

# Rancho Adobe Fire Protection District

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## **DRAFT**

**MINUTES OF THE REGULAR BOARD MEETING  
SEPTEMBER 21, 2022 — 7:00 P.M.  
COTATI FIRE STATION - #1 EAST COTATI AVE.  
COTATI, CALIFORNIA**

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

President, Michael Gadoua, called the Regular Board Meeting to order at 7:03 p.m. The agenda for this meeting was posted on September 16, 2022.

Directors Present: Mark Hemmendinger, Michael Gadoua, Bret Herman, Bob Moretti

Directors Absent: Leslie Cozad, Brian Proteau, Ray Peterson

Minutes Conducted by: Jennifer Bechtold

**II. ORAL AND WRITTEN COMMUNICATIONS**

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

There was no citizen comment.

B. Correspondence and/or Presentations

Mrs. Bechtold noted there is an email from our attorney who assisted with the UAL refinance that explains the District's liability with regard to the debt service ratio question raised at the August Board meeting.

**III. APPROVAL OF MINUTES**

A. Regular Meeting of August 17, 2022

Motion moved by Mr. Hemmendinger and seconded by Mr. Herman.  
Motion Carried: Aye   4   No   0   Abstain   0   Absent   3  

**IV. CONSENT CALENDAR**

A. Ratification of Checks Issued

Motion moved by Mr. Herman and seconded by Mr. Hemmendinger.  
Motion Carried: Aye   4   No   0   Abstain   0   Absent   3

## V. ADMINISTRATIVE COMMUNICATIONS

### A. Chief's Report

Battalion Chief Wandel reported the following items on behalf of Chief Gossner:

- 1.) We have had no applicants for the FF/Paramedic job opening.
- 2.) Chief Gossner attended the August SCFDA meeting and noted the LRPC met on September 4<sup>th</sup>.
- 3.) Mr. Hemmendinger, Mr. Gadoua, Captain Gromala, BC Taylor and Chief Gossner met with SCFD to talk about service sharing. The plan is to now hire a full-time Chief for RAFD.
- 4.) Three Chief candidates are scheduled to be interviewed the week of October 10. Interviews will be conducted by Mr. Gadoua, BC Weihman, Captain Gromala, BC Wandel and Mr. Proteau.
- 5.) The new Type 1 engine has been received and staff is working on getting this equipped. There are still outstanding items we are waiting to receive.
- 6.) A meeting will be scheduled with SSU's new President and our Chair.
- 7.) Chief Gossner met with Damien from the City of Cotati.
- 8.) All equipment back from strike teams other than our safety officer.
- 9.) 228 calls last month, 32 to SSU.

Mr. Herman asked if any calls to SSU were false alarms. BC Wandel said many calls are technically not false alarms, but alarms being set off from cooking smoke or shower steam. Only a couple malfunctions were false alarms. Mr. Herman asked what our cost per call is (approximately \$1500) and said those calls to SSU cost the District around \$48,000 this month.

BC Wandel noted the DMV processes have been completed on the new engine and fuel trailer.

### B. Director Reports

Mr. Gadoua reported he attended the CSDA leadership training in Napa for the past four days and said it was very educational. He recommends this training to everyone. The training focused on government foundations, Setting direction and community and the Boards role in finance and HR.

Mr. Hemmendinger noted the SCFDA meeting will be held tomorrow night via Zoom. There is intent to move forward with the sales tax initiative rather than this being County led. The October meeting and dinner will be hosted by SCFD.

### C. Committee Reports

#### a. Finance/Budget

Mr. Hemmendinger commented the budget is on target for this year. We are \$78K over on overtime, but we have strike team billing of \$215K. Permanent positions are ahead of target because we haven't been able to fill openings for firefighter paramedic.

Mr. Hemmendinger also stated we will need to schedule the purchase of a pickup for the new Chief. This is an unanticipated item that will need to come out of capital expenses. Mr. Herman asked why the new Chief's pickup can't be used and the response was that pickup will go to the BC's as we have an old pickup that needs to be surplus.

#### b. Negotiations

No report filed.

c. Ad-Hoc Equipment

BC Wandel report the Type 1 has been purchased and paid for. It will be outfitted and go into service in the next month to two. The rescue chassis is due in November and all pickups are now in service. Just waiting on radios.

d. Ad-Hoc Legislative

No report filed.

e. Ad-Hoc Chief's Evaluation

No report filed.

f. Long Range Planning

BC Wandel commented that much of the meeting revolved around the fact the Board of Supervisors denied the financial ask. The plan is still consolidation with SCFD down the road and what services can be shared between the two agencies moving forward. There was also discussion about budgets and the chief's process and position.

g. Ad-Hoc Capital Improvements

BC Wandel said both the HVAC and remodel plans are in Strata's hands. They should have package ready to go out to bid for the station remodel. The City of Cotati approved HVAC plans and the plans sent to PRMD were lost, so we resubmitted them. We should be getting the bid documents soon.

