

# Rancho Adobe Fire Protection District

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**MIBUTES OF THE REGULAR BOARD MEETING  
APRIL 19, 2017 — 7:00 P.M.  
COTATI FIRE STATION - #1 EAST COTATI AVE.  
COTATI, CALIFORNIA**

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

Vice President, Carla Grube called the Regular Board Meeting to order at 7:00 p.m. The agenda for this meeting was posted on April 14, 2017.

Roll Call:

Directors Present: Harold Griffith, Carla Grube, Mark Hemmendinger, Brian Proteau, Nole Pacheco

Directors Absent: Greg Karraker, Bob Rippin

Minutes Conducted by: Jennifer Ober

**II. ORAL AND WRITTEN COMMUNICATIONS**

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

There was no comment from the Public.

B. Correspondence and/or Presentations

Items of Correspondence were in Board packets.

**III. APPROVAL OF MINUTES**

A. Regular Meeting of March 15, 2017

Motion moved by Mr. Pacheco and seconded by Mr. Griffith.  
Motion Carried: Aye   5   No   0   Abstain   0   Absent   2  

B. Special Meeting of April 6, 2017

Motion moved by Mr. Proteau and seconded by Mr. Pacheco.  
Motion Carried: Aye   5   No   0   Abstain   0   Absent   2  

**IV. CONSENT CALENDAR**

A. Ratification of Claims and Journal Vouchers

Motion moved by Mr. Proteau and seconded by Mr. Hemmendinger.  
Motion Carried: Aye   5   No   0   Abstain   0   Absent   2  

V. ADMINISTRATIVE COMMUNICATIONS

A. Chief's Report

Chief Thompson read from his report and summarized the call count, noted the new Ferrara engines have arrived and will be going into service in the next couple of months. He also noted that he did a department inspection of equipment, stations and records. We are in good shape for the most part but there are a few things that will be worked on over time. Chief Thompson commented that one of the bigger items that will need to be focused on is the Liberty station roof. It has been leaking for some time and has other problems. He also stated the pavement at the back of the Penngrove station needs to be replaced as well. The Association has decided they will be replacing the boat and dry suits at no cost to the district.

On Tuesday, Chief Thompson met with Rohnert Park Public Safety and went over what things could be made better and what the expectations are between the two agencies. Further meetings were held between the Chief and the Captains and additionally with the Chief and part-time firefighters. He went over what changes they would like to see and what his expectations are. Chief Thompson will also be distributing the IAFF fitness program and at least one hour per day of exercise will be mandatory, barring any other items or calls that may interfere.

Mr. Pacheco asked what the replacement schedule is for the PPE. Mr. Weihman said that most is laid out by the NFPA guidelines, and replaced every 10 years, or sooner if needed.

B. Director Reports

Mr. Hemmendinger commented that he has been working with Ms. Ober on the property casualty insurance. To make any change, there is a three-month window, and we are now in that window, so we will start looking at requesting quotes in September/October. It makes more sense to wait.

C. Committee Reports

a. Finance

There was no report.

b. Negotiations

There was no report.

c. Equipment

Mr. Proteau commented the new apparatus has arrived and are being worked on.

d. Legislative

There was no report.

e. Chief's Evaluation

There was no report.

f. Long Range Planning

Ms. Grube commented that Mr. Karraker put out some information on various issues, one being a report on the LRPC meeting, which was overviewed in writing. Mr. Pacheco asked if we could review this at the next Board meeting when Mr. Karraker is present.

D. Budget Report

Ms. Grube commented that Ms. Ober handed out the most recent budget report updated today. She also asked why we were -5% in long term debt. Ms. Ober commented that our first interest-only payment was due on April 1<sup>st</sup>. Due to the timing of the loan, we did not account for this payment in the FY 16/17 budget.

Mr. Hemmendinger commented that our income this year vs. last year to date is about \$14,000 more, after reductions in year to date strike team pay this year vs. last year. At the same time wages have gone up about 14% (approximately (100K) meaning that our budget will be drawing on reserves to survive. Expenses, however, have remained flat, which is a credit to the Chief and staff keeping tight controls on expenses.

E. Firefighters' Association Report

Captain Albin noted that the Association is purchasing a new boat, three new dry suits and six recliners for the stations. The new boat and dry suits were purchased with the revenues from the Fire and Suds Event last October.

F. Firefighter's Union Report

Captain Bernal commented that the Union had a meeting on Monday. He will be presenting the Firefighter of the Year Award on May 22 to Engineer Sweet for the Rohnert Park Rotary event. Captain Bernal also noted that the Union was not advised of the LRPC meeting and would like to be involved in any further meetings. Mr. Hemmendinger and Ms. Grube will mention this to Mr. Karraker.

**VI. NEW BUSINESS**

A. Discussion on Public Records Act, Email Usage Policy and Purchase of Electronic Devices for Board Members

Ms. Grube commented that there is a report written from Mr. Karraker that was distributed to the Board and public this evening. Mr. Pacheco is concerned about the Board using their personal electronic devices for district business. Mr. Proteau said that in the Board's recent ethics training, they learned that using personal devices for Rancho Adobe business should not be done, and instead the district should be providing devices to the Board. Mr. Hemmendinger stated that he has spoken with Mr. Karraker about less costly devices which may be a \$7,000-\$10,000 expense to the district for seven devices. He also commented that we should take into consideration requiring the use of email for all Board members. However, Mr. Hemmendinger is concerned about the slowing of communications if secondary devices are purchased. Mr. Pacheco said it might make sense to have BC Taylor consider some new devices such as Chromebooks which cost around \$200 each and would work well for our needs. He feels this is something important to have. Captain Bernal feels this might be a good idea to have for Board members to protect them.

*New Business Continued:*

Mr. Pacheco will put together an idea on cost of Chromebooks for the Board. Mr. Hemmendinger will follow up with BC Taylor on Office Suite and needs for what goes on a computer.

B. Discussion on Revision of Policies and Procedures for Board

Ms. Grube would like to see a revision of all Board policies and then have them reviewed by our legal counsel. It's been many years since most have been looked at or had any revisions done. The Board discussed how to proceed with making changes to policies and agreed that there should be a committee that reviews each policy and then the policy is taken back to the Board for approval. The committee will be made up of Ms. Grube, Mr. Pacheco and Mr. Proteau. The Board has been asked to first review all policies and see what revisions need to be made.

**Closed Session began at 8:09 p.m.**

**VII. CLOSED SESSION**

- A. Pursuant to Government Code §54957(e), the Board will hold a closed session for the following reason: PUBLIC EMPLOYMENT.  
Action Taken: No action taken.
- B. Pursuant to Government Code §54956.9, the Board will hold a closed session for the following reason: ANTICIPATED LITIGATION (1 CASE).  
Action Taken: No action taken.

**Closed Session adjourned at 8:29 p.m.**

**VIII. DIRECTION ON FUTURE AGENDA ITEMS**

There were no new items for the May meeting.

**IX. ADJOURNMENT**

With no further business to discuss, the Regular Board meeting was adjourned at 8:31 p.m.

Motion moved by Mr. Proteau and seconded by Mr. Hemmendinger.  
Motion Carried: Aye   5   No   0   Abstain   0   Absent   2  

Date Approved:     5/17/17