

# Rancho Adobe Fire Protection District

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**MINUTES OF THE REGULAR BOARD MEETING  
DECEMBER 20, 2017 — 7:00 P.M.  
COTATI FIRE STATION - #1 EAST COTATI AVE.  
COTATI, CALIFORNIA**

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

President, Greg Karraker, called the Regular Board Meeting to order at 7:00 p.m. The agenda for this meeting was posted on December 15, 2017.

Roll Call:

Directors Present: Harold Griffith, Carla Grube, Mark Hemmendinger, Brian Proteau, Greg Karraker, Michael Gadoua, Nole Pacheco

Minutes Conducted by: Jennifer Ober

**II. BOARD REORGANIZATION**

**A. Election of New Chairman and Vice-Chairman, and Passing of Gavel to New Chair**

Chairman: Carla Grube

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

Vice Chairman: Brian Proteau

Motion moved by Mr. Gadoua and seconded by Mr. Karraker.  
Motion Carried: Aye   7   No   0   Abstain   0   Absent   0  

**B. Appointment of Board Secretary/Clerk**

Board Secretary/Clerk: Jennifer Ober

**C. Appointment of Fiscal Officer**

Fiscal Officer: Carla Grube

**D. Appointments to Committees and Charges to Meet Regularly:**

- 1. Budget/Finance Committee: Chief, Fiscal Officer and 3 Directors**  
*(meeting as necessary, but at least quarterly)*

Mrs. Grube (Chair), Mr. Hemmendinger and Mr. Griffith

2. Negotiation Committee: 3 Directors (meeting as necessary)

Mr. Pacheco (Chair), Mr. Hemmendinger and Mr. Gadoua

3. Equipment Committee: 2 Directors to serve on committee otherwise composed of staff members (meeting as necessary, but at least once quarterly)

Mr. Proteau (Chair) and Mr. Hemmendinger

4. Legislative Committee: Chief, Board Chairman (meeting as necessary)

Mrs. Grube (Chair), Mr. Karraker and Mr. Gadoua

5. Chief's Evaluation Committee: 3 Directors (meeting as necessary)

Mr. Pacheco (Chair), Mr. Gadoua and Mrs. Grube

6. Long Range Planning Committee: 3 Directors to serve on committee otherwise composed of staff and members of the public (meeting as necessary)

Mr. Karraker (Chair), Mr. Griffith and Mr. Gadoua

E. Confirm Calendar of Meetings for 2018: Third Wednesday of Every Month: January 17, February 21, March 21, April 18, May 16, June 20, July 18, August 15, September 19, October 17, November 14, December 19

All dates have been confirmed by the Board.

**III. 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

Items of correspondence were in Board packets. Mrs. Grube also noted there are two thank you notes in the Board packets and hopefully everyone had a chance to review the CSDA Board Member Handbook.

**IV. APPROVAL OF MINUTES**

A. Regular Meeting of November 15, 2017

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

Motion Carried: Aye 7 No 0 Abstain 0 Absent 0

B. Special Meeting of November 29, 2017

Motion moved by Mr. Karraker and seconded by Mr. Griffith.

Motion Carried: Aye 5 No 0 Abstain 2 (Mr. Gadoua and Mr. Proteau) Absent 0

**V. CONSENT CALENDAR**

A. Ratification of Claims and Journal Vouchers

Motion moved by Mr. Karraker and seconded by Mr. Gadoua.  
Motion Carried: Aye 7 No 0 Abstain 0 Absent 0

**VI. ADMINISTRATIVE COMMUNICATIONS**

A. Chief's Report

Chief Thompson reviewed his report with the Board and asked BC Weihman to report on his structure fire on East School Street. BC Weihman commented that a duplex in Cotati caught fire in the middle of the night and was a total loss due to the length of time it was burning before being called in. The crews were able to stop the fire from burning into an adjacent structure.

Chief Thompson highlighted the following information:

- New hire firefighters – we are still trying to find candidates.
- BC Weihman is working with Damien O'Bid on weed abatement issues in the district and city.
- BCs have completed a task book for probationary firefighters, as well as the certifications for mentors and evaluators.
- Fire Ground Operations Policy and Produce has been completed and circulated.
- A joint meeting was held with Petaluma/RAFD BCs on November 29, and they discussed possibilities for collaboration in the future.
- The Engineer assessment was held December 11 and all four candidates passed.
- A Captains assessment is in process for February.
- Fliers have gone out for surplus equipment.
- Station 3 roof project will not be started until sometime in late January.
- Director Hemmendinger and Chief met with Supervisor Rabbitt to discuss consolidation efforts in the county as well as funding issues. This was a successful meeting.

