

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

**MINUTES OF THE REGULAR BOARD MEETING
MAY 19, 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 7:02 p.m. The agenda for this meeting was posted on May 14, 2021.

Roll Call:

Directors Present: Mark Hemmendinger, Brian Proteau, Michael Gadoua, Carla Grube, Leslie Cozad, Bret Herman

Directors Absent: Ray Peterson

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. Hemmendinger noted there was a letter in Board packets written by resident, Barbara Martinez, thanking crews for saving the life of her husband late last year.

III. APPROVAL OF MINUTES

A. Regular Meeting of April 21, 2021

Motion moved by Mr. Proteau and seconded by Mr. Herman.
Motion Carried: Aye 6 No 0 Abstain 0 Absent 1

B. Special Meeting of May 6, 2021

Motion moved by Mrs. Cozad and seconded by Mr. Herman.
Motion Carried: Aye 6 No 0 Abstain 0 Absent 1

IV. CONSENT CALENDAR

A. Ratification of Claims and Journal Vouchers

Motion moved by Mr. Proteau and seconded by Mrs. Grube.
Motion Carried: Aye 6 No 0 Abstain 0 Absent 1

V. ADMINISTRATIVE COMMUNICATIONS

A. Chief's Report

Chief Thompson reported the following information:

- 1.) Total incidents: 163, EMS 89 (54.6%)
- 2.) BC Weihman has written a grant proposal and submitted it to the County for \$162,000 in order to create a first-ever fuels management team in Zone 9. We find out May 26th if the grant will be awarded and if so, we will ramp up quickly with new part-time employees to conduct the work throughout the fire season. This money comes from the PG&E Tubbs Fire settlement.
- 3.) Vegetation season is ramping up quickly and the first set of letters will be sent out to previous delinquent properties, with inspections beginning on June 1.
- 4.) We are expecting new turnouts as part of a consortium with representatives from neighboring fire departments. A spec was designed to fit the needs of all representatives.
- 5.) Crews continue to work on their EMT renewals and uploading information to the Coastal Valley EMS website.
- 6.) We have received seven applications for the full-time Firefighter/Paramedic program. We will begin the application review, interview and evaluation process. We will be drafting letters and scheduling interviews within the week.
- 7.) The Engineer academy is ahead of schedule and all candidates have passed their DMV inspection and drive test.
- 8.) A major drill rotation off-road course was conducted for all shifts. Personnel performed the course with various pieces of equipment.
- 9.) Task books are being completed for wildland training and red cards will be issued upon completion. All equipment has been configured for wildland season.
- 10.) Chief has been invited to be part of the Fire Services Working Group (FSWG), which will be dealing with issues affecting the fire service in the County.
- 11.) All members and Directors are invited to the Badge Pinning Ceremony at the Petaluma Community Center on June 26th at 10:00 a.m.

Mr. Hemmendinger asked if Chief Thompson was only attending this FSWG meeting and Chief Thompson replied he would be part of the group now. Mr. Hemmendinger also asked if we end up with the fuels team, are these going to be our employees. Chief Thompson said we would hire them mostly from our department and they will be paid through grant fund from the County. Mr. Hemmendinger would like to know the formalities of this if we are given the grant.

B. Director Reports

Mr. Hemmendinger noted that Chief Thompson received the MSR from LAFCO, which will be used to prepare a report to the commission on their recommendations. Chief and Mr. Hemmendinger will review the information with the head of LAFCO. In addition, there has been little movement regarding the county sales tax measure. We will have input as to our request for the monies received. Mr. Hemmendinger and Chief Thompson feel we will need at least \$1 million for staffing and we may add more for infrastructure. There has been discussion about changing the language on the measure, which will be discussed at next Thursday's SCFDA online meeting. At next month's SCFDA meeting, they will be showing the documentary about the Kincaid Fire.

Chief Thompson noted that he made clear that if we decide we are going to merge with the VFCs that the conditions under which this will happen is that we have cooperation and the monies to support them. Mr. Hemmendinger said one of the things LAFCO is looking at in the MSR is the call volume and who is responding. He feels this will be an interesting item to see. He does feel consolidation between all agencies is a good thing.

