



Schell Vista Fire Protection District

22950 Broadway Sonoma, Ca. 95476

Ph. (707) 938-2633 / Fax. (707) 935-9681

www.schellvistafire.org / e-mail: info@schellvistafire.org

MEETING MINUTES Schell-Vista Fire Protection District Board of Directors Regular Meeting

Date: Wednesday, February 7, 2024

Time: 7:00 PM

Location: 22950 Broadway-Station #1

1. CALL TO ORDER / ROLL CALL AND ESTABLISHMENT OF A QUORUM

Director Ken Finn called the meeting to order at 7:00 PM. Directors Bob Kruljac, Ernie Loveless, Hal Stober, and Mindy Neves were present. A quorum was met. Also present were Chief Ray Mulas, Assistant Chief Mike Mulas, District Account Stacie McCambridge, Clerk of the Board Robin Woods, and Mike Medeiros. Mickey Breen, Kevin Plume and Matt Garner.

2. PUBLIC COMMENT PERIOD

There were no public comments.

3. AGENDA ADJUSTMENTS AND CONSENT

There were no adjustments to the agenda.

4. CONSENT CALENDAR

a. Approval of minutes from the January 3, 2024, Regular Meeting- **Discussion and Action**

Director Finn introduced the January 3 2024, minutes and opened the floor for questions, discussion, and public comments. No public comments were made. Director Kruljac made a motion to approve the minutes of the January 3 2024, meeting. Director Neves seconded the motion. The motion passed, and the Minutes were approved by the following vote:
Ayes- 4 Noes - 0 Abstain-1

b. Review of the February 2024 Accountant's Report- **Discussion and Action**

Director Finn introduced the Accountant's Report and opened the floor to discussion and public comment. There were no public comments. Director Kruljac made the motion to accept the Financial Report for February 2024, as presented. Director Stober seconded the motion. The motion passed, and the Financial Reports were approved by the following vote:
Ayes-5 Noes - 0 Absent- 0

5. CHIEFS' REPORT

Chief Mulas presented the following report to the Board:



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1. Our last chiefs meeting was held at the new Sonoma County Medic Ambulance Headquarters. SCMA is in partnership with Sonoma County Fire to provide medic ambulances throughout the old AMR contract area. The facility includes a training center, conference rooms, offices and a massive service center along with thirty-five new ambulances.

2. Director Neves and I along with some staff will be conducting the "Annual Chiefs ' Inspection of Station Buildings and Grounds next week.

3. I would like to bring back to the board next month the layout of a potential firefighters job offer and the possibility of creating a hiring list of two years. If we start organizing now it may be ready to fly in 90 days. Remember this is a list for potential jobs if we choose to move forward with a fire fighter spot after the measure in the event it passes. Moneys would not be available until 2025.

4. Sonoma County Fire Chiefs Association Annual Awards and Installation Luncheon will be held Wednesday, January 10th @ the Petaluma Community Center

6. COMMITTEE REPORTS/BUSINESS (Directors to report on Committee activities)

a. Reports:

1. Facilities Committee (Neves)

Director Neves Presented the Board with the following reports:

Facilities Year End Review: 2023

- Roof repair; skylight replacement, leak repair, louvers, etc. (Lanning Construction \$120,211)
- Caulk, seal, strip parking lot (Broderick Engineering \$12,010.00)
- Parking lot lights, electrical for louvers/sauna (Fitzpatrick Electric cost?)
- Drainage Ditch cleanout/training hydrant installation (Lunny) \$41,400
- Sauna/walled off tower platform added better storage (costs??)
- New upgraded electronic sign board (County Grant \$57,000 of total \$68,589.83) with router bridge (Marin IT \$3688.88)
- Added water line and two outlets to the middle and west side of apparatus bay (Apes Plumbing \$5850.00)
- Training room projector (cost?)
- Station 2 painted doors
- Vehicle exhaust system (Name?) Plymovent
- Fuel tank has been a huge upgrade over the past few years that really makes a huge impact.

