

KENWOOD FIRE PROTECTION DISTRICT
9045 Sonoma Highway
Kenwood, Ca 95452

AGENDA

REGULAR DISTRICT BOARD OF DIRECTORS MEETING

Location: 9045 Sonoma Highway, Kenwood

Agendas and Board Packets are available at our website: kenwoodfire.com

Virtual Meeting

Join Zoom Meeting

<https://zoom.us/j/99990569473?pwd=yYaKkepZQrCuORypxFELTH5TTCfMaY.1>

Meeting ID: 999 9056 9473

Passcode: 213109

By Phone: +16699006833 (San Jose)

DATE : October 8, 2024

1. CALL TO ORDER
2. CHANGES TO THE AGENDA
3. MINUTES OF THE PREVIOUS MEETING-SEPTEMBER 10, 2024.
4. FIRE CHIEF'S REPORT
5. ADMINISTRATORS REPORT
6. APPROVAL OF CLAIMS AND ESTIMATED EXPENSES FOR SEPTEMBER

PUBLIC COMMENT: An opportunity for anyone to speak to the Board on subjects not on the regular agenda. The Board will not make a decision on the subject unless it is of a routine nature.

7. **ACTION ITEMS:** None

8. **NON-ACTION ITEMS:** For Board and Public Discussion

- a. Committee Reports-HR, Consolidation, Facilities, Finance, Grants
- b. Information-Liability and Workers Comp Insurance Coverage Summary 24-25
- c. Information-Board Calendar for 24-25
- d. Information-Call Volume 21-23

9. ANNOUNCEMENT OF CLOSED SESSION: NONE

Following the announcement of Closed Session items, and prior to recess into Closed Session, the public may speak up to three minutes on items to be addressed in Closed Session.

RECESS TO CLOSED SESSION AND RECONVENE TO OPEN SESSION:

10. REPORT, IF ANY, ON CLOSED SESSION: NONE

11. GOOD OF THE ORDER

12. ADJOURN

**KENWOOD FIRE PROTECTION DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS
September 10, 2024, MEETING MINUTES**

1. **Call to Order:** The meeting was called to order at 4:00PM by the Chair Doss. Directors Doss, Atkin, Cooper, Moretti and Uboldi were present. District Administrator Tony Ghisla and Fire Chief Steve Akre (via Zoom) were also in the meeting.
2. **Change to the Agenda:** Chair Doss requested item 7e be moved for discussion at the top of the agenda as a closed session item with District Legal Counsel Bill Ross. A motion was made by Director Atkin and seconded by Director Uboldi to amend the agenda accordingly and passed 5-0. The Board went into closed session under government code 5954.2. Closed session ended with no action taken.
3. **Minutes of the Previous Meeting:** Moved as presented by Director Atkin and seconded by Director Moretti. There was no discussion-motion passed 5-0. There were no comments from the public.
4. **Chief Report:** Chief Akre, from Zoom, went through the highlights of his report. Director Moretti asked about the 7 parcels on Pythian Road. The Chief said they were CSA 40 parcels and should be included in the Kenwood District. Please refer to his report in the board package.
5. **District Administrators Report:** Tony Ghisla reviewed his report in the board package. Director Cooper asked about the grant funding for the septic. Tony explained that the Association had received \$30,000 in grants toward the septic and have paid them out to the general contractor.
6. **Approval of Claims:** Tony Ghisla reviewed the claims report in detail. Director Cooper made a motion to approve the claims as presented and Director Moretti seconded the motion and approved 5-0. There were no comments from the public. There was a discussion about the Estimated Expense Report and whether it needed approved. It was decided that it as an information tool and did not need Board approval.
7. **Public Comment:** None
8. **Action Items**

7a: Board Resolution and Contract with Sonoma Valley to perform inspections in Kenwood district: Tony said Bill Ross felt it would be better to have 1 amendment to the staffing agreement which included both the staffing to 3-0 and the inspections turned over the Sonoma. Director Moretti reviewed and approved the documents. Director Cooper asked if there was any liability on our

**KENWOOD FIRE PROTECTION DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS
September 10, 2024, MEETING MINUTES
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part with Sonoma taking over the inspections. Director Moretti said there would not, as Sonoma is assuming all responsibility. Tony said at the prior meeting Director Cooper had asked about fee comparisons. Tony said he reviewed some of the line items between Sonoma Valley and the County. Some are higher and some are lower. It was difficult to get a direct comparison. A motion was made by Director Atkin and seconded by Director Moretti to approve the contract and resolution as presented. A roll call vote resulted in a 5-0 approval. There was no public comment.

7b: Conflict of Interest Local Agency Biennial Notice and Resolution: Tony explained the documents and the required change. A motion was made by Director Cooper and seconded by Director Atkin to approve the change and resolution (provided by the County) as presented. A roll call vote resulted in a 5-0 approval. There was no public comment.

7c: Sleeping Quarters: Tony explained the sleeping quarter-that it was approved at the prior meeting to move forward and reconfigure the Association room. *After further discussions with Chief Akre, they would prefer a sleeping trailer and would pay it.* Director Atkin said he would amend the former motion which would move forward with the redesign of the Association room and instead move to approve the sleeping quarter trailer provided Sonoma absorb the cost. Motion was seconded by Director Uboldi and passed 5-0 with no public comment.

