

Rancho Adobe Fire Protection District

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**MINUTES OF THE REGULAR BOARD MEETING
NOVEMBER 20, 2019 — 7:00 P.M.
COTATI FIRE STATION - #1 EAST COTATI AVE.
COTATI, CALIFORNIA**

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

President, Brian Proteau, called the Regular Board Meeting to order at 7:00 p.m. The agenda for this meeting was posted on November 15, 2019.

Roll Call:

Directors Present: Mark Hemmendinger, Brian Proteau, Nole Pacheco, Michael Gadoua, Leslie Cozad, Carla Grube

Minutes Conducted by: Jennifer Bechtold

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

Included in Board packets was a letter from Chief Thompson regarding the recent fires in Sonoma County.

III. APPROVAL OF MINUTES

A. Regular Meeting of October 16, 2019

Motion moved by Mr. Hemmendinger and seconded by Mrs. Cozad.
Motion Carried: Aye 6 No 0 Abstain 0 Absent 0

IV. CONSENT CALENDAR

A. Ratification of Claims and Journal Vouchers

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

V. ADMINISTRATIVE COMMUNICATIONS

A. Chief's Report

Chief Thompson reported on the following items:

- 1.) 286 responses with 111 being EMS.
- 2.) During the Kincade Fire, RAFD upstaffed 11 fire apparatus. Chief Thompson commended the members of the department for their dedication and commitment to protecting our community and those affected by the Kincade Fire. He has documented his support in a message sent to all staff.
- 3.) The CA Fire Code must be updated every three years and the City of Cotati has approved the first and second reading of the changes in the fire code. The effective date of the new code will be January 1, 2020. The next step in the process will be aligning both Petaluma and Rancho's fee schedules to bring the prevention departments closer together.
- 4.) Comcast has installed the cellular internet backup at the Penngrove station and we will continue to work on alternatives that are more reliable.
- 5.) Twenty candidates were interviewed for the full-time firefighter positions and of those; ten were selected to move on to a skills assessment test. Chief Thompson interviewed those candidates who passed which resulted in six conditional job offers. The background process, polygraph and medical testing will begin very soon. The academy will start sometime around February 3, 2020 and run for five weeks.
- 6.) All staff members have passed their part-time probationary testing.
- 7.) An assessment center will be held in December for four candidates who have finished the engineer academy.
- 8.) Station #1's generator is in the process of being replaced and we are working with the City of Cotati for permit and fee waivers.
- 9.) Our phone systems have been reprogrammed and repaired following power outages in October.
- 10.) Chief Thompson had a joint meeting with Director's Hemmendinger and Proteau as well as City manager Peggy Flynn to discuss the future of RAFD and PFD.
- 11.) Chief Thompson also met with Public Emergency Medical Providers in the County for a presentation by consultants, AP Trident, LLC, to maximize EMS services in the County using the revenue generated by ambulance services. Meetings will be ongoing with the providers.

B. Director Reports

There were no Directors reports.

C. Committee Reports

a. Finance/Budget

Mr. Hemmendinger noted we have spent \$400K in October and will need to watch closely where we will be in November.

b. Negotiations

No report filed.

c. Equipment

Mr. Pacheco noted that he was contacted, as was Mr. Proteau, about an emergency purchase of a generator for station 1 during the PSPS. There is also an agenda item on this.

d. Legislative

No report filed.

e. Chief's Evaluation

No report filed.

f. Long Range Planning

Mr. Hemmendinger noted that he and Mrs. Bechtold have been working on the figures for the Five-Year Plan. We have not tied this up yet but will present the plan next month. Mr. Hemmendinger also commented that he, Mr. Proteau and Chief Thompson met with the Petaluma City Manager and had a general discussion about possibilities for the future. The group also talked more broadly about the expenditure plan for the new County sales tax, the amount being offered to Petaluma and the fact they are being told how to use those revenues. This same situation holds true for Rohnert Park. Chief Thompson commented that Petaluma would produce approximately \$7.1 million however; they are only being offered \$1.6 million of this revenue.

On December 4, LAFCO will be meeting and looking at the expansion plans for Sonoma County Fire District, which encompasses areas from Forestville, Russian River and out to Bodega Bay Fire District, and up to Timber Cove. The recent SCFDA meeting looked at the silver plan and spoke of a consolidation of fire services into one large district. That language has now been removed.

D. Firefighters' Association Report

Engineer Morgan DeJong mentioned our annual Christmas party would be held on December 6th at the Penngrove Clubhouse. The Association is also working on the toy drive for December and the crab feed in January.

E. Firefighter's Union Report

Captain Tim Caldwell mentioned that we were not approved for the AFG grant applied for last year. The district received a \$15,000 grant last year and new chainsaws and pole saws were purchased to cut down on high fuel areas in the district. Members will be applying for another grant through the Cal Fire Foundation soon.

VI. UNFINISHED BUSINESS

A. Discussion of Sonoma State Funding

Mr. Gadoua mentioned that we have still not received any communication from SSU. A recent meeting with Rohnert Park showed they also have frustrations with SSU and seemingly not willing to pick them up either. Should we detach from SSU, Mr. Gadoua does not believe Rohnert Park would be willing to step up and cover the campus. The other idea is that the County would have to figure out who would cover the area and there are many unknowns on how that would look. We may want to take this off the agenda until sometime after April, once the sales tax increase is behind us and the Board concurred.

