

# Sonoma Valley Fire District

Board of Directors Meeting

October 8, 2024





# Sonoma Valley Fire District Board of Directors Meeting

October 8, 2024

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**MEETING AGENDA  
SONOMA VALLEY FIRE DISTRICT  
BOARD OF DIRECTORS**

Tuesday, October 8, 2024 at 6:00 P.M.  
Location: Sonoma Valley Fire District Station 1  
630 2<sup>nd</sup> Street W., Sonoma, CA 95476

**This meeting is being conducted in person with videoconference capabilities in accordance with the Ralph M. Brown Act, California Government Code Section 54950, et seq. Agenda, Zoom link, and board packet materials are available at the following website: <http://sonomavalleyfire.org>**

**To join by phone: 1-669-900-9128**

**Meeting ID: 914 153 1767**

**Meeting Passcode: 3300**

**1. Call to Order**

**2. Roll Call and Determination of a Quorum**

Board of Directors: President William Norton, Vice President John (Matt) Atkinson, Treasurer Mark Johnson, Brian Brady, Mark Emery, Nick Greben, Terrence Leen.

**3. Pledge of Allegiance**

**4. Confirmation of Agenda**

Opportunity for the Board to reorder agenda items.

**5. Comments from the Public**

*(At this time, members of the public may comment on any item not appearing on the agenda. It is recommended that you keep your comments to three minutes or less. Under State Law, matters presented under this item cannot be discussed or acted upon by the Board at this time. For items appearing on the agenda, the public will be invited to make comments at the time the item comes up for consideration by the Board of Directors.)*

**6. Presentations**

a) Certificate of Appointment In-Lieu of Election and Oath of Office for Directors Atkinson, Brady, Emery, and Norton.

**7. Consent Calendar**

a) Approval of minutes from the regular meeting held on, September 10, 2024. **Action Item**

**8. Fire Chief's Monthly Report**

September Chief's Report

**9. Old Business**

**10. New Business**

- a) Amendment to KWFD contract with 3/0 Staffing and Prevention Services. **Action Item**
- b) Fleet Vehicle purchase request, two 2025 Chevy Tahoe. **Action Item**
- c) Resolution 2024/2025-05, AB1600 Annual Report for FY 23/24. **Action Item w/Roll Call**
- d) Resolution 2024/2025-06, City of Sonoma Measure T Sales Tax position. **Action Item w/Roll Call**
- e) Authorization for WestAmerica Bank, Line of Credit. **Action Item**

**11. Other Business to Come before the Board**

**12. Comments from the Floor**

**13. Comments/Reports from the Board**

**14. Closed Session**

**15. Adjournment**

This meeting will be adjourned to a regular Board meeting on November 12, 2024 at 6:00 p.m. in the Training Room of Sonoma Valley Fire District, Station 1, located at 630 2<sup>nd</sup> Street West, Sonoma, CA.

*Copies of all staff reports and documents subject to disclosure that relate to any item of business referred to on the agenda are available at the following website at <http://sonomavalleyfire.org>.*


**CERTIFICATE OF APPOINTMENT IN-LIEU OF  
ELECTION AND OATH OF OFFICE**

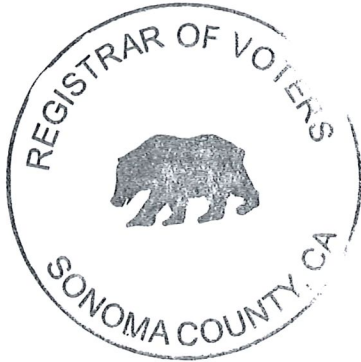
(Elections Code Section 15401)

I, DEVA MARIE PROTO, County Clerk and Registrar of Voters of the County of Sonoma, State of California, do hereby certify, that in lieu of the Consolidated General Election to be held on the 5th day of November, 2024, Bill Norton was appointed at a meeting of the Board of Supervisors held in said county on the 24th day of September, 2024, to the office of Director for the Sonoma Valley Fire District and will take office and serve exactly as if elected for the 4 year term beginning December 6, 2024.

*IN WITNESS WHEREOF*, I have hereunto affixed my  
hand and official seal this 16th day of August 2024.

DEVA MARIE PROTO, SONOMA COUNTY CLERK

BY   
(Deputy Clerk)



***Oath of Office***

(Government Code Section 1360-1363. 3105)  
(Section 3, Article XX, State Constitution)

STATE OF CALIFORNIA )  
  ) ss.  
COUNTY OF SONOMA )

*I, Bill Norton, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.*

\_\_\_\_\_  
*District Director*  
(Name of Office)

\_\_\_\_\_  
(Candidate's Signature)

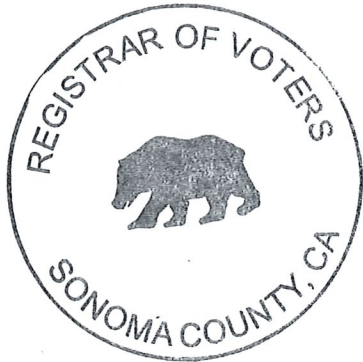
Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Signature of Person Administering Oath)

**CERTIFICATE OF APPOINTMENT IN-LIEU OF  
ELECTION AND OATH OF OFFICE**

(Elections Code Section 15401)

I, DEVA MARIE PROTO, County Clerk and Registrar of Voters of the County of Sonoma, State of California, do hereby certify, that in lieu of the Consolidated General Election to be held on the 5th day of November, 2024, Brian R. Brady was appointed at a meeting of the Board of Supervisors held in said county on the 24th day of September, 2024, to the office of Director for the Sonoma Valley Fire District and will take office and serve exactly as if elected for the 4 year term beginning December 6, 2024.



