

# Rancho Adobe Fire Protection District

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**MINUTES OF THE REGULAR BOARD MEETING  
AUGUST 21, 2019 — 7:00 P.M.  
COTATI FIRE STATION - #1 EAST COTATI AVE.  
COTATI, CALIFORNIA**

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

President, Brian Proteau, called the Regular Board Meeting to order at 7:00 p.m. The agenda for this meeting was posted on August 16, 2019.

Roll Call:

Directors Present: Mark Hemmendinger, Brian Proteau, Carla Grube, Leslie Cozad, Nole Pacheco, Michael Gadoua

Directors Absent: Harold Griffith

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

There was no correspondence.

**III. APPROVAL OF MINUTES**

A. Regular Meeting of July 17, 2019

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

**IV. CONSENT CALENDAR**

A. Ratification of Claims and Journal Vouchers

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

## V. ADMINISTRATIVE COMMUNICATIONS

### A. Chief's Report

Chief Thompson commented on the following items:

- 1.) 130 incidents for the month, 50 being EMS.
- 2.) Multi-company drills conducted with PFD/RAFD, including rope systems and helicopter training.
- 3.) Zone training – multiple meetings with training personnel to discuss regional training concepts.
- 4.) Probationary testing continues for 12 and 9-months.
- 5.) The Engineer training program is moving along quickly (3 days per week) and five personnel are participating. Most have completed the cone course portion and are now going through the road course evaluations. Classroom training includes policies and procedures, defensive driving and code 3 driving.
- 6.) We have all three new captains on board and they are working with their shift BCs for projects and goals.
- 7.) There are five interns working from the JC, three are new and two are continuing. Ride alongs will be scheduled soon with students from the FF1 Academy.
- 8.) A meeting was held with four BC candidates. We have contacted an outside firm to develop and deliver an assessment center. The next step is scheduling a testing date.
- 9.) BC Weihman arranged and taught a COPE class along with Inspector Dueweke from PFD. A total of 22 citizens attended.
- 10.) A Region 9 meeting was held to discuss San Antonio Fire being closed and how this affects the region. In addition, BC coverage in Region 9 is being worked out and discussions continue.
- 11.) On August 14<sup>th</sup>, the district held a badge pinning for the four new Captains and new Engineer. This was another successful event and attended by many friends and family members.

### B. Director Reports

No report filed.

### C. Committee Reports

#### a. Finance/Budget

Mr. Hemmendinger commented that we have \$1.6 million in cash and we will need to keep a very close eye on this through December. Mrs. Bechtold will keep a close eye on this and let the Board know the status.

#### b. Negotiations

The Closed session tonight will review final negotiations.

#### c. Equipment

No report filed.

#### d. Legislative

No report filed.

#### e. Chief's Evaluation

No report filed.

f. Long Range Planning

Mr. Hemmendinger said the key issue is the updated spreadsheet on his report. Some of the larger expenses may need to be placed around the influx of revenue from the County, so we will need to keep an eye on this. He also added the cost of increasing salaries into the figures, though this is not a promise to do so. The figures serve as a reference to show how this affects the long term of the budget.

D. Firefighters' Association Report

There was no report.

E. Firefighter's Union Report

Captain Jimmy Bernal commented that he recently met with BC Taylor and Mrs. Bechtold to review the revised employee handbook and discuss changes made by the attorney. The Union is also working on a policy change, so there's a lot of paperwork flowing at this time.

**VI. UNFINISHED BUSINESS**

A. Discussion of Sonoma State Funding

Mr. Gadoua said there has been a lack of communication from Mr. Gullixon at SSU, which may be due to school going back into session. If this were not the case, Mr. Gadoua would like to explore what our next steps should be with the Board. Is there something we can do with LAFCO? Mr. Hemmendinger noted that per Mark Bramfitt, LAFCO is two years out from any consolidations. This is all affected by spheres of influence, so maybe by the next Board meeting; we can see where we are at with SSU. Mr. Hemmendinger said we could put in a request with LAFCO for a service review, but let's give it another month before exploring this option to see if Mr. Gullixon responds.

B. Discussion on Appointing Legal Counsel for District

Mrs. Bechtold said that she spoke to Catherine Lemaire, the Member Services Director at CSDA, after the July Board meeting and she suggested using our first hour free and then we can go from there if we need to establish a contract for services for future needs.

C. Discussion on Formation of Appeals Committee and Guidelines for New Parcel Tax and Approval of Appeal Form (Staff Report by Jennifer Bechtold)

Mrs. Bechtold commented that she has submitted the new parcel taxes to the County and the total was \$2,075,400.00. She anticipates a large volume of phone calls from residents after finding many property owners who had exemptions for many years from the previous tax. There are also quite a few property owners that own multiple parcels, so this will be a large change for them as well.

The new guidelines based on the Board's decision on appeals is reflected on the form in board packets. There was discussion on a variety of changes to the guidelines, so Mrs. Bechtold will go back, make these revisions and resubmit to the Board at the September meeting.

D. Discussion on Letter of Authorization Execution for Cell Towers at Station 3

Mr. Proteau reported that no further contact has been received from Crowne Castle about the changes to their cell towers. We will remove this item from the agenda until they have final plans submitted to us.

E. Discussion on Approval of Funds for Future Capital Assets Projects

Mrs. Bechtold commented that she took the correspondence from Mr. Proteau last month and posted the information on the letterhead. Mr. Hemmendinger asked how we would advertise the bidding process to contractors. Mr. Proteau responded that we need to advertise this in places contractors search at so we can get the most contractors to apply. We will get this advertised soon.

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

**Public Hearing was opened at 7:45 p.m.**

**VII. PUBLIC HEARING**

A. Presentation and Discussion on Final Budget FY 2019/2020 (2<sup>nd</sup> Reading)

No comments were made on the final budget.

**Public Hearing was adjourned at 7:46 p.m.**

**VIII. DIRECTION ON FUTURE AGENDA ITEMS**

- No new items for next month.

**Closed Session was opened at 7:47 p.m.**

**IX. CLOSED SESSION**

- A. Pursuant to Government Code §54957.6, the Board will hold a closed session for the following reason: CONFERENCE WITH LABOR NEGOTIATORS. District Subcommittee: Carla Grube, Michael Gadoua and Leslie Cozad  
Employee Organization: Paid Firefighters Union  
Action Taken: The Board of Directors have a tentative agreement with the Union on their MOU for FY 2019/2020.

**Closed Session was adjourned at 9:02 p.m.**

**X. ADJOURNMENT**

With no further business to discuss, the Regular Board meeting was adjourned at 9:03 p.m.

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

Date Approved:   9/18/19