Facilities Report February 7, 2024

- Annual Chief's Inspection done January 8th with Chief Ray, Captain Garner, and Director Neves
- Annual Maintenance Calendar by Quarter (handout)
- All costs are within chief's approval:
 - Painting touch ups done to the administrative side of the station (hallways, Chief's office, sited doors after inspections, and bedrooms in the residence). Door kick plates replaced. Captain Garner received two bids from painting contractors that were recommended. (\$9700)



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- Storage building wall was removed and patched up so space can be revamped for training purposes. Lunny put in a cement pad for the generator. (Lunny Construction, \$6800)
- Generator itself is 3-6 months out (Grant covered, Fitzpatrick Electric to install)
- Asst. Chief Mike Contacted Lanning Construction regarding a small leak in the apparatus bay and told them to get us on the books for the windows and door when weather permits.

Projected:

- Facilities Maintenance Program and Capital Improvements Equipment/Replacement Program revamped under new Strategic Plan (Chief Ray, Assistant Chief Mike, Captain Gardner, and Director Neves)
- Compliance upgrade: New Generator (Kohler Model 60REOZK Diesel powered with 48 hour tank) Captain Gardner will answer any questions about the \$75,000 grant he and Kevin Plume wrote to acquire.
 - Fitzpatrick Electric for install
- New windows for dorms to be installed as well as door for Station 2 (Lanning Construction)
- Asphalt Removal/Replacement has been recommended by Chief Ray (possibly October 2024). After Caltrans rerouted entrance/exits, our heavy trucks are now routed through the lower parking lot. (Broderick Engineering?)
- Window washing, Carpet cleaning, painting touch ups will be prioritized by staff as well as all scheduled system checks (Well, Septic, ect.)
- Gutter cleaning and roof wash projected (Star Care Powerwash)
- Arturo Landscaping (spring/fall)
- District chairs sold

Annual Maintenance Calendar by Quarter 2024

- **Q1(Jan/Feb/March)**
 - Annual Inspections, short term goals for each quarter
 - Annual fire alarm inspection (Foothill Fire Protection Inc.)
 - Annual Fire pump inspection (Self inspection); sprinkler, flow, fire protection system
 - Compressor inspections (per OSHA and insurance) every 5 years. Last done 12/5/2023
 - Septic Meter readings every 4 months
 - Well Inspection
 - Water treatment report biannual
 - Jones Garage Door (adjustment, lube, oil all doors) annually
 - Kitchen Service (refrigerators, ice machine) every 6 months
 - Air quality testing (Bauer) annually
 - Plymovent testing
 - Turnout Washer/dryer inspection (speed, rotation, solution) every 5 years
 - Lanning to get windows and doors in station 2 replaced. All ordered; windows ordered, door on order. *Capital Improvement
 - Need new post for pump as it's hanging on by thread
 - Painting touch ups as needed throughout the year (Dayroom, hallways, office, at bay doors...readjusting) Luis Gurrero?



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- **Q2 (April/May/June)**
 - Landscaping (\$1500)
 - Solar
 - Generator replacement purchase and installation of concrete pad (Service Annually) *Capital Improvement
 - Storage shed revamp
 - Septic Meter reading
 - Well Inspection
- **Q3 (July/August/September)**
 - Gutter cleaning annual: do we need a lift/boom with dusting in half bay. Careful with pitch
 - Firehouse Roof washing(front/ back/ back) Storage, residence
 - Generator checks (run, oil)
 - Window Washing
 - Septic Meter reading
 - Well Inspection
 - Water treatment report biannual
 - Carpet/ Vinyl floor cleaning (Spiffy Carpet Cleaning)
 - Tree Trimming (Church Tree Service)
- **Q4 (October/November/December)**
 - Broderick Engineering plus one bid; possible parking lot upgrade
 - Landscaping (\$1500)
 - Septic Meter reading
 - Well Inspection

5 years

- Interior paint
- Bathroom fixture replacement (if we hire more ppl, we might need upgrades sooner)
- Solar
- Cell Towers at Station 1 & 2
- Compressor inspections (per OSHA and insurance) every 5 years. Last done 12/5/2023 by Hartford Steam Boiler Insurance
- Turnout Washer/dryer inspection (speed, rotation, solution) every 5 years

Long Term

- Ditch cleanouts (6 year re-up with Lunny) \$32,000
- Broderick Engineering; parking lot slurry seal (how often?)
- Continue to evaluate roof (Lanning)
- Cell phone tower
- Exterior Paint on both stations (this may need done sooner?)

