESOLUTION OF THE BOARD OF DIRECTORS OF THE GLEN ELLEN FIRE PROTECTION DISTRICT CALLING A SPECIAL ELECTION FOR TUESDAY, NOVEMBER 6, 2018, ON AN ORDINANCE AUTHORIZING THE DISTRICT TO IMPOSE AND LEVY A SPECIAL TAX TO ASSIST THE DISTRICT IN MEETING THE FUTURE COSTS OF CONTINUING TO PROVIDE AUTHORIZED FIRE AND EMERGENCY SERVICES AND EXERCISING OTHER RIGHTS AND POWERS OF THE DISTRICT, INCREASING THE DISTRICT'S APPROPRIATIONS LIMIT FOR THE MAXIMUM PERIOD ALLOWED BY LAW TO ALLOW THE USE OF THE PROCEEDS OF THE SPECIAL TAX, AND REQUESTING THAT THE ELECTION BE CONSOLIDATED WITH ANY OTHER ELECTION HELD ON THE SAME DATE IN THE SAME TERRITORY

RESOLVED, by the Board of Directors ("the Board") of the Glen Ellen Fire Protection District ("the District"), that:

Whereas, the amount of revenue available to the District from property taxes may be inadequate to meet the future costs of continuing to provide authorized fire and emergency services and exercising other rights and powers of the District; and

Whereas, a special tax would provide a larger stable source of supplementary revenue to assist in meeting such costs; and

Whereas, Article XIII A, section 4 and Article XIII C, section 2 of the California Constitution, Article 3.7 (commencing with Section 53720) of Chapter 4 of Division 2 of Title 5 of the California Government Code, Section 13911 of the California Health and Safety Code and Article 3.5 (commencing with Section 50075) of Chapter 1 of Part 1 of Division 1 of Title 5 of the California Government Code authorize the Board, following notice and hearing, to propose the adoption of such an additional special tax and to submit the proposition to the voters of the District; and

Whereas, the Board desires to propose an ordinance authorizing the District to impose and levy a special tax to assist the District in meeting the future costs of continuing to provide authorized fire and emergency services and exercising other rights and powers of the District; and

Whereas, state law requires that such an ordinance be submitted to the voters of the District for their approval, and authorizes the Board to call a special election for that purpose and to request consolidation of the election with any other election held on the same date in territory

"To continue to provide fire and emergency services, shall Glen Ellen Fire Protection District Ordinance No. 2018/2019-01, authorizing the District to levy a special tax based on use codes shown on Attachment "A" of the Ordinance of \$200.00 for residential properties; \$100.00 for agricultural land; and \$0.10 per square foot for commercial properties, raising approximately \$387,000 annually until repealed; and increasing the District's appropriations limit to permit spending of the revenue raised by the special tax, be approved?"

(b) The ballot to be used at the election shall be both as to form and matter contained therein such as may be required by law. On the ballot, in addition to any other printed matter required by law, opposite the measure to be voted upon and to its right, the words "yes" and "no" shall be printed on separate lines with voting squares.

(c) The Sonoma County Registrar of Voters is hereby authorized, instructed, and directed to provide and furnish any and all official ballots, notices, printed matter, and all supplies, equipment, and paraphernalia that may be necessary to properly and lawfully conduct the election.

(d) The Sonoma County Registrar of Voters shall give all notices required by law.

(e) Arguments for and against the measure may be, and other analyses provided for by law shall be, submitted in accordance with law.

(f) It is hereby requested that the election be consolidated with any other election held on the same date in territory that is the same or in part the same.

(g) The canvass of ballots cast at the election shall be conducted in accordance with law.

6. The Clerk of the Board is directed to forward a certified copy of this resolution to the Sonoma County Board of Supervisors and to the Sonoma County Registrar of Voters.

THE FOREGOING RESOLUTION was introduced at a meeting of the Board on July 30, 2018 by Director VAN FLEET, who moved its adoption, seconded by Director FREDRICKS, and ordered adopted by the following vote:

AYES: 3 NOES: 1 ABSTAIN: ABSENT: /

EXHIBIT "A"

ORDINANCE NO. 2018/2019-01

**AN ORDINANCE OF THE GLEN ELLEN FIRE PROTECTION DISTRICT
AUTHORIZING THE DISTRICT TO IMPOSE AND LEVY A SPECIAL TAX**

The people of the Glen Ellen Fire Protection District ordain as follows:

SECTION I. DEFINITIONS.

For the purposes of this ordinance, the following words and phrases shall have the meanings respectively ascribed to them by this section unless the context clearly requires a different meaning. The definition of a word or phrase applies to any of that word's or phrase's variants.

