

Rancho Adobe Fire Protection District

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**NOTICE & AGENDA OF THE REGULAR BOARD MEETING
OCTOBER 21, 2020 — 7:00 P.M.
COTATI FIRE STATION - #1 EAST COTATI AVE.
COTATI, CALIFORNIA**

MEETING WAS HELD VIA TELECONFERENCE FOR ALL BOARD DIRECTORS, STAFF AND MEMBERS OF THE PUBLIC

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

President, Mark Hemmendinger, called the Regular Board Meeting to order at 7:02 p.m. The agenda for this meeting was posted on October 16, 2020.

Roll Call:

Directors Present: Mark Hemmendinger, Brian Proteau, Michael Gadoua, Bret Herman, and Carla Grube and Leslie Cozad

Directors Absent: Nole Pacheco

Minutes Conducted by: Jennifer Bechtold

III. ORAL AND WRITTEN COMMUNICATIONS

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

Doug Hamilton, of North Bay Fire thanked the Board for their cooperation and commented the minutes were well done from the joint Zone 9 meeting in August.

B. Correspondence and/or Presentations

There was no correspondence.

IV. APPROVAL OF MINUTES

A. Regular Meeting of September 16, 2020

Motion moved by Mrs. Cozad and seconded by Mrs. Grube.

Motion Carried: Aye 6 No 0 Abstain 0 Absent 1

Roll Call:

Mr. Pacheco – absent
Mrs. Cozad – aye
Mr. Herman – aye

Mr. Proteau – aye
Mr. Hemmendinger – aye
Mr. Gadoua – aye
Mrs. Grube – aye

V. CONSENT CALENDAR

A. Ratification of Claims and Journal Vouchers

Motion moved by Mrs. Cozad and seconded by Mrs. Grube.
Motion Carried: Aye 6 No 0 Abstain 0 Absent 1

Roll Call:

Mr. Pacheco – absent
Mrs. Cozad – aye
Mr. Herman – aye
Mr. Proteau – aye
Mr. Hemmendinger – aye
Mr. Gadoua – aye
Mrs. Grube – aye

VI. ADMINISTRATIVE COMMUNICATIONS

A. Chief's Report

Chief Thompson reported the following:

- 1.) The district responded to 157 calls for service in September, with 76 being EMS (48.41%).
- 2.) Cathy Dooyes has taught EMT refresher to staff and CPR recertification's will be conducted next week.
- 3.) Extrication training will be held in November and neighboring agencies will be invited to participate.
- 4.) Captains are working on reestablishing shift projects and expectations.
- 5.) Staff is working with SSU on a training opportunity at Stevenson Hall.
- 6.) PFD/RAFD continuing to work together developing interagency familiarization and operational training opportunities. RPDPS has been incorporated as well.
- 7.) BC Wandel and Director Proteau are working on developing a facility priority list. Next, they will obtain vendor pricing and discuss how to do some of the station improvements in-house.
- 8.) The maintenance and administrative work has been completed for the new upper Lichau fire roads. Due to dry conditions and ranch activities, staff has not been able to train on these yet, though November should present a better opportunity to do so.
- 9.) BC Weihman has procured bids on new two-way radios and he is ready to purchase the first 12 BK wildfire radios. Due to dry period funding, he would like the Board to acknowledge the purchase in advance. The total cost is \$24,000.
- 10.) Three new decontamination foggers, solution and accessories have been purchased for the stations. An SOG will be drafted on use of these.
- 11.) Staff has done a great job of supporting both in and out of county strike teams this season. Chief Thompson acknowledged all the efforts and a job well done.
- 12.) Chief Thompson mentioned that we have supported breast cancer awareness this month by wearing pink on duty.

- 13.) An incredibly generous donation has been made to the Association by Bob and Angela Chadwick, through three separate accounts with Merrill Lynch. Following their passing, the Association has received funds totaling \$912,000. Today Chief Thompson, Director Grube and BC Wandel met with two of the family members, Kelly Janey and Brent Chadwick to thank them and discuss if they would like to help decide how to spend some of these funds. Chief Thompson thanked the family for this amazing donation.

Mr. Proteau noted that Bob Chadwick was a Board member back in the early 2000s.

B. Director Reports

Mr. Hemmendinger commented that he and Mrs. Bechtold have had discussions with the County about reappointing Mrs. Cozad to the Board of Directors. He is not sure where they are headed with this issue, and since they are supposed to contact Mrs. Cozad, and have yet to do so, Mr. Hemmendinger will reach back out to them. There was a misunderstanding between the County and us by calling Mr. Pacheco early on. He was supposed to let the Board know to contact the County with any candidates, but this message was never passed on.