7d. Final 24-25 Budget Review: Tony went over the budget. Director Moretti and Director Atkin both agreed with the budget numbers. Director Atkin did discuss the potential transfer of funds from the budget to the reserve account and wanted to give the Board a preview of what may occur. He said this would happen in December and he asked the Board if they would like him to seek approval or inform the Board if the transfer is made, as it is part of the approved budget. After discussion, it was decided it would be a non-action item but to be presented and discussed at the Board. A motion was made by Director Cooper and seconded by Director Uboldi to approve the budget and resolution as presented. A roll call vote resulted in a 5-0 approval. There was no public comment.

7e. District Legal Counsel Analysis of Prop 4 (Gann) Limitations: Held in Closed Session.

- **Non-Action Items: Committee Reports**

**KENWOOD FIRE PROTECTION DISTRICT
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- **HR:** Chair Doss asked for a meeting with Chief Akre. He would get back to him with some dates.
- **Consolidation:** Chair Doss said the Committee met to discuss the talking points document. Chief Akre asked the Board review the document and if there are suggestions and/or changes please let Tony know.
- **Facilities:** 1) Director Uboldi said the bid for 3197 is in progress and have requested another bid. The big issue is having the water tender out of service this time of year. More information by next meeting; 2) Director Uboldi suggested, after several sleeping quarter discussions over the past month or so, have Michael Ross do a walk thru of the building for future design changes. He and the facilities committee would set up a time to meet with him; 3) Director Cooper wanted to make sure we had a monitoring company with the septic system. That would be a requirement of the final approval from the County. Tony said he would talk to the general about this issue.
- **Finance:** Nothing to report.
- **Grants:** Nothing to report.

8. **Closed Session:** Refer to Item 2 on page 1

9. **Good of the Order:** Chief Akre wanted to let the Board know that Sonoma Valley has developed a 'reserve' program which would allow volunteers to be active but not participate in standard training. This would include driving an engine, working with the IC etc. Chair Doss asked that all the Directors have friends and neighbors read the talking points document to make sure everyone is comfortable with the comments.

10. **Adjourn:** A motion was made by Director Uboldi and seconded by Director Atkin to adjourn the meeting at 5:35PM. Motion passed 5-0.

Respectfully submitted,

Attest:

Tony Ghisla, District Administrator

Daymon Doss, Chair of the Board



Sonoma Valley Fire District

Proudly Serving the Communities of
Sonoma, Valley of the Moon, Glen Ellen, Kenwood, and
Mayacamas



DATE: 10/8/2024
TO: Sonoma Valley and Kenwood Board of Directors
FROM: Chief Akre
SUBJECT: Monthly Activity Report – September 2024

A. ADMINISTRATIVE:

1. SDC: We have executed a contract extension for one more (and final) year through 7/1/2025. At the request of the State we are currently staffing SDC (Station 10) on Saturdays and Sundays.
2. KWD: Staffing service continues to go very well. Especially of note is that we continue to have very strong volunteer participation in the stipend position at KWD. This means that more days than not, the engine is staffed 4-0! We are continuing to move forward with the process of re-organization with both Boards and held another joint Consolidation subcommittee meeting last week. We have completed the Re-Organization Information Sheet. We are engaged with LAFCO and the Mapping company to determine the process for adding 7 parcels of CSA-40 territory off of Pythian Rd to our re-organization and are making progress on the other elements of the LAFCO Application.
3. REDCOM Update: AMR issued a 120-day termination notice to the REDCOM JPA with an effective termination date of 10/8. REDCOM Board is working hard to ensure continuity of service to our communities and first responders, and to ensure that all employees are kept whole as we transition to a new model of staffing for REDCOM. The REDCOM JPA has officially become the employing agency! We have contingency plans for both technical and staffing sides of the operations. Our next special meeting will be on 10/10 at 2 pm.
4. Measure H update: We continue to move forward with all implementation plans. We have filled the Regional Veg Mgt Coordinator position.
5. I attended the annual CAJPA Conference in Tahoe.
6. We held our monthly Command Staff meeting on 10/1.
7. I attended the monthly Cal Chiefs E-Board, Northern Area Directors, and Leg Task Force meetings.
8. I attended the monthly SCFCA Meeting. This month will be at the Healdsburg Station on 10/9.

630 Second Street West • Sonoma • California • 95476-6901
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(4)



Sonoma Valley Fire District

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Mayacamas



B. INCIDENTS:

1. Fire Season: We currently have one member out as a Fire Line Medic.
2. No significant local incidents.
3. We did provide both an engine and ambulance coverage to the Rancho Adobe and Petaluma FDs for Captain Heard's services. We also sent an engine for the static display at the service.

C. BUDGET/FINANCE:

1. We are working on Budget projections for the LAFCO Application.
2. We continue working on Measure H revenues and expenses both for SVFD as well as the SCFCA.

D. PERSONNEL:

1. Our new Administrative Assistant Teresa Chavez will be starting on 10/15.
2. Our new Regional Vegetation Management Coordinator, Captain Mason Lewis, will be starting on 10/15.
3. Engineer's Ryan McCracken and Rodd Kneeland have been promoted to Captain and will begin in their new roles the week of 10/15. Captain Kneeland will be assigned to the Kenwood Station on B-Shift.
4. We have announced Engineer and Battalion Chief exams that will take place later this month and in November.