B. Discussion on Sphere of Influence Report for LAFCO

Mr. Proteau commented that there is a letter in packets requesting LAFCO look at redrawing our sphere of influence. Mr. Pacheco asked if we would be notifying the other agencies involved in this plan. In speaking with the general manager at LAFCO, Mr. Hemmendinger feels that he sees the benefit of us moving into those areas and how this would benefit the communities, so there really is no urge to contact other agencies about our request. The Board discussed generally what would happen should LAFCO approve a change in our sphere of influence and what that means to us. LAFCO will not approve any plans if there are no benefits to the citizens. Chief Thompson also mentioned this area needs some sort of EMS additional all the way out to Bodega Bay, which is something they don't currently have.

Motion moved by Mr. Gadoua to approve sending the letter to LAFCO and seconded by Mrs. Cozad.

Motion Carried: Aye 6 No 0 Abstain 0 Absent 0

C. Discussion on Modifying Board of Directors from Seven Members to Five Members

Mr. Hemmendinger asked if anyone was aware if there was any issue staying at six members. This is unknown so he will pursue this with LAFCO and let Mrs. Bechtold know his findings.

Public Hearing was opened at 8:01 p.m.

VII. PUBLIC HEARING

A. Ordinance 2019-01: Ordinance of the Board of Directors of the Rancho Adobe Fire Protection District to Provide Informal Bidding Procedures Under the California Uniform Public Construction Cost Accounting Act (Public Contract Code Section 22000, et seq.) (2nd Reading)

Mr. Proteau commented there is a letter in packets from the State welcoming us to the CUPCCAA program. There are no changes to the Ordinance from last month.

Motion moved by Mrs. Cozad and seconded by Mr. Hemmendinger.

Motion Carried: Aye 6 No 0 Abstain 0 Absent 0

Roll Call:

Mr. Pacheco – aye
Mrs. Cozad – aye
Mr. Proteau – aye
Mr. Hemmendinger – aye
Mr. Gadoua – aye
Mrs. Grube – aye

B. Ordinance 2019-02: 2019 California Fire Code (2nd Reading)

BC Andy Taylor commented that the City of Cotati has now adopted the new Fire Code.

Motion moved by Mr. Gadoua and seconded by Mrs. Cozad.

Motion Carried: Aye 6 No 0 Abstain 0 Absent 0

Roll Call:

Mr. Pacheco – aye
Mrs. Cozad – aye
Mr. Proteau – aye
Mr. Hemmendinger – aye
Mr. Gadoua – aye
Mrs. Grube – aye

Public Hearing was adjourned at 8:14 p.m.

VIII. NEW BUSINESS

A. Discussion on Parcel Tax Exemption Requests

Exemption Request #1: APN # 137-080-068
Approved

Exemption Request #2: APN # 113-090-066
Approved

Exemption Request #3: APN # 047-232-029, 047-232-032, 047-232-033
Approved

Exemption Request #4: APN # 047-253-009, 047-252-026
Approved

Exemption Request #5: APN # 047-232-036, 047-232-038, 047-232-035
Denied

Exemption Request #6: APN # 047-171-034, 047-171-032, 047-171-031, 047-171-026, 047-171-033, 047-171-027
Denied

Exemption Request #7: APN # 047-082-024, 047-082-015
Denied

Exemption Request #8: APN # 047-082-024, 047-082-015
Denied

Motion to accept or deny as stipulated above on exemption request forms moved by Mr. Hemmendinger and seconded by Mrs. Cozad.

Motion Carried: Aye 6 No 0 Abstain 0 Absent 0

B. Discussion on Board Vacancy

If we are unable to find someone to replace Mr. Griffith before the December Board meeting, the County will appoint someone. The Board will also reach out to Supervisor Rabbitt to let them know we are searching for a member.

C. Discussion on Dissolving of USCB Collections Agency (Staff Report by Mrs. Bechtold)

Mrs. Bechtold commented that we have used various collections agencies over the year, but very little revenue is collected through this means. Mrs. Bechtold feels we just keep the collections process internal as so few collections agencies are willing to take on such small accounts. The Board agreed to continue internal collections and

not establish a relationship with a new collections agency at this time.

D. Discussion on Ground Water Monitoring Well Agreement with Sonoma County Water Resources in Park and Ride Lot in Penngrove

No report filed as the agreement from the County was never received.

E. Discussion on Emergency Purchase of Generator for Station 1 (Staff Report by BC Herb Wandel)

There were no comments.

F. Changing Insurance Brokers from USI to ABD

Item F was added to the agenda due to the urgent nature and need to approve prior to the December Board meeting.

Our current brokers have left USI and are now working under ABD. A letter was handed out at the meeting this evening that authorizes ABD to service the district going forward. Mrs. Bechtold noted that we are in the middle of open enrollment and because our brokers know and understand the benefit plans we currently offer, it's best we stay with them going forward. There is no financial obligation for the district to make this change.

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

Motion Carried: Aye 5 No 0 Abstain 1 (Mrs. Cozad) Absent 0

IX. DIRECTION ON FUTURE AGENDA ITEMS

- 1.) Discussion on Change to Cell Phone Towers at Station 3
- 2.) Draft Audit Review for FY 2018/2019

X. ADJOURNMENT

A moment of silence was held in honor of Director Harold Griffith, who passed away in October. He served the district for over 62 years in various capacities.

With no further business to discuss, the Regular Board meeting was adjourned at 9:04 p.m.

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

Motion Carried: Aye 6 No 0 Abstain 0 Absent 0

Date Approved: 12/18/19