B. Director Reports

Mr. Karraker reviewed his reports that were in Board packets. He remarked the SSU meeting went very well and some progress was made in recognizing that something needs to be done with payment for service. He will follow up with the CFO, Mrs. Lopez, for another meeting after the holidays.

Mr. Karraker said several board members and Ms. Ober took a webinar on fire funding. One positive is the change in a voter initiated ballot measure needing only 50% plus 1 majority vote.

The City of Cotati has sold a piece of property slated to build a 3-4 story hotel and we had not been given any information on that. Mr. Karraker attended the City Council meeting and expressed his concerns over the lack of equipment and personnel we have to protect such a structure.

Mr. Hemmendinger commented that he and Chief Thompson met with David Rabbitt last week and discussed various issues including funding and consolidations in the County.

C. Committee Reports

a. Negotiations

Mr. Hemmendinger noted that he has followed up with the Union and BCs, and negotiations are on-going.

b. Equipment

There was no report filed.

c. Legislative

There was no report filed.

d. Chief's Evaluation

Mr. Proteau commented that he and Mr. Hemmendinger met with Chief Thompson regarding the contract and a new proposal. More information will be forthcoming.

e. Long Range Planning

LRPC will be discussed under Item A, Discussion on Ballot Measure.

D. Budget/Finance Report

Ms. Ober commented that she handed out an updated Trial Balance this evening as property tax revenues have been wired to our bank. We received around 50% of our expected revenues, totaling \$1.9 million.

E. Firefighters' Association Report

BC Weihman commented the Association participated in lighted tractor parade in Penngrove this past Sunday and the Indiana and our fire engine were in the parade. The toy drive is ongoing, and we've had a positive level of contributions this year. Toy delivery will be this Saturday the 23<sup>rd</sup>. The Crab Feed is January 27 at the Penngrove Clubhouse.

F. Firefighter's Union Report

Captain Bernal thanked the Board for the many times they have met with the Union recently.

**VII. UNFINISHED BUSINESS**

A. Discussion on Ballot Measure for November 2018

Mr. Karraker said we have a lot to do to get the ballot measure rolled out and a brief time to do it. We need to get the PAC open and determine the members. It's also time to release our Five-Year plan and get that information out via a press release, which he will write. The Board agreed on this. Mr. Karraker handed a two-page PAC letter for review by the Board. Several changes will be made to this letter. Mr. Hemmendinger said we need to keep the language pretty simple in terms of the message we send. Further discussion ensued, and a committee was formed to begin working on numbers and the message. The committee will be made up with the following members: Mr. Karraker, Mrs. Grube, Mr. Gadoua, BC Weihman, Captain Bernal, Chief Thompson and Ms. Ober. The first meeting will be held January 9 at

4:00 p.m. at station 2.

B. Discussion on Revision of Policy 4020 Board Member Attendance (4<sup>th</sup> Reading)

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

Motion Carried: Aye   7   No   0   Abstain   0   Absent   0  

C. Discussion on Replacing Roof at Liberty Fire Station

Mr. Proteau commented that we are having a tough time getting a contractor to commit to fixing the station roof. We will continue to try and find someone.

D. Discussion on Five-Year Plan

Mr. Karraker noted that if we are going to release the Five-Year plan, we need to review the talking points. Ms. Ober suggested that we need to get the updates on Capital Improvements to show our true future needs and deficits. A final revision will be made on the Five-Year plan and we will strategize a release in the first part of the new year.

E. Discussion on Policy 4011 Code of Ethics (2<sup>nd</sup> Reading)

Discussion ensued on how to direct written and verbal public statements in 4011.2.5. Mrs. Grube will re-write this portion for a 3<sup>rd</sup> reading next month.