E. TRAINING:

1. This month's calendar will focus on Company Choice, EMS topics, and School Tours.
2. Volunteer drills are being split into two locations for better logistics and localized training. This has been very successful. Volunteer drills have been on Rope Rescue.

F. EQUIPMENT:

1. Apparatus spec committee has completed specifications for a new Type 6 engine to potentially serve District 1.
2. Two new Tahoes are being brought to you as a separate item.

G. BUILDINGS & LAND:

1. BC Norrbom, Captain Campbell and I had a follow up meeting with the KWD Facilities subcommittee and DAO Ghisla to discuss immediate needs for
2. The Kenwood station sleeping trailer is being delivered on 10/8.



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3. We have a meeting with Michael Ross on 10/10 for the Kenwood Station remodel project.
4. The New Station 2 project: we are in the final weeks of escrow on the two properties on Arnold. BC Norrbom met with Michael Ross on 9/16 to discuss next steps. And we had many attendees to the SCFCA's Fire Station Construction Workshop in RP.
5. Station 2's upstairs remodel for better accommodating M302's crew is completed. The final permit was signed.

H. PREVENTION & COMMUNITY OUTREACH:

1. See attached report.

I. ASSOCIATION:

1. SVFA's Christmas Party will be held at Hopmonk on December 7.



Sonoma Valley Fire District
 630 2nd St. W.
 Sonoma, CA 95476
 707-996-2102
 www.sonomavalleyfire.org

Administration Monthly Report - Strategic Plan Alignment (V1_5_30_24)

Date	Sub-Category	** Description **	Staff	Strategic Plan Alignment
Section: Administration				
10/02/2024	Tactics / Strategies (T)	Fire Simulators for BC Test prep	Bob James Norrbom, Gary Johnson, Luke A Loftus, Sean Patrick Lacy, Jason Campbell	Objective 4A Identify and deliver annual training to meet or exceed mandated standards.
09/10/2024	Certified training (T)	After the Fire USA presents, the 2024 Wildfire Leadership Summit, taking place September 10-12 at the Hanna Center in Sonoma, CA. This exclusive three-day event will bring together 175 leaders to address the complex issues of preventing, responding to, and recovering from Megafires. Attendees will benefit from a comprehensive 360-view of wildfire networking, best practices, and capacity building with community leaders, cross-sector partners, and funders. Be part of the solution and collaborate on shaping a resilient future. Sonoma CA - hosted at the Hanna Boyes Center.	Gary Johnson, Trevor M Smith	Objective 3B Diversify and broaden our community outreach to provide access and information to all cross-sections of our community.
09/23/2024	Special Project Work	Created a new Imagetrend workflow to capture SVFD accident / Injury reports. This workflow allows for the documentation of these occurrences and ensures all supervisors and the safety committee can effectively review.	Jason Campbell, Trevor M Smith	Objective 1B Implement the improvements and replacements needed to ensure safe and efficient operations of the fleet.
Section: EMS Division				

Date	Sub-Category	** Description **	Staff	Strategic Plan Allignment
09/25/2024	Meeting (Other)	Sonoma County ImageTrend working group meeting via Microsoft Teams	Jason Campbell, Karri Louise Pierson	Objective 1C Provide and maintain necessary tools and equipment to allow for effective operations., Objective 4D Pursue and develop collaborative training efforts to enhance service delivery among regional partners.
Section: Logistics Division				
09/19/2024	Administrative	Enhancing fire station design, construction, management, and financing for the future. Date: Time: Location: September 19, 2024 0830-1400 Sally Tomatoes, 1100 Valley House Drive, Rohnert Park Also in attendance: Mark Emery, Terry Leon	Jennifer Jason, Stephen Andrew Akre, Dustin M Garcia, Sean Patrick Lacy, Bob James Norrbom, Trevor M Smith, William Tolliver Harper, Ted W Hassler	Objective 1A Identify and implement critical facility improvements for current and future needs., Objective 1C Provide and maintain necessary tools and equipment to allow for effective operations., Objective 1D Identify and implement upgrades to Information Technology (IT) equipment and infrastructure., Objective 2A Continue to improve recruitment and retention practices to attract and retain the highest quality workforce., Objective 2B Promote physical, mental, and emotional wellbeing among members to enhance their quality of life throughout their careers and into retirement.
Section: Prevention Division				
09/17/2024	Meeting	Attended the North Valley MAC meeting to discuss the O'Donnell Bridge closure. We recommended removable bollards	Gary Johnson	Objective 3A Improve social media engagement, content, and frequency to ensure continued public awareness., Objective 3B Diversify and broaden our community outreach to provide access and information to all cross-sections of our community., Objective 3C Continue to seek opportunities to collaborate with local and regional stakeholders to cultivate and unify services for a shared benefit.
09/16/2024	Meeting (Other)	Attended a Firewise planning meeting for the new Kinnybrook-Glenwood Firewise	Gary Johnson	Objective 3B Diversify and broaden our community outreach to provide access and information to all cross-sections of our community., Objective 3C Continue to seek opportunities to collaborate with local and regional stakeholders to cultivate and unify services for a shared benefit., Objective 3D Integrate and cooperate with entities participating in wildfire preparedness and prevention to enhance community and firefighter safety.
09/18/2024	Disaster Preparedness	Gave a presentation to residents of Sonoma Hills Retirement community on disaster preparedness	Gary Johnson	Objective 3B Diversify and broaden our community outreach to provide access and information to all cross-sections of our community., Objective 3C Continue to seek opportunities to collaborate with local and regional stakeholders to cultivate and unify services for a shared