***IN WITNESS WHEREOF,*** I have hereunto affixed my hand and official seal this 16th day of August 2024.

DEVA MARIE PROTO, SONOMA COUNTY CLERK

BY   
*(Deputy Clerk)*

***Oath of Office***

(Government Code Section 1360-1363. 3105)  
(Section 3, Article XX, State Constitution)

*STATE OF CALIFORNIA )*  
*) ss.*  
*COUNTY OF SONOMA    )*

*I, Brian R. Brady, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.*

\_\_\_\_\_ *District Director*  
*(Name of Office)*

\_\_\_\_\_ *(Candidate's Signature)*

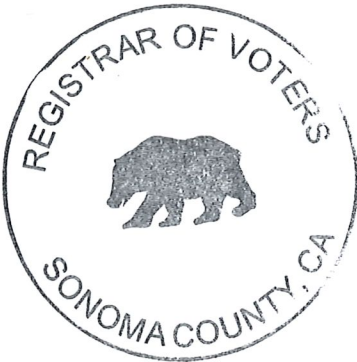
*Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.*

\_\_\_\_\_ *(Signature of Person Administering Oath)*

**CERTIFICATE OF APPOINTMENT IN-LIEU OF  
ELECTION AND OATH OF OFFICE**

(Elections Code Section 15401)

I, DEVA MARIE PROTO, County Clerk and Registrar of Voters of the County of Sonoma, State of California, do hereby certify, that in lieu of the Consolidated General Election to be held on the 5th day of November, 2024, Matt Atkinson was appointed at a meeting of the Board of Supervisors held in said county on the 24th day of September, 2024, to the office of Director for the Sonoma Valley Fire District and will take office and serve exactly as if elected for the 4 year term beginning December 6, 2024.



*IN WITNESS WHEREOF*, I have hereunto affixed my hand and official seal this 16th day of August 2024.

DEVA MARIE PROTO, SONOMA COUNTY CLERK

BY *Kennedy*  
(Deputy Clerk)

**Oath of Office**

(Government Code Section 1360-1363. 3105)  
(Section 3, Article XX, State Constitution)

STATE OF CALIFORNIA )  
                                  ) ss.  
COUNTY OF SONOMA )

*I, Matt Atkinson, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.*

\_\_\_\_\_  
*District Director*  
(Name of Office)

\_\_\_\_\_  
(Candidate's Signature)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Signature of Person Administering Oath)







**Sonoma Valley Fire District**  
**Board of Directors Meeting**  
 Agenda Item Summary  
 October 8, 2024

<b>Agenda Item No.</b>	<b>Staff Contact</b>		
7a	Maci Bettencourt, Clerk of the Board		
<b>Agenda Item Title</b>			
Approval of the regular meeting minutes held on September 10, 2024.			
<b>Recommended Actions</b>			
Approve the minutes			
<b>Executive Summary</b>			
The minutes have been prepared for Board review and approval.			
<b>Alternative Actions</b>			
Correct or amend minutes prior to approval			
<b>Strategic Plan Alignment</b>			
<b>Fiscal Summary – FY 24/25</b>			
<b>Expenditures</b>			
Budgeted Amount	\$	<b>Funding Source(s)</b>	\$
Add. Appropriations Req'd.	\$	District General Fund	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
		Grants	\$
<b>Total Expenditure</b>	<b>\$</b>	<b>Total Sources</b>	<b>\$</b>
<b>Narrative Explanation of Fiscal Impacts (if required)</b>			
Not Required			
<b>Attachments</b>			
1. Minutes for September 10, 2024 regular meeting			

# SONOMA VALLEY FIRE DISTRICT

## BOARD OF DIRECTORS MEETING MINUTES Tuesday, September 10, 2024

**Meeting was held in person at Station 1, 630 2<sup>nd</sup> Street W, Sonoma, Ca. 95476  
and via video conference for general public access.  
Join by phone: 1-669-900-9128 | Meeting ID: 914 153 1767 | Meeting Passcode: 3300**

**1. Call to Order**

Vice President Atkinson called meeting to order at 6:07 PM

**2. Roll Call and Determination of a Quorum**

Board of Directors present: President William Norton, Vice President John (Matt) Atkinson, Treasurer Mark Johnson, Director Brian Brady, Director Mark Emery, Director Terrence Leen, and Director Nick Greben

**3. Pledge of Allegiance**

The Pledge of Allegiance was led by Director Leen and recited by all.

**4. Confirmation of Agenda**

No changes

**5. Comments from the Public**

Public and staff present/virtual: Chief Akre, BC Sean Lacy, Jennifer Jason, Captain Jason Campbell, Captain Gary Johnson, Captain Dustin Garcia, and Volunteer Peter Stewart, from the Mayacamas Volunteer Fire Foundation.  
No comments heard from the public.

**6. Presentations**

None

**7. Consent Calendar**

a) Board reviewed and approved the meeting minutes from the regular board meeting held on August 13, 2024. **M/S/P Brady/Leen - 7 ayes**

**8. Fire Chief's Monthly Report**

Monthly Chief's Report attached.

**9. Old Business**

None

**10. New Business**

- a) Director Emery motioned to adopt Resolution 2024/2025-03 a matching funds grant between the SVFD and the State of California Department of Forestry and Fire Protection. **M/S/P Emery/Brady - 7 ayes**

***Public Hearing: President Norton opened the public hearing at 6:26pm. Chief Akre and Finance Officer Jason presented the proposed Fiscal Year 2024/2025 final budget. Upon completion of presentation and no public comment to be heard, President Norton closed the public hearing at 6:41pm***

- b) Director Leen motioned to adopt Resolution 2024/2025-04 adopting the final budget for fiscal year 2024/25. **M/S/P Leen/Norton - 7 ayes**

**11. Other Business to come before the Board**

None

**12. Comments from the Floor**

Clerk Bettencourt notified the Board of a save the date for the annual Holiday Party, hosted by the Sonoma Volunteer Firefighters Association, on December 7<sup>th</sup>.

