

Rancho Adobe Fire Protection District

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**MINUTES OF THE REGULAR BOARD MEETING
JULY 19, 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 July 14, 2017.

Roll Call:

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

Directors Absent: Bob Rippin

Minutes Conducted by: Jennifer Ober

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.

The Board received correspondence since the publishing of the agenda on 7/15/17 that will need to be addressed at the meeting this evening. An item, "Discussion on Board Member Resignation and Appointment of New Director at August Meeting" will be added under New Business.

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

Motion Carried: Aye 6 No 0 Abstain 0 Absent 1

III. APPROVAL OF MINUTES

A. Regular Meeting of June 21, 2017

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

Motion Carried: Aye 6 No 0 Abstain 0 Absent 1

IV. CONSENT CALENDAR

A. Ratification of Claims and Journal Vouchers

Motion moved by Mr. Proteau and seconded by Mr. Griffith.
Motion Carried: Aye __6__ No __0__ Abstain__0__ Absent __1__

V. ADMINISTRATIVE COMMUNICATIONS

A. Chief's Report

Chief Thompson commented that we had 166 incidents in the past month. 9161 is currently deployed at the Detwiller Fire. He also reviewed multiple other items including the beginning of the fitness program, EMS training, border drops between the district and Petaluma fire, hiring of new firefighters, the EMS ordinance, weed abatement program and also the upcoming meeting with SSU.

B. Director Reports

There was no report.

C. Committee Reports

a. Finance

No report filed.

b. Negotiations

Mr. Hemmendinger commented that there is nothing new since last meeting but the FLSA agreement has been signed off, and the MOU has been rewritten through December 31, 2017. The committee still needs to still sit down with the Union, BCs and Admin to start talking about healthcare.

c. Equipment

Mr. Proteau commented that the two new engines are now in service.

d. Legislative

No report filed.

e. Chief's Evaluation

Need to set up a time to meet.

f. Long Range Planning

No report filed.

D. Budget Report

Ms. Ober commented that the final budget report for FY 16/17 has been put out for review tonight. Through much hard work from staff and Board members, we rolled over \$180,600.00 this fiscal year. The final budget for FY 17/18 will be discussed under public hearing.

E. Firefighters' Association Report

No report filed.

F. Firefighter's Union Report

No report filed.

VI. UNFINISHED BUSINESS

A. Discussion on Public Records Act, Email Usage Policy and Purchase of Electronic Devices for Board Members

Mrs. Grube commented that she would like to push this to next month. Mr. Hemmendinger noted that since we started discussing this item, we have since put our email on the districts server. The question is do directors still want to purchase devices. He has mixed emotions on this as he does still use his own device for certain things. The entire Board agrees that at this time, there is no need to purchase additional devices. Mrs. Grube will look into an email usage policy for next month as a new item.

B. Discussion on Revision of Policies and Procedures for Board

This item will be broken down into each individual policy one at a time.

C. Discussion on Ballot Measure for November 2017

Mr. Karraker commented that he put together a timeline that is broken down between five key pieces, which was handed out to the Board and Public. Mrs. Grube feels that we need to ask for enough money so that we don't have to ask again down the road. Mr. Hemmendinger said that we used to prepare five-year plans and it may be time to start doing so again. We will be looking at mandatory pay increases for the minimum wage and also COLA increases for staff, as well as a possible increase in property tax revenues. He also raised the point that we can't even think about a measure until we have our money allocated to the campaign itself. Mr. Karraker noted that the current parcel tax is .09% of our total property tax revenues. Mr. Hemmendinger also cited the various changes that are being discussed amongst the fire districts in the southern part of the county. Chief Thompson said the region 9 is meeting tomorrow to start discussing some of the things that are occurring amongst the group and he will report back to the Board on the outcome of this meeting next month. There may also be some opportunities to share services, trainings and other things with Rohnert Park in the future.

D. Discussion on Weed Abatement Process Inside and Outside the Limits of Cotati

Mr. Karraker noted that BC Weihman met with the County to see what they can do to assist us with weed abatement and he also has a meeting with CalFire. The meeting with Cotati has not yet happened. Chief Thompson said we really don't have teeth in the weed abatement program and it would cause us to change our fire code to allow us to go in and mow properties. whether we have the funds to do this is questionable. We have few resources for the number of calls BC Weihman is getting about people that are not adhering to the weed abatement program. We will continue to see how we can resolve this but it's not going to go away any time soon.

The Public Hearing was opened at 7:42 p.m.