"Special Tax" means the special tax authorized by and imposed pursuant to this Ordinance. The additional special tax is a special tax within the meaning of Article XIII A, section 4 and Article XIII C, section 1 of the California Constitution.

"Board of Directors" means the Board of Directors of the Glen Ellen Fire Protection District.

"District" means the Glen Ellen Fire Protection District in Sonoma County, California.

"Parcel of Real Property" means a separate parcel of real property having a separate Assessor's parcel number as shown on the secured tax rolls of the County of Sonoma, or an assessment of a structural property on the unsecured tax rolls of the County of Sonoma, or an assessment made by the State Board of Equalization.

SECTION II. AUTHORITY.

This ordinance is adopted pursuant to Article XIII A, section 4, Article XIII B, section 4 and Article XIII C, section 2 of the California Constitution, Article 3.7 (commencing with Section 53720) of Chapter 4 of Division 2 of Title 5 of the California Government Code, Section 13911 of the California Health and Safety Code, and Article 3.5 (commencing with Section 50075) of Chapter 1 of Part 1 of Division 1 of Title 5 of the California Government Code.

SECTION III. DETERMINATION OF NECESSITY.

The amount of revenue available to the District from property taxes may be inadequate to meet the future cost of continuing to provide fire and emergency services pursuant to Section

SECTION VIII. NOTICE OF HEARING.

In the absence of state law specifying the procedure for giving notice, notice of any public hearing held pursuant to this ordinance shall be given by posting in at least three (3) public places within the District at least fifteen (15) days prior to the hearing and publishing twice pursuant to Section 6066 of the California Government Code in at least one (1) newspaper of general circulation within the District. The notice shall include the date, time, and place of the public hearing, a general explanation of the matter to be considered, and a statement of where additional information may be obtained.

SECTION IX. COLLECTION.

The special tax shall be collected in the same manner and subject to the same penalty as other charges and taxes collected by or on behalf of the District by the County of Sonoma. The Sonoma County Tax Collector may deduct reasonable administrative costs incurred in collecting the special tax and deposit the amounts deducted in the Sonoma County General Fund. In accordance with Article 1 (commencing with section 29300) of Chapter 2 of Division 3 of Title 3 of the California Government Code, there shall be added to the amount of the special tax an amount for the reasonable administrative costs incurred in collecting the special tax.

SECTION X. SEVERABILITY CLAUSE.

If any section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be unconstitutional and invalid, such decision shall not affect the validity of the remaining portion of this ordinance. The people of the Glen Ellen Fire Protection District hereby declare that they would have passed this ordinance and every section, subsection, sentence, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared unconstitutional or invalid.

SECTION XI. EFFECTIVE DATE.

This Ordinance shall take effect the day following its approval by two-thirds of the District's qualified voters voting on its approval at the special election on November 6, 2018.

APPROVED, by a two-thirds vote of the voters of the Glen Ellen Fire Protection District at the special election held on November 6, 2018, and

Attachment "A"

EXHIBIT A

Glen Ellen Fire Protection District 2018 Special Tax

Parcel – Use Codes**

Use Code Summaries	Rate Per APN	Rate Per Additional Unit	Charge Base
Single Family Residential	\$200	\$100	Flat Rate
Multi-Family Residential	\$200	\$100	Flat Rate
Hotel/Motel Lodging	\$200	\$100	Flat Rate
Mobile Home/Campground Spaces	\$200	\$50	Space
Clubs and Lodge Halls	\$200	N/A	Flat Rate
Agricultural Land (No Structures)	\$100	N/A	Flat Rate
Vacant Land	\$100	N/A	Flat Rate
Commercial/Industrial	\$0.10	N/A	SQ FT
Warehouse	\$0.10	N/A	SQ FT

Use Code Classification Details	(as adopted and amended by the County of Sonoma)
Mobile Home/Campground Spaces	090, 091, 092, 093, 681
Vacant Land	000, 001, 002, 003, 004, 005, 006, 020, 040, 050, 100, 101, 080, 081, 082, 301, 302, 510, 570, 580, 680, 810, 812, 850, 851, 860, 870, 862, 871, 890, 891
Agricultural Land	420, 422, 522, 540, 560
Single Family Residential	010, 013, 014, 015, 016, 017, 018, 022, 023, 051, 054, 055, 056, 411, 421, 423, 425, 451, 471, 483, 501, 541, 546, 555, 561
Multi-Family Residential	011, 021, 031, 032, 034, 035, 041, 042, 044, 045, 046, 047, 052, 057, 502, 511, 521, 523, 558, 750, 751, 752
Hotel/Motel/Lodging	060, 063, 066, 067, 068
Commercial/Industrial	062, 071, 110, 111, 112, 113, 120, 121, 140, 141, 152, 154, 170, 171, 175, 178, 179, 190, 193, 198, 201, 202, 210, 213, 214, 231, 240, 250, 254, 255, 259, 260, 262, 263, 280, 281, 283, 290, 291, 310, 311, 330, 331, 332, 350, 361, 370, 380, 381, 391, 393, 480, 481, 482, 590, 610, 630, 640, 661, 720, 722, 770, 811, 812, 830
Warehouse	320, 329, 352, 353, 394
Clubs and Lodge Halfs	640, 710



