

# Rancho Adobe Fire Protection District

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**MINUTES OF THE REGULAR BOARD MEETING  
JULY 18, 2018 — 7:00 P.M.  
COTATI FIRE STATION - #1 EAST COTATI AVE.  
COTATI, CALIFORNIA**

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

President, Carla Grube, called the Regular Board Meeting to order at 7:00 p.m. The agenda for this meeting was posted on July 13, 2018.

Roll Call:

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

Minutes Conducted by: Jennifer Ober

**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

Mrs. Grube commented that we have items of correspondence in Board packets; an announcement for the SCFDA meeting and the final budget for LAFCO.

**III. APPROVAL OF MINUTES**

A. Regular Meeting of June 20, 2018

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

**IV. CONSENT CALENDAR**

A. Ratification of Claims and Journal Vouchers

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

## V. ADMINISTRATIVE COMMUNICATIONS

### A. Chief's Report

Chief Thompson presented his written report and shared the following points:

- Chief's inspections have been completed and there are some improvements that need to be done, but overall the equipment, personnel and PPE looked good.
- A letter of endorsement was sent for the washing machine extractor at station 1.
- The district participated in the Cotati Kids Day parade and Chief Thompson was the Grand Marshal for Public Safety.
- Chief Thompson and BC Weihman met with the Mayor of Cotati and City Manager today to go over weed abatement goals and support for the ballot measure.
- The National Night Out event will be held in the City of Cotati on August 7.
- A meeting was held with the representatives of Senator Dodd and Mark Levin's office to discuss our ongoing issues with SSU.
- We will be holding interviews with new potential firefighters in July.
- The Get Ready Program will begin in early August with presentations to community groups.
- The County of Sonoma has dedicated \$500K to weed abatement in the unincorporated areas of the county. We will be working with them to ascertain more details.
- Four personnel members continue to work on the Engineer Academy.
- We are beginning to upload information into Lexipol. Petaluma Fire will be doing the same as we work to coordinate similar policies and procedures.
- On June 11<sup>th</sup>, the BOS approved the training coordinator position in Region 9. A subcommittee is evaluating the training needs and looking at the hiring process. The position will be a non-benefitted, contract position and invoicing will be directed to Rancho Adobe.

Mr. Karraker asked about the billing and abatement process with the City of Cotati. Chief Thompson said the discussions are on going and we will work out further details. There are just a couple of lots that remain to be cleared and the County will be handling everything else. Mr. Proteau clarified the portion of weed abatement the County will be handling, and Chief Thompson said it will be just unincorporated areas.

### B. Director Reports

Mr. Karraker reported that we recently met with representatives of Senator Dodd's and Assembly member Levin's office. Logan Pitts of Senator Dodd's office will be reaching out to SSU for more information as he is a member of the alumni. Mr. Karraker then reached out to other fire chiefs who have colleges under their jurisdiction and they will join together and take their issues to their assemblyman in Sacramento.

The PAC met right after this meeting and we have a fundraiser coming up this Sunday at Grav South. We also have a new fundraising offer from Twin Oaks. The PAC also participated at the Cotati Kids Day Parade this past Saturday and handed out flyers and information. The next PAC meeting is July 24<sup>th</sup>.

### C. Committee Reports

#### a. Finance/Budget

Mr. Hemmendinger reviewed the close of the FY 17/18 budget. The revenues are up about 12% from budgeted mostly due to the strike teams and County fires. When we adopt the final budget in September, we will make a recommendation to put \$75K into equipment reserves, from the \$118K rollover.

b. Negotiations

There is just a side letter to review this evening.

c. Equipment

There was no comment.

d. Legislative

Mr. Hemmendinger commented that about a month ago the Press Democrat ran an article about the sales tax increase the Parks Department is putting on the ballot this year. Within the body of the article, they worded part of the measure to include "fire safety". The only piece of this new measure that will be aimed at fire safety is vegetation management. Mr. Hemmendinger wrote to Supervisor Rabbitt today and shared his concerns about not including the words of 'fire safety' in the body of the ballot as it's an emotional issue in this County and may cause issues with our own ballot measure. He encourages our district and Board to campaign against fire safety being used in this context.

e. Chief's Evaluation

There was no report filed.

f. Long Range Planning

There was no report filed.

D. Firefighters' Association Report

Captain Jimmy Bernal said the Pancake Breakfast was a success and we made about \$8000 in profit, the largest profit to date. This was in large part due to a generous donation from the egg farm. The Association also participated in the Penngrove and Cotati Kids Day Parades.

E. Firefighter's Union Report

There was no report filed.

