

Rancho Adobe Fire Protection District

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**NOTICE & AGENDA OF THE REGULAR BOARD MEETING
JULY 15, 2020 — 7:00 P.M.
COTATI FIRE STATION - #1 EAST COTATI AVE.
COTATI, CALIFORNIA**

MEETING WAS HELD VIA TELECONFERENCE FOR ALL BOARD DIRECTORS, STAFF AND MEMBERS OF THE PUBLIC

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

President, Mark Hemmendinger, called the Regular Board Meeting to order at 7:05 p.m. The agenda for this meeting was posted on July 10, 2020.

Roll Call:

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

Minutes Conducted by: Jennifer Bechtold

III. ORAL AND WRITTEN COMMUNICATIONS

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

There was no citizen business.

B. Correspondence and/or Presentations

There was no correspondence.

IV. APPROVAL OF MINUTES

A. Regular Meeting of June 17, 2020

Motion moved by Mr. Herman and seconded by Mrs. Cozad.
Motion Carried: Aye 7 No 0 Abstain 0 Absent 0

Roll Call:

Mr. Pacheco – aye
Mrs. Cozad – aye
Mr. Herman – aye
Mr. Proteau – aye
Mr. Hemmendinger – aye
Mr. Gadoua – aye
Mrs. Grube – aye
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B. Special Meeting of July 1, 2020

Motion moved by Mr. Proteau and seconded by Mrs. Grube.
Motion Carried: Aye 7 No 0 Abstain 0 Absent 0

Roll Call:

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

V. CONSENT CALENDAR

A. Ratification of Claims and Journal Vouchers

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

Roll Call:

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

VI. ADMINISTRATIVE COMMUNICATIONS

A. Chief's Report

Chief Thompson reported the following information:

- 1.) Total Incidents for June: 173, EMS: 75 (43.35%).
- 2.) The district responded to several small fires on the 4th of July. We saw a significant reduction in call volume during the peak of the evening most likely due to Corvid 19 and lack of sales stands.
- 3.) The new rescue equipment has been purchased and the committee is coordinating training. The Association donated \$10,500 towards the purchase, leaving the district to cover only \$2000.
- 4.) Training is being coordinated for three new part-time firefighters and three volunteer firefighters.
- 5.) Several live fire-training sessions have been conducted with Region 9 participants. The next live fire training will be on 100 acres of SSU's north property. The IAP and public relations are being coordinated through the City of Rohnert Park for G section residents. We are just waiting on permissive burn days and appropriate weather.
- 6.) Candidate orientation for the BC's assessment will be held on July 24th and the assessment date is August 4th.
- 7.) The draft acting-Captain's task book is being processed and should be completed in August.

- 8.) Multi-company drills have been cancelled due to COVID procedures. Engine Company training will continue with social distancing as possible.
- 9.) Vegetation management is the top focus as this is peak time to enforce the stragglers. We are doing county-assisted inspections of three high-risk areas and pursuing the complaint-based issues. Fifty-five warning letters have been sent to violators and we are starting to see compliance. We are also recruiting and training some inspectors from the part-time firefighters.
- 10.) Shifts are waiting on favorable weather to do some right-of-way maintenance and driver familiarization on new fire roads on Sonoma Mountain.
- 11.) Three new radio headsets are still in evaluation mode for the pump operator position. BC Weihman has purchased the first of the new BK wildfire radios and will be introducing them to the crews for familiarization.
- 12.) Chief Thompson received an invitation from the FSWG to discuss his vision for the south county. This meeting will be held on July 22.

Mr. Hemmendinger commented that he is aware that SCFD has a copy of the email he and Chief Thompson sent to LAFCO. This may be what is prompting the FSWG meeting on July 22.

B. Director Reports

Mr. Hemmendinger reminded directors to file by August 7th for their terms to be renewed.

C. Committee Reports

a. Finance/Budget

Mr. Hemmendinger stated that last year's budget is in packets and asked if the Board had any questions. He noted we went spent \$735K last year in supplies and services with 20% of that spent in June. It is important to note we are carrying \$660K into next fiscal year.

b. Negotiations

No report was filed.

c. Equipment

Mr. Pacheco stated that BC Wandel put out an email to schedule a meeting, which will hopefully happen in the next week depending on everyone's availability.

d. Legislative

Mr. Hemmendinger said there was some movement with EMS services contracts and the court has restrained the EMSA from moving on some of their protocols.

e. Chief's Evaluation

No report was filed.

f. Long Range Planning

Mr. Hemmendinger commented that we have no meeting scheduled but are working on a variety of things which include; SOI on VFCs, ongoing discussions

with City of Petaluma and updating of the five-year financial plan. Mr. Hemmendinger will drop one year off the plan and add one year.

g. Capital Improvements

BC Wandel sent the list of capital improvements and repairs needed to Mr. Proteau. He will go through this list and then they will schedule the first meeting.

D. Firefighters' Association Report

No report was filed.

E. Firefighter's Union Report

Captain Bernal stated two weeks ago, the Union met with Chief Thompson and this was very productive. Captain Bernal thanked the Chief for his time also thanked the board for everything they have done.

