

Rancho Adobe Fire Protection District

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**NOTICE & AGENDA OF THE REGULAR BOARD MEETING
MARCH 17, 2021 — 7:00 P.M.
COTATI FIRE STATION - #1 EAST COTATI AVE.
COTATI, CALIFORNIA**

MEETING WAS HELD VIA TELECONFERENCE FOR ALL BOARD DIRECTORS, STAFF AND MEMBERS OF THE PUBLIC

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

President, Mark Hemmendinger, called the Regular Board Meeting to order at 7:04 p.m. The agenda for this meeting was posted on March 12, 2021.

Roll Call:

Directors Present: Mark Hemmendinger, Brian Proteau, Michael Gadoua, Ray Peterson, Carla Grube, Leslie Cozad

Directors Absent: Bret Herman

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

Minutes from SCFDAs January meeting were included for review in packets.

III. APPROVAL OF MINUTES

A. Regular Meeting of February 17, 2021

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

Roll Call:

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

IV. CONSENT CALENDAR

A. Ratification of Claims and Journal Vouchers

Mr. Hemmendinger asked who the vendor, H & S Associates, is and what they do. Mrs. Bechtold replied this is Hans Henneberque who does our plan checks alongside BC Taylor.

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

Motion Carried: Aye 6 No 0 Abstain 0 Absent 1

Roll Call:

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

V. ADMINISTRATIVE COMMUNICATIONS

A. Chief's Report

Chief Thompson reported the following:

- 1.) February included 156 Responses with 69 being EMS (44.23%).
- 2.) Training continues between PFD and RAFD.
- 3.) The order has been placed for BC91s replacement.
- 4.) We have two new part-time firefighters who have been issued probationary task books.
- 5.) Morgan DeJong will be the lead instructor/coordinator for the next Engineer Academy. Four personnel will be participating with the expectation of having an assessment in November.
- 6.) Wildland task books/training will be initiated due to an earlier than normal predicted wildland season.
- 7.) Cathy Dooyes has completed the training of staff on narcotics policy and processes. The next three months of EMS training will include discussions with our medical director.
- 8.) A multi-agency training was held on SMART train familiarization and operations.
- 9.) Several rescue classes will be held in the Spring of 2021 including trench rescue, RS1 and confined space.
- 10.) 15000 Inc. will have their completed designs on the HVAC systems in the next week or two.
- 11.) BC Wandel and Director Proteau have met with a rep from FRC Inc. regarding the Penngrove station upgrades and modernization.
- 12.) The first Lexipol manual has been rolled out and includes 37 newly updated policies under direction of BC Weihman. A list of the next group of high priority policies has been created.
- 13.) Chief Thompson had a discussion with Cotati City Manager Damien O'Bid to discuss the upcoming County tax initiative schedule for June 2022 (previously this was supposed to be on the ballot this November).
- 14.) Chief Thompson and BC Taylor met with the new Police Chief of SSU and he will be invited to the next staff meeting.

B. Director Reports

Mr. Hemmendinger reported the Sonoma County Fire Districts meeting addressed two major discussion points; one is the sales tax measure that will be going on the ballot in June 2022. There was a meeting with the County Supervisors ad hoc committee, which includes David Rabbitt and Lynda Hopkins and the FSWG. The SCFDA will find out from them if there will be more input from special districts on the revenue from the tax. Mr. Hemmendinger noted there is a lot of controversy in the special districts association about how to proceed. The other discussion point is movement of the Sonoma County Fire District as they have put out qualifications for medical ambulance providers and the hope is to take this service away from the for-profit groups and put this in the hands of the districts/departments. Chief Thompson said this process with the ambulance service has been going on for years and is a huge task though he's not sure if those bidding know how huge this is. This will be controversial moving forward.

Mr. Proteau queried the Board to see if everyone is willing to receive Board packets via email moving forward. He has been speaking about this with Mrs. Bechtold and the District would save around \$500-\$600 per year in production and mailing costs. Mrs. Cozad said she would love to see this change. All other Board members agreed this would save us some funds. Once we go back to in-person meetings, we can determine if the Board would like to continue this practice.

