

# Rancho Adobe Fire Protection District

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**MINUTES OF THE REGULAR BOARD MEETING  
DECEMBER 19, 2018 — 7:00 P.M.  
COTATI FIRE STATION - #1 EAST COTATI AVE.  
COTATI, CALIFORNIA**

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

President, Carla Grube, called the Regular Board Meeting to order at 7:00 p.m. The agenda for this meeting was posted on December 14, 2018.

Roll Call:

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

Minutes Conducted by: Jennifer Bechtold

**II. BOARD REORGANIZATION**

A. Election of New Chairman and Vice-Chairman, and Passing of Gavel to New Chair

Chairman: Brian Proteau

Motion moved by Mr. Hemmendinger and seconded by Mr. Griffith.

Motion Carried: Aye 7 No 0 Abstain 0 Absent 0

Vice Chairman: Mark Hemmendinger

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

Motion Carried: Aye 7 No 0 Abstain 0 Absent 0

B. Appointment of Board Secretary/Clerk

Board Secretary/Clerk: Jennifer Bechtold

C. Appointment of Fiscal Officer

Fiscal Officer: Brian Proteau

D. Appointments to Committees and Charges to Meet Regularly:

1. Budget/Finance Committee: Chief, Fiscal Officer and 2 Directors (meeting as necessary, but at least quarterly)

Mr. Proteau (Chair), Mr. Hemmendinger and Mrs. Cozad

2. Negotiation Committee: 3 Directors (meeting as necessary)

Mr. Pacheco (Chair), Mrs. Cozad and Mr. Gadoua

3. Equipment Committee: 2 Directors to serve on committee otherwise composed of staff members (meeting as necessary, but at least once quarterly)

Mr. Pacheco (Chair) and Mr. Griffith

4. Legislative Committee: Chief, Board Chairman (meeting as necessary)

Mr. Gadoua

5. Chief's Evaluation Committee: 3 Directors (meeting as necessary)

Mr. Proteau (Chair), Mr. Pacheco and Mr. Hemmendinger

6. Long Range Planning Committee: 3 Directors to serve on committee otherwise composed of staff and members of the public (meeting as necessary)

Mr. Hemmendinger (Chair), Mr. Proteau and Mrs. Grube

E. Confirm Calendar of Meetings for 2019: Third Wednesday of Every Month: January 16, February 20, March 20, April 17, May 15, June 19, July 17, August 21, September 18, October 16, November 20, December 18

The Board has confirmed all meeting dates.

**III. 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

There was no correspondence.

C. Oaths of Office Administered to Director Grube, Director Gadoua and Director Cozad

Item was moved to follow the Pledge of Allegiance. Mr. Proteau presented the Oaths of Office to the new Board members and swore them in.

**IV. APPROVAL OF MINUTES**

A. Regular Meeting of November 14, 2018

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

Motion Carried: Aye \_\_7\_\_ No \_\_0\_\_ Abstain \_\_0\_\_ Absent \_\_0\_\_

**V. CONSENT CALENDAR**

A. Ratification of Claims and Journal Vouchers

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

Motion Carried: Aye   7   No   0   Abstain   0   Absent   0  

**VI. ADMINISTRATIVE COMMUNICATIONS**

A. Chief's Report

BC Andy Taylor presented the Chief's report this month. On behalf of Chief Thompson, BC Taylor commented that proposals for coverage of four VFC companies in the south county have been submitted and he will provide a better report in January. BC Taylor also noted that there were 204 calls for service in November 108 of which were medical, or 53%. The BLS ambulance billed out \$6800 this past month and is now being staff more regularly. Mrs. Bechtold reported that we have collected \$15K this fiscal year for the ambulance. Petaluma is still collecting this revenue though she is not sure why when the billing service through Whitman has been all completed. Mrs. Bechtold will inquire with Chief Thompson and Cathy Dooyes as to when this transition to Whitman will begin.

B. Director Reports

Mr. Hemmendinger reported that he and Mr. Gadoua attended the November SCFDA meeting and Supervisor Lynda Hopkins was the guest speaker. LAFCO reported they are thrilled to see the north county consolidation of Rincon Valley, Windsor, Mountain and Bennett Valley. It was mentioned that the south county fire departments have been a bit absent from the table as far as the consolidations are concerned. Proposals were requested last year, but none from us because Chief Thompson did not want to consolidate at that time. Mr. Hemmendinger reported that he reviewed this idea again last October and at that time there was resistance by Chief Thompson to look at consolidations with the VFCs. He also mentioned he spoke to Jim Colangelo, who reiterated again the county is hoping to passing a new sales tax next year that will generate a large amount of tax revenue for fire services. The passing of the sales tax stems largely on the Santa Rosa and Petaluma communities approving it.

Mr. Hemmendinger commented that Chief Thompson has met with Jim Colangelo and recently given a proposal about staffing some of the south county VFCs, primarily Wilmar. Gold Ridge has agreed to provide administration of the four Region 9 VFCs now along with other west county VFCs because we have failed to step up in a timely manner. Mr. Colangelo understands that we are busy working on our own future needs following the tax measure passing and feels this may be the best solution at this time. None of these plans are cast in stone at this point. The main idea is that the County is out of the fire services soon. Mr. Colangelo isn't too overly excited about what has been proposed by Chief Thompson because it's a bit of a distraction this late in the game. Mr. Hemmendinger suggested to Mr. Colangelo that the Board might like him to attend a future LRPC meeting to give a status update. Mr. Hemmendinger said he would continue to attend the SCFDA meeting so we keep informed on what is going on within the County.

