

# Rancho Adobe Fire Protection District

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**MINUTES OF THE REGULAR BOARD MEETING  
SEPTEMBER 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 September 15, 2017.

Roll Call:

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

Minutes Conducted by: Jennifer Ober

**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. Karraker commented that he received a thank you note from the Rippin family and read it aloud.

**III. APPROVAL OF MINUTES**

A. Regular Meeting of August 16, 2017

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

**IV. CONSENT CALENDAR**

A. Ratification of Claims and Journal Vouchers

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

## V. ADMINISTRATIVE COMMUNICATIONS

### A. Chief's Report

Chief Thompson read from his report and made the following comments:

- Review of new part-time and probationary firefighters.
- Fire Prevention Week is upcoming and staff will be meeting with 3<sup>rd</sup> graders at our local schools. Safety inspections will also be done.
- Emergency triggers on radios are going to be set up through Redcom.
- Lexipol system is being reviewed to upgrade our policies, with the possible assistance of interns to keep staff time free.
- The old SCBAs are going to be sent to Mexico and logistics are being worked out.
- An Engineer's assessment center is being tentatively set up for the third week in October.
- Station 3 roof RFP is still ongoing.
- Asphalt options are being looked at for station 2.
- Chief Thompson and the Fire Advisory Council are still working on the proposal to clarify the future of Region 9.
- The Fire and Suds event is this Saturday, September 23.
- As part of Breast Cancer Awareness month in October, our firefighters will be wearing pink t-shirts and pools.

### B. Director Reports

Mr. Karraker was contacted by Chuck Lucas, who asked if the fire department would be available on October 26 to follow a hay ride through Penngrove. He thinks this will be good PR for the district. Chief Thompson approve the use of the engine.

### C. Committee Reports

#### a. Finance

There was no report filed.

#### b. Negotiations

Mr. Hemmendinger noted there is a meeting scheduled for October 4 to review the PPO medical plan and options for the coming year. BC Taylor asked if he could send that information in advance of the meeting.

#### c. Equipment

There was no report filed.

#### d. Legislative

There was no report filed.

#### e. Chief's Evaluation

Mr. Proteau and Mr. Hemmendinger met with the Chief before the Board meeting and will have something next month to report.

#### f. Long Range Planning

There was no comment.

D. Budget Report

Mrs. Grube reported that wages and benefits have 72% remaining, supplies and services at 85% and long-term debt is at 60%, with 70% of budget left for year. Operational reserves have a balance of \$900,000, equipment reserves have \$92,395, SCBA reserves balance is \$100,000, PPE reserves is \$120,000 and capital improvements has \$120,000 remaining.

Mr. Hemmendinger asked what Mrs. Grube sees on our budget and she commented that we are on track at this time.

E. Firefighters' Association Report

BC Andy Taylor commented that the October 5<sup>th</sup> Tuesday dinner will be moved to November 7<sup>th</sup>. The Fire and Suds event will be held this Saturday. Additionally, the Christmas dinner will be held on December 10 at the Penngrove Clubhouse. Captain Jimmy Bernal said that there is work being done to form a committee to put together a 25<sup>th</sup> Year celebration for RAFD.

F. Firefighter's Union Report

Engineer Kyle Heard commented on the following issues; the Union would like to start negotiations soon, the Union attended a meet and greet with Cotati Chamber of Commerce to start on PR, the group is trying to establish a meeting with the SSU student body, work is being done to restart the PAC and formulate the message we want to put out, and members will be attending a health insurance meeting on October 4. Captain Bernal noted that Rincon Valley is speaking with Herb Williams, Political Advisor, to possibly put a measure on the ballot. Mr. Karraker asked what the message will be to SSU and Captain Bernal said more just a meeting to introduce themselves.

**VI. UNFINISHED BUSINESS**

A. Discussion on Ballot Measure for November 2018

Item was moved for discussion under Item D. Discussion on the Five-Year Plan.