VII. PUBLIC HEARING

A. Final Budget FY 2017/2018 (1st of Two Sessions)

Ms. Ober gave an overview of the final budget numbers for FY 17/18. She noted that the budget committee, BC's, Chief Thompson and a Union member all met last week to go over the various budget requests and see where we can cut. The meeting went well and we currently have a deficit of \$202,876 which went up slightly as we hadn't accounted for the final payment on the old loan in August. The group also agreed to bring forth some of the most urgent capital project needs, which are the replacing the roof at station 3 and replacing the concrete in the back lot of station 2. There are many other needs but we only having funding for the most dire needs. Ms. Ober went on to review some of the main changes on the final budget for FY 17/18 versus those from FY 16/17. The formatting of the budget report has also been changed to see more figures.

Mr. Pacheco stated that the budget shows the need for a ballot measure with the deficits we are looking at. We are going to replacing the roof at station 3 and pavement at station 2, and are also looking at the minimum wage increases. We need to stop kicking the can down the road and start addressing some of the safety issues. BC Wandel commented that there is a list of capital expenses we need to address, and we are budgeting for the roof and pavement, but we haven't gotten the bid based on prevailing wages yet. We depreciate our apparatus and buildings, but we don't do anything with tables, chairs, carpet, etc. We should be doing this type of accounting with our CPA.

Mr. Karraker said that he's trying to determine that if we keep showing a deficit year after year and this happens, then how long can we sustain that before we run out of money. Ms. Ober stated that she has put a lot of thought into this and there really is no clear way to answer this. We have been in deficit mode for years, and with very careful spending, we have not exceeded our revenues. But because we depend so much on our property taxes, one thing could affect the housing market and reduce our revenues drastically. Mr. Hemmendinger said that he feels this question can best be answered by working on a five-year projection.

The Public Hearing was closed at 7:58 p.m.

VIII. NEW BUSINESS

A. Resolution R-1: Resolution Adopting Prop IV Limit for FY 2017/2018

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

Motion Carried: Aye 6 No 0 Abstain 0 Absent 1

Roll Call:

Mr. Hemmendinger – aye
Mr. Griffith – aye
Mr. Rippin – absent
Mr. Proteau – aye
Mrs. Grube – aye
Mr. Karraker – aye
Mr. Pacheco - aye

B. Set Rate for Special Tax – 50075 at \$10.00 per Unit of Risk for 2017/2018 (same as previous years)

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

Motion Carried: Aye 6 No 0 Abstain 0 Absent 1

C. Discussion on Revision of Policy 4020 Board Member Attendance

Mr. Hemmendinger said that his concern on this policy is the statement “with or without cause”. He feels we need to further define this statement. We don’t necessarily need to know the cause but sequential absences in a given period should be addressed. Mr. Proteau agreed. Mr. Karraker said there are two things unclear, one that needs to be addressed is the sequential absences, where he feels there is should be a limit to the number of absences per year. The other issue is proper notification of the Board president or Board Clerk. We need to also address being an active participant of the board, which includes participating on committees.

D. Discussion on Opening Capital Savings Account with Summit State Bank

Ms. Ober commented that there was discussion at the budget meeting about starting an account that will hold funds for capital expenses, which would be anything over \$5000. Instead of pooling all funds into our operating account, we would have funds designated for large needs such as a roof or apparatus. We could fund this account with rollover funds from FY 16/17 as a start.

Mr. Proteau does not feel that it makes sense to have a separate account for funds. We should be allocating those funds within our budget. Mr. Hemmendinger agreed with this philosophy, though he does understand the needs for rainy day funds. Mrs. Grube commented that we are getting \$300K per year for casino funds that we could put into that capital fund, so that our budget isn’t relying on this money to operate long term. This funding could go away after three years. Ms. Ober said she believes that was a parting message from Chief Treanor, and he felt that we should not be relying on this money to balance our budget. The Board feels the five-year plan needs to be addressed so we can look at the budget without those funds.

E. Discussion on Replacing Roof at Liberty Fire Station

Chief Thompson feels that we need to get the bid process going. BC Wandel will speak further with Mr. Proteau to ensure we go about the process correctly.

F. Approval of Sale of Engine 9180

The Board agreed to sell Engine 9180.

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

Motion Carried: Aye 6 No 0 Abstain 0 Absent 1

G. Discussion on Board Member Resignation and Appointment of New Director at August Meeting

Mr. Rippin has turned in his resignation from the Board. We would like to put the public notice postings out beginning tomorrow, July 20th, with applications being accepted through August 4th. We will consider applications and perform interviews at the August meeting, with the goal of appointing someone to the vacant position.

Closed Session was opened at 8:38 p.m.

IX. CLOSED SESSION

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

Closed session was adjourned at 8:44 p.m.

X. DIRECTION ON FUTURE AGENDA ITEMS

Appointment of a new Director.

XI. ADJOURNMENT

With no further business to discuss, the Regular Board meeting was adjourned at 8:46 p.m.

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

Motion Carried: Aye 6 No 0 Abstain 0 Absent 1

Date Approved: 8/16/17