

Rancho Adobe Fire Protection District

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**MINUTES OF THE REGULAR BOARD MEETING
JANUARY 19, 2022 — 7:00 P.M.
COTATI FIRE STATION - #1 EAST COTATI AVE.
COTATI, CALIFORNIA**

**MEETING CONDUCTED VIA TELECONFERENCE FOR ALL BOARD DIRECTORS, STAFF
AND MEMBERS OF THE PUBLIC.**

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

President, Michael Gadoua, called the Regular Board Meeting to order at 7:10 p.m. The agenda for this meeting was posted on January 13, 2022.

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

B. Correspondence and/or Presentations

Board correspondence was located in packets.

III. APPROVAL OF MINUTES

A. Regular Meeting of December 15, 2021

Paragraph 1A of closed session needs amending.

Motion moved by Mr. Proteau by Mrs. Cozad.

Motion Carried: Aye 7 No 0 Abstain 0 Absent 0

IV. CONSENT CALENDAR

A. Ratification of Checks Issued

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

Motion Carried: Aye 7 No 0 Abstain 0 Absent 0

V. ADMINISTRATIVE COMMUNICATIONS

A. Chief's Report

Chief Gossner reported that he has had a very busy two weeks, which included promotional interviews and a new hire. He has had multiple meetings with the

Battalion Chiefs and held a management staff meeting. An all-hands staff meeting is scheduled for January 28th at 7:30a.m.

At a recent meeting with Petaluma Fire, discussions took place about what has been working well between the two agencies as well as items that we continue to work on. There are some BLS issues to work through such as a creating a contract. Petaluma has helped us a lot with ALS, and once Leonard left, that process essentially stopped. Chief Gossner noted that part of the issue is that in order to stand up ALS, we must have an MOU and there are many factors that play into this. We do have some paramedics and we are looking to hire at least one more. We cannot give accreditation until we become ALS, so Petaluma will help us with getting people accredited in the meantime. The County has 90 days to respond once we bring this issue forward.

Chief Gossner has also met with a variety of Chiefs that surround RAFD, including Gold Ridge, Sonoma County Fire and Bodega Bay. These were all good conversations, and he was met with open arms. Chief Gossner has also reached out to the City of Cotati leaders and they will set up a meeting soon. He has left a message with Rohnert Park Fire as well. Earlier this week, Chief Gossner had a good meeting with Supervisor Rabbitt and he looks forward to other meetings down the road. He would to continue to establish better relationships for RAFD.

SCFDA meeting is next week and Chief Gossner plans to attend. Other meetings this week included the Department of Emergency Operational meeting as well as being a part of briefings with the County Health Department. The next Board of Supervisors meeting is January 25, where funding requests from fire districts will be entertained, including Sonoma County Fire, North Bay Fire and Gold Ridge. The sales tax measure is unlikely to happen this year and one of the discussion items will be a sunset clause on new taxes that may come through as a bill from the State. The Sonoma County Fire Chiefs are looking into this language.

Chief Gossner reported the District responded to 218 calls for service in December, with no large incidents.

B. Director Reports

Mr. Gadoua noted he met with Supervisor Rabbitt on Monday.

C. Committee Reports

a. Finance/Budget

Mr. Hemmendinger reported that we have gone both over and under significantly in some accounts. Overtime is one such area though strike team revenues off set this. The pension obligation payment was about \$36K less than anticipated. Mr. Hemmendinger did notice the training was way under budget this year to date. This year the wages will likely go over due to the hiring of a Chief. Many of the other accounts will balance themselves out.

Me. Hemmendinger commented the finance committee would begin meeting to work on the FY 22/23 budget.

b. Negotiations

No report filed.

c. Equipment

BC Wandel noted we took delivery of new pickup today and it will take a couple

weeks to complete the outfitting. 9132s chassis should arrive mid-March and the Type 1 will be completed in June or July. Mr. Hemmendinger also commented one other unbudgeted item is the additional purchase of another pickup truck.

d. Legislative

No report filed.

e. Chief's Evaluation

No report filed.

f. Long Range Planning

Mr. Hemmendinger noted a meeting was held on January 11, and we are focusing our goals on the coming 6-9 months to try to set ourselves up for a secure future once our relationship with Chief Gossner concluded. This will lead to the hiring of a permanent Fire Chief.

The polling results for the sales tax are barely meeting expectations and fall short of the 66% required approval rate. Mr. Hemmendinger does not see a change in our financial projections in next few years. We will have no other revenue sources of significance and so we will need to look at expenses closely. He feels we will see consolidation issues slow slightly because everyone may need to turn away for the time being.

g. Capital Improvements

Mr. Proteau noted there has been progress on the HVAC system for station 1 and plans have been approved by the City of Cotati. Lead times on the purchase of equipment has been sent to a contractor. Mr. Proteau is working on parameters on bids and he will get a hold of 15000 Inc. and notify them they are putting projects out to bid for stations 1 and 3. Station 2's HVAC system will be rolled into the remodel.

D. Firefighters' Association Report

No report filed.