C. Committee Reports

a. Finance/Budget

Mr. Hemmendinger commented that the current year budget is on target. Two notes; one is the strike team revenue we have received is up to \$600K, which is about \$400K over budget. Second, a new RDA calculation method will return about an additional \$100K this fiscal year. Additionally, the finance committee reported last month they were speaking again with CalMuni regarding pension obligation bonds. He spoke to the bond advisor, this is a 3-4 month process, and the timeframe is based upon our team going out to both banks and the bond market for rates and interest structure. There would be no cost to us unless we get to the point of looking at the bond market itself. If we decide not to proceed, we could be charged \$10-\$15K. If we move forward with bond, the costs will be encumbered in the bond itself. Mr. Hemmendinger suggested having CalMuni make a presentation to the Board at the April meeting.

b. Negotiations

The committee has started to look at the opportunity for pay increases to the staff and meeting times will be set up to discuss this with the employees ground. Mr. Hemmendinger hopes to come up with some options to present at next month's Board meeting.

c. Equipment

Mr. Proteau reported BC Wandel is setting up a meeting at the end of the month depending on everyone's schedules.

d. Legislative

No report filed.

e. Chief's Evaluation

No report filed.

f. Long Range Planning

No report filed.

g. Capital Improvements

Mr. Proteau commented the generator has been ordered for station 3. He and BC Wandel met at station 3 with an electrician to try to get bids from him and others for the generator connection. The mechanical engineer with 15000 Inc. is finishing plans within one to two weeks and then we will see how to put this out to bid for the HVAC, through either one or three separate contracts. BC Wandel is meeting with another architect to look at station 2 upgrades in the kitchen and dorm areas. Station 1 is having some issues with A/C unit and this will be fixed with the HVAC upgrades. Mr. Proteau also received an email this yesterday from Crown Castle requesting an additional small area at station 3 to place their generator. They would also like to discuss a lease extension, so we hope to have something further from them at the April Board meeting.

D. Firefighters' Association Report

BC Taylor reported that the Association has taken possession of the Chadwick accounts. BC Weihman said the liquid portion of the assets has been appreciating and is worth just over \$1 million. The other part, which is the transfer of the properties, will take until about May to be completed. Mr. Hemmendinger commented we have no new minutes from last month either.

E. Firefighter's Union Report

Captain Gromala said there was no Union report.

VI. NEW BUSINESS

A. Discussion on Revision of Board Policy 5020 (1st Reading)

Mrs. Bechtold explained the Special District Leadership Foundation offers a Government Transparency Certification and has made a goal to work towards achieving this this year. Many of the items needed have already been provided on our website, but some of Board policies need review and updating. She has provided Policy 5020 in its current form along with a marked up copy of suggested updates for review by the Board.

Mr. Hemmendinger said this brings us into a more modern era with having most of our items being transparent to the public. He and Mrs. Bechtold have been looking at other agencies websites, mostly for salary information, and have found many variations of transparency. The Board will review Policy 5020 for a second reading in April.

B. Discussion on Change in RDA Calculation Method

Mr. Hemmendinger commented that on page 63 of Board packets is a note from the County on the new RDA calculation method. It is not very clear on how this is different, but we have been budgeting a \$50K deficit yearly on the accumulation of RDA accounts from the old RDAs. The RDA accounts in our budget are 1014-1018. This fiscal year we should see over \$100K in additional revenue and we will have to see what will happen moving forward in coming fiscal years.

New Business Continued:

C. Discussion on Replacement and Purchase of New Jaws Sets (Staff Report by BC Taylor)

Mr. Hemmendinger said the attached staff report is thorough and asked if the Board had any questions. With no questions, a motion was made to purchase the new jaws sets.

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

Roll Call:

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

VII. DIRECTION ON FUTURE AGENDA ITEMS

- **Crown Castle Lease Extension at Station 3**
- **Crown Castle Request for Parcel Increase at Station 3**
- **CalMuni Presentation**

VIII. ADJOURNMENT

With no further business to discuss, the Regular Board meeting was adjourned at 7:47 p.m.

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

Roll Call:

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

Date Approved: 4/21/2021