**VI. UNFINISHED BUSINESS**

A. Discussion on Ballot Measure for November 2018

We will be reviewing the ballot measure this evening.

B. Discussion on Replacing Roof at Liberty Fire Station

Mr. Proteau reached out to another roofing contractor and because they are so busy right now, it will be another month before they can come out and view the site. It's hard to say if we will get the station's roof completed this year. Chief Thompson said that any remodel that is happening in the City of Petaluma is being marked up extensively because there is such a glut of work on the market.

**The Public Hearing was opened at 7:27 p.m.**

## VII. PUBLIC HEARING

### A. Presentation and Discussion on Final Budget for FY 2018/2019 (1<sup>st</sup> Reading)

Mr. Hemmendinger said to remove the wording “budget” from the column with 2017/2018 final year-end. These are the totals at the end of the fiscal year. Due to Prop 4, we will be breaking out the FLSA costs going forward. Despite the increases for insurance and 5% increase factored into Kaiser’s rates, we are essentially almost \$120K less than last year’s salary and benefits cost. When you look at the total expenditures, they have only gone up a total of \$187K over last year’s totals. We have four budget categories with no explanations on cost increases and Mr. Hemmendinger asked Chief Thompson to get this information from the BCs. We had a large expense of \$57K in legal services last year, which also shows why our overall expenses haven’t gone up much this year. The fire services casino contract is budgeted at \$300K, but only reflects receiving \$231K because we just received the final payment today for the fiscal year. We are about \$300K over budget at this time, with \$100K as a pass through for the training officer position funded by the County. This budget also does not consider any potential retirements and vacation cash outs.

Mr. Pacheco asked about the total in account 5912 for overtime. He pointed out the total spent for FY 17/18 was \$494K and asked if we expect this to really go down to \$195K. Mr Hemmendinger explained that we only budget for actual shift coverage not for strike teams using this budget.

### B. Ordinance 18-01: Weed Abatement (2<sup>nd</sup> Reading)

We are deferring this item to next month.

### C. Ordinance 18-02: Impose and Levy a New Special Tax (2<sup>nd</sup> Reading)

Mr. Karraker commented that the County Registrar suggested using a word specifying the amount of time the new ballot measure will last. We don’t want to have anything that could be legally challenged. After discussion, the Board agreed to place the words meaning the ballot measure would go on indefinitely into the ballot language.

**The Public Hearing adjourned at 7:49 p.m.**

## VIII. NEW BUSINESS

### A. Resolution R-1/Ordinance 18-02: Impose and Levy a New Special Tax and Requesting the Election be Consolidated with Any other Election Held on the Same Date in the Same Territory

The Board reviewed the resolution and ordinance and the only change that was made was to the ballot language itself, adding that the tax would be in place indefinitely.

Motion moved by Mr. Karraker with an amendment to Section 5 (a) to include the terms “for an indefinite period” and seconded by Mr. Gadoua.

Motion Carried: Aye   6   No   0   Abstain   1   (Mr. Griffith)    Absent   0  

#### Roll Call:

Mr. Hemmendinger – aye  
Mr. Proteau – aye  
Mr. Griffith – abstain  
Mr. Pacheco – aye

*New Business Continued:*

Mr. Gadoua – aye  
Mrs. Grube – aye  
Mr. Karraker - aye

B. Resolution R-2: Resolution Adopting Prop IV Limit for FY 2018/2019

Ms. Ober explained that after careful review with the County on calculation methods for the Prop 4 limit, all we need to do is use their number and then add on the amount of special tax we are anticipating each year.

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

Motion Carried: Aye   7   No   0   Abstain   0   Absent   0  

Roll Call:

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

C. Set Rate for Special Tax – 50075 at \$10.00 per Unit of Risk for 2018/2019 (same as previous years)

Ms. Ober noted that we will keep the current ballot measure in place this fiscal year, and should our measure pass in November, it would go into effect next fiscal year, 2019/2020.

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

Motion Carried: Aye   7   No   0   Abstain   0   Absent   0  

D. Approval of Side Letter for Administrative Manager Contract Regarding Vacation Cash Out

Mr. Pacheco noted that the side letter was an amendment to the Administrative Manager contract which was agreed upon last month in closed session.

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

Motion Carried: Aye   6   No   0   Abstain   1  (Mr. Karraker) Absent   0  

**IX. DIRECTION ON FUTURE AGENDA ITEMS**

There are no new items for the agenda in August.

**X. ADJOURNMENT**

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

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

Motion Carried: Aye   7   No   0   Abstain   0   Absent   0  

Date Approved:       8/15/18