E. Firefighter's Union Report

Captain Gromala said the Union is excited about all the new hires and thanked Chief Gossner for keeping this moving forward. There have been great communications from Chief Gossner and Mr. Hemmendinger on what has been going on in the community. The Union continues forward with meet and greets with neighboring departments.

VI. UNFINISHED BUSINESS

A. Discussion and Approval of Easement Agreement with Petaluma Valley Groundwater Sustainability Agency

Mr. Proteau introduced Mitchell Buttress from the Sonoma County Water Agency, in attendance this evening. One of the questions Mr. Proteau has concerns Section 6, location of the well in park and ride. Mr. Buttress commented that the well would be located in the north half of the parking lot, towards the previous handicap parking spots. Mr. Proteau is concerned about the constraints a 15-year term puts on us as the owner, not being able to do anything on property, and what would happen if we

had a chance to split and sell or improve the property. Mr. Buttress said the 15-year agreement is a requirement of the State due to funding. He noted that if a property is sold, the easement goes with it. Further, if we built on the property, the well bottom could be built up on the floor of the building and still be accessible. He is willing to work with us however possible. Mr. Proteau would like the language edited to reflect these comments as well as noting if we would like to improve the property, GSA would work with District. Mr. Buttress replied this should be ok as long as we are still working towards putting the well on the site, and feels we can amend the language. Mr. Gadoua feels this language is very important to add because of the term of the contract and the possibility we may build on the site in the future. Further discussion ensued regarding placement of the well.

The Board has entrusted Mr. Proteau and Mr. Gadoua to make the necessary language changes in order to move the contract forward. They will have a meeting tomorrow with Mr. Buttress to address the well location and other edits to the contract. Mr. Herman asked if the well could be driven over once completed and Mr. Buttress replied it will have a manhole cover over it and vehicles can drive over it. Mrs. Cozad clarified that if we build over this area and as long as there is access to the well, it can be raised. Mr. Buttress said yes. Mrs. Cozad would like to see the liability on the water agency and to have the well moved as far from the center of the lot as possible. Mr. Peterson also agreed that he would like to see the well moved from the center of the property.

VII. NEW BUSINESS

A. Resolution R-7 Authorizing Remote Teleconference Meetings January 19, 2022 through February 19, 2022

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

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

B. Discussion on Contract and General Conditions Templates for Station 2 HVAC Replacement

Mr. Proteau commented that we ordered an AIA document that covers the general conditions of a project and in this case, the HVAC system. We need this contract in order to go out to bid. This specific contract is most often used for public works contracts and the most recent contract available. Mr. Hemmendinger reviewed this contract and feels it works well for our needs. Mr. Proteau noted specific information would be entered into this document for each project at the District. We can have our attorney read through this as he may have some language to change.

Motion moved by Mr. Hemmendinger and seconded by Mrs. Grube.

Motion Carried: Aye 7 No 0 Abstain 0 Absent 0

C. Discussion on Five-Year Budget Plan

Mr. Hemmendinger commented there are a few notes to make that affect us immediately and long range.

- * For the current fiscal year, he has included \$1,066,000 for strike team revenues. All other budget categories remain the same for FY 21/22.
- * \$150,000 has been moved into permanent positions for a full-time Chief.
- * Pay increases budgeted at 3% per year, though this is not a promised increase.
- * One issue to address includes improvements to stations and purchases of equipment and how this affects our debt load. The Board needs to decide how much they want to spend on capital improvements to stations.
- * Our Debt service ratio comes into play now due to the pension bonds and our ratio must be 1.25 or higher. Years 4-5 show a deficit of \$250K, which means we must either spend less or bring in that much more revenue. The finance committee needs to look at this closely.

Mr. Proteau asked why on legal services, 6610, the budget increases from \$7000 to \$75,000 in year 4. This is just a typo and will be corrected.

D. Review and Discussion on Annual Debt Transparency Report Policy

Mr. Hemmendinger asked Mrs. Bechtold to include this item so the Board could see the annual reporting on the ADTR. This report must be completed each year by March 31. He would like the Board to see the requirements on us from California to keep our debt under a certain percentage below operational costs.

E. Discussion and Approval to Open Zero Balance Account (ZBA) with Summit State Bank (Staff Report by Jennifer Bechtold)

Mrs. Bechtold commented that a procedural change has taken place within Summit State Bank where we can now internally transfer funds from our ICS account to our operational account. Previously this transaction was completed by the bank. The ZBA is essentially a holding account while the funds transition between the two accounts.

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

Motion Carried: Aye 7 No 0 Abstain 0 Absent 0

F. Discussion and Approval to Remove Leonard Thompson as Signer on Summit State Bank Account and Add Fire Chief Anthony Gossner as Signer (Staff Report by Jennifer Bechtold)

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

Motion Carried: Aye 7 No 0 Abstain 0 Absent 0

VIII. DIRECTION ON FUTURE AGENDA ITEMS

- **Discussion Notices for Standing Committees per Brown Act**

IX. ADJOURNMENT

With no further business to discuss, the Regular Board meeting was adjourned at 8:43 p.m.

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

Motion Carried: Aye 7 No 0 Abstain 0 Absent 0

Respectfully submitted,



Jennifer Bechtold, Board Clerk

Date Approved by Board:

February 16, 2022