B. Discussion on Weed Abatement Process Inside and Outside the Limits of Cotati

BC Weihman said compliance rate has been good and most people who have received letters, have acted on them. There has been a low need for a second notice. He has not met with Cal Fire due to schedule conflicts and strike teams and has not met with Damien at the City of Cotati. Mr. Karraker asked him to follow up on this so we could get ahead of it for next year.

C. Discussion on Revision of Policy 4020 Board Member Attendance (2<sup>nd</sup> Reading)

Mrs. Grube stated that the revised policy 4020 is in Board packets. In 4020.41, Mr. Hemmendinger would like to see the words "without cause" removed from the policy. There was also some confusion over 4020.30 and 4020.41 and the number of consecutive months a Board member will be allowed to be absent. Mr. Karraker and the Board agreed that while they do have to abide by Govt. Code 1770(g), they would also like to see a final number of absences for a year, and we will run this through legal for approval. One final reading will happen in October.

D. Discussion on Replacing Roof at Liberty Fire Station

Further research is needed.

E. Interview and Appointment of New Board Member to Fill Vacancy

Item moved to first item under Unfinished Business. The Board asked various questions to candidate, Michael Gadoua.

Motion moved by Mr. Proteau to appoint Mr. Gadoua as the new director and seconded by Mr. Hemmendinger.

Motion Carried: Aye   6   No   0   Abstain   0   Absent   0  

**VII. NEW BUSINESS**

A. Resolution R-2: Adopting a Final Budget FY 2017/2018

Ms. Ober commented that no changes were made to the final budget since last month. She also pointed out the resolution had some suggestions for funds to transfer into reserves, as part of the rollover funds from last fiscal year. She suggested rolling \$100,000 into the Equipment Reserves, \$50,000 to Capital Improvements and \$24,002.53 to Unreserved/Undesignated funds. The Board agreed it is important to continue replacing and building funds in our reserve accounts.

Motion moved by Mr. Pacheco to accept the final budget for FY 17/18 and seconded by Mrs. Grube.

Motion Carried: Aye   6   No   0   Abstain   0   Absent   0  

Roll Call:

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

B. Resolution R-3: Intention to Approve an Amendment to a Contract (Classic Safety Plan) Between CalPERS and Rancho Adobe Fire

Ms. Ober explained that MOUs were finalized and put into place in January 2017; however, it was later discovered the language used to increase employee's portion of PERS was not written correctly. Classic Safety members are now entering into a cost-sharing agreement with CalPERS, which means that an amendment to the current contract must be made. The process has begun and the resolution up for approval this evening states that the Board agrees to begin this amendment.

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

Motion Carried: Aye   6   No   0   Abstain   0   Absent   0  

Roll Call:

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

C. Discussion on Policy 4011 Code of Ethics (1<sup>st</sup> Reading)

Mrs. Grube was looking for input from the Board on what they would like to see changed on this policy. Mr. Hemmendinger pointed to 4011.2.5 and he feels that there are items that have more of an urgency on them that can't wait until a majority vote at the next meeting. There is another policy that states the President of the Board shall be allowed to speak on behalf of the Board when needed. Policy will note these changes and come back for a second reading in October.

D. Discussion on Five-Year Financial Plan

The Board and staff worked on reviewing, in detail, the Five Year Financial Plan. Comments were made in the draft copy, which will be rewritten and submitted for review at the October Board meeting.

**VIII. DIRECTION ON FUTURE AGENDA ITEMS**

No news items were submitted for the October Board meeting.

**Closed Session was opened at 9:03 p.m.**

(Note: Mr. Proteau recused himself from the Closed Session, and adjourned for the evening)

**IX. CLOSED SESSION**

A. Pursuant to Government Code §54957(e), the Board will hold a closed session for the following reason: PUBLIC EMPLOYMENT.

Action Taken: The Board agreed to change attorney's in the personnel case.

**Closed Session was adjourned at 9:32 p.m.**

**X. ADJOURNMENT**

With no further business to discuss, the Regular Board meeting was adjourned at 9:33 p.m.

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

Motion Carried: Aye   5   No   0   Abstain   0   Absent   0  

Date Approved:   10/25/17