2. Budget Committee (Kruljac)

Director Kruljac reviewed the Budget versus Actual Report with the Board.



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3. Legislative Committee (Finn)

Director Finn informed the Board about a leadership conference in March and Fire Districts of California upcoming training.

4. Outreach Committee (Loveless)

Director Loveless updated the Board on the District Newsletter. He will be meeting with Christina and Jim Galli at the end of February to work on it.

7. NEW BUSINESS AND CONTINUE UNFINISHED BUSINESS

a. Napa Contract Negotiation and New Property Review

The Board reviewed the proposed contract and asked that it be run by District Attorney Bill Adams before signing.

b. Solar Update Station 1 Status Review

Director Kruljac reviewed the contract for SolarCraft with the Board. He explained that he checked with our insurance company, and we are covered. He is working on logistics for the project. The Board agreed to have District Attorney Bill Adams review before signing.

c. Cell Tower-**Discussion, Possible Action**

1. Update on Station 2 Contract
2. Update Tower at Station 1

There were no updates on the Cell Towers.

d. Potential firefighters job descriptions and the possibility of creating a hiring list of two years-**Discussion.**

See Chief's Report.

The Board expressed its support for creating an active eligibility list of prospects.

e. Strategic Planning-**Continuing Discussion**

1. Review Near Term Goals and Action Plan Due in March.

Director Loveless reminded the Board that Action Plans are due at the March meeting.

f. Fire Services Working Group Update-**Continuing Discussion**

See Chief's Report



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g. Tax Measure Ordinance Updates

Reviewed with the Board the requirement of 1 public meeting and reviewed possible timeline of having all data for the public meeting. Continuing discussion.

h. Calendar Review (Robin)

January -Determine the Preliminary Tax Rate

February-Request the Parcel Report from the county using the preliminary rate

March-Notice of Public Hearing

April/May-Conduct Public Hearing

May/June-Allow time for property owner appeals of the tax levy.

June-Approval of the District Preliminary Budget

July-Approval of the District Tax Roll and Appropriations Limit

July/August- At the end of the Fiscal year, The District Board of Directors will be presented the *Fiscal Year-End Report* containing information regarding the amount of special tax revenue collected and expended as well as the status of projects funded with proceeds of the special tax. (Ord. Section VII)

August/September-Tax Roll and Appropriations Limit Resolution sent to the County.

-Calendar Review General Business

April-Set up Budget Committee meeting to prepare preliminary budget for June meeting.

June-Preliminary Budget review and approval.

July 15-August 9 Board Members file for re-election with the Registrar of Voters.
(2024- Ken Finn, Ernie Loveless, and Hal Stober term end 12/2024)

August-Budget Committee meet to prepare final budget for Board approval in September.

September-Final Budget review and approval.

Nov-Nomination of Officers of the Board (Every 2 years. Next election 2025)

Dec-Election of Officers of the Board for January 1 start date. (Every 2 Years. Next election 2025)

8. CLOSED SESSION

1. Conference with Labor Negotiators (Government Code section 54957.6)

Agency designated representatives: Robert Kruljac and Ernie Loveless

Represented Employees: IAFF Local 1401, Sonoma County Professional Firefighters

Director Finn Called for a closed meeting at 7:35

Director Finn resumed the open meeting at 8:30. Director Loveless reported the following:

The Board Labor Negotiation Committee put the Union on notice that they would like to have the Union's "openers" by March 1, 2024, and the name(s) of the negotiators for the Union.



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Director Loveless and Director Kruljac have been appointed negotiators for the Board of Directors.

Request for Paying insurance for the 3 Chief Officers (Chief, Assistant Chief, and Battalion Chief) was brought to the Board. Request add to the April Agenda.

9. ANNOUNCEMENTS/GOOD of the ORDER

There were no announcements.

10. ADJOURNMENT

Director Finn made a motion to Adjourn the meeting at 8:40. Director Kruljac seconded the motion. The motion passed by unanimous vote, and the meeting was adjourned.

Next scheduled meeting is March 6, 2024.

If applicable, Board meeting documents are available to review at the SVFPD, Station 1, 22950 Broadway, Sonoma Ca. 95476. Please call (707) 938-2633 for an appointment