**13. Comments/Reports from the Board**

None

**14. Closed Session**

None

**15. Adjournment**

**M/S Leen/Emery – 7 ayes**

Meeting was adjourned at 6:43pm to a regular Board meeting on October 8, 2024, at 6:00 p.m. This meeting will be conducted in person with videoconference capabilities available to the public. *Copies of all staff reports and documents subject to disclosure that relate to any item of business referred to on the agenda are available at the following website: <http://sonomavalleyfire.org> under the Governance tab.*

Respectfully submitted,

Maci Bettencourt  
Clerk of the Board



**Sonoma Valley Fire District**  
**Board of Directors Meeting**  
 Agenda Item Summary  
 October 8, 2024

<b>Agenda Item No.</b>	<b>Staff Contact</b>		
8a	Steve Akre, Fire Chief		
<b>Agenda Item Title</b>			
Monthly Fire Chief's Report			
<b>Recommended Actions</b>			
None			
<b>Executive Summary</b>			
<p>The monthly Fire Chief's report is crucial for maintaining transparency and accountability within the District. It provides an overview of current administrative updates, incident responses, budget and financial status, personnel changes, training activities, and the status of buildings and land. Additionally, it covers equipment readiness, fire prevention initiatives, community outreach efforts, and events hosted by the fire association. This comprehensive report ensures that all stakeholders are informed about the department's operations, challenges, and achievements, fostering better decision-making and community trust.</p>			
<b>Alternative Actions</b>			
None needed			
<b>Strategic Plan Alignment</b>			
<b>Fiscal Summary – FY 24/25</b>			
<b>Expenditures</b>			
Budgeted Amount	\$	<b>Funding Source(s)</b>	\$
Add. Appropriations Req'd.	\$	District General Fund	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
		Grants	\$
<b>Total Expenditure</b>	<b>\$</b>	<b>Total Sources</b>	<b>\$</b>
<b>Narrative Explanation of Fiscal Impacts (if required)</b>			
Not Required			
<b>Attachments</b>			
1. Monthly Fire Chief's Report – 10.08.24			



# 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

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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  
Business: (707) 996-2102 • [svfra@svfra.org](mailto:svfra@svfra.org) • Fax: (707) 996-2868



# Sonoma Valley Fire District

*Proudly Serving the Communities of*  
Sonoma, Valley of the Moon, Glen Ellen, Kenwood, and  
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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Business: (707) 996-2102 • [svfra@svfra.org](mailto:svfra@svfra.org) • Fax: (707) 996-2868



# Sonoma Valley Fire District

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



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**  
**Special Board of Directors Meeting**  
 Agenda Item Summary  
 October 8, 2024

<b>Agenda Item No.</b>	<b>Staff Contact</b>
10a	Steve Akre, Fire Chief
<b>Agenda Item Title</b>	
Discussion and consideration of an amendment to the Staffing Services Contract with the Kenwood Fire	
<b>Recommended Actions</b>	
Approve staffing services amendment	
<b>Executive Summary</b>	
The SVFD has been in continued discussions with the Kenwood Fire Protection District for additional staffing services. This amendment increases the staffing level to 3-0 as well as formalizes the SVFD providing inspection and investigation services to the Kenwood District. The Kenwood Board has approved this amendment.	
<b>Alternative Actions</b>	
Request information or changes before approval.	
<b>Strategic Plan Alignment</b>	
This agreement is in alignment with Goal 5, Objective 5A: Identify the benefits of shared services, and Objective 5C: Incrementally implement changes that enhance delivery of service throughout the region.	
<b>Fiscal Summary – FY 23/24</b>	
<b>Expenditures</b>	
Budgeted Amount	\$
Add. Appropriations Req'd.	\$ 467,566
	\$
<b>Total Expenditure</b>	<b>\$467,566</b>
<b>Funding Source(s)</b>	
District General Fund	\$
Fees/Other	\$ 467,566
Use of Fund Balance	\$
Contingencies	\$
Grants	\$
<b>Total Sources</b>	<b>\$467,566</b>
<b>Narrative Explanation of Fiscal Impacts (if required)</b>	
This will be a cost neutral amendment for the SVFD.	
<b>Attachments</b>	
1. Staffing Services Agreement Amendment	



**FIRST AMENDMENT TO FIRE PROTECTION AND EMERGENCY MEDICAL SERVICES AGREEMENT BETWEEN SONOMA VALLEY FIRE DISTRICT AND KENWOOD FIRE PROTECTION DISTRICT**

THIS FIRST AMENDMENT (“First Amendment”) to the Fire Protection and Emergency Medical Services Agreement between Sonoma Valley Fire District and Kenwood Fire Protection District, effective, July 1, 2024, by and between the Sonoma Valley Fire District, a California special district, hereinafter referred to as “SON,” and the Kenwood Fire Protection District, a California special district, hereinafter referred to as “KWD,” and jointly referred to as “Parties.”

**RECITALS**

**WHEREAS**, SON and KWD entered into the *Fire Protection and Emergency Medical Services Agreement* (the “Agreement”) effective October 1, 2023; and  
**WHEREAS**, the Agreement provided that SON would provide KWD with fire and emergency medical services within the service boundaries of KWD including fire personnel staffing levels at 2-0 (two full time staff per shift); and  
**WHEREAS**, the Agreement contemplated that the Parties would pursue opportunities to increase the level of staffing to 3-0; and  
**WHEREAS**, with the passage of Sonoma County Sale Tax Measure H providing additional funding for fire services in Sonoma County, the Parties agree to increase staffing levels to 3-0 within the service boundaries of KWD.

