

Rancho Adobe Fire Protection District

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**NOTICE & AGENDA OF THE REGULAR BOARD MEETING
FEBRUARY 17, 2021 — 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

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

President, Mark Hemmendinger, called the Regular Board Meeting to order at 7:04 p.m. The agenda for this meeting was posted on February 12, 2021.

Roll Call:

Directors Present: Mark Hemmendinger, Brian Proteau, Michael Gadoua, Bret Herman, Ray Peterson, 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 citizen comment.

B. Correspondence and/or Presentations

LAFCO has two open positions open application forms are in Board packets.

III. APPROVAL OF MINUTES

A. Regular Meeting of January 20, 2021

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

Roll Call:

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

IV. CONSENT CALENDAR

A. Ratification of Claims and Journal Vouchers

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

Motion Carried: Aye 7 No 0 Abstain 0 Absent 0

Roll Call:

Mr. Peterson – aye

Mrs. Cozad – aye

Mr. Herman – aye

Mr. Proteau – aye

Mr. Hemmendinger – aye

Mr. Gadoua – aye

Mrs. Grube – aye

V. ADMINISTRATIVE COMMUNICATIONS

A. Chief's Report

Chief Thompson reported the following:

- 1.) 170 responses, 86 EMS (59%)
- 2.) We have two new part-time firefighters that were brought on after serving as volunteers.
- 3.) The RAFD and PFD training schedule continues to be developed. Multi-company drills are limited currently due to recent exposures and modified operations.
- 4.) Six probationary firefighters have completed their probation.
- 5.) Work continues on an implementation plan for the paramedic program.
- 6.) Planning is taking place to hold trench rescue and confined space training for both PFD and RAFD. North Bay Fire requesting some funding from the training officer fund for rescue classes as well.
- 7.) Engineer Morgan DeJong will be the lead instructor/coordinator for the upcoming engineer academy. An orientation meeting will be held on March 6, with an assessment taking place in early November.
- 8.) Annuals on apparatus continue.
- 9.) A walk-through was conducted on February 16 for the architect designing the HVAC plans. They also discussed plans for upgrades/modernization to stations.

Chief Thompson noted that we are in the process of combining resources with PFD and working on a shared service agreement. We want to create a better response pattern for the whole south county. Borders between our agencies have been dropped, staff members are being trained the same way, and work is being done to bring policies and procedures into alignment. The sharing apparatus and personnel will begin once the shared service agreement is completed and signed. This will allow both agencies to upstaff or fill vacancies when they occur. Petaluma's Risk Officer and City Attorney are evaluating what we need to do to create the shared service agreement, and once we have the agreement, Chief Thompson will bring this to the Board for review. This contract gives us better reach and service to provide the community. Mr. Poteau asked how long it would take us to get the document. Chief Thompson replied that this process is just starting so may take a bit of time, but he will prompt them to keep this moving forward. He estimates at least a month before we have something to review. Mr. Proteau feels it would be prudent to have an attorney for Rancho Adobe also review the shared service agreement. Chief Thompson commented that he has contacted Rick Bolanos from LCW who will review this for us. The City Attorney has Mr. Bolanos's email and contact information.

Mr. Hemmendinger spoke with Chief Thompson today and said an agreement between the two agencies should also incorporate a seat at the table for Rancho for

selection of future Fire Chiefs. Mr. Peterson asked if this is a contract to share personnel and is this aimed at us one day becoming one department. Chief Thompson replied that we found we need to share apparatus and personnel during mandatory hiring processes, and in doing so, we are paving the future to some day become one department. We have already dropped our borders so the closest apparatus or resource responds to the call. Mr. Peterson also asked if the Board or City has approved the policies or procedures. Chief Thompson replied that the policies being written are for operational standard and are approved by him.

B. Director Reports

Mr. Hemmendinger commented he attended the SCFDA meeting and the new President is now Steve Akre Chief of Sonoma Valley and Fred Petersen from Northern Sonoma County Fire District is Vice President. The group reported on current insurance policies that are available to fire districts and possibility of the Board of Supervisors putting the sales tax measure back on ballot. There was also discussion on Prop 19 and how this money will become available to the fire services. We do not know how much this will be. Another virtual meeting will be held in February and they are unsure if an in-person meeting will happen in April.

C. Committee Reports

a. Finance/Budget

Mr. Hemmendinger noted that the committee met this month primarily for the discussion of the concepts of how to fund the future, whether to borrow money for equipment or take out a pension obligation bond. The committee decided to approach CalMuni Advisors to fully explore a pension obligation bond, ascertain percentages and actual costs. The finance committee will discuss their findings and bring this information back to the full board.

As far as the year to date budget, we are on track for expenses but over budget on salary areas due to strike teams. We recently received \$77K for strike team revenues but this area is very difficult to manage and we hope this money comes in this fiscal year.

b. Negotiations

Mr. Hemmendinger said the committee needs to start moving forward soon.

c. Equipment

Mr. Proteau noted the only item for discussion is the purchase of the new BC pickup.

d. Legislative

No report filed.

e. Chief's Evaluation

No report filed.

f. Long Range Planning

The Chief's report addressed some of the long-range plans we have. The other aspect was addressed in Mr. Hemmendinger's report regarding the consolidation issues, which is in Board packets. It will take a significant number of years for a full consolidation with Petaluma.

g. Capital Improvements

Mr. Proteau noted that the committee met last Friday afternoon at station 3 to look at the generator. BC Wandel has been doing a lot of work getting all this put together and recently met with a mechanical engineer to get the design going for heating and air conditioning at station 1. They are also trying to get a plan together for kitchen, flooring and living area upgrades at station 2 as well. Mr. Proteau hopes to have some information from the mechanical engineer in a couple weeks.