Date	Sub-Category	** Description **	Staff	Strategic Plan Alignment
09/10/2024	Administrative	After the Fire Conference - Sonoma CA (Hanna Boyes Center)	Gary Johnson, Trevor M Smith	benefit., Objective 3D Integrate and cooperate with entities participating in wildfire preparedness and prevention to enhance community and firefighter safety. Objective 3B Diversify and broaden our community outreach to provide access and information to all cross-sections of our community., Objective 3C Continue to seek opportunities to collaborate with local and regional stakeholders to cultivate and unify services for a shared benefit., Objective 3D Integrate and cooperate with entities participating in wildfire preparedness and prevention to enhance community and firefighter safety.
09/11/2024	Administrative	Create a mechanism within the SVFD Fire Report to capture data on at risk youth to determine the need for intake into the Northbay Youth Firesetter Intervention Coalition (NYFIC) program.	Jason Michael Stayton, Trevor M Smith	Objective 1D Identify and implement upgrades to Information Technology (IT) equipment and infrastructure., Objective 3B Diversify and broaden our community outreach to provide access and information to all cross-sections of our community.
09/11/2024	Administrative	Attended and tabled at the City of Sonoma Police Department Public Town Hall at the City of Sonoma EOC.	Trevor M Smith	Objective 3B Diversify and broaden our community outreach to provide access and information to all cross-sections of our community.



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SVFD District 6 (Kenwood) Monthly Incident Report

Basic Incident Type Code And Description (FD1.21)	Total Incidents	Total Incidents Percent of Incidents	Total Property Loss	Total Content Loss	Total Loss	Total Loss Percent of Total
Incident Type Category (FD1.21): 1 - Fire						
143 - Grass fire	1	3.45%				
	Total: 1	Total: 3.45%	Total: 0.00	Total: 0.00	Total: 0.00	Total: 0.00%
Incident Type Category (FD1.21): 3 - Rescue & Emergency Medical Service Incident						
321 - EMS call, excluding vehicle accident with injury	14	48.28%				
324 - Motor vehicle accident with no injuries.	1	3.45%				
	Total: 15	Total: 51.72%	Total: 0.00	Total: 0.00	Total: 0.00	Total: 0.00%
Incident Type Category (FD1.21): 4 - Hazardous Condition (No Fire)						
400 - Hazardous condition, other	1	3.45%				
440 - Electrical wiring/equipment problem, other	1	3.45%				
445 - Arcing, shorted electrical equipment	1	3.45%				
	Total: 3	Total: 10.34%	Total: 0.00	Total: 0.00	Total: 0.00	Total: 0.00%
Incident Type Category (FD1.21): 5 - Service Call						
520 - Water problem, other	1	3.45%				
550 - Public service assistance, other	1	3.45%				
554 - Assist invalid	1	3.45%				
	Total: 3	Total: 10.34%	Total: 0.00	Total: 0.00	Total: 0.00	Total: 0.00%
Incident Type Category (FD1.21): 6 - Good Intent Call						
611 - Dispatched and cancelled en route	6	20.69%				
651 - Smoke scare, odor of smoke	1	3.45%				
	Total: 7	Total: 24.14%	Total: 0.00	Total: 0.00	Total: 0.00	Total: 0.00%
	Total: 29	Total: 100.00%	Total: 0.00	Total: 0.00	Total: 0.00	Total: 0.00%

Report Criteria

Basic Incident Type (Fd1.21): Is Not Blank
 Basic Incident Date Original (Fd1.3): Is Within last_32_days
 Agency Name: Is Equal To Sonoma Valley Fire District
 Basic Incident Zone/District Number (Fd1.32): Is Equal To SON6(33) - SVFD District 06 KW

Description

This report will be sent monthly to selected list

Kenwood Fire Protection District

To: Board of Directors

From: Tony Ghisla

Re: October 2024 Administrators Report and Update

Date: October 1, 2024

1. Bid on damage on water tender update
2. Damage on 3386
3. Septic Update
4. 3160 State reimbursement update
5. 24-25 Workers Comp and Liability Insurance non-action item
6. Fire calls 2021-2023
7. Board Calendar to 24-25 non-action item
8. Revenue Sharing Payment November-\$201,865
9. Water testing at station