VII. UNFINISHED BUSINESS

A. Discussion and Direction on Crown Castle Lease Extension Offers

Mr. Proteau commented he received a phone call from Richard Symon of Crowne Castle. Back in March, Mr. Symon provided a proposal to the Board of several options on a buyout of station 3s cell site. If we decided to move forward and extend the lease, it would be a 30-year max not 99 years. Mr. Symon figured out with a rent increase at November 2038, the amount would be around \$2200/month. Mr. Symon will provide a proposal to buy out the lease for 30 years for discussion at the August Board meeting.

B. Discussion and Action on Unpaid Parcel Taxes for FY 2019/2020 (Staff Report by Jennifer Bechtold)

Mrs. Bechtold commented that of the 49 letters she sent to owners of unpaid parcel taxes, around 35 came back as undeliverable as addressed or incorrect owner information. Through working with the County, Mrs. Bechtold found out that many of these parcels are very tiny plots of land, corners of a lot, etc. that for some reason have their own APN assigned. Because we are the only tax on the parcels, the County does not keep updated owner information on them and therefore will not attempt to collect the outstanding balances after June 30. Mrs. Bechtold also noted that she has adjusted the final budget for FY 20/21 by these 49 parcels.

Mrs. Bechtold asked the Board to consider writing these off for FY 19/20 and for years moving forward. Mr. Hemmendinger commented that it really seems it is not worth the districts time to continue pursuing charges on these parcels. The Board agreed to write off current and future charges on these 49 parcels.

Motion moved by Mr. Pacheco and seconded by Mr. Herman.

Motion Carried: Aye 7 No 0 Abstain 0 Absent 0

Roll Call:

Mr. Pacheco – aye
Mrs. Cozad – aye
Mr. Herman – aye

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

Public Hearing was opened at 7:38 p.m.

VIII. PUBLIC HEARING

A. Presentation and Discussion on Final Budget FY 2020/2021 (1st Reading)

Mr. Hemmendinger noted that this is our first reading of the final budget. Property tax revenues have been projected at 3.9 million, which represents a 3% increase. He and Mrs. Bechtold have been trying to get actual revenue projections from the county, but have not yet heard back. We do know that all properties can at least increase by the standard 2%. Mr. Hemmendinger read an article in the Chronical that there has been a 4.7% increase in property values overall in the County. Adding an additional 1% to our estimated increase would add about \$40K in revenue.

Mr. Hemmendinger also commented there are significant budget increases in for safety clothing, radios and uniforms. After speaking with Mrs. Bechtold as to why these budgets were increased, it makes more sense.

Public Hearing was adjourned at 7:42 p.m.

IX. NEW BUSINESS

A. Resolution R-1: Set Rate for Special Tax – 50075 at \$303.00 Per Parcel for FY 2020/2021

Each year we have to determine to what degree our parcel tax will go up. The closest we can find for our area is 1-1.5%. With that in mind, and type of events we have going on in the Country at this point, we are to trying to be less aggressive with our increase. With that said, we are budgeting a 1% CPI this year.

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

Motion Carried: Aye 7 No 0 Abstain 0 Absent 0

Roll Call:

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

B. Resolution R-2: Resolution Adopting Prop IV Limit for FY 2020/2021

Mr. Hemmendinger noted we are limited in what we can spend each year and we have to vote on the proposition cap each year. The proposed amount for FY 20/21 is \$6,846,026.

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

New Business Continued:

Motion Carried: Aye __7__ No __0__ Abstain__0__ Absent __0__

Roll Call:

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

C. Review of Penngrove Social Fireman Rental Contract

Mr. Hemmendinger stated that while most of our upcoming events will likely be cancelled this year, we need to review the contract for those activities that are held at the Penngrove Social Fireman’s Hall. Looking at our liability exposures, the Social Fireman want us to hold harmless all their members, directors, etc. Mr. Hemmendinger suggests a language change to indemnify them for our negligence and indemnify us of their negligence. Mr. Gadoua suggests taking out the word “willful” in front of negligence. Mr. Hemmendinger replied he is looking for an agreement to not sign this contract in the future without attempting language changes. Mrs. Cozad said now that we have this higher deductible, we should look for some new language and opportunities to modify the wording in the contract.

Mr. Hemmendinger also noted that the Social Fireman want us to name them as additional insured and this is very risky to do. We have a huge exposure now. Mr. Gadoua feels an attorney should look at this contract. Mr. Hemmendinger reviewed the liquor liability clause in the contract and commented this is our own liability and we would be better off at a restaurant instead of serving alcohol. Restaurant staff is trained how and when to cut people off, and that is harder to do when it is our own peers we serve.

Mrs. Bechtold noted that she would like to see a memo directed to all staff that no one is to sign any contract for events without it going to the Board for approval. Mr. Hemmendinger asked Chief Thompson to send this communication to staff.

D. Discussion on Liability Insurance Policy for Rancho Adobe Firefighters’ Association

Mr. Hemmendinger said one issue the Association may come up against is that we are unlikely to find an insurance company willing to write a \$10 million GL policy, and without such, the District remains “deep pocket.” Captain Bernal said Association President Brian Sweet would be looking into this policy. At this time, there are no updates.

X. DIRECTION ON FUTURE AGENDA ITEMS

There are no new items for August.

XI. ADJOURNMENT

With no further business to discuss, the Regular Board meeting was adjourned at 8:03 p.m.

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

Motion Carried: Aye __7__ No __0__ Abstain__0__ Absent __0__

Adjournment Continued:

Roll Call:

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

Date Approved: 8/19/2020