**FIRST AMENDMENT**

**1. The first paragraph of EXHIBIT A to the Agreement shall be amended as follows:  
Staffing**

Fire stations will be staffed with a minimum of 3 full-time personnel per shift in the following ranks and certifications:

<b>Fire Station</b>	<b>Location</b>	<b>Staffed Apparatus</b>	<b>Captain</b>	<b>Engineer Medic</b>	<b>Firefighter</b>
No. 6	9045 Sonoma Highway	Engine	1	1	1

2. The fourth paragraph of EXHIBIT A to the Agreement entitled “Fire Inspections and Investigations” is delated and replaced with the following paragraph as follows:

**Fire Inspections and Investigations**

The SON will establish fire inspection zones for each fire station and establish fire code prescribed frequencies for required inspections. SON will assume and manage and take full responsibility for all fire code related inspections for KWD, including but not limited to fire code, new and remodel construction inspections, plan checks, defensible space inspections, wildland mitigation inspections and fire investigations. Inspections in general business occupancies such as office complexes and retail outlets will be inspected every two years. Fire investigators will be available to fire scenes for fire cause determination 24 hours per day. SON will collect and retain all fire related inspection fees, which KDW will not share in.

3. 3.1.0 of the Agreement is amended with respect to the compensation for services from SON to KWD for years 2, 3, 4, and 5 of the Agreement as follows:

YEAR	Original Agreement Cost Staffing 2-0	Additional Staffing 3-0	Total New Cost Staffing 3-0
2024-2025 (Year 2)	\$1,582,434	\$467,566	\$2,050,000
2025-2026 (Year 3)	\$1,677,380	\$535,576	\$2,212,956
2026-2027 (Year 4)	\$1,778,023	\$562,354	\$2,340,377
2027-2026 (Year 5)	\$1,884,704	\$590,472	\$2,475,176

**MISCELLANEOUS AGREEMENTS**

4. **Defined Terms.** Defined terms used in this First Amendment which are not defined herein shall have the same meaning as set forth in the Agreement.
5. **Captions.** The section headings or captions appearing in this First Amendment are for convenience only, are not a part of this First Amendment and are not to be considered in interpreting this First Amendment.
6. **Counterparts.** This First Amendment may be executed in counterparts, each of which shall be deemed an original, but all of which taken together shall constitute but one and the same document.
7. **Entire Agreement; Modification.** Except as expressly set forth herein, all terms of the Fire Protection and Emergency Medical Services Agreement between Sonoma Valley Fire District and Kenwood Fire Protection District remain in full force and effect. There are no verbal agreements that change this First Amendment, and no waiver of any of their respective terms will be effective, unless in writing executed by the Parties.

///

///

IN WITNESS WHEREOF, the Parties have executed this First Agreement on the dates indicated.

**SONOMA VALLEY FIRE DISTRICT**

Dated: \_\_\_\_\_

By: \_\_\_\_\_,  
Board President

ATTEST:

\_\_\_\_\_  
, Clerk of the Board

APPROVED AS TO FORM:

By: \_\_\_\_\_,  
District Counsel

**KENWOOD FIRE PROTECTION DISTRICT**

Dated: \_\_\_\_\_

By: \_\_\_\_\_,  
Board President

ATTEST:

\_\_\_\_\_  
, Clerk of the Board

APPROVED AS TO FORM:

By: \_\_\_\_\_  
William D. Ross, Special District Counsel





**Sonoma Valley Fire District**  
**Board of Directors Meeting**  
 Agenda Item Summary  
 October 8, 2024

<b>Agenda Item No.</b>	<b>Staff Contact</b>
10b	Steve Akre, Fire Chief

**Agenda Item Title**  
 Approve funding for the purchase of two new administrative command vehicles for Deputy Chief positions.

**Recommended Actions**  
 Approve Funding from the FY 2024-25 Budget

**Executive Summary**

**Request:** This request before the Board is to purchase two new Chevy Tahoe Command Vehicles for the expansion of our Chief Officer services that were approved at the September SVFD BOD meeting, with additional measure H funding.

**Background:** As our district continues to grow in size and personnel, we have determined the need for additional utility vehicles. We are often finding ourselves having to utilize vehicles that have high mileage, and that are in poor mechanical condition, to conduct our daily operations effectively. Through Measure H funds, we have identified the need for additional administration, which the SVFD BOD approved at September meeting. Adding these vehicles will add capacity to our fleet moving forward, as they will be assigned to the Deputy Chief Officers. We do have funds in our capitol replacement funding for this purchase.

**Alternative Actions**  
 Decline to commit to contract process or suggest alternatives

**Strategic Plan Alignment**  
 This effort is in alignment with Goals 1B and 1C

<b>Fiscal Summary – FY 24/25</b>			
<b>Expenditures</b>		<b>Funding Source(s)</b>	
Budgeted Amount	\$	District General Fund	\$
Add. Appropriations Req'd.	\$ 126,697.24	Fees/Other	\$
	\$	Use of Fund Balance	\$ 126,697.24
		Contingencies	\$
		Grants	\$
<b>Total Expenditure</b>	<b>\$ 126,697.24</b>	<b>Total Sources</b>	<b>\$ 126,697.24</b>

**Narrative Explanation of Fiscal Impacts (if required)**  
 SVFD has adequate funding in our vehicle replacement fund.

**Attachments**  
 1. Future Chevrolet Quote

**Future Chevrolet Fleet Sales Department**

4811 Madison Avenue Sacramento, CA 95841

Byron L. Mudd – Fleet/Gov't Sales Manager

Office 916.338.7322

Cell 916.316.9658

Fax 916.338.7399

[bmudd@futurechevyofsac.com](mailto:bmudd@futurechevyofsac.com)

**09/18/2024**

Quote #1

1-Pages

<b>COMPANY</b>	<b>SONOMA VALLEY FIRE DIST</b>
CONTACT	JASON
PHONE	707-996-2102
ADDRESS	630 2 <sup>ND</sup> STREET WEST
CITY, STATE, ZIP	SONOMA, CA 95476

<b>Deal# TBD</b>	<b>FLEET PRICING</b>
Code 035-FLEET	TAHOE PPV
FAN #	Stock #TBD

Year	Make/Model	Vin number/Order/Bid number
<b>New 2025</b>	<b>Chevrolet TAHOE PPV 4WD</b>	<b>VIN#TBD</b>
		<b>Color-Summit White</b>

Hi ,  
Here is the quote for the TAHOE PPV.