Kenwood Fire Protection District
October 8, 2024 Board Meeting

- Claims for October
- Estimated Expenses for October

Kenwood Fire Protection District Claims Detail

September 1-30, 2024

Transaction type	Date	Num	Name	Memo/Description	Amount
Check	09/05/2024	ACH	IBS PR Fee	Payroll Fee	65.30
Check	09/06/2024	ACH	CalPERS	Admin Fee	700.00
Check	09/10/2024	2912	Sonoma Valley Fire District	Sept staffing	129,471.87
Check	09/10/2024	2905	Kenwood Water	Sept water	90.95
Check	09/10/2024	2906	P & M Excavating Inc.	Septic payment #2	20,000.00
Check	09/10/2024	2907	Adobe Assoc., Inc.	septic	1,076.25
Check	09/10/2024	2908	Ann Marie Carinalli CPA, Inc	July/August charges	2,595.50
Check	09/10/2024	2910	Cream's South Towing	3160 towing	1,113.00
Check	09/10/2024	ACH	CALPERS Health	September	3,871.06
Check	09/11/2024	2904	Fire Risk Management Services	Workers Comp Annual	40,426.00
Check	09/11/2024	2914	Liebert Cassidy Whitmore	Legal Expense	3,825.00
Check	09/12/2024	2913	B A Electric	septic electrical	6,532.91
Check	09/16/2024	ACH	PG&E	Monthly	2,166.80
Check	09/19/2024	2911	Elan Financial Services	Monthly	3,195.97
Check	09/20/2024	ACH	U.S. Bank Equipment Finance	Copier Lease Monthly	194.36
Check	09/27/2024	ACH	IBS PR Fee	Payroll Fee	61.65
Total for Check					215,386.62
Credit Card Expense	09/02/2024		Amazon	station supplies	69.73
Credit Card Expense	09/03/2024		Amazon	station supplies / infant - child AED pads	915.74
Credit Card Expense	09/05/2024		North Bay Petroleum	fuel	836.90
Credit Card Expense	09/06/2024		Amazon	household	107.34
Credit Card Expense	09/13/2024		County of Sonoma	electrical permit for septic system	363.62
Credit Card Expense	09/13/2024		AT&T Mobility	Communication	258.77
Credit Card Expense	09/16/2024		FRONTIER	Communication	318.09

Check

13

Credit Card Expense	09/17/2024	Verizon	Communication	\$	6.29
Credit Card Expense	09/17/2024	FRONTIER	Communication	\$	67.54
Credit Card Expense	09/18/2024	Amazon	Communication	\$	46.63
Credit Card Expense	09/20/2024	Amazon	household	\$	22.29
Credit Card Expense	09/20/2024	Recology Sonoma Marin	garbage Sept	\$	72.19
Total for Credit Card Expense				\$	3,085.13
Expense	09/22/2024	Comcast	Communication	\$	121.81
Total for Expense				\$	121.81
				-\$	343,591.50

Signature _____
Signature _____
Signature _____
Signature _____
Signature _____

Kenwood Fire Bills to be paid in October 2024

Estimated

Vendor	Type	Amount	Reoccurring	Frequency	How Paid
SV Fire	August Staffing	\$168,436.00	\$168,435.00	monthly	Check
Cal Pers Health	Health Insurance	\$3,871.06	\$3,871.06	monthly	ACH
Comcast	Internet	\$122.00	\$122.00	monthly	cc
ATT	Phone	\$278.85	\$275.00	monthly	cc
Comcast Business	Internet	\$121.81	\$121.81	monthly	cc
Frontier	Phone	\$360.80	\$360.00	monthly	cc
Frontier	phone	\$83.17	\$85.00	monthly	cc
Verizon	phone	\$4.51	\$4.51	monthly	cc
Kenwood	Water	\$91.88	\$91.88	Monthly	cc
US Bank	Copier	\$194.36	\$194.36	Monthly	ACH
Go Daddy	Web	\$21.99	\$21.99	Monthly	cc
Recology	Garbage	\$72.19	\$72.19	Monthly	cc
PGE	Power	\$2,166.80	\$2,000.00	Monthly	ACH
Nick Barbierra	Fuel	\$836.90	\$850.00	Monthly	cc
Employee	Vaction/Sick	\$36,191.00	\$0.00	n/a	Check
PM Enginnering	Septic tanks	\$22,000.00	\$0.00	per contract	check
RS Doors	Repair	\$575.00	\$0.00	as needed	check
County Sonoma	Permit fee	\$364.00	\$0.00	as needed	cc
Zoom	Zoom	\$50.00	\$50.00	monthly	cc
Friedman Bros	Water Dispenser	\$142.00	\$0.00	as needed	Check
Lubervan	3160 repairs	\$567.17	\$0.00	as needed	Check
Adobe Assoc	Septic tanks	\$0.00	\$0.00	as needed	Check
Napa Auto	Parts	\$0.00	\$250.00	Monthly	cc
Target	Paper	\$0.00	\$0.00	as needed	cc
Home Depot	Station	\$0.00	\$0.00	as needed	cc
Kyocera	copier maint.	\$0.00	\$0.00	as needed	cc
John Magnoli	Tech Consultant	\$240.00	\$300.00	Monthly	check
IBS	Payroll	\$75.00	\$75.00	Monthly	ACH
Ann Carinalli (2)	Accounting	\$1,450.00	\$1,000.00	Monthly	check
Payroll	Admin	\$3,000.00	\$3,000.00	monthly	ACH
Totals		\$241,316.49	\$181,179.80		

Kenwood Fire Protection District
October 8, 2024 Board Meeting
Action Items

- None

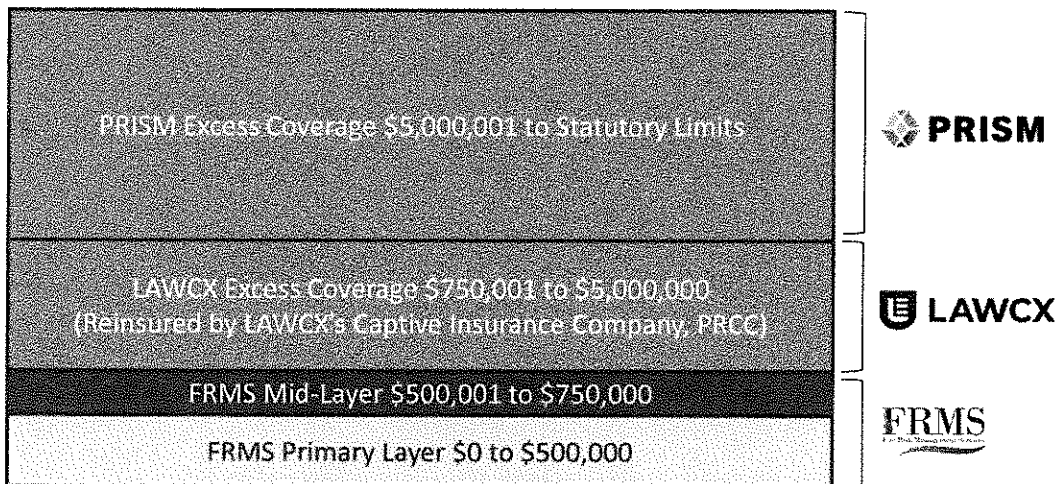
Kenwood Fire Protection District

October 8, 2024 Board Meeting

Non-Action Items

- Committee Reports
- Information-Liability Insurance Coverage
- Information-Board Calendar 24-25
- Information-Call Volume 21-23

FRMS WORKERS' COMPENSATION PROGRAM



SUMMARY OF INSURANCE

Named Insured: FIRE AGENCIES INSURANCE RISK AUTHORITY (FAIRA) and all entities listed on the Schedule of Named Insureds

Member District: **Kenwood Fire Protection District**
9045 Sonoma Highway
Kenwood, CA 95452

Coverage Term: July 1, 2024 through July 1, 2025

Carriers / Policy Numbers:

Primary Liability	AXA XL Insurance Company UK Limited	B126RT0219724
Excess Liability	Misc. carriers on file	
Cyber Liability	Underwriters at Lloyds London	FAIRACFC001
Property	Misc. carriers on file	
Equipment Breakdown	Continental Casualty Company	7092081374
Auto Physical Damage	Hanover Insurance Companies	IHF J765877
Crime	Fidelity and Deposit Company of Maryland	CCP 752414400

LIABILITY Limits:

\$ 1,500,000	General Liability – per occurrence
\$ 1,500,000	Auto Liability – per occurrence
\$ 1,500,000	Medical Incident (Medical Malpractice) – per occurrence
\$ 1,500,000	Personal and Advertising Injury – per occurrence
\$ 500,000	Fire Damage Legal Liability (Damage to Premises Rented to You)
\$ 1,500,000	Employment Practices, Public Officials Liability – per wrongful act
<u>\$ 10,000,000</u>	Excess Liability – per occurrence/wrongful act
\$ 11,500,000	Total Liability Limit - per occurrence

CYBER Limits: \$ 1,000,000 Cyber Liability – Claims-Made

PROPERTY Limits: \$ 100,000,000 Buildings and Contents - Replacement Cost, not to exceed Scheduled Value on file

CRIME Limits:

\$ 1,000,000	Employee Theft
\$ 1,000,000	Forgery or Alteration
\$ 1,000,000	Computer Funds Transfer Fraud

Deductibles:

\$ 0	General Liability, Auto Liability
\$5,000	Employment Practices, D&O
\$5,000	Auto Physical Damage: Emergency Vehicles <i>Comp & Collision</i>
\$1,000	Auto Physical Damage: Private Passenger <i>Comp & Collision</i>
\$5,000	Property
\$10,000	Equipment Breakdown
\$1,000	Crime
\$2,500	Cyber Risk Liability

While we believe the Summary of Insurance and the Coverage Outline fairly represents the terms, conditions and exclusions found in the master insurance policy, in the event any difference between the policy and the Summary of Insurance including the Coverage Outline occur, the policy provisions will direct resolution.



SUMMARY OF INSURANCE

Notable Exposure Data:

Total Property Value:	\$2,467,179
Total Reported Fleet Value:	\$1,760,000
Number of Firefighters:	6
Number of Volunteers:	12
Number of EMT-P:	3
Number of Medical Aid Calls:	179
Number of Fire/Rescue Calls:	161

2024-2025 FAIRA Premium: \$26,747

While we believe the Summary of Insurance and the Coverage Outline fairly represents the terms, conditions and exclusions found in the master insurance policy, in the event any difference between the policy and the Summary of Insurance including the Coverage Outline occur, the policy provisions will direct resolution.



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**Kenwood Fire Protection District
Board Information Calendar 24-25**

	July	August	September	October	November	December	January	February	March	April	May	June
Audit Engagement Letter	X											
Parcel Tax Resolution		X										
Final Budget Resolution			X									
Oath of Office				X								
Revenue Sharing Income				X								
Review of CPA Audit F/S					X							
Funds Transfer to Reserve Review					X							
Property Tax Income	X									X		
Prior Year Fire Call Report							X					
Form 700								X				
Parcel Tax Resolution Public Hearing										X		
Preliminary Budget											X	
PERS Cost Health Resolution												X
Board Election Resolution												X

All Responses for Kenwood Fire by Call Type
 Sonoma County, 2021-2023

Kenwood Fire Average Response Time by Year
 Sonoma County, 2021-2023

	2021	2022	2023	Grand Total
MED	130	156	84	370
HC	23	22	29	74
TC	17	26	14	57
SER-PA	17	9	16	42
STRU	21	15	6	42
MED-BLS			38	38
TC-EX	16	12	7	35
VEG	14	10	5	29
INV-F	10	16	1	27
FA-RES	7	10	5	22
FA-COM	6	4	4	14
STRUW	3	8	1	12
INV-S	2	7	2	11
FA-WF	8		2	10
HC-LIVEWIRES		4	2	6
LAF	1	2	3	6
1179	1	2	1	4
FA-CO	1	1	2	4
GAS-OUT	1	2	1	4
VEHF	4			4
VEHFULL	4			4
DROWN	3			3
GAS-IN	2	1		3
INV-O		2	1	3
LF	1	1	1	3
RESCUE		1	2	3
VEG-WINTER	1	1	1	3
INV-E	1		1	2
MD	1	1		2
SER-AA	2			2
STRU-APPLIANCE		2		2
CONTROL	1			1
FA-RST		1		1
TC-BLS			1	1
XFRAA		1		1
Grand Total	298	317	230	845

	N	Average Response Time
2021	298	0:06:13
2022	317	0:06:46
2023	230	0:06:40
TOTAL	845	0:06:33

Lucinda Hammond, MSPH

Epidemiologist
 Sonoma County Department of Health Services

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Kenwood Fire Protection District

October 8, 2024 Board Meeting

Monthly Financials

- Cash on Hand
- Year to Date Income Statement

Cash On Hand

As of 9/30/24

Bank	Account Type	Amount
Exchange Bank	Operating	\$246,801
Exchange Bank	Payroll	\$5,000
Cal Class	Operating	\$1,009,828
Cal Class	Reserves	\$2,393,342
County of Sonoma*	Reserves	\$395,420
Total		\$4,050,391

*Reports as of 6/30/24

Kenwood Fire Protection District
Budget vs. Actuals: FY_2024_2025
YTD September 2024

	YTD September	Final Annual Budget	\$ Left in Budget	% of Budget Used
Income				
10 - Tax Revenue				
1000 - Prop Taxes - CY Secured	0.00	1,076,221.00	1,076,221.00	0.00%
1001 - CY Direct Charges	0.00	425,626.00	425,626.00	0.00%
1011 SB2557 Prop Tax Admin	0.00	-10,469.00	-10,469.00	0.00%
1012 County Sales Tax Measure H	0.00	869,550.00	869,550.00	0.00%
1020 - Prop Tax CY Supp	0.00	0.00	0.00	0.00%
1040 - Property Tax - CY Unsec	0.00	31,124.00	31,124.00	0.00%
1050 - Supplemental Prop Taxes -CY	0.00	35,399.00	35,399.00	0.00%
1051 -Supplemental Prop Taxes - PY	0.00	-66.00	-66.00	0.00%
1059 - Prop Taxes - PY, Unsecured	0.00	1,222.00	1,222.00	0.00%
1060 Prop Taxes - PY, Secured	0.00	129.00	129.00	0.00%
1061 PY Direct Charges	0.00	339.00	339.00	0.00%
1070 State-Other In-Lieu Tax	0.00	18.00	18.00	0.00%
1500 Wildfire Tax Loss	0.00	0.00	0.00	0.00%
Total 10 - Tax Revenue	\$ 0.00	\$ 2,429,093.00	\$ 2,429,093.00	0.00%
17 - Use of Money/Prop				
1700 - Interest on Pooled Cash	0.00	0.00	0.00	0.00%
1700-01 Other Interest Earnings	16,311.00	70,000.00	53,689.00	23.30%
Total 17 - Use of Money/Prop	\$ 16,311.00	\$ 70,000.00	\$ 53,689.00	23.30%
20 - Intergovernmental Revenues				
2050 Stabilization Payment	0.00	0.00	0.00	0.00%
2060 Revenue Sharing	0.00	206,587.00	206,587.00	0.00%
2081 - Highway Rentals	0.00	5.00	5.00	0.00%
2440 - HOPTR	0.00	2,000.00	2,000.00	0.00%
Total 20 - Intergovernmental Revenues	\$ 0.00	\$ 208,592.00	\$ 208,592.00	0.00%
30 - Charges for Services				
3661 - Fire Control Services	0.00	0.00	0.00	0.00%
3700 - Copy/Transcribe Fees	0.00	0.00	0.00	0.00%
Total 30 - Charges for Services	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
40 - Miscellaneous Revenues				
4040 Miscellaneous Revenue	5,064.22	0.00	-5,064.22	0.00%
4640 Operating Transfer In-Roll Over	0.00	0.00	0.00	0.00%
Total 40 - Miscellaneous Revenues	\$ 5,064.22	\$ 0.00	-\$ 5,064.22	0.00%
Unapplied Cash Payment Income				
Total Income	\$ 21,375.22	\$ 2,707,685.00	\$ 2,686,309.78	0.79%
Gross Profit	\$ 21,375.22	\$ 2,707,685.00	\$ 2,686,309.78	0.79%
Expenses				
50 Salaries/Emp Benefits				
5913 Director Stipend	726.25	1,650.00	923.75	44.02%
5914 Volunteer Stipend	1,076.14	0.00	-1,076.14	0.00%
5922 FICA ER Expense	1,062.72	4,650.00	3,587.28	22.85%
5923 CALPERS Retirement	36,655.69	0.00	-36,655.69	0.00%
5924 Medicare ER Exp	2,987.21	1,088.00	-1,899.21	274.56%
5930 CALPERS Health/Dental/Visi	11,212.71	46,000.00	34,787.29	24.38%
5940 - WORKERS COMP	40,426.00	41,000.00	574.00	98.60%

