

**RESOLUTION OF THE BOARD OF DIRECTORS
OF THE SONOMA COUNTY FIRE DISTRICT
SUPPORTING AND ENDORSING SONOMA COUNTY MEASURE B,
THE PROPOSED WEST COUNTY TRANSIENT OCCUPANCY AREA TAX
ON THE MARCH 2, 2021 BALLOT**

RESOLVED, by the Board of Directors (“the Board”) of the Sonoma County Fire District that:

WHEREAS, approximately 80% of Bodega Bay Fire Protection District ambulance services calls are provided to non-residents of the Bodega Bay Fire Protection District; and

WHEREAS, additional funding is needed to provide sustainable paramedic emergency medical and rescue services; and

WHEREAS, the Board of Supervisors of the County of Sonoma approved placing Measure B, the proposed West County Transient Occupancy Area tax, on the March 2, 2021 ballot for voter approval; and

WHEREAS, 50% of the revenue produced by Measure B will provide for needed improvements in fire and emergency services, including potential consolidation with local fire agencies such as the Sonoma County Fire District; and

WHEREAS, Measure B is supported by the Bodega Bay Professional Firefighters Association; and

WHEREAS, Measure B has been endorsed by the Board of Directors of the Bodega Bay Fire Protection District.

NOW, THEREFORE, the Board of Directors of the Sonoma County Fire District hereby resolves and orders as follows:

The District supports and endorses Measure B, the proposed West County Transient Occupancy Area tax, on the March 2, 2021 ballot.

THE FOREGOING RESOLUTION was introduced at a meeting of the Board on February 16, 2021 by Director _____, who moved its adoption, seconded by Director _____, and ordered adopted by the following vote:

President Klick	_____
Vice President Tognozzi	_____
Director Briare	_____
Director Hamann	_____
Director So	_____
Director Treanor	_____
Director Weaver	_____

AYES: _____ NOES: _____ ABSENT OR NOT VOTING: _____

WHEREUPON, the Chair declared the foregoing resolution adopted, and **SO ORDERED**.

By: _____
President of the Board

By: _____
Secretary of the Board



Sonoma County Fire District Board of Directors
Staff Report

Date: 2/16/2021

Topic: Resolution 2021-06 Authorizing an amendment to the contract between the Board of Administration California Public Employees' Retirement System and the Board of Directors Sonoma County Fire District.

Recommendation:

This is the 2nd step of the contract amendment process. The resolution of intention was adopted by the Board on January 19, 2021 and to complete the amendment process, Resolution 2021-06 is before the Board for adoption. In addition to the adoption of the final resolution, it is recommended the Board certify governing body's final action and certify compliance with Government Code Section 7507.

Attachments:

1. Amendment Resolution of Intention Letter
2. Certification of Governing Body's Action
3. Certification of Compliance with Government Code Section 7507
4. Amendment to Contract

SONOMA COUNTY FIRE DISTRICT

RESOLUTION
AUTHORIZING AN AMENDMENT TO THE CONTRACT

No. 2021-06

WHEREAS, the Board of Administration of the California Public Employees' Retirement System and the Board of Directors of the Sonoma County Fire District entered into a contract effective on October 1, 1990 providing for the participation of said public agency in the California Public Employees' Retirement System; and

WHEREAS, it is now desirable to take advantage of certain benefits provided under said Retirement System and not included in said contract;

NOW, THEREFORE, BE IT RESOLVED, that said governing body authorized, and it does hereby authorize, an amendment to said contract, a copy of said amendment attached hereto and by such reference made a part hereof as though herein set out in full; and

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the presiding officer of said governing body is hereby authorized, empowered and directed to execute said amendment for and on behalf of said public agency.

Adopted this 16th day of February, 2021.

Presiding Officer

Attest:

Clerk/Secretary



California Public Employees' Retirement System
Financial Office | Pension Contracts and Prefunding Programs Division
P.O. Box 942703, Sacramento, CA 94229-2703
888 CalPERS (or 888-225-7377) | TTY: (877) 249-7442 | www.calpers.ca.gov

January 27, 2021

CalPERS ID #1002910848

Kathy Washington
Executive Assistant
Sonoma County Fire District
8200 Old Redwood Highway
Windsor, CA 95941

Dear Ms. Washington:

Thank you for returning the Resolution of Intention to amend your CalPERS retirement contract to provide for the merger of Russian River Fire Protection District, effective June 15, 2020.

Also provided are the following documents necessary to complete the proposed amendment:

1. Amendment to Contract.
2. Resolution, Form CON-13. This Resolution must be adopted by affirmative vote of a majority of the members of the governing body no earlier than twenty days after the adoption of the Resolution of Intention. Failure to comply may result in the delay of the anticipated effective date of the amendment.
3. Certification of Final Action of Governing Body, Form CON-5.
4. Acknowledgement in Compliance with Government Code Section 7507(d), Form CON-12D.

Your agency adopted the Resolution of Intention on January 19, 2021, therefore, the earliest date the final Resolution may be adopted is February 8, 2021, pursuant to Government Code Section 20471. There are no exceptions to this law.

Effective January 1, 2009 Government Code Section 7507 requires the following:

- A local public agency's chief executive officer acknowledge in writing that he or she understands the current and future cost of the retirement benefit as determined by the actuary.
- Adoption of any retirement benefit shall not be placed on the consent calendar.

The agency is to certify compliance on the enclosed Acknowledgement in Compliance with Government Code Section 7507(d), Form CON-12D.

The effective date of this amendment cannot be earlier than the first day of a payroll period following the adoption of the final Resolution. Please insert the effective date on the last page of the Amendment to Contract.

The following documents must be submitted through my|CalPERS and the original documents must be returned to this office by mail. ORIGINAL SIGNATURES ARE REQUIRED ON ALL CONTRACTS.

1. Amendment to Contract
2. Resolution, Form CON-13.
3. Certification of Final Action of Governing Body, Form CON-5.
4. Acknowledgement in Compliance with Government Code Section 7507(d), Form CON-12D.

Please notify your personnel/payroll staff and any others who submit payroll or membership documents to CalPERS on behalf of the agency, such as county courts and port districts, of the following information as of the effective date of the amendment to the contract:

Please do not retype the Amendment to Contract and/or agreement documents. Only documents provided by this office will be accepted. If you have any questions regarding any documents, please contact this office prior to presenting to your governing body for adoption. Another contract amendment cannot be started until this amendment is completed or cancelled.

