



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, August 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, Firefighters Mickey Breen, John Bragg, Lincon Reiter, Kevin Plum, Chanton Em, and Mike Medeiros.

2. PUBLIC COMMENT PERIOD

There were no public comments

3. AGENDA ADJUSTMENTS AND CONSENT

It was agreed that item 7-d New Stipend Rates would be tabled.

4. CONSENT CALENDAR

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

Director Finn introduced the July 3, 2024, minutes and opened the floor for questions, discussion, and public comments. It was requested that a correction be made to Item 9 Closed Session Report and "Volunteers" be removed as it was not part of the discussed structure. Director Kruljac made a motion to approve the minutes of the July 3, 2024, meeting with the suggested correction. Director Stober seconded the motion. The motion passed, and the Minutes were approved by the following vote:

Ayes-5 Noes - 0 Absent-0

b. Review of the August 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 Loveless made the motion to accept the Financial Report for August 2024, as presented. Director Neves seconded the motion. The motion passed, and the Financial Reports were approved by the following vote:

Ayes-5 Noes -0 Absent-0



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5. CHIEFS' REPORT

Chief Ray Mulas provided the Board with the following report:

1. *I just completed the "Fire District Leadership" course held at Sonoma county Fire District Station 1 in Windsor. This was a two-day course attended by Chiefs, Directors Finance officers and other staff members of departments throughout Sonoma, Marin and Mendicino counties. Some of the topics covered were overviews of laws, regulations and codes affecting the fire service. California Law consists of 29 codes, covering various subject areas of the State Constitution and Statutes.*

Other sections covered Responsible Financial Planning for the District, Rolls and Responsibilities and The Chain of Command of the Board and Department Organizational Culture, and the Future of Fire Districts. This was a well-attended course, and I think we should have representation in Napa at the 1-4 2025 FDAC annual conference.

2. *Captain John Bragg and I had a conference call regarding our new engine and the changes we made while at the Factory. We did have to make one change, but the price was reduced \$950.00 dollars on our change order. Judging from the emails from our representative we may have a start date of the first week of September. We also reviewed the Pump Panel and Interior controls.*

3. *Our Staff Chiefs met with Chief Mosiurchak and Inspector Hernandez to discuss their assistance in training our Engine Companies and assisting us with enforcement of major Violations. The Board may need to adopt the current Fire Code as adopted by the county. More to follow as we build our Inspection Plan.*

4. *Our application period is now open for the Firefighter Position and will close August 31, with interviews 9-15 -9-20. List 10-1, Chiefs Interview 10-15, 10-20, Hire Date to be determined.*

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

a. Reports-**Discussions & Possible Actions**

1. Facilities Committee (Neves)

Director Neves reported the windows are complete as is the door at Station 2.

Director Neves and Chief had a walk through to review parking lot.

Director Neeves updated the Board on the generator and AC issues. Quotes will be obtained for repair/replacement of the AC unit.

It was reported that there was an accident at station 2 where an unknown vehicle ran into and damaged the outside paneling on the front right corner of the building.

2. Budget Committee (Kruljac)

Director Kruljac provided an update. The FYE 2025 final budget will be presented to the Board next month for review prior to submitting it to the county.



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3. Legislative Committee (Finn)

Nothing to report

4. Outreach Committee (Loveless)

Nothing to report

7. NEW BUSINESS AND CONTINUE UNFINISHED BUSINESS

a. Solar Update Station 1 Status- **Review**

Director Kruljac reported that PGE will shut down power on August 20th to hook up the system.

b. Cell Tower- **Review**

1. Update on Station 2

Director Kruljac advised the Board that the County has the required documents for permits. He will meet with On Air to check progress.

2. Update Tower at Station 1

No updates.

c. Organization Chart- **Discussion and Action**

Director Loveless and Administrative Assistant Chief Mike Medeiros reviewed the Org that was presented to the Board. He explained that this is a “living document” and will change and develop with the department.

After review and discussion, Director Loveless made a motion to accept the Organizational chart as a Living Document with the follow changes: remove names, add Engineer Rank, add Firefighter Rank. Director Stober seconded the motion. Director Finn opened the floor for any further questions or discussion. There was none. He called a vote, and the motion passed with the following vote:

Ayes:5 Noes:0 Absent: 0

d. New Stipend Rates- **Discussion and Action**

This item was tabled.

e. Conflict of Interest Code- **Discussion and Action**

1. 2024 Local Agency Biennial Notice



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Director Finn introduced the Conflict of Interest Code and the required actions Required for the District to remain in compliance. The notice from the County was reviewed.

2. Resolution 2024-005-RESOLUTION ADOPTING A CONFLICT-OF-INTEREST CODE

Director Finn presented Resolution No 2024-005 RESOLUTION OF SCHELL-VISTA FIRE PROTECTION DISTRICT, STATE OF CALIFORNIA, ADOPTING A CONFLICT-OF-INTEREST CODE. The floor was opened for questions and public comments. Let the record reflect there were none. Director Kruljac moved for its adoption. Director Neves seconded the motion. The motion was adopted by the following votes:

Ken Finn-Aye
Hal Stober-Aye
Mindy Neves-Aye
Bob Kruljac-Aye
Ernie Loveless-Aye:

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

Chief Mulas Reviewed the report.

g. Calendar Review (Robin)

Clerk of the Board, Robin Woods, advised the Board that the FYE 2025 Final Budget would be presented to the Board next month for review and approval and that the FYE 2024 Financials would also be presented for review and approval prior to submitting records for the annual audit.

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 Distract 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.



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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. ANNOUNCEMENTS/GOOD OF THE ORDER

Director Finn thanked and congratulated the Volunteers for the successful Chicken BBQ.

Director Finn shared a letter from the firemen thanking the Board for their communication and commitment through the negotiation process.

9. ADJOURMENT

Director Bob made the motion to adjourn at 7:51PM. Director Neves seconded the motion. The motion passed and the meeting was adjourned.

Next scheduled meeting is September 4, 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.