C. Committee Reports

a. Finance/Budget

Mr. Hemmendinger reported that the current year's budget is on target.

b. Negotiations

Mr. Hemmendinger said negotiations are ongoing at this time though we do have tentative agreements with some groups. The negotiations committee and Union are still discussing language changes but agreements on pay increases have been finalized. We will need a 6:30 closed session in June to finalize contracts.

c. Equipment

BC Wandel said we are working through the spec for the new Type 1 engine and there is a report on 9132 in the Board packet. We will have another committee meeting where they will discuss the purchase of another operational vehicle. BC Wandel commented this will be down the road and the committee will bring this item back to the Board. This would give us one truck for out of county, one on-duty and one Duty Chief vehicle. Additionally we would have one truck to send out with a BC for local fires.

d. Legislative

There was no report.

e. Chief's Evaluation

There was no report.

f. Long Range Planning

There was no report.

g. Capital Improvements

Mr. Proteau noted that BC Wandel was able to get offers from two different design teams who will look at architectural plans and proposals. There is a meeting scheduled next week with the first designer. We are still waiting on final drawings from 15000 Inc. for the HVAC systems at the stations.

D. Firefighters' Association Report

Firefighter Casey Gray noted the Chadwick committee is still waiting for the real estate to transfer. He also mentioned the bylaws are moving forward and they have a contact for someone who has years of experience writing bylaws that is willing to assist. Mr. Hemmendinger asked why we would want to keep the properties and Firefighter Gray said this is still up for discussion.

E. Firefighter's Union Report

On behalf of the Union, Engineer Kyle Heard thanked the Board for their work on the MOU and this should be wrapped up soon. Mr. Hemmendinger also thanked the Union for their work on this.

VI. UNFINISHED BUSINESS

A. Discussion and Action on California Municipal Advisors LLC Agreement for Financial Advisory Services

Mr. Hemmendinger commented that our counsel, David McMurchie, out of Folsom, has reviewed all three agreements for service. Mr. Hemmendinger reviewed the written report of comments from Mr. McMurchie.

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

Motion Carried: Aye 6 No 0 Abstain 0 Absent 1

B. Discussion and Action on Agreement for Bond Counsel Services

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

Motion Carried: Aye 6 No 0 Abstain 0 Absent 1

C. Discussion and Action on Agreement for Services with Hilltop Securities

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

Motion Carried: Aye 6 No 0 Abstain 0 Absent 1

D. Discussion on Resolution R-5: Approval and Adoption of Debt Management Policy (Review of Staff Report from California Municipal Advisor's, et al)

This resolution and the debt management policy needs to be in place prior to our going out to bid for a pension obligation bond. The people who might provide us funding will look for this type of policy. Both Mr. Hemmendinger and our counsel have reviewed the policy. Counsel had one comment on Section B and added a pension obligation bond to the policy. Mr. Hemmendinger feels this is an important policy to have for now and in the future.

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

Motion Carried: Aye 6 No 0 Abstain 0 Absent 1

Roll Call:

Mr. Peterson – absent
Mrs. Cozad – aye
Mr. Herman – aye
Mr. Proteau – aye
Mr. Hemmendinger – aye
Mr. Gadoua – aye
Mrs. Grube – aye

Public Hearing was opened at 7:37 p.m.

VII. PUBLIC HEARING

A. Presentation and Discussion on Preliminary Budget FY 2021/2022 (1st Reading)

Mr. Hemmendinger commented that Mrs. Bechtold drafted the original budget and the finance committee met and reviewed this, mostly in the salary and benefits category. Most service and supplies budgets are developed by the BCs and the requests were kept intact. Under category 7910, we have preliminary \$150K in this budget, for the future purchase of the new Type 1 engine. 5910 reflects raises that have been offered and the addition of three new paramedics. Mr. Proteau asked about bond payments and Mr. Hemmendinger replied that category 5923 incorporates the projected unfunded liability payment and will be revised once we take out the bonds. We may have to pay the UAL this year and then the bonds will