A copy of the contract will be returned for your records after it has been executed by CalPERS.

We are here to assist you. If you have any questions or would like additional information, please visit our website www.calpers.ca.gov, or you may contact us toll free at **888 CalPERS** or (**888-225-7377**).

Sincerely,



Kevin Cheechov
Employer Representative
Public Agency Contract Services

Enclosures



California Public Employees' Retirement System
 Financial Office | Pension Contracts and Prefunding Programs Division
 P.O. Box 942703, Sacramento, CA 94229-2703
 888 CalPERS (or 888-225-7377) | TTY: (877) 249-7442 | www.calpers.ca.gov

**CERTIFICATION
 OF
 FINAL ACTION OF GOVERNING BODY**

I hereby certify that the ___Board of Directors_____ of the
 (governing body)
 ___Sonoma County Fire District_____ of the
 (public agency)

considered and adopted on ___February 16_____, _2021____, by an affirmative vote
 of a (date)
 majority of the members of said Governing Body, **Resolution** No. _2021-06_____ approving
 the attached contractual agreement between the Governing Body of said Agency and the Board
 of Administration of the California Public Employees' Retirement System, a certified copy of said
Resolution in the form furnished by said Board of Administration being attached hereto.

Adoption of the retirement benefit increase/change was not placed on the consent calendar.

 Clerk/Secretary

 Title

Date _____



California Public Employees' Retirement System
 Financial Office | Pension Contracts and Prefunding Programs Division
 P.O. Box 942703, Sacramento, CA 94229-2703
 888 CalPERS (or 888-225-7377) | TTY: (877) 249-7442 | www.calpers.ca.gov

**ACKNOWLEDGEMENT IN COMPLIANCE WITH
 GOVERNMENT CODE SECTION 7507(d)**

I am the Chief Executive Officer of ___ Sonoma County Fire District _____,
 (name of public agency)

(Public Agency). As required by Government Code section 7507(d), in connection with a change in retirement benefits or other post employment benefits proposed to be adopted, Public Agency secured the services of a CalPERS Actuary who prepared a statement of the actuarial impact upon future annual costs, including normal cost and any additional accrued liability.

Public Agency at a public meeting on ___ February 16, 2021 _____ adopted the
 (date)

change in retirement benefits or other post employment benefits for which the actuary prepared the statement of actuarial impact.

I have read said statement of actuarial impact concerning the benefit adopted by Public Agency and hereby acknowledge that I understand the current and future cost of the benefit as determined by the actuary.

Adoption of the retirement benefit increase was not placed on the consent calendar.

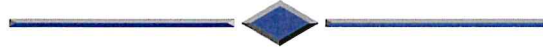
 Printed Name

 Signature

 Date

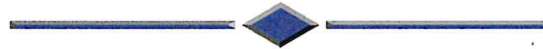


California
Public Employees' Retirement System



AMENDMENT TO CONTRACT

Between the
Board of Administration
California Public Employees' Retirement System
and the
Board of Directors
Sonoma County Fire District



The Board of Administration, California Public Employees' Retirement System, hereinafter referred to as Board, and the governing body of the above public agency, hereinafter referred to as Public Agency, having entered into a contract effective October 1, 1990, and witnessed September 19, 1990, and as amended effective September 1, 1995, January 1, 2008 and August 1, 2019, which provides for participation of Public Agency in said System, Board and Public Agency hereby agree as follows:

- A. Paragraphs 1 through 17 are hereby stricken from said contract as executed effective January 1, 2008, and hereby replaced by the following paragraphs numbered 1 through 18 inclusive:
1. All words and terms used herein which are defined in the Public Employees' Retirement Law shall have the meaning as defined therein unless otherwise specifically provided. "Normal retirement age" shall mean age 55 for classic local miscellaneous members, age 62 for new local miscellaneous members, age 55 for classic local safety members and age 57 for new local safety members.
 2. Public Agency shall participate in the Public Employees' Retirement System from and after October 1, 1990 making its employees as hereinafter provided, members of said System subject to all provisions of the Public Employees' Retirement Law except such as apply only on election of a contracting agency and are not provided for herein and to all amendments to said Law hereafter enacted except those, which by express provisions thereof, apply only on the election of a contracting agency.

3. Public Agency agrees to indemnify, defend and hold harmless the California Public Employees' Retirement System (CalPERS) and its trustees, agents and employees, the CalPERS Board of Administration, and the California Public Employees' Retirement Fund from any claims, demands, actions, losses, liabilities, damages, judgments, expenses and costs, including but not limited to interest, penalties and attorney fees that may arise as a result of any of the following:
 - (a) Public Agency's election to provide retirement benefits, provisions or formulas under this Contract that are different than the retirement benefits, provisions or formulas provided under the Public Agency's prior non-CalPERS retirement program.
 - (b) Any dispute, disagreement, claim, or proceeding (including without limitation arbitration, administrative hearing, or litigation) between Public Agency and its employees (or their representatives) which relates to Public Agency's election to amend this Contract to provide retirement benefits, provisions or formulas that are different than such employees' existing retirement benefits, provisions or formulas.
 - (c) Public Agency's agreement with a third party other than CalPERS to provide retirement benefits, provisions, or formulas that are different than the retirement benefits, provisions or formulas provided under this Contract and provided for under the California Public Employees' Retirement Law.
4. Employees of Public Agency in the following classes shall become members of said Retirement System except such in each such class as are excluded by law or this agreement:
 - a. Local Fire Fighters (herein referred to as local safety members);
 - b. Employees other than local safety members (herein referred to as local miscellaneous members).
5. In addition to the classes of employees excluded from membership by said Retirement Law, the following classes of employees shall not become members of said Retirement System:
 - a. **ELECTED OFFICIALS; AND**
 - b. **POLICE OFFICERS.**
6. This contract shall be a continuation of the contract of the Bennett Valley Fire Protection District and Rincon Valley Fire Protection District, hereinafter referred to as "Former Agency". The accumulated contributions, assets and liability for prior and current service under the Former Agency's contract shall be merged pursuant to Section 20508 of the Government Code. Such merger occurred April 4, 2019.