**Attn: DMV EXEMPT 5050 FORM WILL BE PROVIDED**

**Attn: N/A**

Thank you,  
Byron Mudd

**MSRP \$58,937.00**

Subject to Availability!

Future Discounts and GM National Fleet Discount Included in <b>NET COST</b> =	<b>\$58,000.00</b>
Service Body =	<b>\$INCLUDED</b>
Delivery/Driver Fee =	\$
<b>PRE TAX &amp; LICENSE COST</b> =	<b>\$58,000.00</b>
DMV, REGS, Title Transfer, Doc, =	<b>\$118.00</b>
County Sales Tax 9. % =	<b>\$5,230.62</b>
<b>TOTAL</b> =	<b>\$63,348.62 PER TRUCK</b>
<b>TOTAL AMOUNT DUE X 2 TRUCK =</b>	<b>\$126,697.24 TOTAL FOR 2</b>

Looking forward to earning your Business!

Agree to Purchase, Authorized Signature \_\_\_\_\_



Date: \_\_\_\_\_

9/18/24



**Sonoma Valley Fire District**  
**Board of Directors Meeting**  
 Agenda Item Summary  
 October 8, 2024

<b>Agenda Item No.</b>	<b>Staff Contact</b>
10c	Jennifer Jason, Finance Officer

<b>Agenda Item Title</b>
Annual AB1600 Report FY23/24

<b>Recommended Actions</b>
Approve report and adopt by Resolution 2024/2025-05

<b>Executive Summary</b>
State law requires any local agency that imposes development impact fees to prepare an annual report providing specific information about those fees. Therefore, in accordance with the provisions of the California Government Code Section 66006 (b) and 66001 (d), as amended by Assembly Bill (AB) 518 and Senate Bill (SB) 1693, I hereby submit the Development Impact Fee (DIF) Report for Sonoma Valley Fire District, California for the fiscal year (FY) ended June 30, 2024.

<b>Alternative Actions</b>
Request revisions to document being presented

<b>Strategic Plan Alignment</b>
Goal 1- Objective 1B

<b>Fiscal Summary – FY 24/25</b>			
<b>Expenditures</b>		<b>Funding Source(s)</b>	
Budgeted Amount	\$	District General Fund	\$
Add. Appropriations Req'd.	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
		Grants	\$
<b>Total Expenditure</b>	<b>\$</b>	<b>Total Sources</b>	<b>\$</b>

<b>Narrative Explanation of Fiscal Impacts (if required)</b>

<b>Attachments</b>
<ol style="list-style-type: none"> <li>1. AB1600 Annual Report w/ Financial Summary FY23-24</li> <li>2. Resolution 2024/2025-05</li> </ol>



# Sonoma Valley Fire District

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



**DATE:** October 8, 2024  
**TO:** Sonoma County Board of Supervisors  
**FROM:** Jennifer Jason, Finance Officer of Sonoma Valley Fire District  
**SUBJECT:** 2023-2024 AB 1600 Annual Report- SVFD Fire Impact Fees

**BACKGROUND:**  
**66006(b)(1)(A)**

State law requires any local agency that imposes development impact fees to prepare an annual report providing specific information about those fees. Therefore, in accordance with the provisions of the California Government Code Section 66006 (b) and 66001 (d), as amended by Assembly Bill (AB) 518 and Senate Bill (SB) 1693, I hereby submit the Development Impact Fee (DIF) Report for Sonoma Valley Fire District, California for the fiscal year (FY) ended June 30, 2024.

DIFs are charged by local governmental agencies in connection with approval of development projects. The purpose of these fees is to defray all or a portion of the cost of public facilities related to the development project. The legal requirements for enactment of a DIF program are set forth in Government Code §§ 66000-66025 (the "Mitigation Fee Act"), the bulk of which was adopted as 1987's AB 1600 and thus commonly referred to as "AB 1600 requirements".

For Sonoma Valley Fire District, DIFs are collected by the County of Sonoma on behalf of the district for the purpose of mitigating the impacts caused by new development on the district's infrastructure. Fees are used to finance the acquisition, construction and improvement of public facilities needed as a result of this new development. A separate fund (10196) has been established to account for the impact of new development.

Fees imposed on new development within the Sonoma Valley Fire District within Sonoma County have been in place since July, 1 2021. In 2021, the district contracted with SCI Consulting Group in which they conducted a Fire Impact Fee Nexus Study that detailed the impacts of future growth on local facilities. This report provided the analysis and support for the DIFs imposed by the Sonoma Valley Fire District. This study was adopted by the Sonoma Valley Fire District's Board of Directors by resolution on February 9, 2021. An agreement for services dated March 23, 2021 was entered between the County of Sonoma, a political subdivision of the State of California, and Sonoma Valley Fire District to establish and administer development impact fees for fire protection services

630 Second Street West • Sonoma • California • 95476-6901

Business: (707) 996-2102 • Fax: (707) 996-2868

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# Sonoma Valley Fire District

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State law requires the district prepare and make available to the public the DIF Report within 180 days after the last day of each fiscal year. The County Council must review the annual report at a regularly scheduled public meeting not less than fifteen days after the information is made available to the public. This report was filed with the County Administrator’s Office and available for public review on October 8, 2024.