**VIII. NEW BUSINESS**

A. Presentation of FY 2016/2017 Fiscal Year Audit (Presentation by Goranson CPA)

**Item was moved to follow Consent Calendar.**

Ms. Ober introduced Sue and Blake Goranson, auditors for the year. Ms. Goranson commented on how the audit comes together and provided an informational overview of the audit and important points. The auditors suggested having some succession planning for Ms. Ober's position, especially in the payroll and CalPERS reporting areas. Because this is a difficult position to replace, it's wise to have someone who can back up these processes. Ms. Ober commented that BC Taylor currently backs up the payroll portion of her job, and we will begin training on the CalPERS portion as well. Ms. Goranson also complimented the district on another job well done this past fiscal year, especially with the cash management.

B. Approval of Patelco Health Savings Account Funding for January – June 2018

Mr. Hemmendinger commented that many years ago we moved from an HMO to high deductible health plans and began funding HSAs for full-time employees. We have been funding the accounts at \$6000 for families and \$3000 for individuals since the start of the high deductible plans. The Union has requested an increase in the funding to the legal cap of \$6900 and \$3400. The total cost increase is \$14,000/year and the Board supports this increase.

Motion moved by Mr. Karraker to increase the HSA funding to \$6900 for families and \$3400 for individuals and seconded by Mr. Gadoua.

Motion Carried: Aye   7   No   0   Abstain   0   Absent   0  

C. Discussion on Continuance of Utilizing USCB Collections Agency for Cost Recovery (Staff Report from Jennifer Ober)

Ms. Ober explained that we have been using USCB as our collections agency for cost recovery for the past five years. During this time, they have collected very little of

what we have submitted to them. Recently they change the platform on how we turn receivables over to them, and now use a lengthy spreadsheet. Ms. Ober is looking for direction on whether to continue with this company, find someone else for collections or discontinue the collections process. The Board spoke and Mr. Gadoua suggested Ms. Ober use her best judgement as to when to turn an invoice over to collections. Mr. Pacheco suggested setting a dollar limit, but the Board felt Ms. Ober could be the judge of when to write off an invoice versus sending it to collections.

Motion moved by Mr. Gadoua for Ms. Ober to use her judgement and seconded by Mr. Karraker.

Motion Carried: Aye   6   No   1   Abstain   0   Absent   0  

**D. Discussion on Loss of Revenues from Firestorm**

Mr. Pacheco asked if there was any follow up on whether the fire advisory committee will reimburse these lost revenues. Chief Thompson replied there is about \$1.5 million in the bucket and distribution would have to go through the Board of Supervisors for approval, so this need is down on the list.

**E. Resolution R-5: Declaring Governing Body Members and Volunteers as Employees for the Purpose of Providing Workers' Compensation Coverage**

Ms. Ober commented that SDRMAs insurer has requested an updated copy of the resolution stating who we cover on our workers compensation insurance.

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

Motion Carried: Aye   7   No   0   Abstain   0   Absent   0  

**Roll Call:**

Mr. Pacheco – aye  
Mr. Gadoua – aye  
Mr. Griffith – aye  
Mr. Proteau – aye  
Mr. Hemmendinger – aye  
Mr. Karraker – aye  
Mrs. Grube - aye

**IX. DIRECTION ON FUTURE AGENDA ITEMS**

There were no additional items for the January agenda.

**Closed Session was opened at 9:42 p.m.**

**X. 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 §54957.6, the Board will hold a closed session for the following reason: CONFERENCE WITH LABOR NEGOTIATORS. District Subcommittee: Nole Pacheco, Mark Hemmendinger and Carla Grube  
Employee Organization: Paid Firefighters Union  
Action Taken: No action taken.

*Closed Session Continued:*

C. Pursuant to Government Code §54957.6, the Board will hold a closed session for the following reason: CONFERENCE WITH LABOR NEGOTIATORS. District Subcommittee: Nole Pacheco, Mark Hemmendinger and Carla Grube  
Employee Organization: Administrative Manager  
Action Taken: No action taken.

D. Pursuant to Government Code §54957.6, the Board will hold a closed session for the following reason: CONFERENCE WITH LABOR NEGOTIATORS. District Subcommittee: Nole Pacheco, Mark Hemmendinger and Carla Grube  
Employee Organization: Battalion Chief's  
Action Taken: No action taken.

**Closed Session was adjourned at 10:35 p.m.**

**XI. ADJOURNMENT**

With no further business to discuss, the Regular Board meeting was adjourned at 10:36 p.m.

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

Date Approved: 1/17/18