7. This contract shall be a continuation of the contract of the Russian River Fire Protection District, hereinafter referred to as "Former Agency". The accumulated contributions, assets and liability for prior and current service under the Former Agency's contract shall be merged pursuant to Section 20508 of the Government Code. Such merger occurred June 15, 2020.
8. The percentage of final compensation to be provided for each year of credited prior and current service as a classic local miscellaneous member in employment before and not on or after January 1, 2008 shall be determined in accordance with Section 21353 of said Retirement Law (2% at age 60 Full).
9. The percentage of final compensation to be provided for each year of credited prior and current service as a classic local miscellaneous member in employment on or after January 1, 2008 shall be determined in accordance with Section 21354.5 of said Retirement Law (2.7% at age 55 Full).
10. The percentage of final compensation to be provided for each year of credited prior and current service as a new local miscellaneous member shall be determined in accordance with Section 7522.20 of said Retirement Law (2% at age 62 Full).
11. The percentage of final compensation to be provided for each year of credited prior and current service as a classic local safety member shall be determined in accordance with Section 21363.1 of said Retirement Law (3% at age 55 Full).
12. The percentage of final compensation to be provided for each year of credited prior and current service as a new local safety member shall be determined in accordance with Section 7522.25(d) of said Retirement Law (2.7% at age 57 Full).
13. Public Agency elected and elects to be subject to the following optional provisions:
 - a. Section 20042 (One-Year Final Compensation) for classic local safety members only.
 - b. Section 20938 (Limit Prior Service to Members Employed on Contract Date).
 - c. Section 20965 (Credit for Unused Sick Leave) for local safety members only.
 - d. Section 21574 (Fourth Level of 1959 Survivor Benefits).
14. Public Agency, in accordance with Government Code Section 20834, shall not be considered an "employer" for purposes of the Public Employees' Retirement Law. Contributions of the Public Agency shall be fixed and determined as provided in Government Code Section 20834, and such contributions hereafter made shall be held by the Board as provided in Government Code Section 20834.
15. Public Agency shall contribute to said Retirement System the contributions determined by actuarial valuations of prior and future service liability with respect to local miscellaneous members and local safety members of said Retirement System.

16. Public Agency shall also contribute to said Retirement System as follows:
- a. Contributions required per covered member on account of the 1959 Survivor Benefits provided under Section 21574 of said Retirement Law. (Subject to annual change.) In addition, all assets and liabilities of Public Agency and its employees shall be pooled in a single account, based on term insurance rates, for survivors of all local miscellaneous members and local safety members.
 - b. A reasonable amount, as fixed by the Board, payable in one installment within 60 days of date of contract to cover the costs of administering said System as it affects the employees of Public Agency, not including the costs of special valuations or of the periodic investigation and valuations required by law.
 - c. A reasonable amount, as fixed by the Board, payable in one installment as the occasions arise, to cover the costs of special valuations on account of employees of Public Agency, and costs of the periodic investigation and valuations required by law.
17. Contributions required of Public Agency and its employees shall be subject to adjustment by Board on account of amendments to the Public Employees' Retirement Law, and on account of the experience under the Retirement System as determined by the periodic investigation and valuation required by said Retirement Law.
18. Contributions required of Public Agency and its employees shall be paid by Public Agency to the Retirement System within fifteen days after the end of the period to which said contributions refer or as may be prescribed by Board regulation. If more or less than the correct amount of contributions is paid for any period, proper adjustment shall be made in connection with subsequent remittances. Adjustments on account of errors in contributions required of any employee may be made by direct payments between the employee and the Board.

B. This amendment shall be effective on the _____ day of _____, _____.

BOARD OF ADMINISTRATION
PUBLIC EMPLOYEES' RETIREMENT SYSTEM

BOARD OF DIRECTORS
SONOMA COUNTY FIRE DISTRICT

BY _____
ARNITA PAIGE, CHIEF
PENSION CONTRACTS AND PREFUNDING
PROGRAMS DIVISION
PUBLIC EMPLOYEES' RETIREMENT SYSTEM

BY _____
PRESIDING OFFICER

Witness Date

Attest:

Clerk



Sonoma County Fire District Board of Directors
Staff Report

Date: February 16, 2021

Topic: Surplus Property

Recommendations:

Adopt Resolution# 2021-07 to declare the District assets listed in this report as surplus and authorize the disposal of the property.

Financial Impact:

The District may receive some residual value on some property to be sold. Staff will report back to the Board after the property sells with an update of funds received.

Background:

With the consolidation of the previous districts, some assets and equipment are no longer required, needed, or effective and therefore are recommended to be designated as surplus.

Staff recommends the Board declare the assets and equipment listed as surplus and authorize disposal, per the recommended disposal method.

Any items donated would require a donated equipment liability release to be signed by the receiving agency.



**Sonoma County Fire District Board of Directors
Staff Report**

Asset Description	Recommended Disposal Method
2010 Keystone Cougar Travel Trailer	Has residual value, recommend selling for highest competitive bid
Cummins Generator Model# C13N6H-A054E399	Has residual value, recommend selling for highest competitive bid
17 MSA SCBA Packs and 2 RIC Packs	Minimal residual value, recommend donating to a Governmental Agency or Nonprofit that can utilize the remaining useful life
Misc. SCBA Parts- 14 Masks, 13MSA SCBA Lumbar Support Straps, Misc. Parts	Minimal residual value, recommend donating to a Governmental Agency or Nonprofit that can utilize the remaining useful life

**A RESOLUTION OF THE SONOMA COUNTY
FIRE DISTRICT, COUNTY OF SONOMA, STATE OF CALIFORNIA, DECLARING
SURPLUS PROPERTY AND DIRECTING STAFF TO DISPOSE
OF SAID PROPERTY IN A LAWFUL MANNER**

WHEREAS, Sonoma County Fire District has various surplus property including a 2010 Keystone Cougar Travel Trailer, a Cummings Generator, as well as items listed on the attached Staff report.

WHEREAS, the District has determined there is no longer a need to retain these items;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Sonoma County Fire District hereby declares the aforementioned items to be surplus; and;

BE IT FURTHER RESOLVED that the Board of Directors of the Sonoma County Fire District hereby directs District staff to dispose of said surplus in a lawful manner.

