

# Rancho Adobe Fire Protection District

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

Telephone: (707) 795-6011  
Fax: (707) 795-5177  
www.rafd.org

**NOTICE & AGENDA OF THE REGULAR BOARD MEETING  
SEPTEMBER 20, 2023 — 7:00 P.M.  
COTATI FIRE STATION - #1 EAST COTATI AVE.  
COTATI, CALIFORNIA**

**Assistance for the Disabled:** If you are disabled in any way and need accommodation to participate in the meeting, please call Jennifer Bechtold, Board Clerk, at 707-795-6011 for assistance so the necessary arrangements can be made.

The Board meeting agenda and all supporting documents are available for public review at 11000 Main Street, Penngrove, CA 94951, 72 hours in advance of a scheduled board meeting. Materials related to an item on this agenda submitted to the Board after distribution of the agenda packet, and not otherwise exempt from disclosure, will be made available for public inspection at the District Office at 11000 Main Street, Penngrove, during normal business hours, Tuesday through Friday, 9:00 a.m. – 5:00 p.m. Copies of supplemental materials distributed at the Board meeting will be available for public inspection at the meeting location.

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

*To speak on any item under discussion by the Board on this agenda, you may do so upon receiving recognition from the Chair. Time limitations on public testimony may be imposed at the discretion of the Chair in conformity with Board Meeting Policy Provisions 5010.100-5010.103 and 5010.110.*

**II. ORAL AND WRITTEN COMMUNICATIONS**

A. Citizen Business/Public Comments on Items not appearing on Agenda — *Public is advised to limit discussion to one presentation per individual and observe the time limit of 4 minutes. Please state your name and address for the record before making your presentation.*  
**NOTE:** *Any item raised by a member of the public which does not appear on the agenda but which may require Board action shall be referred to District staff for investigation and disposition unless the item requires action to be taken by the Board at the meeting during which it was raised and constitutes an emergency, or the need to take such action arose after the posting of the agenda within the meaning of Government Code Section 54954.2(b).*

B. Correspondence and/or Presentations

**III. APPROVAL OF MINUTES**

*The Board of Directors will review, amend and approve prior months Board meeting minutes.*

A. Regular Meeting of August 16, 2023

**IV. CONSENT CALENDAR**

*Matters listed under the Consent Calendar are considered to be routine and will be enacted by one motion and one vote. There will be no separate discussion of these items. If the Board or the public desires discussion, that item will be removed from the Consent Calendar and will be considered separately.*

A. Ratification of Checks Issued

**V. ADMINISTRATIVE COMMUNICATIONS**

*An opportunity to report on individual activities related to District Business.*

- A. Firefighter's Union Report
- B. Firefighters' Association Report
- C. Chief's Report
- D. Director Reports
- E. Committee Reports
  - a. Finance/Budget
  - b. Long Range Planning

(Continued on next page)

**NOTICE & AGENDA OF THE REGULAR BOARD MEETING**  
**SEPTEMBER 20, 2023 — 7:00 P.M.**  
**COTATI FIRE STATION - #1 EAST COTATI AVE**  
**COTATI, CALIFORNIA**

Page 2

**VI. UNFINISHED BUSINESS**

A. Discussion on Proposed Sales Tax

*The Board of Directors and Fire Chief will provide an update on a proposed sales tax measure countywide to fund fire services.*

**VII. PUBLIC HEARING**

A. Ordinance 2023-01: Fee Schedule (2<sup>nd</sup> Reading)

*The Board of Directors will consider Ordinance 2023-01 which revises the schedule of fees for the District.*

**VIII. NEW BUSINESS**

A. Resolution R-3: Adopting a Final Budget for FY 2023/2024

*The Board will consider Resolution R-3, adopting a final operating budget for FY 23/24 in the amount of \$7,739,497.30*

B. Adoption of Ordinance 2023-01: Fee Schedule

*The Board will consider adoption of Ordinance 2023-01, revising the schedule of fees charged by the District*

C. Discussion of Lease/Lease-Back Restructuring on 2023 Financing Arrangement with Westamerica Bank

*The Board will consider options to restructure loan for remodel of fire station 2*

D. Discussion on Designation of Fiscal Year 2022/2023 Carry-Over Funds to Reserve Capital Accounts

*The Board will consider how to disperse rollover funds from the close of FY 22/23*

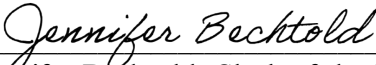
E. Discussion and Approval of Change Orders for Station 2 Remodel

*The Board will review and consider change orders for the remodel of the Penngrove Fire Station*

**IX. DIRECTION ON FUTURE AGENDA ITEMS**

**X. ADJOURNMENT**

Certificate of Posting of the Agenda: I declare under penalty of perjury under the laws of the State of California that I am employed by the Rancho Adobe Fire District and that I caused this agenda to be posted on the bulletin boards at Station 1 (Cotati), Station 2 (Penngrove), Station 3 (Liberty), Cotati City Hall and the Penngrove U.S. Post Office on September 15, 2023.

  
\_\_\_\_\_  
Jennifer Bechtold, Clerk of the Board