## SUMMARY OF FINANCIAL STATEMENT: 66006(b)(1)(B)

Fees:

### Residential Development Per Living Area Sq. Ft.

Single Family Housing	\$1.95
Multi-Family Housing	\$3.30
Mobile Home	\$2.15
Accessory Dwelling Unit	exempt pursuant to
Less than 750 square feet are	Government Code §65852.2(f)(3)(A)

### Nonresidential Development Per Building Square Feet

Retail/Commercial	\$2.21
Office	\$3.66
Industrial	\$1.54

<i>Beginning Fund Balance</i>	<i>Deposits</i>	<i>County Accessed Admin Fee (2%)</i>	<i>Interest</i>	<i>Withdrawals</i>	<i>Returned</i>	<i>Ending Fund Balance</i>
\$0.00	\$47,188.30	\$(943.77)	\$0.00	\$(46,244.53)	\$0.00	\$0.00

## PROJECT STATUS STATEMENT:

The fees collected in FY23/24 in the amount of \$46,244.53 were transferred to our general fund for the purchase of a new Type 3 engine that added overall capacity to our district. The new Type 3 was already purchased in full as of 7/20/2021 using general funds. Future Fire Impact Fees collected will go towards reimbursement of the district for this Type 3 purchase until reimbursed in full.

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# Sonoma Valley Fire District

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Project/Purchase	Amount	Allowable Funding Percentage	Impact Fees Previously Applied from Prior Year(s)	Impact Fee Amount Applied FY22/23	Amount still able to apply using Fire Impact Fees
Type 3 Engine-Adding Capacity	\$463,209.62	100%	\$112,206.27	\$46,244.53	\$304,758.82

During FY23/24 (July 1, 2023- June 30, 2024) no refunds were issued.

Please see attached financial statement and resolution approving the annual report.

Jennifer Jason, Finance Officer  
Sonoma Valley Fire District

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### Summary of Fire Impact Fees

Sonoma Valley Fire District

Fiscal Year 2023-24

Area	Area Name	Fund	Beginning Cash Balance	Fees Earned	Misc Revenue	Interest Earned	Fees Transferred to Capital Projects	Refunds	A/R PRMD	PY A/R PRMD	A/R PRMD	Cash Balance	Ending Cash Balance
		799	-	47,188.30	(943.77)	-	46,244.53	-	-	-	-	-	(0.00)
			\$ -	\$ 47,188.30	\$ (943.77)	\$ -	\$ 46,244.53	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (0.00)

**AB 1600 Annual Report**  
**Fire Impact Fee**  
**799-10196**  
**Fund Name: Fire Impact Fee Checking**  
**Fiscal Year 2023-24**

Month	County Accessed				Withdrawals	Refunds	Cash Balance
	Deposits	Admin Fee 2%	Interest				
<b>Beg Balance</b>							\$ -
July' 23	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
August' 23	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
September' 23	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
October' 23	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
November' 23	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
December' 23	\$ 17,643.45	\$ (352.87)	\$ -	\$ (17,290.58)	\$ -	\$ -	\$ -
January' 24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
February' 24	\$ 16,148.46	\$ (322.97)	\$ -	\$ (15,825.49)	\$ -	\$ -	\$ -
March' 24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
April' 24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
May' 24	\$ 5,672.10	\$ (113.44)	\$ -	\$ (5,558.66)	\$ -	\$ -	\$ -
June' 24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
July' 24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
August' 24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
September' 24	\$ 7,724.29	\$ (154.49)	\$ -	\$ (7,569.80)	\$ -	\$ -	\$ -
<b>Total FY</b>	<b>\$ 47,188.30</b>	<b>\$ (943.77)</b>	<b>\$ -</b>	<b>\$ (46,244.53)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (0.00)</b>

**Withdrawal Detail**

Date	Journal ID	Description	Amount
12/1/2023	JV127	Transfer of funds to general fund for reimbursement of a Type 3 engine purchase	\$ 17,290.58
2/29/2024	JV141	Transfer of funds to general fund for reimbursement of a Type 3 engine purchase	\$ 15,825.49
5/31/2024	JV160	Transfer of funds to general fund for reimbursement of a Type 3 engine purchase	\$ 5,558.66
9/10/2024	JV187	Transfer of funds to general fund for reimbursement of a Type 3 engine purchase	\$ 7,569.80
<b>Total FY</b>			<b>\$ 46,244.53</b>