C. Committee Reports

a. Negotiations

Mr. Pacheco stated he will lay out a plan moving forward with negotiations and get this process started as early as possible.

b. Equipment

No report filed.

c. Legislative

No report filed.

d. Chief's Evaluation

Mr. Proteau said they are looking at the Chief's evaluation a bit different this coming year and will set up a meeting in January. Mr. Pacheco also noted there is some information to share in Closed Session tonight.

e. Long Range Planning

Captain Bernal mentioned that he and Engineer Henry have been assigned by the Union to participate in the LRPC meetings this coming year.

D. Budget/Finance Report

Mr. Hemmendinger commented that there is nothing unusual happening with the budget at this time. We are still waiting on more reimbursements from strike teams. We are under-budgeted on FLSA since this is the first year we are calculating it. Strike teams could affect the FLSA as well. Mr. Hemmendinger also reported that we have increased salaries and benefits and decreased supplies and services over the last year. In June 2018, salaries and benefits were 23% higher. Supplies and services went down 26% and total revenue went up 2%.

Mrs. Bechtold commented that we received information this evening on our December tax deposit. In the coming days, we will be receiving \$2,152,648, which amounts to 57% of our total property tax budget. Of this amount, the state has reimbursed us \$66,513 as backfill money for the 2017 wildfires.

E. Firefighters' Association Report

Engineer Morgan DeJong commented that our Christmas party was held on December 9<sup>th</sup> and turned out well. The Crab Feed is on January 26<sup>th</sup>. A couple meetings ago the station beds were brought up as an item needing replacement and Chief Thompson approved up to \$7K in expenses and the Association agreed to kick in up to \$3500 of this. Staff is currently trying to find the best beds with good warranties. Mr. Hemmendinger asked if there was a 5<sup>th</sup> Tuesday dinner in January and suggested that it would be nice to invite our key supporters from the ballot measure to a nice dinner at the station.

F. Firefighter's Union Report

Captain Bernal commented the Union is working on thank you letters to the other Unions for their support and donations on the tax measure. The Union would also like to know if there is anything the district needs assistance on concerning the consolidations. The Board will let the Union know if there are future needs.

**VII. UNFINISHED BUSINESS**

A. Discussion on Replacing Roof at Liberty Fire Station

Mr. Proteau asked if we had any leaks from recent rains and the staff said no. He is also still working with the contractor to get the proper warranties to us and then we can release the final 5% payment.

B. Discussion on Ballot Measure Results

Mr. Proteau said we have a ton of work ahead of us and we should start setting up meetings. Captain Bernal asked how the CPI will work and the Board agreed to look into this. Mrs. Bechtold said we might be able to seek assistance from the County elections office on this.

**VIII. NEW BUSINESS**

A. Presentation of FY 2017/2018 Fiscal Year Audit (Presentation by Goranson CPA)

Item was moved to follow Oral and Written Business.

Ms. Blake Goranson reviewed the final draft of the audit with the Board and asked if there were any questions. She mentioned that the unassigned net position went way down and in the 2017/2018 fiscal year; we had a position change in cash of a positive \$150K over last year. The budget sits well with how our final numbers work out.

Mr. Hemmendinger asked why the totals on page 10 do not match those on page 14. Ms. Goranson replied that the totals on page 10 are most accurate. Those totals on page 14 are governmental totals, which adds back the GASB 68 liabilities and compensated absences. Because of the adjustments to these, this changes the totals. Mr. Proteau asked about the new tax and how the CPI works. Ms. Goranson was not aware of how the County factors this in.

B. Approval of Patelco Health Savings Account Funding for January – June 2019

Mrs. Bechtold asked for Board approval to fund H.S.A. accounts for January through June 2019 in the amount of \$3450 for singles and \$6850 for families.

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

Motion Carried: Aye   7   No   0   Abstain   0   Absent   0  

C. Discussion of Sonoma State Funding

Mr. Hemmendinger commented that since we have tried various tactics to approach SSU for funding over the years, he now wonders if we couldn't get some very visible figures in the community who graduated from SSU to support us in the cause, such as the new CEO of Summit Bank. Mr. Gadoua said he feels we have been using heavy-handed tactics in the past, so what would happen if we reached out to more junior people at SSU and if we hear back, we go in more translucent with what we are trying to do. He cited that we have no legal backing but this is a more ethical approach. The Board agreed they will table this conversation until next meeting when Chief Thompson returns.

**IX. DIRECTION ON FUTURE AGENDA ITEMS**

There were no new agenda items for the January Board meeting.

**Closed Session was opened at 8:15 p.m.**

**X. CLOSED SESSION**

A. Pursuant to Government Code §54957(e), the Board will hold a closed session for the following reason: PUBLIC EMPLOYEE PERFORMANCE EVALUATION.  
Action Taken: None Taken.

**Closed Session was adjourned at 9:04 p.m.**

**XI. ADJOURNMENT**

With no further business to discuss, the Regular Board meeting was adjourned at 9:05 p.m.

Motion moved by Mrs. Cozad and seconded by Mr. Pacheco.  
Motion Carried: Aye   7   No   0   Abstain   0   Absent   0  

Date Approved:   1/16/19