

Rancho Adobe Fire Protection District

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**MINUTES OF THE REGULAR BOARD MEETING
OCTOBER 25, 2017 — 7:00 P.M.
COTATI FIRE STATION - #1 EAST COTATI AVE.
COTATI, CALIFORNIA**

I. CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE

President, Greg Karraker called the Regular Board Meeting to order at 7:00 p.m. The agenda for this meeting was posted on October 20, 2017.

Roll Call:

Directors Present: Harold Griffith, Mark Hemmendinger, Brian Proteau, Greg Karraker, Nole Pacheco, Carla Grube, Michael Gadoua

Minutes Conducted by: Jennifer Ober

A moment of silence was held in honor of the fire victims.

II. ORAL AND WRITTEN COMMUNICATIONS

A. Citizen Business/Public Comments on Items not appearing on Agenda

There was no public comment.

B. Correspondence and/or Presentations

Items of correspondence were located in Board packets. Mr. Karraker passed on a thank you message to the fire department from Cotati Mayor, Susan Harvey.

B. Administration of Oath of Office to Michael Gadoua

President Karraker administered the Oath of Office to new Board member, Michael Gadoua and welcomed him to the Board.

III. APPROVAL OF MINUTES

A. Regular Meeting of September 20, 2017

Motion moved by Mr. Hemmendinger and seconded by Mrs. Grube.
Motion Carried: Aye 6 No 0 Abstain 1 (Mr. Gadoua) Absent 0

B. Special Meeting of August 16, 2017

Motion moved by Mrs. Grube and seconded by Mr. Griffith.
Motion Carried: Aye 5 No 0 Abstain 2 (Mr. Gadoua, Mr. Proteau) Absent 0

IV. CONSENT CALENDAR

A. Ratification of Claims and Journal Vouchers

Motion moved by Mr. Hemmendinger and seconded by Mr. Pacheco.
Motion Carried: Aye 7 No 0 Abstain 0 Absent 0

V. ADMINISTRATIVE COMMUNICATIONS

A. Chief's Report

Chief Thompson started his report by noting the firefighters have done an outstanding job fighting the recent fires. He has after-action reports from crews, and will review them for further discussions on what went right and what went wrong. He also mentioned that we were down at one point, between Rancho Adobe and Petaluma Fire, to just one piece of apparatus. This engine was staffed at the Rancho Adobe station by Petaluma firefighters. This occurred with Wilmar Fire as well, and shows how well Region 9 works together.

Chief Thompson also made the following points; a task book is being created for probationary firefighters, we have four new hires, some equipment was damaged during the fires and and Cal-Fire will assume responsibility for reimbursement, the station 3 roof RFP is continuing, and bids will be presented at the November meeting, and finally, Larry Colvin is making a donation to assist with the roof at station 3 in the amount of \$10,000.

Mr. Hemmendinger noted that we can improve upon communication to our community when we encounter disasters in the future. Chief Thompson even encountered issues with getting correct information the first three days of the fires. Mr. Karraker commended the staff and reported that he has never seen such a hard-working group of people keep going for such a lengthy amount of time. He also has a few observations of things that could have worked better system-wise.

B. Director Reports

There were no additional Director's reports.

C. Committee Reports

a. Finance

There was no report.

b. Negotiations

Mr. Hemmendinger commented that a meeting is scheduled for Friday, November 3rd at 3:30 p.m. with the Union. This meeting may be rescheduled. He also noted there has also been a general acceptance to change to Sutter and continue to with Kaiser for our district healthcare.

c. Equipment

There was no report other than damage to equipment from the fire is being assessed at this time.

d. Legislative

There was no report.

e. Chief's Evaluation

Mr. Proteau mentioned he and Mr. Hemmendinger met with Chief Thompson last month and it may be time to meet again to start talking about the contract for review in March.

f. Long Range Planning

Mr. Karraker commented this topic will be addressed in the Five-Year Plan.

D. Budget Report

Ms. Ober reviewed budget numbers at the end of September. Due to the emergency response to the firestorms, the 10/31 payroll was more double what it normally runs, for a total of approximately \$174,000. This incorporates almost all the overtime worked during the fires. Ms. Ober also commented that as of today, we have a cash balance of \$755,000, so she will be keeping a close eye on these figures. Barring any unforeseen issues, she believes that we should not need a line of credit to get us through December.