Mr. Hemmendinger also reported that he and Mrs. Bechtold listened to the last LAFCO meeting for updates on the fire service consolidations but there have been no further developments. There is information that was sent via email by our SCFDA representative on this matter or the Board can contact Mr. Hemmendinger with questions.

C. Committee Reports

a. Finance/Budget

Mr. Hemmendinger and Mrs. Bechtold have been tracking the current budget closely. As of Sept. 30, we had \$1.6 million remaining, whereas in April we had \$4.2 million after property tax deposits. Since April, we have gone through a large amount of money, and have spent \$2.2 million in the past three months. This averages \$738K per month and our budget allows approximately \$560K per month, so we were over budget for those three months. The majority of these expenditures were in July for funding of HSAs, prepayment of workers comp and our share of the CalPERS unfunded liability. Those three total \$730K. We need to get through until Christmas essentially, with the cash we have on hand. Mr. Hemmendinger mentioned we have enough cash for \$543K in expenses per month, which should get us through the remainder of the months ahead. This is without knowing up front what our expenditures are going to be. He asked that any large purchases be held off until January 1, if we can do so, just to be cautious. Mr. Hemmendinger and Mrs. Bechtold will continue to look more closely at our cash position on April 30 of next year to ensure our reserves are enough to carry us through. This year has been a lesson on our spending with CalPERS and strike team expenses higher. We should be seeing the first deposit of casino funds totaling \$70K within the next couple of weeks. This will help give us a bit of a cushion.

Mr. Proteau asked the timeframe on receiving the strike team revenue and Mrs. Bechtold commented that we hope to start getting some of these funds in the coming month... Approximately \$300K was billed out to the state on FC-33s for the Glass Fire and these funds typically come in sooner than monies bill on F-42s.

Mr. Herman asked what the difference is between an FC-33 and an F-42 and what these documents are for. Mrs. Bechtold explained that these documents are sent to the state with the incident numbers, name of the fire, equipment and personnel hours and other pertinent information relating to strike teams. She also commented that we are reimbursed from the state for 16 hours on apparatus whereas on an FC-33, we are reimbursed for the full 24 hours each, day the apparatus is out. F-42s payments are also processed with an administrative rate tacked on, whereas no admin rate is paid out on FC-33s.

b. Negotiations

There was no report.

c. Equipment

There was no report, but Mr. Hemmendinger did note he and BC Wandel talked earlier in the week about apparatus purchases and that we need to be careful between now and January 1.

d. Legislative

There was no report.

e. Chief's Evaluation

There was no report.

f. Long Range Planning

There was no report.

g. Capital Improvements

Mr. Proteau commented that with the fires and everything else going on, there has not been any action and no meetings. We do have something that came up today at station 1. He said the balconies off the kitchen area would need to have some emergency repairs done soon. The cost will likely be around \$10-\$15K. The committee will be setting up meetings for the week after next, though we will not be doing a lot of construction due to the budget constraints at this time.

D. Firefighters' Association Report

There was no report.

E. Firefighter's Union Report

Captain Jimmy Bernal reported the Union met today and held elections for their eBoard and committee assignments. They also discussed some issues they wanted to bring to the Boards attention, such as the equipment committee. The Union had no chance to discuss the surplus of the Ford Escape before going before the Board. They do have some opinions about this surplus but overall, they do agree to get rid of the Escape. He also noted that the Union was looking for an update on the long-range plan for the three open FF/medic positions and would like to see a timeline for when these positions will be filled. Finally, for capital improvements, the Union would also like to see a timeline of projects for this fiscal year. They would like to

find a way that we can get those projects going this year.

VII. UNFINISHED BUSINESS

A. Discussion and Direction on Crown Castle Lease Extension Offers

Mr. Proteau commented that there is nothing new to report. He has not heard back from Crown Castle and feels this a done deal. Mr. Proteau also suggested that we keep some type of file in the office for future reference, so that when the lease purchase expires in 15 years, the Boards comments are memorialized along with their actions. This would be a file future Board members can look to for parameters for renegotiations on the lease. Mr. Hemmendinger concurred with this idea and Mr. Proteau noted it has been difficult to find the files on this from the original purchase date.

B. Discussion on Liability Insurance Policy for Rancho Adobe Firefighters'

Captain Bernal said the Association has talked to two insurance reps that are going to get us a quote. There was a lot of paperwork on the first application, which was completed with help from Mrs. Bechtold and Engineer Brian Sweet. There should be better report available next month.

VIII. NEW BUSINESS

A. Discussion and Possible Approval of Letter of Authorization for Crown Castle

Mr. Proteau commented that station 3 has a pending project through T-Mobile/Crown Castle that they have submitted to the County for approval. Earlier this week, Mr. Proteau responded back to the representative from Crown Castle who has been asking for the letter of authorization (LOA) to be signed by the Board to modify their cell towers. Emails were exchanged and finally the building plans were provided to us. BC Wandel reviewed the plans and saw the location where Crown wants to put the new generator is located in an area that we could be modifying sometime soon. Mr. Proteau then responded to Crown that they need to relocate their generator plans and place this behind their current structure. He also referenced the LOA written by Alvin Laxamana, mistakenly says the building plans are on "minor" adjustments and this is not factual. Mr. Proteau let Crown Castle know that we might be able to authorize some of the work tonight but we also need to review the modification of the lease. As of the close of the business day, he had not heard back from them. Mr. Hemmendinger said the original lease agreement did not talk about remodeling of the cell site. Mr. Proteau is seeking some input on language from Mr. Hemmendinger and Mrs. Cozad to include Rancho Adobe as an additional insured on their liability coverage. The Board feels they should be prepared with this language so Crown Castle cannot continue to ignore the issue. Mr. Hemmendinger thanked Mr. Proteau for all his work on this.

B. Discussion and Approval on 2021 Health Benefit Plan

Mr. Hemmendinger noted that we are looking to renew the current health plan at a 12% increase, which will cost the district \$36K for the year. This is in line with the other plans out there. He asked the Union and other bargaining units if continuing with this plan is acceptable. Captain Bernal replied and there was a vote and the Union is ok with the current plan. BC Taylor and Mrs. Bechtold also agree this health plan is working for their groups. Mr. Hemmendinger also mentioned the plan increase is equal to approximately a 1% increase in salaries to full-time staff.

New Business Continued:

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

Motion Carried: Aye 5 No 0 Abstain 1 (Mrs. Cozad) Absent 1

Roll Call:

Mr. Pacheco – absent
Mrs. Cozad – abstain
Mr. Herman – aye
Mr. Proteau – aye
Mr. Hemmendinger – aye
Mr. Gadoua – aye
Mrs. Grube – aye

C. Discussion and Action on Surplus of Ford Escape (Staff Report from BC Herb Wandel)

Mr. Hemmendinger said there is a staff report provided by BC Wandel and moved to address the concerns the Union has about this surplus. Captain Bernal said the Union feels this item has been presented to Board without going through the appropriate process with the equipment committee. They do agree with not spending money on the necessary repairs and want to ensure future surplus items go through the proper chain of command.

Mr. Proteau and Mrs. Cozad agree the repairs are not worth the price of the vehicle and asked how we surplus this. Chief Thompson said we would have to put this out to bid and if we do not get any bids, then we can send it out to scrap. Mr. Hemmendinger said we can also donate this and Mr. Proteau commented you would be surprised what we might get for it if someone can do the work themselves.

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

Motion Carried: Aye 6 No 0 Abstain 0 Absent 1

Roll Call:

Mr. Pacheco – absent
Mrs. Cozad – aye
Mr. Herman – aye
Mr. Proteau – aye
Mr. Hemmendinger – aye
Mr. Gadoua – aye
Mrs. Grube – aye

D. Decision on Voting Representative to SCFDA

Mr. Hemmendinger said we have the SCFDA meeting tomorrow night and will be voting for the new Vice President. The SCFDA asks each of the fire agencies to approve who the voting representative will be, as each district can make one vote for VP. Mr. Hemmendinger would like to see this voting party be the current Board Chairman or their designee if they cannot make that particular meeting. Mr. Proteau agreed this makes the most sense.

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

Motion Carried: Aye 6 No 0 Abstain 0 Absent 1

New Business Continued:

Roll Call:

Mr. Pacheco – absent
Mrs. Cozad – aye
Mr. Herman – aye
Mr. Proteau – aye
Mr. Hemmendinger – aye
Mr. Gadoua – aye
Mrs. Grube – aye

IX. DIRECTION ON FUTURE AGENDA ITEMS

- Discussion on moving Board meetings back to in-person starting in December.

X. ADJOURNMENT

With no further business to discuss, the Regular Board meeting was adjourned at 8:06 p.m.

Motion moved by Mrs. Cozad and seconded by Mrs. Grube.

Motion Carried: Aye 6 No 0 Abstain 0 Absent 1

Roll Call:

Mr. Pacheco – absent
Mrs. Cozad – aye
Mr. Herman – aye
Mr. Proteau – aye
Mr. Hemmendinger – aye
Mr. Gadoua – aye
Mrs. Grube – aye

Date Approved: 11/18/2020