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 County Fire District this 16th day of February, 2021 by the following vote:

Director Klick	_____	Director Hamann	_____
Director Treanor	_____	Director Tognozzi	_____
Director Briare	_____	Director So	_____
Director Weaver	_____		

AYES _____ NOES _____ ABSENT/NOT VOTING _____

WHEREUPON, the President declared the foregoing resolution adopted; and **SO ORDERED**.

ATTEST:

Secretary of the Board



**Sonoma County Fire District Board of Directors
Staff Report**

Date: February 16, 2020

Topic: Amendment to the Agreement for Services Contract with Kitchell CEM for Project and Construction Management Services

Recommendation:

Authorize Chief Heine to execute an amendment to the Agreement for Services with Kitchell CEM for Project and Construction Management Services related to the Mountain Station 6 Project. The amendment proposal dated February 4, 2020 identifies the need for additional staff time to complete the administration and closeout phase of the project.

Financial Impact:

The Board has approved the Mountain Station 6 project funding in the revised 2020-2021 Fiscal Year Budget. It is anticipated that the budgeted funds contain sufficient contingencies to cover the additional costs identified for project management services. The amendment projects an additional \$39,552 in staff costs to complete the project due to time delays and expanded scope on the project since the Board approved the original scope of work.

Background:

On October 15, 2019 the Board of Directors approved the award of a contract for design, project and construction management services in the amount of \$89,416 related to the Mountain Station 6 facility upgrade.

The original term of the Agreement for Services was October 31, 2019 to October 31, 2020, with an automatic extension for successive periods of one year unless either party notifies the other party in writing.

The amendment proposal dated February 4, 2021 identifies the timeline change from an original closeout date of October 2020 to the current projected date of Mid-July. There additionally have been numerous design changes which have extended the need for Kitchell's involvement and have increased the Kitchell staff time needed to bring the project to completion.



February 4, 2021

Mr. Mark Heine
Fire Chief, Sonoma County Fire District
County Station 1
8200 Old Redwood Hwy
Windsor, CA 95492

RE: Amendment Proposal for Project and Construction Management Services for the Mountain Station 6 Project, Sonoma County Fire District

Dear Chief Heine;

Thank you for the opportunity to submit an amendment proposal for the Mountain Station #6 project.

The term of the original agreement between the District and Kitchell was to be for one year following the Effective Date (October 31, 2020), with an automatic extension for successive periods of one year. The original contract anticipated a four-month construction duration, with occupancy and closeout ending in April 2020 (please see the original attached Staffing Fee Timeline). Due to numerous design changes and agency deferred approval lead times, the construction duration was extended and Kitchell's involvement on the project has exceeded what was originally anticipated and is now expected to complete mid-July 2021. I have attached a revised Staffing Fee Timeline to reflect the additional staff hours needed to complete the construction administration and closeout phases of the project. We propose extending Kitchell's contract to August 15, 2021.

With the schedule extended by 15.5 months overall and the scope expanded from original discussions, Kitchell has incurred additional costs. **Based on the scope of services identified in our contract, the additional staff time to complete the construction administration and closeout phase of the project equates to \$39,552.**

We look forward to working with the Sonoma County Fire District to bring the project successfully through construction. Should you have any questions or require additional information, please feel free to contact me at (916) 648-9700.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jennifer Frahm".

Jennifer Frahm
Project Director

Kitchell CEM

2450 Venture Oaks Way | Suite 500 | Sacramento, CA 95833 | Phone 916.648.9700 | Fax 916.648.6534 | www.kitchell.com

Sonoma County Fire Dept.
Mountain Station Remodel

5198 Sharpe Rd, Calistoga, CA



TOGETHER, BUILDING VALUE EVERY DAY.

Schedule / Phase	2019							2020							Hours	Hourly Rates	Total \$
	A	S	O	N	D	J	F	M	A	M	J	J	A				
Design Phase - CD's & Permitting	0	1	2	3	4	5	6	7	8	9	10	11	12				
Bid & Award Phase																	
Construction Phase																	
Turnover & Occupancy Phase																	
Kitchell Design-Build CM Team																	
CONSTRUCTION MANAGEMENT SERVICES																	
Position / Classification	Mh's / Mo.:																
Project Director:	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	200	
Project/Construction Manager	32	32	32	32	40	32	32	40	32	40	32	40	32	32	272.0	272.0	50,320
Estimating Manager			8												8.0		1,320
Estimators			16												16.0		2,400
Architectural Design Services															0.0		30,000
Total (Mhs / Month)	0	36	60	36	44	36	36	42	34	0	0	0	0	324.0	324.0		89,416

Total CM / Design proposed Fee: \$89,416

Sonoma County Fire Dept.
Mountain Station Remodel
 5198 Sharpe Rd., Calistoga, CA



TOGETHER, BUILDING VALUE EVERY DAY.

Schedule / Phase	2020				2021							Hours	Hourly Rates	Total \$	
	N	D	J	F	M	A	M	J	J	A					
Design Phase - CD's & Permitting	1	2	3	4	5	6	7	8	9	10					
Bid & Award Phase	Bid/Award Phase														
Construction Phase	Construction Phase														
Turnover & Occupancy Phase	Closeout/Occupancy														
Kitchell Design-Build CM Team															
CONSTRUCTION MANAGEMENT SERVICES															
Position / Classification	160	200	160	160	160	160	200	160	160	200	160	200			
Project Director:													21	\$ 192.00	\$ 4,032
Project/Construction Manager				32	32	40	40	32	40	32	40	16	192.0	\$ 185.00	\$ 35,520
Estimating Manager													-	\$ 165.00	\$ -
Estimators													-	\$ 150.00	\$ -
Architectural Design Services													-	LS	\$ -
Total (Mhs / Month)	0	0	0	0	36	36	44	36	44	36	44	17	213.0		\$ 39,552

Total CM / Design proposed Fee: \$39,552

Brown Act Compliance Policy

Agendas

The Fire Chief or his/her designee, in cooperation with the Sonoma County Fire District (District) Board of Directors (Board) Chair, shall prepare an agenda for each Regular and Special meeting of the Board in accordance with the Ralph M. Brown Act (California Government Code Section 54950]. Any Director may request any item to be placed on the agenda by contacting the Fire Chief or his/her designee at least fourteen business days prior to the date of the meeting.

Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled Board meeting, subject to the following conditions:

1. The request must be in writing and be submitted to the Fire Chief or his/her designee, together with supporting documents and information, if any, at least fourteen business days prior to the date of the meeting;
2. The Fire Chief or his/her designee shall be the sole judge of whether the public request is or is not a "matter directly related to District business." The public member requesting the agenda item may appeal the Fire Chief or his/her designee's decision at the next Regular Board meeting. Any Director may request that the item be placed on the agenda of the Board's next regular meeting.
3. No matter which is legally a proper subject for consideration by the Board in closed session will be accepted under this policy;
4. The Board may place limitations on the total time to be devoted to a public request issue at any meeting, and may limit the time allowed for any one person to speak on the issue at the meeting.

This policy does not prevent the Board from receiving public comments at Regular and Special meetings of the Board on matters which are not on the agenda that a member of the public may wish to bring before the Board. However, the Board shall not discuss or take action on such matters at that meeting, other than providing brief general directions to staff regarding the matter, if appropriate.

At least 72 hours prior to the time of all Regular meetings, an agenda, which includes but is not limited to all matters on which there may be discussion and/or action by the Board, shall be posted in a place that is freely accessible to members of the public (California Government Code 54954.2 (a)(1)). If the District maintains a website, the agenda shall be posted on the website for public information at the same time. All information made available to the Board (except confidential information allowed by State law per legal counsel authority) shall be available for public review prior to the board meeting.

The agenda for a Special meeting shall be posted at least 24 hours before the meeting in the same location as for Regular Meeting agendas (California Government Code Section 54956).

The Fire Chief or his/her designee of the meetings described herein shall determine the order in which agenda items shall be considered for discussion and/or action by the Board, subject to re-ordering of the agenda by the Board at the meeting.

Meetings

1. **Regular Meetings** of the District Board of Directors shall be held on the third Tuesday of each calendar month at 5:00 p.m. in the District Boardroom.
2. **Special Meetings** of the Board may be called by the Board Chair or by a majority of the Board by delivering written notice to each member of the legislative body and to each local newspaper of general circulation and radio or television stations, requesting notice, in writing and posting a notice on the District's web site. The notice shall be delivered personally or by any other means at least 24 hours before the time of the meeting as specified in the notice. The call and notice shall specify the time and place of the Special meeting and the business to be transacted or discussed. No other business shall be considered by the Board at these meetings.
3. **Emergency Meetings.** In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board may hold an Emergency Special meeting without complying with the 24-hour notice. An emergency situation means a crippling disaster which severely impairs public health, safety, or both, as determined by the Board Chair or a majority of the Board. Newspapers of general circulation in the District, radio and television stations which have requested notice of Special meetings shall be notified by at least one hour prior to the emergency meeting. In the event that telephone services are not functioning, the notice requirement of one hour is waived, but the Board, or its designee, shall notify such newspapers, radio stations, or television stations of the fact of the holding of the Emergency Special meeting, and of any action taken by the Board, as soon after the meeting as possible.

Closed session may be held during an Emergency meeting by a unanimous vote of the members present, and all other rules governing Special meetings shall be observed with the exception of the 24-hour notice. The minutes of the Emergency meeting, a list of persons the Board or designee notified or attempted to notify, a copy of the roll call vote(s), and any actions taken at such meeting shall be posted for a minimum of ten days in the District office as soon after the meeting as possible.
4. **Adjourned Meetings.** A majority vote by the Board of Directors may terminate any Board meeting at any place in the agenda and adjourn the to any time and place specified in the order of adjournment, except that if no Directors are present at any Regular or Adjourned Regular meeting, the Fire Chief or his/her designee may declare the meeting adjourned to a stated time and place, and he/she shall cause a written notice of adjournment to be given.
5. **Standing Committee Meetings.** The meetings of standing Committees (comprised of four Board members less than a quorum), are subject to the notice and open meeting provision of the Brown Act.

The Board Clerk shall ensure that all required and appropriate information is available for the audience at meetings of the Board of Directors, and that physical facilities for said meetings are functional and appropriate for all persons.



SHOWCASE YOUR DISTRICT'S COMMITMENT TO TRANSPARENCY

District Transparency Certificate of Excellence

Purpose

To promote transparency in the operations and governance of special districts to the public/constituents and provide special districts with an opportunity to showcase their efforts in transparency.

Duration

3 Years

Application Cost

FREE

Electronic filing is preferable.

info@sdlf.org

District Receives

- Certificate for display (covering 3 years)
- Press release template
- Recognition on the SDLF website
- Letter to legislators within the district's boundaries announcing the achievement
- Recognition in social media, and the CSDA eNews
- Window cling

Basic Requirements

Current Ethics Training for All Board Members *(Government Code Section 53235)*

- Provide names of board members and copies of training certificates along with date completed

Compliance with the Ralph M. Brown Act *(Government Code Section 54950 et. al)*

- Provide copy of current policy related to Brown Act compliance
- Provide copy of a current meeting agenda (including opportunity for public comment)

Adoption of Policy Related to Handling Public Records Act Requests

- Provide copy of current policy

Adoption of Reimbursement Policy, If District Provides Any Reimbursement of Actual and Necessary Expenses

(Government Code Section 53232.2 (b))

- Provide copy of current policy

Annual disclosure of board member or employee reimbursements for individual charges over \$100 for services or products. This information is to be made available for public inspection. "Individual charge" includes, but is not limited to: one meal, lodging for one day, or transportation. *(Government Code Section 53065.5)*

- Provide copy of the most recent document and how it is accessible.

Timely Filing of State Controller's Special Districts Financial Transactions Report - Includes Compensation Disclosure. *(Government Code Section 53891)*

- Provide copy of most recent filing.

SDLF staff will verify that district is not listed on the State Controller's 'non-compliance list'

Conduct Audits As Required By Law *(Government Code Section 26909 and 12410.6)*

- Provide copy of most recent audit, management letter, and a description of how/where documents were made available to the public

Other Policies – Have Current Policies Addressing the Following Areas

Provide copies of each:

- Conflict of Interest
- Provide copies of Form 700 cover sheet for board members and general manager
- Code of Ethics/Values/Norms or Board Conduct
- Financial Reserves Policy

DISTRICT TRANSPARENCY CERTIFICATE OF EXCELLENCE APPLICATION

Website Requirements

Maintain a district website with the following items Required. (provide direct website links for each item) - Required items available to the public:

- Names of board members and their full terms of office to include start and end date
- Name of general manager and key staff along with contact information
- Election/appointment procedure and deadlines
- Board meeting schedule
(Regular meeting agendas must be posted 72 hours in advance pursuant to *Government Code Section 54954.2 (a)(1) and Government Code Section 54956 (a)*)
- District's mission statement
- Description of district's services/functions and service area
- Authorizing statute/Enabling Act (Principle Act or Special Act)
- Current District budget
- Most recent financial audit
- Archive of Board meeting minutes for at least the last 6 months
- Link to State Controller's webpages for district's reported board member and staff compensation (*Government Code Section 53908*)
- Link to State Controller's webpages for district's reported Financial Transaction Report (*Government Code Section 53891 (a)*)
- Reimbursement and Compensation Policy
- Home page link to agendas/board packets (*Government Code Section 54957.5*)
- SB 272 compliance-enterprise catalogs (*Government Code Section 6270.5*)
- Machine readable/searchable agendas

Additional items – website also must include at least 4 of the following items:

- Post board member ethics training certificates
- Picture, biography and e-mail address of board members
- Last (3) years of audits
- Financial Reserves Policy
- Online/downloadable public records act request form
- Audio or video recordings of board meetings
- Map of district boundaries/service area
- Link to California Special Districts Association mapping program
- Most recent Municipal Service Review (MSR) and Sphere of Influence (SOI) studies (full document or link to document on another site)
- Link to www.districtsmakethedifference.org site or a general description of what a special district is
- Link most recently filed to FPPC forms

Outreach/Best Practices Requirements - (Must complete at least 2 of the following items)

Regular district newsletter or communication (printed and/or electronic) that keeps the public, constituents and elected officials up-to-date on district activities (at least twice annually)

- Provide copy of most recent communication and short description on the frequency of the communication, how it's distributed and to whom.

Community notification through press release to local media outlet announcing upcoming filing deadline for election or Appointment and process for seeking a position on the district board, prior to that election (or prior to the most recent deadline For consideration of new appointments for those districts with board members appointed to fixed-terms).

- Provide copy of the press release (and the printed article if available)

Complete salary comparison/benchmarking for district staff positions using a reputable salary survey (at least every 5 years)

- Provide brief description of the survey and process used as well as the general results

Special Community Engagement Project

Designed and completed a special project promoting community engagement with the district (potential projects may be broad in nature or focus on specific issues such as rate-setting, recycled water, identifying community needs, etc.)

- Submit an overview of the community engagement project reviewing the process undertaken and results achieved

Hold annual informational public budget hearings that engage the public (outreach, workshops, etc.) Prior to adopting the budget

- Provide copy of most recent public budget hearing notice and agenda.

Community Transparency Review

The district would be required to obtain a completed overview checklist from at least 2 of the following individuals (the district may choose to conduct the overview with these individuals simultaneously or separately):

- Chair of the County Civil Grand Jury
- Editor of a reputable local print newspaper (only one may count toward requirement)
- LAFCO Executive Officer
- County Auditor-Controller
- Local Legislator (only one may count toward requirement)
- Executive Director or President of local Chamber of Commerce
- General Manager of a peer agency (special district, city, county, neighborhood association, community organization or county administrative officer)

- Provide proof of completion signed by individuals completing Community Transparency Review



SHOWCASE YOUR DISTRICT'S COMMITMENT TO TRANSPARENCY

District Transparency Certificate of Excellence

Submit Application

Submit this application along with all required documentation to:

Special District Leadership Foundation
1112 I Street, Suite 200
Sacramento, CA 95814
Phone: 916-231-2909 • Fax: 916-442-7889

Electronic filing is preferable.

info@sdlf.org

District:		
Mailing Address:		
City:	State:	Zip:
Contact Name:		
Contact Title:		
Phone:	Fax:	
Email:	Website:	
Assembly Member(s)*:		
Senator*:		
Local Newspaper(s):		
I certify that the information submitted is accurate and complete to the best of my knowledge.		Signature:

**include all state legislators representing the district's area of operation*

Sonoma County Fire District
Balance Sheet
As of January 31, 2021

	<u>Jan 31, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
105-Summit- Checking	84,623.37
107-Summit- Payroll	94,844.52
109-Summit- ICS	10,078,619.44
CA Emp Retiree Benefit Trust	2,895,922.69
Total Checking/Savings	<u>13,154,010.02</u>
Total Current Assets	<u>13,154,010.02</u>
TOTAL ASSETS	<u><u>13,154,010.02</u></u>
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity	2,393,729.19
Operating Transfer	5,671,871.75
Retained Earnings	5,225,816.44
Net Income	-137,407.36
Total Equity	<u>13,154,010.02</u>
TOTAL LIABILITIES & EQUITY	<u><u>13,154,010.02</u></u>

Russian River Fire Protection District
Balance Sheet
As of January 31, 2021

	<u>Jan 31, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
105 · Bank of the West	-409.68
108 · Ambulance Fund	420,710.89
205 · Summit-Operating	10.68
207 · Summitt-Payroll	2,669.39
210 · Summitt-Des. Reserve	109,319.37
220 · Summitt ICS	840.18
225 · Summit Ambulance	58,289.42
	<hr/>
Total Checking/Savings	591,430.25
Total Current Assets	591,430.25
Fixed Assets	1,620,683.36
Other Assets	1,051,526.00
	<hr/>
TOTAL ASSETS	3,263,639.61
	<hr/> <hr/>
LIABILITIES & EQUITY	
Liabilities	2,195,842.96
Equity	1,067,796.65
	<hr/>
TOTAL LIABILITIES & EQUITY	3,263,639.61
	<hr/> <hr/>

Sonoma County Fire District Budget vs. Actual

Accrual Basis

July 2020 through January 2021

	Jul '20 - Jan 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
10 - Taxes				
1000 Property Taxes- CY Secur...	4,548,509.87	8,400,000.00	-3,851,490.13	54.1%
1001 CY Special Tax	3,346,056.76	5,675,000.00	-2,328,943.24	59.0%
1008 RDA Increment	-420,944.42	-761,000.00	340,055.58	55.3%
1011 Prop Tax Collection Fee	0.00	-90,000.00	90,000.00	0.0%
1014 AB 1290 RDA Pass-Throu...	115,821.77	210,000.00	-94,178.23	55.2%
1017- Residual Prop Tax	313,501.78	488,200.00	-174,698.22	64.2%
1020 Prop Taxes- CY Supp	46,548.97	84,000.00	-37,451.03	55.4%
1040 Prop Taxes- CY Unsecure	249,808.48	265,000.00	-15,191.52	94.3%
1060 Prop Taxes PY Secured	0.00			
1061 PY Special Tax	0.00	42,000.00	-42,000.00	0.0%
1080 Supp Prop Tax PY	44,252.72			
1100 Prop Taxes PY Unsecured	0.00			
Total 10 - Taxes	8,243,555.93	14,313,200.00	-6,069,644.07	57.6%
17- Use of Money/Property				
1700 Interest on Pooled Cash	1,097.30	5,000.00	-3,902.70	21.9%
1800 Rents & Concessions	26,807.68	36,000.00	-9,192.32	74.5%
Total 17- Use of Money/Property	27,904.98	41,000.00	-13,095.02	68.1%
20- Intergovernmental Revenues				
2440 ST HOPTR	7,230.46	90,300.00	-83,069.54	8.0%
2441 State-Other	182.03	22,929.00	-22,746.97	0.8%
2495- County Abatement Progr...	10,650.00	103,000.00	-92,350.00	10.3%
2500 Grant Income	0.00	434,000.00	-434,000.00	0.0%
2600-County Tax Exchange	1,789,230.00	1,800,000.00	-10,770.00	99.4%
2700- Town of Windsor	0.00	160,000.00	-160,000.00	0.0%
2750 Federal Grant	0.00	59,400.00	-59,400.00	0.0%
2899 Refunds- County Upstaffing	6,508.44			
2900 Refunds- ST Wages	63,685.78			
2905 Refunds- ST Other	16,008.97			
2906 Refunds- ST Apparatus	10,327.00			
Total 20- Intergovernmental Rev...	1,903,822.68	2,669,629.00	-765,806.32	71.3%
30- Charges for Services				
3145 Plans & Specs	8,325.50	50,000.00	-41,674.50	16.7%
3661 Fire Control Service	0.00	10,000.00	-10,000.00	0.0%
3670- Ambulance Billings	0.00	920,000.00	-920,000.00	0.0%
3700 Copy/Transcribe Fee	93.00			
Total 30- Charges for Services	8,418.50	980,000.00	-971,581.50	0.9%
40- Miscellaneous Revenue				
4040 Misc. Revenue	521.59	32,600.00	-32,078.41	1.6%
4041 Graton Rancheria	600,736.38	824,820.00	-224,083.62	72.8%
4100 Donations- Kincade	17,000.00			
4102 Donations/Reimbursments	33,037.39			
4103 Work Comp Reimbursem...	77,075.93	25,000.00	52,075.93	308.3%
4104 Insurance reimbursement	5,306.22			
4105 Donations Walbridge	200.00			
4159 Lytton Tribal Funds	0.00	50,000.00	-50,000.00	0.0%
4600 Sale of Fixed Asset	25,000.00			
Total 40- Miscellaneous Revenue	758,877.51	932,420.00	-173,542.49	81.4%
Total Income	10,942,579.60	18,936,249.00	-7,993,669.40	57.8%

Sonoma County Fire District Budget vs. Actual

Accrual Basis

July 2020 through January 2021

	Jul '20 - Jan 21	Budget	\$ Over Budget	% of Budget
Expense				
50 Salaries/Employ Benefits				
5906 Volunteer Firefighters	14,080.00	38,500.00	-24,420.00	36.6%
5907 Apprentice Firefighters	34,369.94	31,500.00	2,869.94	109.1%
5910 Perm Position	3,968,537.87	9,296,003.00	-5,327,465.13	42.7%
5911 Part Time	10,316.75	36,000.00	-25,683.25	28.7%
5912 Overtime	1,015,843.40	1,300,000.00	-284,156.60	78.1%
5913 On-Call Stipends	38,025.00	125,000.00	-86,975.00	30.4%
5914 Overtime-ST	1,523,972.22			
5915 ST Coverage	444.40			
5916 OT ST Coverage	387,809.13			
5918 OOC Strike Team OT	2,207.28			
5919 Overtime-COVID	8,025.53			
5923 PERS District Expense	976,030.93	1,726,719.00	-750,688.07	56.5%
5924 Medi/FICA	124,259.37	128,012.00	-3,752.63	97.1%
5929- Retiree HealthIns/Benefit	93,054.51	144,000.00	-50,945.49	64.6%
5930 Health Insurance	793,439.17	1,634,940.00	-841,500.83	48.5%
5931 Disability Insurance	15,542.90	26,400.00	-10,857.10	58.9%
5932 Dental Insurance	63,351.04	146,880.00	-83,528.96	43.1%
5933 Life Insurance	3,895.88	5,520.00	-1,624.12	70.6%
5934 Vision Insurance	4,304.44	8,640.00	-4,335.56	49.8%
5935 Unemployment Insure	14,512.31	22,000.00	-7,487.69	66.0%
5940 Work Comp Premium	419,537.00	794,800.00	-375,263.00	52.8%
5970 Payroll Contingency	0.00	53,400.00	-53,400.00	0.0%
5971- PTO Payout	11,023.60	35,000.00	-23,976.40	31.5%
5972 Medical Stipend	20,678.00	38,000.00	-17,322.00	54.4%
Total 50 Salaries/Employ Benefits	9,543,260.67	15,591,314.00	-6,048,053.33	61.2%
60 - Services/Supplies				
6015 Annexation Costs	33,570.97	100,000.00	-66,429.03	33.6%
6021 Uniform Expense	31,110.15	92,300.00	-61,189.85	33.7%
6022 Safety Clothing	21,919.04	144,500.00	-122,580.96	15.2%
6040 Communications	5,893.77	92,947.00	-87,053.23	6.3%
6060 Food	19,440.10	5,500.00	13,940.10	353.5%
6084 Janitorial Supplies	14,823.73	20,000.00	-5,176.27	74.1%
6100-Insurance	74,171.00	88,750.00	-14,579.00	83.6%
6140 Maintenance Equip. & Ap...	202,007.14	215,300.00	-13,292.86	93.8%
6154 Maintenance-Hose Replace	1,462.10	66,810.00	-65,347.90	2.2%
6180 Maintenance Buildings/I...	32,382.78	47,500.00	-15,117.22	68.2%
6261 Medical Supplies	36,053.94	138,000.00	-101,946.06	26.1%
6280 Memberships	2,820.12	22,400.00	-19,579.88	12.6%
6300 Prevention Materials	5,513.08	20,000.00	-14,486.92	27.6%
6400 Office Expense	5,067.32	15,000.00	-9,932.68	33.8%
6410 Postage	1,229.26	2,500.00	-1,270.74	49.2%
6457 Computer Charges	102,450.36	138,750.00	-36,299.64	73.8%
6461 Employee Wellness Progr...	2,471.51	78,800.00	-76,328.49	3.1%
6462- Furniture	11,059.20	17,500.00	-6,440.80	63.2%
6463 Resource Materials	28,173.52	23,300.00	4,873.52	120.9%
6500 Professional Services	114,401.63	430,500.00	-316,098.37	26.6%
6501 Abatement Contractors	20,787.00	103,000.00	-82,213.00	20.2%
6502 Mountain Strn.	0.00			
6526 Dispatch Services	8,684.08			
6587 LAFCO charges	29,338.00	20,000.00	9,338.00	146.7%
6610 Legal Services	85,334.22	108,000.00	-22,665.78	79.0%
6630 Audit/Accounting Services	0.00	16,000.00	-16,000.00	0.0%
6633 Payroll Expense	7,510.45	15,000.00	-7,489.55	50.1%
6634 Bank Service Charges	20.00	3,500.00	-3,480.00	0.6%
6654 Medical Exams	3,559.00			
6666- Ambulance Charges	26,143.58	80,000.00	-53,856.42	32.7%
6800 Public/Legal Services	3,384.00	1,000.00	2,384.00	338.4%
6820 Rent/Leases Equipment	22,996.26	38,900.00	-15,903.74	59.1%
6880 Small Tools/Instruments	6,146.39	33,150.00	-27,003.61	18.5%
6881 Safety Equipment	13,715.07	37,600.00	-23,884.93	36.5%
7120 Training-in-Service	11,043.91	140,100.00	-129,056.09	7.9%
7150- Employee Recognition	872.99	2,500.00	-1,627.01	34.9%
7201 Gas/Oil	63,222.90	82,000.00	-18,777.10	77.1%

**Sonoma County Fire District
Budget vs. Actual**

Accrual Basis

July 2020 through January 2021

	Jul '20 - Jan 21	Budget	\$ Over Budget	% of Budget
7250 Reimbursable Expense-ST	10,353.48			
7300 Travel/Transportation	27,282.68			
7320 Utilities	106,809.62	118,500.00	-11,690.38	90.1%
Total 60 - Services/Supplies	1,193,224.35	2,559,607.00	-1,366,382.65	46.6%
75 - Long Term Debt				
7910 LT Debt Principal	157,950.93	179,375.00	-21,424.07	88.1%
7930 Interest on LT Debt	17,234.84	23,873.00	-6,638.16	72.2%
Total 75 - Long Term Debt	175,185.77	203,248.00	-28,062.23	86.2%
85 - Capital Expenditures				
8510 Buildings/Equipment	576,282.27	1,566,726.00	-990,443.73	36.8%
8560 Equipment	100,553.55	180,000.00	-79,446.45	55.9%
8570 CERBT Contributions	0.00	350,000.00	-350,000.00	0.0%
Total 85 - Capital Expenditures	676,835.82	2,096,726.00	-1,419,890.18	32.3%
Total Expense	11,588,506.61	20,450,895.00	-8,862,388.39	56.7%
Net Ordinary Income	-645,927.01	-1,514,646.00	868,718.99	42.6%
Net Income	-645,927.01	-1,514,646.00	868,718.99	42.6%

From: McClure, Shelley

Sent: Wednesday, February 03, 2021 4:50 PM

To: Mark Heine <mheine@sonomacountyfd.org>; Matt Gustafson <mgustafson@sonomacountyfd.org>

Subject: Thank you

Good afternoon Chief's Heine and Gustafson

I am not sure if you knew that I am in your jurisdiction or not, but I live on Carriage Ln. I moved here about 14 years ago, and well, you both know this has been an exciting area to be in. Anyway, I have had a neighbor – Arthur “Art” Hathaway who’s lived next door to me (5511 Carriage Ln) the entire time. He passed away two weeks ago. For about the last 2.5 years of his life he has been in and out of care facilities. I don’t really know where it all started for him, but he fell down and it seems he was never able to get back up on his feet. When he was out of the care facilities he would fall down at home often. Your crews became quite familiar with him. I am not sure who, but one of the FF’s even built him a ramp in his garage, on his own time and I imagine his own expense. Art could not believe their kindness.

I know at times when the crews are called repeatedly to a home they are aware that conditions are in decline and it can become just another visit, just another pick up and put back. Your crews were called out at all hours of the day and night, rain and shine, during the heat and in the freezing cold. I always knew when they were there. I was always making sure I knew where Art was, and when he needed it, made sure his brother (in NV) knew when he needed extra help. The crews were never anything but kind and respectful. For that, I wanted to express my deepest appreciation – and pass along the gratitude of his brother David and his closest friend Cheryl.

Art’s wife had passed away many years before and he had no children of his own – he was truly alone in that house. He was mortified that he had to press that button to call for help. This was a proud man who was a soldier and later became a postal carrier. He worked hard his whole life. It was hard for him to accept he wasn’t getting better. He had a big 4x4 Ford in the driveway. He kept that truck because it was his mission to get in that truck and drive again. It was his incentive to work hard to get walking again – but it never happened for him. The truck was given away to his wife’s son.... And when it drove away it made me sad. Art was my friend and I will miss him.

It is truly the end of an era. I ask that if you could please share with your crews a thank you. Thank you for being there for a proud man who was physically broken but not in spirit. Thank you for your commitment to treat him with dignity and kindness even when you were tired, or cold. Thank you for never making him feel like it was “a job” to come help him. Thank you for always being there with a smile for him, and treating him with the utmost respect. Art appreciated each and every one of you. Thank you for everything.

Thank you
Shelley

Shelley McClure | Administrative Secretary

Fire Department | 2373 Circadian Way | Santa Rosa, CA 95407