

Rancho Adobe Fire Protection District

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**MINUTES OF THE REGULAR BOARD MEETING
FEBRUARY 21, 2024 — 7:00 P.M.
COTATI FIRE STATION - #1 EAST COTATI AVE.
COTATI, CALIFORNIA**

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

President Mark Hemmendinger, called the Regular Board Meeting to order at 7:00 p.m. The agenda for this meeting was posted on February 16, 2024.

Directors Present: Mark Hemmendinger, Sage Howell, Brian Proteau, Michael Gadoua

Directors Absent: Bret Herman, Bob Moretti, Ray Peterson

Minutes Conducted by: Jennifer Bechtold

The Pledge of Allegiance was said.

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 January 17, 2024

Motion moved by Mr. Howell to approve the minutes of January 17, 2024 and seconded by Mr. Proteau.

Motion Carried: Aye 4 No 0 Abstain 0 Absent 3

IV. CONSENT CALENDAR

A. Ratification of Checks Issued

Motion moved by Mr. Proteau to approve the consent calendar and seconded by Mr. Gadoua.

Motion Carried: Aye 4 No 0 Abstain 0 Absent 3

V. **ADMINISTRATIVE COMMUNICATIONS**

A. Firefighter's Union Report

Captain Gromala noted the Union was glad to attend goal setting in January and members continue pushing hard on Measure H.

B. Firefighters' Association Report

Engineer Ikalani reported the crab feed was held earlier and the month.

C. Chief's Report

Chief Veliquette reported the following information:

- Promotion of Tim Caldwell to BC.
- Hired Interim Fire Marshal, Gina Petersen.
- ALS Ambulance at Cotati Station has been very busy with calls.
- Fire Districts Association Dinner was held at the end of January with a presentation on construction management.
- The District ran 40-50 calls in a 24-hour period in the first storm.
- Strategic Planning held in January. Chief Veliquette reviewed the goals and outcomes.
- Crab Feed held and was a good time – well attended.
- January calls - 9 fire, 105 EMS, 9 hazardous, 12 service, 91 good intent and 8 false alarms.
- Measure H is just a few weeks away. The campaign has been releasing video clips via social media.
- Captain Pete Albini has separated from the District and will be retiring soon.

D. Director Reports

Mr. Proteau mentioned that he attended the SCFDA meeting and felt the presentation about construction management was very informative. He suggested we start the planning process now if Measure H passes.

E. Committee Reports

a. Finance/Budget

Chief Veliquette said we are seven months into the fiscal year and reviewed some of the salary and benefits totals. Permanent positions has 2.6% to the good or \$86K. We are doing well in extra help, and we should end the fiscal year with \$50-60K, even with the wages paid to Fire Marshal Petersen. Our overtime will likely have a deficit of 90K at the fiscal year end. Much of this is due to retirements and workers compensation cases.

VI. **NEW BUSINESS**

A. Discussion and Possible Action to Approve FY 2022/2023 Financial Audit

Mr. Hemmendinger said there was one change to the final audit which modified the meeting schedule for the finance committee meeting.

Motion moved by Mr. Gadoua to approve the FY 2022/2023 financial audit and seconded by Mr. Proteau.

Motion Carried: Aye 4 No 0 Abstain 0 Absent 3

New Business Continued:

B. Discussion and Approval to Draw Funds from Westamerica Bank Construction Loan in the Amount of \$563,500.00

Chief Veliquette noted all of the documents have been completed for the loan and the first payment will be due in August 2024. The money can now be drawn in full for the station construction, and then we have the ability to invest that in our CDARS at around 4.6%. These funds will be available in the facilities reserve account.

Motion moved by Mr. Proteau to approve drawing funds from Westamerica Bank and placing those funds into Summit Bank and seconded by Mr. Gadoua.

Motion Carried: Aye 4 No 0 Abstain 0 Absent 3

VII. DIRECTION ON FUTURE AGENDA ITEMS

- Discussion on Reestablishing Capital Improvements Committee
- Strategic Planning Review

VIII. ADJOURNMENT

With no further business to discuss, the Regular Board meeting was adjourned at 7:39 p.m.

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

Motion Carried: Aye 4 No 0 Abstain 0 Absent 3

Respectfully submitted,



Jennifer Bechtold, Board Clerk

Date Approved by Board:
March 20, 2024