E. Firefighters' Association Report

Ms. Dawn Davis noted that this Saturday and Sunday the Association will be working at the Groverman Pumpkin Patch. Because Halloween falls on the 5th Tuesday, the dinner has been rescheduled to November 7th.

F. Firefighter's Union Report

Captain Jimmy Bernal noted that Engineer Bobby Nappi and his family lost their home in the fires. The Union has donated \$5,000 and a Go Fund Me account was set up by a friend and has raised around \$17,000. Mr. Hemmendinger also noted that there is a collection at the station for anyone who wants to donate to the Nappi family. Captain Bernal also thanked Ms. Davis and Ms. Ober for their hard work during the fires.

VI. UNFINISHED BUSINESS

A. Discussion on Ballot Measure for November 2018

This item will be moved into the Five-Year Plan discussion.

B. Discussion on Weed Abatement Process Inside and Outside the Limits of Cotati

BC Mike Weihman said he has not talked to the city due to the fires but he's hoping there will be better communication in the future.

C. Discussion on Revision of Policy 4020 Board Member Attendance (3rd Reading)

Mrs. Grube said the revisions discussed on Policy 4020 last month were incorporated into the policy revision handed out this evening. Mr. Proteau commented that action cannot be taken under "Directors Report" so this area under 4020.42 should be eliminated. Further revisions will be made and reviewed next month.

D. Discussion on Replacing Roof at Liberty Fire Station

Mr. Proteau stated that due to the fire, no one showed up for the walk-through at station 3. One contractor had contacted BC Wandel prior to the walk-through and he will reach out to him for another walk-through date and then submit a bid.

E. Discussion on Five-Year Plan

Mr. Karraker commented that Ms. Ober has incorporated comments from last month's discussion into the presentation. We do still need to add vision and core values to statement. Mr. Karraker feels this is a very valuable document for the public. Ms. Ober commented the expense figures still need to be adjusted, due to the fact we need revised numbers for fixed assets. We need a better overview of what equipment we will be needing in the next five years and an idea of what that will cost. Mr. Hemmendinger warned against releasing this document to the public, as we need to provide explanation with it. All Board members, Chief Thompson and Ms. Ober should be the contacts for questions pertaining to the Five-Year Plan. Mr. Pacheco said we should have some action plan on how to put this information out, such as a meet and greet at the station. Mr. Hemmendinger feels that it's a great time to follow up with SSU on funding. A letter to the CFO of SSU was reviewed and will be updated soon. Mr. Karraker will then follow up on a request for a meeting to be held with them in the near future.

F. Discussion on Policy 4011 Code of Ethics (2nd Reading)

Item deferred to the November Board meeting.

VII. NEW BUSINESS

A. Resolution R-4: Authorizing an Amendment to the CalPERS Class Safety Contract

Ms. Ober commented that this is the last step in the process to amend the CalPERS Safety contract.

Motion moved by Mr. Proteau and seconded by Mr. Hemmendinger.

Motion Carried: Aye 7 No 0 Abstain 0 Absent 0

Roll Call:

Mr. Hemmendinger – aye
Mr. Griffith – aye
Mr. Proteau – aye
Mrs. Grube – aye
Mr. Karraker – aye
Mr. Pacheco – aye
Mr. Gadoua – aye

VIII. DIRECTION ON FUTURE AGENDA ITEMS

There were no future items to be added to the agenda for November.

Closed Session was opened at 8:09 p.m.

IX. CLOSED SESSION

A. Pursuant to Government Code §54957(e), the Board will hold a closed session for the following reason: PUBLIC EMPLOYMENT.

Action Taken: The Board has decided to act on a recent invoice from Merrill, Arnone, Jones.

Closed Session was adjourned at 8:45 p.m.

X. ADJOURNMENT

With no further business to discuss, the Regular Board meeting was adjourned at 8:47 p.m.

Motion moved by Mr. Hemmendinger and seconded by Mr. Griffith.
Motion Carried: Aye 7 No 0 Abstain 0 Absent 0

Date Approved: 11/15/17