take effect next fiscal year; though it is unlikely the funded liability will change much. The Board will need to determine how aggressive we want to be on paying the note, over either 15 or 20-years. The total salaries and benefits budget is jumping up due to the three new hires, additional retirees and significant increase to workers comp (due to increased salaries and an increase to the ex-mod factor). Our liability insurance continues to include the \$25K single deductible. The building and facilities improvements budget is significant but most of that budget will be carried over from this current fiscal year. Mrs. Cozad asked about the timeline on the station improvements and BC Wandel replied the biggest factor in this is the cost of materials. He also noted the communication back and forth with architectural firms takes a few weeks each time.

Mr. Hemmendinger said the new equipment budget for the Type 1 engine is not budgeted because we do not anticipate paying outright for this. BC Wandel also noted the squad will not hit the FY 20/21 budget but will need to be factored into the FY 21/22 budget.

We have conservatively budgeted property taxes based on a 3.5% increase won't know the true increase until early next fiscal year. Direct charges is based on a 2% CPI indicator at this time, and we are not projecting anything positive in the RDA categories. Strike teams revenues are projected at \$300K, whereas this year we have received \$1.4 million. This is difficult to predict so we keep this reasonable. The casino contract is going down \$50K each year moving forward. We do have a \$250K deficit but much of the rollover this year will cover that. If we roll over \$500K in unspent capital and apparatus that deficit will be covered.

Public Hearing was adjourned at 7:56 p.m.

VIII. NEW BUSINESS

A. Resolution R-6: Adopting an Unfunded Accrued Liability Management Policy

Counsel McMurchie has reviewed this resolution.

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

Motion Carried: Aye 6 No 0 Abstain 0 Absent 1

Roll Call:

Mr. Peterson – absent

Mrs. Cozad – aye

Mr. Herman – aye

Mr. Proteau – aye

Mr. Hemmendinger – aye

Mr. Gadoua – aye

Mrs. Grube – aye

B. Discussion on Revision of Board Policy 4011, Code of Ethics (1st Reading)

Mr. Proteau commented that he thought we had made changes previously to section 4011.2.5, removing the majority of the Board and deferring any comments to the Board President. Mr. Hemmendinger also recalls we made this language change, but perhaps this was in another policy. Mrs. Bechtold will research this and make the changes for viewing at the June Board meeting. Mr. Proteau also suggested adding the word "Awareness" to read "Sexual Harassment Awareness Training."

C. Discussion and Action for Collection of Special Taxes, Fees and Assessments with the County of Sonoma

Mr. Hemmendinger said that we already have a contract on file but the County is now asking us to update this information.

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

Motion Carried: Aye 6 No 0 Abstain 0 Absent 1

D. Discussion on Crown Castle Lease Extension at Station 3

Mr. Proteau commented that this contract is just for the additional 100 sq. feet of land at station 3 to place their new generator. Crown Castle still would like to make proposals to extend out the current leases at the stations. Mr. Hemmendinger asked how we are being paid for this land extension and noted it would be nice to receive one check annually. Mr. Proteau will follow up on this with Crown Castle.

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

Motion Carried: Aye 6 No 0 Abstain 0 Absent 1

E. Discussion on Replacement of 9132 Chassis (Staff Report by BC Wandel)

BC Wandel apologized for his staff report being late. He has had a difficult time getting the dealerships to provide quotes. Another challenge is the government pricing and dealerships are having a difficult time because the process is changing. It will take several months to get the chassis, then a few months to paint and do what needs to be done. Once fire season is over, we will swap the body out. BC Wandel is concerned the price may go up if we wait to approve this expense due to next year's models pricing.

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

Motion Carried: Aye 6 No 0 Abstain 0 Absent 1

X. DIRECTION ON FUTURE AGENDA ITEMS

- 30 min closed session for negotiations
- Discussion on vegetation management/Staff Report from BC Weihman

XI. ADJOURNMENT

With no further business to discuss, the Regular Board meeting was adjourned at 8:19 p.m.

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

Motion Carried: Aye 6 No 0 Abstain 0 Absent 1

Date Approved: 6/16/2021