

**KENWOOD FIRE PROTECTION DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS
FEBRUARY 13, 2024**

MINUTES

MEETING: Meeting called to order at 16:00 hrs. Directors Cooper, Atkin, Doss, Uboldi and Chief's Bellach and Akre. Director Moretti was absent.

MINUTES: MSP Atkin/Cooper to approve the minutes of January 9, 2024.

CHIEF'S REPORT: Chief Bellach reported that the Form 700's are due by April 2nd.

Our Crab Feed was a huge success with a great turn out from the community.

Last month I was asked if we are covered by a fidelity bond. Per our insurance we are covered.

The FDAC Conference is coming up on April 22-26 in Monterey. If anyone is interested in attending please let me know.

A few weeks ago we had a major storm come through, Kenwood station had about 15 calls related to the storm. We were able to up-staff 2 engines with volunteers from early morning to late afternoon.

We did receive a 2nd septic estimate for around \$75,000.00.

The SCFDA Dinner meeting that was co-hosted by Kenwood and Sonoma was a great turn-out and had a good presentation from Kitchell talking about fire station remodeling and new construction. The annual call report for 2023 was discussed with a total of 360 calls for the year. Chief Akre reported they just graduated 16 new volunteer firefighters from the academy. The training officer position is now open and they will be announcing who will be taking on that role soon. They will be starting a new firefighter academy for 3 new firefighter medics, the Sonoma Board made the decision to bring on these positions in advance of the sales tax measure passing, in an effort to tap into the limited firefighter medic hiring pool. Their first priority will be to up staff their 3rd ambulance Medic 302. Measure H is in full campaign mode. The SCFCA is getting asked for opportunities to present to community groups. They will be presenting to the Ag and Open Space, Veg Management Tech Advisory Committee and more. Chief Akre had a follow-up conversation with the LAFCO Executive Director and he did not see a need for us to be pushing to get the Kenwood and Sonoma contract to the LAFCO Commission. He felt it would be better to wait until after the sales tax measure and then what direction the 2 district boards decide to take at that point and time. The REDCOM Board has hired AP Triton to do an evaluation of the dispatch center and to look into developing an RFP for who the next service provider will be for dispatching

services. When the sales tax measure passes this would bring in a new level of service as an emergency communications center.

Director Doss asked for an update on the new ambulance service. Chief Akre reported that Sonoma County Fire District has been servicing the EOA 1 now for about a month. They have done very well in their service. They are answering all the calls for service on their own and not relying on any outside service providers.

Director Atkin asked about our contract with Sonoma that had a provision that required a formal application with-in a certain period with LAFCO. He wanted to make sure we were in compliance with the staffing agreement and LAFCO. Chief Akre stated that, yes this is part of the contract and this is what the Executive Director of LAFCO was referring to when stating to wait until after the passing of Measure H and then taking a direction at that time.

CLAIMS: MSP Cooper/Uboldi to approve claim #23-24-08 for \$103,080.83 and payrolls dated 01/12/24 for \$16,302.76 and 01/26/24 for \$13,854.40.

OLD BUSINESS: None.

NON-ACTION ITEMS: Director Doss reported for the HR Committee that they would have available to the Board a draft copy of the job description for the District Administrative Officer. This will be a combination of documents given by Director Atkin and Chief Bellach. This will be available for possible action at the March Board Meeting. If approved, the new position will start in July of 2024. This will leave the District with 2 employees, The District Administrative Officer and the District Administrative Assistant.

Director Atkin asked if we had a written job description for the Administrative Assistant position. Chief Bellach stated we do not have one. One will be provided at the next meeting for the HR Committee to present. Director Atkin asked if it would be appropriate to have the HR Committee suggest a potential candidate for the DOA position and schedule a closed session for the March meeting to discuss possible candidates. Director Doss felt this was a bit premature until the position was approved and was not sure if this could be a closed session topic. Director Doss will talk with counsel to see if a closed session will fall with-in the Brown Act rules.

Director Uboldi reported for the Facility Committee in regards to the septic update. They would like to wait until we get three estimates; we currently have two. Director Uboldi brought up that he read in the KFA minutes about talks of building a new building behind the station to replace the 40 foot container. He was a little concerned on how KFA was going about this and also felt that this may not be a good idea and could interfere with future remodeling of the station. He felt that members of KFA should meet with the appropriate committee to discuss this first. Chief Bellach stated that the container is leaking and we need to either repair or replace it soon.

Director Atkin reported for the finance committee and stated they have learned that our

insurance policy does contain a fidelity bond. We earned \$8,000.00 last month in interest on our operating account, where as we were not earning anything at Exchange Bank. Our current rate with California Class is about 8.4%. On the Capitol account we have earned \$10,700.00.

Director Doss asked if Measure H passes when we would start to see the funds. Chief Akre stated around October 1st of 2024. October 1, 2024 through December 31, 2024 is the fourth quarter of calendar year 2024. Funds would be distributed every quarter. This means our first check should arrive in January of 2025 sometime.

GOOD of the ORDER: None.

Respectfully submitted,

Attest:
