

**KENWOOD FIRE PROTECTION DISTRICT  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
September 6, 2022**

**MINUTES**

**MEETING:** Meeting called to order at 16:00 hrs. Directors Cooper, Doss, Moretti, Atkin, Uboldi and Chief Bellach were present. Director Doss stated that the minutes showed him as being present at the last meeting. Chief Bellach stated he would make the changes to show Director Doss absent from last month's meeting. MSP Cooper/Atkin.

**ROSTER:** 12 Volunteers, 5 Part-Time and 5 Full-Time. Chief Bellach reported we have one new out of district volunteer for a total of 13.

**CLAIMS:** MSP to approve claims #22-23-3 for \$48,162.63 and payrolls 8/12/22 for \$29,570.38 and 8/26/22 for \$31,498.15. Director Cooper asked about the new fence and thought it was supposed to have a 2 foot section added to the top. Chief Bellach stated that per the quote the fence was not going to have a 2 foot section to the top, due to the neighbor not wanting that. Director Cooper also asked about the Owl conferencing camera charge on the claims and asked if it was on last month's claim report. Chief Bellach stated this was a credit. Amazon was not able to deliver the first one and returned it for a credit. The Owl was reordered and the credit is shown in this month's claim.

**PUBLIC APPEARANCES:** Jay Gamel, from the public, spoke in regards to the old Café Citti building and its current status being a fire hazard. Chief Bellach stated that this building is no more of a threat then if it was a framed new building under construction. The building has no fire load and is currently waiting to hear back from the County regarding the permit status. Director Doss asked what would be our authority on this project to have them move forward. As long as they are waiting and have applied for the permits from the County there is not much we can do. If they have already received the permits, we could put some pressure on them to advance and close up the building by fire season. Director Doss asked for a report next month regarding the building and what the current status of the permits are.

**OLD BUSINESS:** MSP Doss/Cooper to approve video conference option under AB 361.

Director Atkin spoke about the final budget and the \$100k transferred from last year from the CAP account to the OPS budget for Capital improvements. There was only about \$22k spent last year. The remainder of approximately \$70k was incorporated into the final budget for this year. The excess budgeted revenue not spent from last year was approximately \$64k+. This amount was also carried over into the final budget. There was some minor increases in the operating section from the preliminary budget. Chief Bellach stated that there was an increase in our Workers Comp, increase to the transfer to the Trust of \$270k and an increase of our insurance. Director Atkin stated that we did receive an additional deposit from the County Secured Property Tax Revenue of approximately \$65k. He was not clear on what sub-object line this appeared on. Chief Bellach stated that this revenue shows up in about 10 different sub-object lines in the revenue on the budget. \$40k of that was added to the preliminary budget in hopes

to receive an increase in revenue for this year. At that time our total received revenue was approximately \$304k+. The finance committee wanted to add about \$40k to the preliminary budget anticipating an increase or another deposit from the County. The final budget reflects that \$40k increase from the preliminary budget. Director Atkin stated that the finance committee recommended budgeting revenue in excess of what we actually received last year, anticipating turn over in real estate transactions and reassessments. He asked if we are budgeting taxes equal to what we received last year. Chief Bellach stated, yes we are. Director Atkin asked if we should increase that by another 5%. Chief Bellach stated, no, we did that on the preliminary budget. The final budget must reflect what our actual take was from the FY. Director Atkin stated that this was in conflict to what he understood was the purpose of our budgeting process.

Director Moretti stated that when we ran the preliminary budget, we made an assumption that we would have an increase in secured property tax. Director Atkin stated that the final budget reflects what we will receive in taxes, not what we have received. Chief Bellach stated that preliminary budgets reflect what we predict we will receive. Final budgets reflect the exact amount we received to budget for the current FY. Next year's preliminary budget would reflect a 5% increase. Director Atkin stated that this has been the practice of the past and is not what Director Moretti and himself anticipated to do this year. The concept that they wanted for this year is to take what we actually received last year and assume that property taxes in the current year would be somewhat higher than last year. Prop 13 calls for a minimum a 2% increase and will be higher than that if you have sales and re-assessments at higher values. The Board agreed to add 5% to the final budget revenue. Chief Bellach stated he would make the changes. Motion: Atkin with the increase to secured property taxes to \$990,000.00. 2<sup>nd</sup>: Doss, All Aye.

MSP Cooper/Moretti to approve Final CAP Budget FY2022-23

Chief Bellach spoke in regards to the staffing agreement for shared services from Sonoma Valley Fire District. Due to our current staffing issues, losing 2 Captains and 1 Engineer, Chief Bellach and Chief Akre have proposed a staffing agreement with Sonoma Valley Fire for a 9 month period due to the emergency staffing needs of the District. The agreement will allow us to maintain a Captain and an Engineer on each shift. Those individuals chosen to staff will be paramedics and we would be able to offer ALS service to our community. The total cost for the 4 personnel to cover the shifts will be \$37,855.00 a month. Chief Bellach ran the numbers and this cost annually is \$454,260.00 a year. Last year we spent on just the 3 personnel leaving with overtime approximately \$424,500.00. Annually this is just over \$24,000.00 a year difference in cost. The contract reflects the base pay for these positions and any overtime would be paid for by the District. There is no administrative costs, medical or retirement to the District.

Chief Akre spoke and thanked the Board and community for having him here and being able to help support the District. Kenwood Fire has always been a huge partner with Sonoma Valley for many years. This is nothing short of an emergency. This plan provides a temporary way for the District to continue to provide service to the community. This agreement allows the District to figure out your next steps.

Director Doss asked for some more information in regards to the staff he would be providing to us. Chief Akre stated they would provide 2 Captain Paramedics and 2 Engineers Paramedics. These would be across the 3 shifts, one Captain will be Ben Gulson. This will help with the continuity. The other positions will be handpicked and will be staff that can engage with volunteers. Chief Bellach stated that this will have to go before LAFCO for approval in the November meeting. Chief Akre and Bellach met with LAFCO and we will be able to start this agreement before the November meeting. The Sonoma Valley Fire District's Board approved the agreement last Tuesday at a special meeting.

Director Cooper asked regarding the union and any issues. Chief Akre stated that their labor union and command staff are all in support. Director Cooper also asked about the ambulance service and this contract. Chief Akre stated that years ago, Norrbom Ambulance serviced the entire Sonoma Valley. As part of the new ambulance bid for the County, AMR was able to station an ambulance at Pythian Rd in EOA1. Over time, this has changed and AMR is not being able to keep up with the response times and there is no more ambulance at Pythian Rd. The new post is at Hwy. 12 and Oakmont Dr. This is not a 24 hour ambulance and only a 12 hour rig. We are seeing the ambulance not being close and available as often.

Director Uboldi stated that Kenwood needs to start hiring and training personnel to get us out of this position we are in. We made need to pull some money from reserves to do this. Director Atkin stated that he feels very fortunate that we have a temporary solution and it's very favorable financially for our District and supports this. He also agrees that we have to get out of this position and be able to staff our department long term. He felt that the board should create a committee that can create a method for us to do this. Director Cooper agreed and felt that Chief Akre's offer is a good one. He asked if Chief Bellach can come back in 30-60 days with a plan for the future. Director Moretti stated that we also need to fix the payroll, as this would be a major portion of the solution. Chief Bellach stated that part-time employees will continue to work as part-timers and be limited to the number of hours they could work per month. Motion: Atkin, 2<sup>nd</sup>: Cooper, All Aye. Cooper asked for a report from the Chief with-in 30 days to help resolve our staffing issues.

Chief Bellach reported on possibly changing our ambulance response from EOA-1 (AMR), to Sonoma Valley. This was brought up due to the new Draft RFP going to the County for approval on October 4<sup>th</sup>, 2022. An agency can only change their ambulance response area while a RFP is up for approval. The contract expires with AMR in 2023. With the possible tiered response and not having a 24 hour ambulance at Pythian Rd. anymore, the idea came up to look into changing our response area.

Chief Akre spoke and stated that we could have the tiered response and this is a lower and lesser level of service. A lot of calls will be a BLS response. This also effects Rancho Adobe, Sebastopol and Gold Ridge fire districts. The governing body of a district can request who they what as their ambulance provider. Sonoma Valley Fire is one of the only agencies that will down staff an engine company to up staff an additional ambulance. Currently, they are coming into Kenwood for closest ALS when AMR is extended. Director Uboldi stated that there was a time when Kenwood opted out of the Sonoma Valley Ambulance Service because of issues. The boundary line was Randolph Ave. We did some response studies that favored AMR at the time. He would like to look at them again and maybe consider this. Chief Akre stated that the

timeline to do this is very short, before the October 4<sup>th</sup> BOD meeting. There would not be the opportunity to make changes mid-stream of this 10 year contract. Director Doss asked how we can move ahead and meet this October 4<sup>th</sup> deadline. Chief Akre stated that Chief Bellach can reach out to Ken Tasseff with Sonoma County Health to get a more detailed timeline and more information on what is needed to be done for this process. Motion: Doss, to reach out to the County EMS and to inform them of our consideration and get further details on the time line to move out of EOA-1. 2<sup>nd</sup>: Atkin, All AYE.

The quote to prep for the LED sign is \$5,500.00. Motion: Cooper, 2<sup>nd</sup>: Moretti. Director Atkin asked what we budgeted for the sign. The funds were to come out of the transfer for capital improvements from last year. We need to be sure that the County will be totally responsible for the cost of the sign, minus any prep work to install it.

**CHIEF'S REPORT:** Chief Bellach reported that we are looking at another 6 days before 3197 is able to be picked up from Burton's. Tomorrow night we will have a staff meeting with everyone to discuss the contract agreement with Sonoma.

Director Atkin spoke in regards to the consolidation committee and had originally suggested a target date in January to report out on consolidation. They are working on a date in October to present their findings.

Chief Bellach spoke about the backing accident with 3182 last week. There was a lot of damage to the rear of the engine, we have it back in service and were able to fix the bumper and rear compartment door. Next week we will replace a few lights that were damaged. Director Uboldi asked what is our policy about the backing blocks for the apparatus. Chief Bellach stated that the blocks are not attached to the floor, so after this incident they will be secured to the floor to keep them in place.

**GOOD of the ORDER:** Director Atkin asked the HR committee what is the status of the Chief's evaluation. Director Doss stated they have been putting together the documents and will have it ready for the Board next month to review. Director Cooper asked what the status of the Grant writing is. Chief Bellach stated he is in the process of putting together a Grant Committee and then meet with the group to determine what grants the District will apply for.

Respectfully submitted,

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Attest:

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