**Refunds**

Date	Journal ID	Description	Amount
			\$ -
<b>Total FY</b>			<b>\$ -</b>

Account Code	Account Title	Doc Number	Description	Session ID	Effective	Doc Date	Debit	Credit	Tran Src
10196	Fire Impact Fee Checking				Opening		0.00		
10196	Fire Impact Fee Checking	1999190	Q4 FY22/23 Impact Fees	ARC085	7/19/2023				ARC
10196	Fire Impact Fee Checking	096	Impact Fee Xfer 10196 to 10197	JV096	7/19/2023	52,536.77		52,536.77	JV
10196	Fire Impact Fee Checking	2018918	Fire Mitigation Fees Jul-Sept 2023	CR089	12/1/2023	17,290.58			CR
10196	Fire Impact Fee Checking	127	Fire Impact Fee xfer FY23/24 Q1	JV127	12/1/2023		17,290.58	17,290.58	JV
10196	Fire Impact Fee Checking	134	Banks Transfers- January 2024- replenishment	JV134	1/31/2024	1,000.00			JV
10196	Fire Impact Fee Checking	135	Reclassify JV134 10196 to 10199	JV135	1/31/2024		1,000.00	1,000.00	JV
10196	Fire Impact Fee Checking	2028927	FY 23/24 Q2 Impact Fees	CR097	2/2/2024	15,825.49			CR
10196	Fire Impact Fee Checking	141	Impact Xfer Q2 FY23/24	JV141	2/29/2024		15,825.49	15,825.49	JV
10196	Fire Impact Fee Checking	2041343	Jan-Mar 24 Impact Fees	CR103	5/1/2024	5,558.66			CR
10196	Fire Impact Fee Checking	160	Impact Xfer 10196 to 10197 FY23/24 Q3	JV160	5/31/2024	15,825.49		15,825.49	JV
10196	Fire Impact Fee Checking	160	Impact Xfer 10196 to 10197 FY23/24 Q3	JV161	5/31/2024				JV
10196	Fire Impact Fee Checking	160	Impact Xfer 10196 to 10197 FY23/24 Q3	JV161	5/31/2024		5,558.66	5,558.66	JV
10196	Fire Impact Fee Checking	2064451	Fire Impact Fees 4Q 2024	CR124	9/10/2024	7,569.80			CR
10196	Fire Impact Fee Checking	187	Impact Fee Xfer 10196 to 10197	JV187	9/10/2024		7,569.80	7,569.80	JV
					Transaction	115,606.79		115,606.79	
Balance 10196	Fire Impact Fee Checking					0.00			
	Report Opening/Current Balance					0.00		0.00	
	Report Transaction Totals					115,606.79		115,606.79	
	Less adjustment					69,362.26		69,362.26	
	Report Current Balances					46,244.53		46,244.53	
	Report Difference					0.00		0.00	

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
SONOMA VALLEY FIRE DISTRICT OF SONOMA COUNTY, STATE OF CALIFORNIA,  
DECLARING THE FISCAL YEAR 2023/24 ANNUAL REPORT OF THE DISTRICT'S  
FIRE IMPACT FEE IN ACCORDANCE TO STATE AB1600 REQUIREMENTS.**

---

**WHEREAS**, the District on February 9, 2021, adopted Resolution 2020/2021-15 requesting the Sonoma County Board of Supervisors adopt and implement the District's Fire Impact Fee Program pursuant to Government Code section 66001, et seq.; and

**WHEREAS**, the following Fire Impact Fees were assessed upon issuance of a building permit within Sonoma Valley Fire District boundaries during FY 2023/24:

<u>Land Use</u>	<u>Fire Impact Fees</u>
<b><u>Residential Development</u></b>	<b><u>Per Living Area Sq. Ft.</u></b>
Single-Family Housing	\$1.95
Multi-Family Housing	\$3.30
Mobile Home	\$2.15
Accessory Dwelling Unit	See Note
<b><u>Nonresidential Development</u></b>	<b><u>Per Building Sq. Ft.</u></b>
Retail / Commercial	\$2.21
Office	\$3.66
Industrial	\$1.54

Note: Pursuant to Govt. Code § 65852.2(f)(3)(A), the fire impact fee for an accessory dwelling unit shall be imposed proportionately in relation to the square footage of the primary dwelling unit. Accessory dwelling units less than 750 square feet of living area are exempt.

**WHEREAS**, the District is required to prepare an annual report documenting the fiscal year summary of fees collected by the County of Sonoma on behalf of the District; and

**NOW, THEREFORE, BE IT RESOLVED**, the Board of Directors of the Sonoma Valley Fire District adopts the Fiscal Year 2023/24 Fire Impact Fee Annual Report in accordance of State AB1600;

**IN REGULAR SESSION**, the foregoing resolution was introduced by Director \_\_\_\_\_, who moved its adoption, seconded by Director \_\_\_\_\_, and passed by the Board of Directors of the Sonoma Valley Fire District this 8<sup>th</sup> day of October 2024, on regular roll call vote of the members of said Board by the following vote:

President Norton	Aye _____	No _____	Absent _____
Vice President Atkinson	Aye _____	No _____	Absent _____
Treasurer Johnson	Aye _____	No _____	Absent _____
Director Brady	Aye _____	No _____	Absent _____
Director Emery	Aye _____	No _____	Absent _____
Director Greben	Aye _____	No _____	Absent _____
Director Leen	Aye _____	No _____	Absent _____
Vote:	Aye _____	No _____	Absent _____

**WHEREUPON**, the President declared the foregoing resolution adopted; and

**SO ORDERED:**

**ATTEST:**

\_\_\_\_\_  
William Norton, President

\_\_\_\_\_  
Maci Bettencourt, Clerk



**Sonoma Valley Fire District**  
**Board of Directors Meeting**  
 Agenda Item Summary  
 October 8, 2024

<b>Agenda Item No.</b>	<b>Staff Contact</b>
10d	Steve Akre, Fire Chief

**Agenda Item Title**

Resolution 2024/2025-06 taking an official position in support of the “transaction and use tax to increase funding for essential city services, such as public safety, prompt emergency response times/ safe evacuation routes; improving traffic safety for pedestrians; maintaining streets/ sidewalks; enhancing youth recreation and parks; and funding affordable housing programs”, Measure T on the November 5, 2024 Sonoma County ballot.

**Recommended Actions**

Approve Resolution

**Executive Summary**

The Board is asked to consider and decide whether to officially support the City of Sonoma’s Sales Tax Measure T. A Resolution expressing such support is attached for the Board’s consideration.