Gross Wages					
5910-Perm Positions	584,139.94	2,125,000.00	1,540,860.06	27.49%	
5911-Extra Help	7,096.64	0.00	-7,096.64	0.00%	
5912-Overtime	2,161.83	0.00	-2,161.83	0.00%	
Total Gross Wages	\$ 593,398.41	\$ 2,125,000.00	\$ 1,531,601.59	27.92%	
Total 50 Salaries/Emp Benefits	\$ 687,545.13	\$ 2,219,388.00	\$ 1,531,842.87	30.98%	
60 - Services/Supplies					
6020-Clothing/Personal	2,799.69	0.00	-2,799.69	0.00%	
6021- Clothing/Personal	0.00	0.00	0.00	0.00%	
6021-Uniform Expense(Daren)	0.00	0.00	0.00	0.00%	
6022-Clothing/Safety	0.00	0.00	0.00	0.00%	
6040-Communications	2,614.04	10,000.00	7,385.96	26.14%	
6080-Household Expense	1,344.69	5,000.00	3,655.31	26.89%	
6100-Insurance-Liability	26,747.00	26,747.00	0.00	100.00%	
6140-Maintenance-Equipment	3,537.06	21,100.00	17,562.94	16.76%	
6180-Maintenance-Bldgs/Imp.	8,159.78	11,000.00	2,840.22	74.18%	
6280-Memberships	187.50	2,500.00	2,312.50	7.50%	
6400-Office Expense	635.37	5,000.00	4,364.63	12.71%	
6457-Computer Charges	3,369.99	8,000.00	4,630.01	42.12%	
6461-Supplies/Expenses(Ops)	915.74	5,500.00	4,584.26	16.65%	
6500-Professional/Special Svcs.	4,049.75	0.00	-4,049.75	0.00%	
6500.01 Professional/Special Services					
Legal	10,224.48	12,000.00	1,775.52	85.20%	
6500.03 PR Processing Fee	626.10	0.00	-626.10	0.00%	
Total 6500-Professional/Special Svcs.	\$ 14,900.33	\$ 12,000.00	-\$ 2,900.33	124.17%	
6526-REDCOM/Dispatch	0.00	8,500.00	8,500.00	0.00%	
6576-Actuarial Services	6,200.00	1,500.00	-4,700.00	413.33%	
6587-LAFCO Charges	1,856.00	20,000.00	18,144.00	9.28%	
6630-Audit/Accounting Srvc.	8,050.00	18,500.00	10,450.00	43.51%	
6637-Prop.Tax Admin Fee	0.00	500.00	500.00	0.00%	
6800-Public/Legal Notices	0.00	1,000.00	1,000.00	0.00%	
6880-Small Tools/Equip.	71.14	7,500.00	7,428.86	0.95%	
7005-Election Expense	240.00	0.00	-240.00	0.00%	
7120-Training/InService	0.00	0.00	0.00	0.00%	
7201-Gas/Oil/Fuel	2,938.64	18,500.00	15,561.36	15.88%	
7300-Trans./Travel/Meetings	0.00	1,500.00	1,500.00	0.00%	
7320-Utilities	6,712.16	25,000.00	18,287.84	26.85%	
Total 60 - Services/Supplies	\$ 91,279.13	\$ 209,347.00	\$ 118,067.87	43.60%	
8510 Capital Outlay-Bldg Imp	20,363.62	10,000.00	-10,363.62	203.64%	
8560 Capital Outlay-Equipment	0.00	10,000.00	10,000.00	0.00%	
8620-UNCLM-OT-Within a Fund	0.00	0.00	0.00	0.00%	
8621 UNCLM-OT-WITHIN A FUN					
(PAYROLL)	0.00	0.00	0.00	0.00%	
8642-General-To/From -Trust	0.00	258,950.00	258,950.00	0.00%	
Total Expenses	\$ 799,187.88	\$ 2,707,685.00	\$ 1,908,497.12	29.52%	
Net Operating Income	-\$ 777,812.66	\$ 0.00	\$ 777,812.66		
Other Income					
Bank Interest Earned	50.97	0.00	-50.97		
Total Other Income	\$ 50.97	\$ 0.00	-\$ 50.97		
Net Other Income	\$ 50.97	\$ 0.00	-\$ 50.97		
Net Income	-\$ 777,761.69	\$ 0.00	\$ 777,761.69		

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