

Rancho Adobe Fire Protection District

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**NOTICE & AGENDA OF THE REGULAR BOARD MEETING
JANUARY 20, 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 January 15, 2021.

Roll Call:

Directors Present: Mark Hemmendinger, Brian Proteau, Michael Gadoua, Bret Herman, Ray Peterson

Directors Absent: Carla Grube, Leslie Cozad

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 stated that Mr. Nole Pacheco was asked to briefly attend the Board meeting to thank him publicly for his role on the Board the past four years. A plaque was presented to him. Mr. Pacheco thanked everyone for being on the Board and commented that he learned a lot. He said Rancho Adobe is an excellent organization and he was happy he could help during such an important time.

III. APPROVAL OF MINUTES

A. Regular Meeting of December 16, 2020

Motion moved by Mr. Herman and seconded by Mr. Proteau.
Motion Carried: Aye 5 No 0 Abstain 0 Absent 2

Roll Call:

Mr. Peterson – aye
Mrs. Cozad – absent
Mr. Herman – aye
Mr. Proteau – aye

Mr. Hemmendinger – aye
Mr. Gadoua – aye
Mrs. Grube – absent

IV. CONSENT CALENDAR

A. Ratification of Claims and Journal Vouchers

Motion moved by Mr. Gadoua and seconded by Mr. Proteau.
Motion Carried: Aye 5 No 0 Abstain 0 Absent 2

Roll Call:

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

V. ADMINISTRATIVE COMMUNICATIONS

A. Chief's Report

Chief Thompson reported the following:

- 1.) 175 incidents, 80 being EMS (45.7%).
- 2.) Annual responses for 2020: 2315, EMS 1091 (47.13%).
- 3.) Staff members reported two COVID cases and all have returned to duty.
- 4.) All personnel have been given annual performance reviews by their supervisors.
- 5.) Continued development on the RAFD-PFD training schedule, including a shared calendar and monthly major drill development.
- 6.) As we move forward to have paramedic engine companies, narcotic policies and storage are being developed. An immediate goal is to get the training going regarding rules and regulations, policies and procedures regarding narcotics and other meds for the paramedic program.
- 7.) Engine drills were conducted to establish baselines for the new rotation of crews. Included in the training was hose deployment, ladders and SCBA skills.
- 8.) RAFD is conducting Engineer training for PFD members. This includes coverage and rotation of stations allowing for district familiarization and crew interaction.
- 9.) Request for bids have been sent out to several local companies for floor replacement at stations 2 and 3. Many companies are scheduled several weeks out due to COVID and the local construction situation. Director Proteau and BC Wandel are working together on other facility projects.
- 10.) We have staff working on the 2021 AFG Grant for safety equipment.
- 11.) Staff is evaluating PPE specifications.
- 12.) Staff have begun getting their second COVID vaccinations. There have been a couple reactions to the vaccine, significant enough to call out sick for at least one shift. Rancho is up to five confirmed COVID cases; all have recovered.

B. Director Reports

Mr. Hemmendinger commented we had a meeting with the PFD and RAFD command staff and labor. The only outcome of this meeting was Mr. Hemmendinger volunteering to seek the assistance of someone to help consult on a JPA.

C. Committee Reports

a. Finance/Budget

In response to an earlier question from Mr. Peterson, Mr. Hemmendinger noted pay out some of our finances, such as workers compensation, which is paid in full at the beginning of the fiscal year. Extra help and overtime are high due to strike teams, and this revenue comes into account 2589. To date, we have only received \$25K in revenue. These numbers fluctuate and you have to know the reasons behind these anomalies.

Mr. Peterson also asked about the RDA increment and wondered how our district is in the Petaluma redevelopment area. BC Taylor mentioned that back in the late 90s, Petaluma annexed the area around the outlet malls.

Mr. Peterson also inquired about why we are receiving ambulance service revenue. Chief Thompson responded that we have a part-time EMT ambulance and we are paid for transport fees.

b. Negotiations

Mr. Hemmendinger noted that negotiations meetings would begin soon. In addition, as promised last year, he is working on a comparison of administrative salaries across the county. Currently, there is no salary range for our position. Once completed, we will determine where our Administrative Manager should be in this range.

c. Equipment

Mr. Proteau commented that he has not had any contact with the committee since the last meeting, though there is an item under new business for the BC truck.

d. Legislative

Mr. Hemmendinger commented the County is talking about another sales tax for fire service in November. SCFDA meeting will be held in one week, which may shed a bit more light on this issue.

e. Chief's Evaluation

No report filed.

f. Long Range Planning

Discussion will be held on one of the items we have under Unfinished Business.

g. Capital Improvements

No report filed.

