



# Schell Vista Fire Protection District

22950 Broadway Sonoma, Ca. 95476

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

Date: Wednesday, September 4, 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 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 Captain Matt Garner. Director Bob Kruljac was absent.

### 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 August 7, 2024, Regular Meeting- **Discussion and Action**

Director Finn introduced the August 7, 2024, minutes and opened the floor for questions, discussion, and public comments. No questions or public comments were made.

Director Stober made a motion to approve the minutes of the August 7, 2024, meeting.

Director Neves seconded the motion. The motion passed, and the Minutes were approved by the following vote:

Ayes-4 Noes- 1 Absent-0

#### b. Review of the September, 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 September 2024, as presented. Director Stober seconded the motion. The motion passed, and the Financial Reports were approved by the following vote:

Ayes-4 Noes -0 Absent- 1



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## 5. CHIEFS' REPORT

Chief Mulas presented the following report to the Board”

1. The solar system is up and running generating power to offset our usage, we just need to establish who we want to have access to monitor the system. I suggest we have a few people listed, that way it is always being looked at.
2. Chief Medeiros and I met with the Labor group to discuss the Bilingual Policy and the testing parameters. Captain Bragg found a company online that does this type of testing and has an appointment online to get more information. There may be a few changes to the policy wording that we addressed in our Meet and Confer. This policy will be brought to the board for approval, and the pay will be retroactive to the filing date.
3. The new iPads have come in, instructions are in the manilla envelopes.
4. Chief Medeiros is working on a policy review process that we can use to establish district policies with the boards input and knowledge of our daily operations, With legal guidance Chief Medeiros, Special Project Manager Gali, a Board member and I will establish the format and procedure to move policies forward.
5. Firefighter candidates' applications will be reviewed when Jim returns.

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

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

#### 1. Facilities Committee (Neves)

Director Neves advised the Board that the outside corner wall is repaired.

#### 2. Budget Committee (Kruljac)

#### 3.

#### i. Review proposed final Budget for FYE 2025-**Discussion & Action**

Director Finn introduced the proposed FYE 2025 Budget proposal. Clerk of the Board Robin Woods reviewed the proposed budget. Director Finn opened the floor for questions, discussion, and public comments. There were none. Director Loveless made a motion to approve the revised FYE 2025 Final Budget. Director Neves seconded the motion. The motion passed, and the FYE 2025 Budget was approved by the following vote:

Ayes-4 Noes - 0 Absent-1

#### 4. Legislative Committee (Finn)

There was nothing to report.



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5. Outreach Committee (Loveless)

There was nothing to report.

7. NEW BUSINESS AND CONTINUE UNFINISHED BUSINESS

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

Chief Mulas advised the Board that the Solar update is complete.

b. Cell Tower- **Review**

1. Update on Station 2

Chief Mulas spoke to Peter Hilliard of On Air and the permits are still in the planning department. He feels there is a need to speak to the District 1 Supervisors.

2. Update Tower at Station 1

Nothing to update.

c. Review FYE 2024 Financial Reports- **Discussion and Action**

Clerk of the Board Robin Woods introduced and explained the 2024 Year End Financials to the Board. Director Loveless made a motion to accept the 2024 Year End Financial Reports as presented. Director Stober seconded the motion. Director Finn opened the floor for questions and public comments. Let the record reflect there were none. Director Finn called for a vote. The motion passed, and the Year-end Financial Reports were approved by the following vote: Ayes-4- Noes-0 Absent-1

d. District Auditor Contract for FYE 2024, 2025, and 2026 Review- **Discussion and Action**

Clerk of the Board Robin Woods introduced the District Auditor Contract for FYE 24, 25, and 26 to the Board. Director Stober made a motion to accept the Contract as submitted. Director Loveless seconded the motion. Director Finn opened the floor for questions and public comments. Let the record reflect there were none. Director Finn called for a vote. The motion passed, and the Contract was approved by the following vote:

Ayes-4 Noes-0 Absent-1

e. Calendar Review (Robin)

Clerk of the Board Woods advised the Board that the Oath of Office for the appointed Directors, Ken Finn, Hal Stober, & Ernie Loveless will be on the October agenda.

Clerk of the Board woods reminded the Board that Appropriations Limit Resolution 2024-002 was submitted to the County in June 2024. She advised the Board that the Tax Roll had been submitted to the county on August 9<sup>th</sup>. Total Revenue is \$1,310,405.70 versus 1,232,617.60 posted last year.



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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. ANNOUNCEMENTS/GOOD OF THE ORDER

Captain Garner applied for and was awarded the Cal Fire Grant of \$3300 for new gear and headlamps for the firefighters.

## 9. CLOSED SESSION

Conference with Board Labor Negotiators (Government Code section 54957.6)  
*Agency designated representatives: Robert Kruljac and Ernie Loveless regarding Volunteer and Administrative Staff compensation.*

Director Finn Called for a closed meeting at 8:00 PM

Director Finn resumed the open meeting at 8:34 PM

Report: See item #10.

## 10. CLOSED SESSION REPORT VOLUNTEER AND ADMINISTRATIVE STAFF COMPENSATION-**Discussion and Possible Action**

Director Finn reported that the Board had reviewed the proposed stipend/Compensation policy for Administrative and Clerical Staff.



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Director Stober made the motion to approve the proposed Compensation for Administrative and Clerical Staff effective October 1, 2024. Director Loveless seconded the motion and the following compensation structure was approved by the following vote:

Ayes:4 Noes:0 Absent:1

## 2024-2025 Proposed Compensation for Administrative and Clerical Staff and Volunteer Stipend (Effective date October 1, 2024)

Position	Base Stipend	*Medical Available	Medical Allowance if district Medical refused
Chief	\$5,200	Yes	\$500
Assistant Chief	\$4,750	Yes	\$500
Assistant Chief	\$4,750	Yes	\$500
Special Project Manager	\$2,200	No	N/A
Volunteer Battalion Chief	\$200	No	N/A
Volunteer Captain	\$150	No	N/A
Clerical Staff	\$54/hour	No	N/A

\*Coverage for employee and family paid by the department.

Volunteer Stipend	Rate
Incident	\$15.00
Training	\$25.00
Tier 1	\$224.00
Tier 2	\$226.75
Tier 3	\$228.75
Tier 4 Station Firefighter	\$327.00
Tier 5 (12-hour shift)	\$112.00
Night Shift	\$64.00
Wet Hire 24 Hour	\$327.00
Stipend out of County	\$752.00

### 11. ADJOURNMENT

Director Stober made the motion to adjourn at 8:40 pm. Director Neves seconded the motion. The motion passed and the meeting was adjourned.

Next scheduled meeting is October 2, 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