The Fire District Board is permitted to consider, and take action to express, the opinion of the Board’s supporting or opposing a ballot measure that impacts the District, as long as it does so at an open public meeting. (See League of Women Voters v. Countywide Criminal Justice Coordinating Committee (1988) 203 Cal.App.3d 529, 560)

**Alternative Actions**

Request further information prior to approving

**Fiscal Summary – FY 24/25**

Expenditures		Funding Source(s)	
Budgeted Amount	\$	District General Fund	\$
Add. Appropriations Req’d.	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
		Grants	\$
<b>Total Expenditure</b>	<b>\$</b>	<b>Total Sources</b>	<b>\$</b>

**Narrative Explanation of Fiscal Impacts (if required)**

None

**Attachments**

1. Resolution 2024/2025-06



**RESOLUTION OF THE BOARD OF DIRECTORS OF THE SONOMA VALLEY FIRE DISTRICT, SONOMA COUNTY, STATE OF CALIFORNIA, SUPPORTING THE CITY OF SONOMA’S MEASURE T FOR “A TRANSACTION AND USE TAX TO INCREASE FUNDING FOR ESSENTIAL CITY SERVICES, SUCH AS PUBLIC SAFETY, PROMPT EMERGENCY RESPONSE TIMES/ SAFE EVACUATION ROUTES; IMPROVING TRAFFIC SAFETY FOR PEDESTRIANS; MAINTAINING STREETS/ SIDEWALKS; ENHANCING YOUTH RECREATION AND PARKS; AND FUNDING AFFORDABLE HOUSING PROGRAMS” SUBMITTED TO THE VOTERS OF THE CITY OF SONOMA AT THE NOVEMBER 5, 2024 ELECTION.**

**WHEREAS**, this Measure is an initiative measure proposing to implement a one-half cent sales tax in the City of Sonoma to support existing and expanded City service levels and ensure financial stability and sustainability; and

**WHEREAS**, this Measure, by unanimous vote of the City Council was placed on the ballot to the voters of the City of Sonoma at the election to be held November 5, 2024; and

**WHEREAS**, this Measure aligns with the District’s and Regional partners goal to increase revenue sources that support efforts to create more efficient, effective and sustainable fire services in Sonoma Valley.

**NOW, THEREFORE, BE IT RESOLVED** that the Sonoma Valley Fire District Board of Directors does hereby resolve as follows:

1. The Sonoma Valley Fire District Board supports this Measure.
2. The Sonoma Valley Fire District Board Clerk shall certify the adoption of this Resolution.

**IN REGULAR SESSION**, the foregoing resolution was introduced by Director \_\_\_\_\_, who moved its adoption, seconded by Director \_\_\_\_\_, and passed by the Board of Directors of the Sonoma Valley Fire District this 8<sup>th</sup> day of October 2024, on regular roll call vote of the members of said Board:

President Norton	Aye _____	No _____	Absent _____
Vice President Atkinson	Aye _____	No _____	Absent _____
Treasurer Johnson	Aye _____	No _____	Absent _____
Director Brady	Aye _____	No _____	Absent _____
Director Emery	Aye _____	No _____	Absent _____
Director Greben	Aye _____	No _____	Absent _____
Director Leen	Aye _____	No _____	Absent _____
Vote:	Aye _____	No _____	Absent _____

**WHEREUPON**, the President declared the foregoing resolution adopted, and

**SO ORDERED:**

**ATTEST:**

\_\_\_\_\_  
William Norton, President

\_\_\_\_\_  
Maci Bettencourt, Clerk



**Sonoma Valley Fire District**  
**Board of Directors Meeting**  
 Agenda Item Summary  
 October 8, 2024

<b>Agenda Item No.</b>	<b>Staff Contact</b>
11a	Jennifer Jason, Finance Officer

**Agenda Item Title**

Authorization to apply for a line of credit

**Recommended Actions**

Approve the request to apply for a line of credit and appoint Chief Akre as authorized signer

**Executive Summary**

In anticipation of future operational needs, we would like to secure a line of credit to ensure no disruption of District business. We do have reserves we are currently utilizing, but in anticipation of closing on our land purchase this will result in a large reduction of those available funds. Additionally, we have had a very heavy OES season and are still waiting for reimbursements to be received from Federal and State agencies with no set timeframe of when those may be realized. Establishing a line of credit will act as a safeguard for the District until we receive our first property tax allocation in late December and the collection of all outstanding OES reimbursements. We are requesting you grant Chief Akre permission to apply and be an authorized signer to apply for such loan at this time.

**Alternative Actions**

Deny the request and recommend an alternative funding source

**Strategic Plan Alignment**

**Fiscal Summary – FY 24/25**

<b>Expenditures</b>		<b>Funding Source(s)</b>	
Budgeted Amount	\$	District General Fund	\$
Add. Appropriations Req'd.	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
		Grants	\$
<b>Total Expenditure</b>	<b>\$</b>	<b>Total Sources</b>	<b>\$</b>

**Narrative Explanation of Fiscal Impacts (if required)**

**Attachments**

1. Line of Credit- Authorization Letter



# Sonoma Valley Fire District

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



October 8<sup>th</sup>, 2024

Westamerica Bank  
Sonoma Branch  
202 W. Napa Street  
Sonoma, CA 95476

To whom it may concern,

Please let this letter serve as formal approval that the Sonoma Valley Fire District Board of Directors met on a regular scheduled board meeting on Tuesday, October 8<sup>th</sup>, 2024 at 6:00pm and has approved the request to apply for a line of credit. Furthermore, the Board of Directors has appointed Fire Chief, Stephen Akre, to act as the authorized signer on behalf of the district.

Respectfully yours,

Stephen Akre  
Fire Chief  
Sonoma Valley Fire District  
630 Second Street West  
Sonoma, CA 95476  
(707) 996-2102  
[SteveA@sonomavalleyfire.org](mailto:SteveA@sonomavalleyfire.org)