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December 2, 2015

County of Sonoma
Permit and Resource Management Department
2550 Ventura Avenue
Santa Rosa, CA 95403

Att: Mario Kalson

Site Address: 9045 Highway 12, APN 050-275-049
Job Number: 15303

Dear Mario:

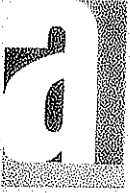
This letter is to provide our findings regarding the septic system serving the Kenwood Fire Station in conjunction with a building permit for a shower and office remodel under BLD15-6167. The remodel does not impact the design flows to the septic system.

County records indicate a septic installation in 1973 under permit S-19983. That system was subsequently replaced in 1984 under permit S-4684 when the fire house was expanded and remodeled. The 1984 permit shows a 1200 gallon concrete septic tank in the driveway/parking area and 70 feet of 36 inch deep leach line located in the southern corner of the property and 295 feet of expansion line. In 1993 a septic permit was issued to replace the septic tank under SEP93-1629. Copies of these permit records are attached for your reference. The well shown on the septic plans was destroyed in 2013 under permit WEL13-0546.

On December 2, 2015 we visited the site to review the general condition of the septic system. The tank had concrete risers and cast iron lids. The water was at the appropriate level and there are sanitary tees at both the inlet and outlet of the tank. We were provided a receipt for the most recent pumping of the septic tank September 7, 2014. The tank appears to be in good structural condition.

The leach lines are located just south of the paved driveway in an open area that has a shallow layer of gravel over it. A storage container is located along the easterly property line in this gravel area. There are not any signs of dampness or saturation in the area of the leach lines. It appears that the asphalt parking along the east property line has been expanded south to impact some of the original septic replacement area. The area outside of the asphalt parking should accommodate approximately 245 feet of replacement line when necessary. We have marked up the approximate area that is available for future system replacement on the 1984 plan. The storage container would need to be relocated to fully utilize the replacement area. A 100% replacement can be accomplished without relocating the container. We have recommended the Department place barriers to keep vehicles from driving or parking on the leach field and replacement area.

1220
North Dutton Ave.
Santa Rosa,
California
95401
707 541 2300
707 541 2301 - Fax
www.adobeinc.com

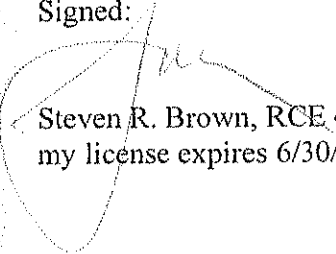


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Civil Engineering,
Land Surveying &
Land Development
Services

Based on this information we believe the existing septic system should be considered class 3 with respect to current County policy. If you have any questions regarding this information please feel free to contact us.

Signed:


Steven R. Brown, RCE 43825
my license expires 6/30/17



1220
North Dutton Ave.
Santa Rosa,
California
95401
707 541 2300
707 541 2301 - Fax
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Type 3: Secondary Treatment Systems (for very difficult sites)

Type 3 systems are defined as any septic system using a Type 3 treatment plant and a means of reducing or eliminating pathogens.

The effluent discharged is of a very high quality, and a properly functioning Type 3 treatment plant produces very clear, odourless effluent.

Type 3 treatment plants usually employ aerobic treatment processes (i.e. adding oxygen) to treat domestic sewage, using an integrated air blower to mix oxygen with the sewage. Excellent results can also be achieved using a peat filter. Disinfection is achieved using chlorination/de-chlorination, ozone, or ultraviolet (UV) light. UV systems are most common due to low capital cost and ease of maintenance. Some manufacturers also recommend a sand filter as a means of pathogen reduction.

The vast majority of Type 3 disposal fields are pressurized, and can consist of subsurface trenches, seepage beds, or sand mounds. Type 3 disposal fields are typically smaller than Type 1 or Type 2 fields.

In general, Type 3 septic systems can be used when all of the following site conditions are present:

1. Soil depth < 15cm (0.5 ft.)
2. Very rapid or very slow percolation rates
3. Poor soil structure (no strong platy structure)
4. Lack of space for a more conventional system.