D. Firefighters' Association Report

Mr. Hemmendinger thanked the Association for the minutes from a past meeting. Engineer Morgan DeJong stated the Chadwick Committee received interest from new members, and Bill Adams and Casey Gray have joined which makes seven members. The assets are still being transferred from three accounts and Sequoia Wealth in Petaluma has been selected as the new financial manager. Due to some pending issues, a separate account has been set up temporarily under Merrill Lynch. The Vanguard account has now been transferred. Additionally, a second amendment to the will of Angela Chadwick exists and the Association has been named as a beneficiary to receive portions of two properties on Ely Road. The Association is retaining a trust and land attorney to research, review and confirm what has transpired with the Chadwick Trust and properties.

Because the Chadwick Committee has been so busy getting through all the trust paperwork, Engineer DeJong noted they have not yet determined best use of funds at this time.

The Association has secured a policy through George Peterson Insurance Agency. A meeting was held in January with Mr. Gadoua, Mr. Hemmendinger and Chief Thompson regarding bylaws of the Association and the need to clean these up. Engineer DeJong also commented that Engineer Brian Sweet has taken a new position at Sonoma Valley Fire, so he is now President of Association.

E. Firefighter's Union Report

Captain and Union President Eric Gromala noted that the Union is excited about the shared service agreement with Petaluma.

VI. UNFINISHED BUSINESS

A. Discussion and Decision on Equipment Funding for Future Purchases of Apparatus

Mr. Hemmendinger mentioned him and Mrs. Bechtold did some research into the opportunity to finance the pickup truck this year, but it is not applicable due to borrowing such small amounts of money. Commercial banks are offering 5% and CSDA is offering about 3.5% for five years, which amounts to \$6K in interest on a \$55K note. It appears we could find much more attractive rates next year to purchase apparatus were we not to finance the pickup this year since it has been budgeted for this fiscal year. Mr. Proteau said this makes sense to him.

B. Discussion on Crown Castle Station Improvements at Station 3

No further discussion on this item.

C. Discussion and Approval of PG&E Contract for Old Redwood Highway Roadway Improvements Near Station 2

The questions from the Board in January were addressed with PG&E and Mr.

Hemmendinger said they do not like to add parties to insurance as additional insured. They also clarified the area of work, which is adjacent to the park and ride. Mr. Peterson asked about the growing homeless population in the park and ride and if this will pose a problem. Mr. Hemmendinger said he would leave this in PG&Es hands. BC Wandel said staff is also addressing this issue with the proper authorities.

Motion moved by Mr. Proteau and seconded by Mr. Gadoua.
Motion Carried: Aye 6 No 0 Abstain 0 Absent 1

Roll Call:

Mr. Peterson – aye
Mrs. Cozad – aye
Mr. Herman – aye
Mr. Proteau – aye
Mr. Hemmendinger – aye
Mr. Gadoua – aye
Mrs. Grube – absent (exited meeting due to technical issues)

D. Discussion and Approval of BC-91 Truck Replacement (Staff Report by BC Wandel)

Mr. Hemmendinger asked BC Wandel if he has a preference who we buy the truck through. BC Wandel prefers the Petaluma dealership, which is who we currently work with for servicing. He also reached out to the dealership about financing options but has yet to hear back. Mr. Hemmendinger feels the best rates we'll likely get are through CSDA. Mr. Proteau feels this is a good price for the pickup and he suggested we should move forward. He did confirm this is the out the door price and BC Wandel confirmed that was correct.

Motion moved by Mrs. Cozad and seconded by Mr. Herman.
Motion Carried: Aye 6 No 0 Abstain 0 Absent 1

Roll Call:

Mr. Peterson – aye
Mrs. Cozad – aye
Mr. Herman – aye
Mr. Proteau – aye
Mr. Hemmendinger – aye
Mr. Gadoua – aye
Mrs. Grube – absent

VII. NEW BUSINESS

A. Discussion on Generator Replacement at Station 3 (Staff Report by BC Wandel)

BC Wandel clarified a few points from the staff report that will help to justify the \$7K difference in pricing on the generators. He noted that the Winco is Tier 3, while the other two are Tier 4 and this has to do with emissions. The other item to consider has to do with a panel vs a door on the generator, which can reduce long-term wear and tear of the generator over time. Purchasing the Stateline generator will cut down training and parts costs, as this is the same generator we now have at station 1. The cost may still go down a bit on the Stateline model due to an estimation on freight costs. Mr. Hemmendinger also noted that we are next to a grammar school, and while we do not necessary need to run this during the week, it would be better to have a cleaner unit nearby. Mr. Proteau commented that he spoke with a contractor today about doing the connections for the generator.

New Business Continued:

Motion moved by Mr. Proteau to buy Stateline Generator and seconded by Mr. Herman.

Motion Carried: Aye 6 No 0 Abstain 0 Absent 1

Roll Call:

Mr. Peterson – aye
Mrs. Cozad – aye
Mr. Herman – aye
Mr. Proteau – aye
Mr. Hemmendinger – aye
Mr. Gadoua – aye
Mrs. Grube – absent

VIII. DIRECTION ON FUTURE AGENDA ITEMS

- **Consolidation and contract issues with PFD.**

IX. ADJOURNMENT

With no further business to discuss, the Regular Board meeting was adjourned at 8:05 p.m.

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

Motion Carried: Aye 6 No 0 Abstain 0 Absent 1

Roll Call:

Mr. Peterson – aye
Mrs. Cozad – aye
Mr. Herman – aye
Mr. Proteau – aye
Mr. Hemmendinger – aye
Mr. Gadoua – aye
Mrs. Grube – absent

Date Approved: 3/17/2021