

Rancho Adobe Fire Protection District

11000 Main Street
P. O. Box 1029
Penngrove, California 94951

Telephone: (707) 795-6011
Fax: (707) 795-5177
www.ranchofire.com

DRAFT

**MINUTES OF THE REGULAR BOARD MEETING
OCTOBER 20, 2021 — 7:00 P.M.
COTATI FIRE STATION - #1 EAST COTATI AVE.
COTATI, CALIFORNIA**

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

President, Mark Hemmendinger, called the Regular Board Meeting to order at 7:00 p.m. The agenda for this meeting was posted on October 15, 2021.

Roll Call:

Directors Present: Mark Hemmendinger, Michael Gadoua, Leslie Cozad, Bret Herman, Brian Proteau, Ray Peterson (arrived late)

Directors Absent: 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 business.

B. Correspondence and/or Presentations

Mr. Proteau commented that Mrs. Bechtold put together a very nice letter and he thanked both Mr. Hemmendinger and her for all their hard work on the pension obligation bonds. The Board members concurred on the hard work put into this matter and were grateful on the outcome.

Mr. Hemmendinger noted there was a stress test a few months back that looked at what would happen if we borrowed POB money, and then a market crash occurred similar to what happened in 2008. The test showed that we would not have lost any money yet we would not have seen the savings we did in this process.

III. APPROVAL OF MINUTES

A. Regular Meeting of September 15, 2021

Motion moved by Mrs. Cozad and seconded by Mr. Herman.
Motion Carried: Aye 5 No 0 Abstain 0 Absent 2

B. Special Meeting of September 23, 2021

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

VI. CONSENT CALENDAR

A. Ratification of Claims and Journal Vouchers

Motion moved by Mr. Herman and seconded by Mrs. Cozad.
Motion Carried: Aye 5 No 0 Abstain 0 Absent 2

V. ADMINISTRATIVE COMMUNICATIONS

A. Chief's Report

Chief Thompson reported the following information:

- 1.) 206 calls for service of those 79 were EMS (38.5%).
- 2.) We have received 10 applications for the paramedic/firefighter position and eight have been invited to interview. Interviews will be conducted on October 21 and skills assessment will be held October 28.
- 3.) Dates have been put out to candidates for consideration for the Captain's assessment. Development continues on test materials and components.
- 4.) The Engineer assessment has been scheduled for November 17 and applications are due on November 1. The assessment will serve to establish hiring eligibility and ranking as well as final evaluation for the Engineer Academy.
- 5.) Upcoming trainings include a Leadership class being developed for December major drill rotation. Cathy is working on an EMS training schedule. There will also be a series of multi-company trainings for water rescue and scheduling a presentation of shift training ideas.
- 6.) There has been a remarkable commitment by members to cover the many red flag upstaffing events coinciding with October fire anniversary.
- 7.) There was a 3-alarm fire on Ormsby Lane in Penngrove, which included two strike teams and over 150 personnel and 60 pieces of equipment. One residence was lost and eight dogs were rescued. As a result, significant evacuations were initiated. BC Wandel spoke about the collaboration of resources at the Ormsby Fire. He was grateful to the BC at Petaluma assisting and the collaboration of training efforts over the years with PFD and RAFD made a real difference.
- 8.) Chief Thompson and BC Taylor are trying to set up a meeting with the SSU Police Chief to talking about changing our response to fire alarms.
- 9.) Vegetation management program will be wrapping up with all this week's rain. Final compliance this year was excellent, with all but four of 75 complaints abated.

B. Director Reports

No report was filed.

C. Committee Reports

a. Finance/Budget

Mr. Hemmendinger commented that looking at budget reports year to date, as is typical, some of the up-front costs skew the numbers a bit. Most supplies and services are where they should be and we have not spent anything in capital expenses as of this time.

b. Negotiations

No report was filed.

c. Equipment

BC Wandel and Captain Gromala went to Louisiana for the pre-construction of

our new Type 1. Things are moving forward as planned. The additional BC pick up has been ordered and we are still waiting on the light bar for the new pickup. No update on delivery date for 9132s chassis.

d. Legislative

No report was filed.

e. Chief's Evaluation

No report was filed.

f. Long Range Planning

Mr. Hemmendinger would like to resume LRPC meetings to begin more discussions about the strengths, weaknesses and opportunities of the District. Mr. Hemmendinger has also started talking in more detail with Petaluma City Manager, Peggy Fleming on the outstanding contract for the Chief.

g. Capital Improvements

Mr. Proteau noted the committee met Monday with Strata. They are putting together a proposal to go ahead and start working on drawings for station 2. They talked about phasing the work on a budgetary basis. The consensus overall was to not do it this way and felt the District could save money doing the work all at once. We may need to look at a construction loan to finance the project. Mr. Hemmendinger said there is some significant financial planning we will need to do, as we can only shoulder so many loans at one time. Mr. Proteau commented that it is unlikely the money will be spent this fiscal year.

Mr. Hemmendinger called the Board attention to the last page of the YTD budget report and noted the reserve account changes have been made that were approved in September. These are real numbers now and these are in addition to what we have placed in the budget this fiscal year. Mr. Proteau said we will have some funds to pay out this year on the station remodel, but in the bigger picture, we may need a larger loan.

D. Firefighters' Association Report

Captain Gromala commented the Association is hitting the bylaws hard and getting these sorted out. He also mentioned the Crab Feed would be February 5.

E. Firefighter's Union Report

Captain Gromala said that Captain Bill Adams is retiring at the end of the year so staff is getting prepared for the upcoming promotions. This is an exciting time and good for the department to see everyone studying hard.

VI. NEW BUSINESS

A. Discussion and Action on Reserve Policy (1st Reading)

Mr. Hemmendinger commented we are looking at the first reading of our proposed reserve policy, which is a result of having more sophisticated spending policies and the POBs. We have never memorialized our spending plan. This policy has been vetted with input from Mr. Gadoua as well as legal and financial counsels. Under section 4, Mr. Hemmendinger felt that a 5/7's vote of the Board should be required to alter the fund balance.

New Business Continued:

Mr. Herman feels that adding a reason or background as to why things are being changed should be included in the policy. This will give future boards a reason why this policy was put into place. Mr. Hemmendinger will include a background at the beginning of the policy.

B. Discussion on Status of Pension Obligation Bonds

Mr. Hemmendinger put together a summary of what actually happened with the bond sale, which we were able to watch live. The actual composite rate was 2.91% and we paid off 90% of the unfunded liability. The last 10% will be around 64K, and with the increases in performance of funds, we may be fully funded by next year.

(Mr. Peterson arrived at 7:41 p.m.)

C. Discussion and Approval of Healthcare Benefits for 2022

Mr. Hemmendinger said that our broker has provided us with a renewal on our current Kaiser plan, which includes a modest 2.38% increase in premiums. We did budget for a 10% increase.

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

Motion Carried: Aye 6 No 0 Abstain 0 Absent 1

VII. DIRECTION ON FUTURE AGENDA ITEMS

- **Discussion on fee proposal for Capital Improvements at Station 2.**


VIII. ADJOURNMENT

With no further business to discuss, the Regular Board meeting was adjourned at 7:47 p.m.

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

Motion Carried: Aye 6 No 0 Abstain 0 Absent 1

Respectfully submitted,



Jennifer Bechtold, Board Clerk

Date Approved by Board:

November 17, 2021