BC Wandel said the staff has been looking into housing options while the station two remodel is being completed. Options include home rentals and mobile offices. San Rafael Fire ended up offering the district the mobile unit they used during construction, and all the district would need to pay is the cost to move and set it up, which is around \$17K. The building would be ours following the move. A building like this would cost the district around \$100K new. There is a short timeline to agree to take the building, so we are looking for a verbal ok this evening.

Mr. Hemmendinger is concerned about the capital budget we presented at \$1.9 million. We have spent \$700K on the engine and will have to spend \$90K on another pickup, leaving us with just over \$1 million. We have another engine purchase in two years and will not be able to pay for this if we use up all our reserves this year. Conservatively, we should only spend \$500K of the \$1 million in order to meet future needs. Mr. Hemmendinger feels we do not have the funding for the station remodel; though he is not opposed to it. We can't borrow as this increases our debt ratio. We could appeal to Association to borrow funds. We need to come to some decision on how we are going to fund this project.

BC Wandel commented the feasibility study does not support a phased project due to the asbestos. We have already paid about \$90K on this project between the study and the plans. Mr. Herman asked if things went sideways with remodel, could we get our money back out of it the mobile unit. BC Wandel will look into that option. Mr. Moretti said the particulars on the mobile building would be helpful to have for October's meeting.

h. Ad-Hoc Fire Chief Selection

No report filed.

D. Firefighters' Association Report

BC Weihman said the Chadwick committee sold the two properties and we now have the money in our possession. No events planned until the Crab Feed in January.

E. Firefighter's Union Report

No report filed.

**VI. NEW BUSINESS**

A. Resolution R-3: Adopting a Final Budget for FY 2022/2023

Mr. Hemmendinger noted the final budget has no changes from previous readings. Also included this year is a full budget report Mrs. Bechtold put together that goes through a lot of information on the district. He also noted we will have to pay \$20K in workers compensation based on last fiscal year's audit. LAFCO costs went up higher because of our parcel tax, which is based on three previous fiscal year's budgets. LAFCO will now cost \$11K.

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

Motion Carried: Aye 4 No 0 Abstain 0 Absent 3

Roll Call:

Mr. Peterson – absent  
Mrs. Cozad – absent  
Mr. Herman – aye  
Mr. Proteau – absent  
Mr. Hemmendinger – aye  
Mr. Gadoua – aye  
Mr. Moretti – aye

B. Review and Possible Approval of HVAC Upgrade Bids at Stations 1 and 3

Item will be tabled until the October Board meeting.

C. Appointment of Bob Moretti to Board Vacancy Filling Four-Year Term Beginning December 2022

Mrs. Bechtold explained that we had three incumbent spots open for the Board, but due to a miscommunication, Mr. Moretti did not file by the August deadline. In order to appointment him to the four-year term beginning in December 2022, the Board must make this recommendation to the Board of Supervisors.

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

Motion Carried: Aye 4 No 0 Abstain 0 Absent 3

D. Discussion on Resignation of Director Cozad and Board Vacancy

Mrs. Bechtold noted that the Board received Mrs. Cozad's resignation letter ending her time on the Board effective September 30, 2022. This gives us 60 days to appoint a new director. Mrs. Bechtold has posted the vacancy notice around the stations, post offices, Cotati City Hall, and also run an ad two times in the Community Voice. The posting is also on the district's website. We have received three applications. Interviews will be held at the October 19 Board meeting and we will need to appoint someone to the vacancy at that time.

**VII. DIRECTION ON FUTURE AGENDA ITEMS**

- **Approval of Spending Money on Mobile Unit for Remodel**
- **Interviews for Board Vacancy**
- **Closed Session to Discuss Chief Selection (6 p.m.)**
- **Fire Code 1<sup>st</sup> Reading**
- **Station 2 Remodel Discussion and Funding**

**VIII. ADJOURNMENT**

With no further business to discuss, the Regular Board meeting was adjourned at 8:07 p.m.

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

Motion Carried: Aye 4 No 0 Abstain 0 Absent 3

Respectfully submitted,

  
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Jennifer Bechtold, Board Clerk