

Rancho Adobe Fire Protection District

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**MINUTES OF THE REGULAR BOARD MEETING
JANUARY 18, 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 January 13, 2017.

Roll Call:

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

Minutes Conducted by: Jennifer Ober

II. ORAL AND WRITTEN COMMUNICATIONS

A. Citizen Business/Public Comments on Items not appearing on Agenda

There was no comment.

B. Correspondence and/or Presentations

Items of correspondence were located in board packets.

III. APPROVAL OF MINUTES

A. Regular Meeting of December 21, 2016

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

IV. CONSENT CALENDAR

A. Ratification of Claims and Journal Vouchers

Mr. Pacheco asked what the Chase credit card charge was. Ms. Ober explained to him the charges we make on the cards and who has them. A running total of all charges is put into QuickBooks then allocated to the proper accounts.

Motion moved by Mr. Proteau and seconded by Mr. Hemmendinger.
Motion Carried: Aye 7 No 0 Abstain 0 Absent 0

V. ADMINISTRATIVE COMMUNICATIONS

A. Chief's Report

BC Weihman commented that we had 210 incidents in December, which amounted to approximately 2,200 for the year. He also noted that there were several weather-related incidents recently and one boat rescue.

B. Director Reports

No reports were filed. See Committee Reports below.

C. Committee Reports

a. Finance

Mrs. Grube reported that we held a finance committee meeting this evening and everything looks good. Mr. Proteau commented that Ms. Ober is keeping tabs on the escrow account for the loan. He also noted that the committee reviewed the A/R report and we talked about either giving discounts to get payments in for accounts over 90 days, or putting an initial discount on the bill if paid within a certain period. This will eliminate the need to send invoices to collections where we lose 40% off the top and would also save time for Ms. Ober having to follow up on outstanding bills.

b. Negotiations

Mr. Hemmendinger commented the negotiations committee is wrapping up one final item for the year.

c. Equipment

No report was filed.

d. Legislative

Mr. Hemmendinger noted that there was some type of information coming down from the County about dispersing AB 8 funds soon, possibly around \$30-\$50K for Rancho Adobe. He will follow up on this item.

e. Chief's Evaluation

No report was filed.

f. Long Range Planning

Mr. Karraker mentioned that several days ago, he wrote an email to the Chiefs of every fire department in California that may care about the funding issues from colleges. He explained the issue that we have with SSU and has already received two responses from these departments stating they have the same problems. Mr. Karraker is looking for further support from these departments if we press the issue with our legislators.

D. Budget Report

Mrs. Grube commented that we have 44% left in wages and benefits and 1.42% in supplies and services. Ms. Ober noted that the supplies and services overall budget is low due to the fact we paid up front for the new SCBAs. The grant funds will be

forthcoming in the next few days in the amount of \$242,155. Our share of the grant was \$24,000 and funds have been moved from the SCBA reserve account into account 6165. Mr. Hemmendinger asked why account 6040 was low. Ms. Ober explained that we purchased new radios that cost more than we had thought. Some of the radios will go on the new engines, so a journal entry will be done to move those expenses into account 8560. Mr. Hemmendinger asked about the balance in account 5912. Ms. Ober noted that much of those funds went to coverage for strike teams.

Ms. Ober asked for approval to hold a seminar at the station for the fire districts in Sonoma County on FLSA. The cost per agency will be approximately \$275 with no limits on how many people can attend. We have eight agencies committed to this class and it will be taught by an attorney from Liebert, Cassidy, Whitmore. This class is dedicated directly to fire districts and is very important to ensure we are calculating FLSA correctly. The Board approved the expenditure.

E. Firefighters' Association Report

Captain Jimmy Bernal commented that crab cracking will start at 5 p.m., January 27 the crab feed will be held on January 28. Tickets are \$60 and still available.

F. Firefighter's Union Report

Captain Bernal commented the Union feels they should have an acting Chief assigned and stated that right now we have broken the chain of command by not having one. The Union also feels very strongly we should continue moving forward with the Chief's hiring process. If we can come up with a budget then see if we can get better applicants this time around, in addition to continuing to explore options with our neighbors. We should not wait until Chief Thompson stays or goes. The Board agreed and discussion will continue under New Business, item B.

VI. NEW BUSINESS

A. Resolution R-3: Appointing a District Treasurer

Ms. Ober explained the original resolution the Board adopted in 2014 needs to be updated to reflect the Fiscal Officer will also be the Treasurer of the District. Previously this role had been assigned to the Fire Chief.

Ms. Ober also noted that we will be removing Bob Dunne and Chief Treanor as signers on Summit Banks account and adding Nole Pacheco. The signature cards will be signed at the February Board meeting.

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

Motion Carried: Aye 7 No 0 Abstain 0 Absent 0

Roll Call:

Mr. Griffith – Aye
Mr. Proteau – Aye
Ms. Grube – Aye
Mr. Rippin – Aye
Mr. Hemmendinger – Aye
Mr. Pacheco – Aye
Mr. Karraker – Aye

B. Discussion on Contract for Chief's Position

Mr. Proteau commented that the committee has been talking about appointing an interim Chief until January 23, when Petaluma City Council will meet and review the contract for services. Mr. Proteau, Hemmendinger and Chief Thompson will be meeting tomorrow to discuss the contract. Mr. Hemmendinger stated that he has started some conversations with a neighboring agency about a Chief share but it doesn't look very promising. He will be speaking further with their Board Chair. Two weeks ago, Mr. Hemmendinger spoke to one of the candidates we had from the hiring process in October. There is interest on both parts to possibly pursue something down the road. He would like to reassure staff that they are seeking other options outside of Petaluma in the case this does not work out.

Closed Session began at 7:47 p.m.

VII. CLOSED SESSION

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

Action Taken: No action taken.

B. Pursuant to Government Code §54957.6, the Board will hold a closed session for the following reason: CONFERENCE WITH LABOR NEGOTIATORS.

District Subcommittee: Mark Hemmendinger, Greg Karraker and Carla Grube

Employee Organization: Administrative Manager

Action Taken: The Administrative Contract has been updated and signed for 2017.

Closed Session was adjourned at 8:31 p.m.

VIII. DIRECTION ON FUTURE AGENDA ITEMS

The Board requested that two Closed Session items be put on the February agenda. One item will be regarding public employment and the other for the Chief's position.

IX. ADJOURNMENT

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

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

Motion Carried: Aye 7 No 0 Abstain 0 Absent 0

Date Approved: 2/15/17