D. Firefighters' Association Report

Engineer DeJong noted that committee for the Chadwick Fund has been meeting and are still trying to figure out which company they will use for investments. He also commented that the Association has received one quote on insurance through George Peterson Insurance out of Santa Rosa. Mr. Hemmendinger asked if we had inquired with FAIRA/FASIS and Engineer DeJong was not sure but will inquire.

E. Firefighter's Union Report

No report filed.

VI. UNFINISHED BUSINESS

A. Discussion and Decision on Equipment Funding for Future Purchases of Apparatus

Mr. Hemmendinger commented that he has put together a spreadsheet in Board packets giving an overview of what our future budgets could look like with equipment loans and bonds taken out. Revenues includes modest increases of 3% in property taxes and expenses show 2% increases in salaries over the five-year period. It may be more useful to borrow money rather than pay cash for equipment.

Mr. Proteau asked what is included in the \$496K cost on a 15-year bond. Mr. Hemmendinger replied principal, interest and fees are incorporated into this number. If we take out bonds and loans, then we may not make it through dry period funding and may have to borrow funds. Each year our unfunded liability will increase with CalPERS.

The Board spoke about various options for funding based on our needs. Mr. Hemmendinger will see if Cal Advisors can do a presentation at the next Board meeting. He will also meet with the finance committee will come up with some more ideas on best funding options.

B. Discussion of CalAdvisors Report on CalPERS Unfunded Liability

Items A and B were combined into one discussion.

VII. NEW BUSINESS

A. Discussion and Approval on Change in Signers to Summit State Bank Account

Mrs. Bechtold commented that we would be dropping Nole Pacheco as a signer on the Summit State Bank account and adding Ray Peterson and Mike Weihman as new signers.

Motion moved by Mr. Proteau and seconded by Mr. Herman to make said changes to the Summit State Bank account.

Motion Carried: Aye 5 No 0 Abstain 0 Absent 2

Roll Call:

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

B. Review of Policy 5010: Board Meetings and Update to Committee Assignments, Section 5010.71

Mr. Hemmendinger commented we need to add the Capital Committee under 5010.70 and remove LAFCO committee.

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

Motion Carried: Aye 5 No 0 Abstain 0 Absent 2

Roll Call:

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

C. Discussion on Crown Castle Station Improvements at Station 3

Mr. Proteau commented he received an email from a person at Crown and they are under the impression the Fire Marshal will not allow two generators at station 3. He notified her that where they want to put the generator might interfere in future land and station improvements. He also notified her that we, too, are putting in a new generator in and maybe could work together on this.

D. Discussion and Approval of PG&E Contract for Old Redwood Highway Roadway Improvements Near Station 2

PG&E will be doing some pipeline repairs near station 2 and Mr. Hemmendinger would like to ensure the approval of this by the Chief and staff concerning any impacts to our operations. In addition, he would like to ensure we know where the specific space is that they will need to use as an easement. Before the contract is signed, the following questions need to be clarified.

- 1.) List requesting the District as Additional Insured.
- 2.) Copies of PG&E's liability certificates.
- 3.) Request to identify the specific area they will be using.
- 4.) Impacts on our operations.

Mr. Hemmendinger also feels it is important we find out if the County is going to want any restoration of the asphalt once the project is complete. The Board also would like pictures taken after walking the perimeter of the easement prior to beginning the work (referring to Item 8 on PG&E contract). Mrs. Bechtold will direct the four questions back to PG&E and bring the answers and contract back for Board approval in February.

E. Discussion and Approval of BC-91 Truck Replacement

Item deferred to next month.

F. Discussion and Approval of Proposal From HVAC Engineer (Staff Report by BC Wandel)

Mr. Proteau reviewed the information in the staff report. He made a note that this brings up the point we still do not have our own agreement for parties to sign. This would give the District the ability to determine what the liability coverages will be. He said the contract looks good and will reach out to the contract to find out what their professional liability insurance is.

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

Motion Carried: Aye 5 No 0 Abstain 0 Absent 2

Roll Call:

Mr. Peterson – aye
Mrs. Cozad – absent

New Business Continued:

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

VIII. DIRECTION ON FUTURE AGENDA ITEMS

- **No new agenda items at this time.**

IX. ADJOURNMENT

With no further business to discuss, the Regular Board meeting was adjourned at 8:38 p.m.

Motion moved by Mr. Herman and seconded by Mr. Gadoua.
Motion Carried: Aye 5 No 0 Abstain 0 Absent 2

Roll Call:

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

Date Approved: 2/17/2021