

Rancho Adobe Fire Protection District

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**MINUTES OF THE REGULAR BOARD MEETING
FEBRUARY 15, 2023 — 7:00 P.M.
COTATI FIRE STATION - #1 EAST COTATI AVE.
COTATI, CALIFORNIA**

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

President, Brian Proteau, called the Regular Board Meeting to order at 7:00 p.m. The agenda for this meeting was posted on February 10, 2023.

Directors Present: Mark Hemmendinger, Michael Gadoua, Bret Herman, Bob Moretti, Brian Proteau, Ray Peterson

Directors Absent: Sage Howell

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

Training options for ethics and harassment are in Board packets. Additionally, the final ADTR is in correspondence.

III. APPROVAL OF MINUTES

A. Regular Meeting of January 18, 2023

Motion moved by Mr. Herman to approve the minutes of January 18, 2023, and seconded by Mr. Hemmendinger.

Motion Carried: Aye 6 No 0 Abstain 0 Absent 1

IV. CONSENT CALENDAR

A. Ratification of Checks Issued

Motion moved by Mr. Hemmendinger to approve the consent calendar and seconded by Mr. Herman.

Motion Carried: Aye 6 No 0 Abstain 0 Absent 1

V. ADMINISTRATIVE COMMUNICATIONS

A. Firefighter's Union Report

No report filed.

B. Firefighters' Association Report

No report filed.

C. Chief's Report

Chief Veliquette reported the following:

- 1.) Meetings and events attended in January.
- 2.) Reviewed various trainings this past month which included large animal training, multi-agency pump training, live burn for USCG, boat training with North Bay Fire and Petaluma Fire Department and fire inspection training.
- 3.) Operations: 6 structure fires, of which 3 had fatalities – RP, Gold Ridge, Petaluma, multiple vehicle accidents.
- 4.) Jan. calls for service include 113 medical, 92 good intent and 14 false alarms.
- 5.) Draft of the Strategic Plan has been released and includes 16 short and long-term goals over the next five years.
- 6.) Review of upcoming events and meetings.

D. Director Reports

Mr. Hemmendinger reported that following the LAFCO meeting, he and Mark Bramfitt met with Gold Ridge Fire to discuss their plans to change the sphere of influence for North Bay fire areas of CSA 40. In April, LAFCO will review this change. Mr. Hemmendinger does not feel it will be a problem to make this happen because there is not time to do a better job. Additionally, the City of Sebastopol is working on figuring out their own future in fire service.

E. Committee Reports

a. Finance/Budget

Mr. Hemmendinger commented the budget is on target though there are still outstanding purchases due to supply chain issues. The Finance Committee reviewed the year-to-date budget and estimated the rollover funds at end of fiscal year. Much of the rollover is due to the station remodel. At the end of December, we projected a rollover of around \$533K and now it looks to be more like \$600K - \$700K including our investment earnings. We are still waiting on the report from CalMuni to determine our best finance options.

Chief Veliquette also noted the Finance Committee reviewed the budget line by line and justified current and future expenses and revenues. Some of turnouts and hose that were ordered some time ago may still be 4-6 months out. There are also maintenance projects we just don't have the staffing to see through. As mentioned in previous reports, some of the funds rolling over are from not staffing the paramedic positions.

Chief Veliquette reported the Finance Committee participated in a presentation from Optum Solutions. This financial group helps agencies with investment solutions and how to best make money on the funds we have. They provide a fiscal analysis and assist with writing an investment policy. Their fees are 25 bases points up to \$3 million invested and 10 more points for any investments over \$3 million. Last month, we timed the market right and invested \$3 million into a CD at 4.4% interest. Optum Solutions try not to time the market so much and get more return on money over time. We will schedule a second presentation

for Mr. Hemmendinger and Mr. Peterson, who could not log in due to technical problems. All work completed up front is no charge until you sign a contract to invest. Mr. Moretti said Optum Solutions was very knowledgeable and though they have not been in business long, the founding principal has years of experience with the City of Chula Vista.

b. Negotiations

Mr. Hemmendinger noted he had a brief conversation with Captain Gromala about when to schedule negotiations meetings, which will likely happen after we start the budget process.

c. Ad-Hoc Legislative

No report filed.

d. Long Range Planning

A meeting will be held in early March, and we will decide on the future of this committee.

e. Ad-Hoc Capital Improvements

Mr. Proteau said we have two capital items on this evenings agenda and feels there is no reason to keep this committee active anymore. We will provide progress updates on capital improvement projects.

VI. NEW BUSINESS

A. Discussion and Action on HVAC Proposal Bids for Fire Stations 1 and 3 (Staff Report by BC Wandel)

Bid opening for the HVAC project was held on January 26 and we received four bids, ranging from \$102K - \$202K.

Motion moved by Mr. Hemmendinger to approve the HVAC bid from CL Heating and Air LLC and allow Chief Veliquette to approve change orders up to 20% and seconded by Mr. Herman.

Motion Carried: Aye 6 No 0 Abstain 0 Absent 1

B. Discussion and Action on Bid Proposals for Station 2 Remodel (Staff Report by BC Wandel)

Mr. Proteau commented we received five bids for the station 2 remodel project, which had two parts: a base bid and alternative bid. Base bids started at \$713K and the second lowest bid was \$982,500. All other bids came within \$17K of one another. The day after bid opening, a protest from the second bidder was received. This protest was against the lowest bidder and was regarding licensing issues and incorrect bid forms used, which did not comply with instructions in addendum 3. Mr. Proteau and Chief Veliquette reviewed the protest and deemed it had merit. The low bidder was deemed non-responsive. There was also concern the bid was so much lower when the other bids were close in range. It is recommended the Board award the station 2 remodel project to FRC, Inc. and include the alternative in this bid, which totals \$1,007,500.

Option 2 would be to discontinue this process and restart the bid process. Mr. Herman asked how soon FRC, Inc. can start, and Mr. Proteau responded we are waiting to find out when we'll receive the alternative housing unit from San Rafael.

Motion moved by Mr. Hemmendinger to approve the Station 2 remodel bid from FRC, Inc. along with the alternative with direction to Chief Veliquette to approve change orders up to 20% and seconded by Mr. Herman.

Motion Carried: Aye 6 No 0 Abstain 0 Absent 1

C. Discussion and Action on Surplus of Engine 9183 (Staff Report by BC Wandel)

Chief Veliquette said the new Engine 9183 is now in service and we are ready to surplus the old Engine 9183 as we have no use for it. The Board directs Chief Veliquette to dispose of the engine through resale, contingency or buy-out.

Motion moved by Mr. Gadoua to approve the surplus of Engine 9183 and seconded by Mr. Hemmendinger.

Motion Carried: Aye 6 No 0 Abstain 0 Absent 1

D. Discussion and Approval of Employee Assistance Plan Change (Staff Report by Jennifer Bechtold)

Mrs. Bechtold commented that our current EAP provider, MHN, has decided to opt out of the market effective June 30, 2023. Extensive research was done to look at other vendors and what we found was Concern has a plan specifically targeted for first responders. Concern is also being used by Santa Rosa Fire and Sonoma County Fire District, who report great results. The plan also offers more therapist visits and has some specific programs the other vendors do not offer. The cost is increase per year is minimal.

Motion moved by Mr. Gadoua to approve the EAP change to Concern beginning July 1, 2023, and seconded by Mr. Herman.

Motion Carried: Aye 6 No 0 Abstain 0 Absent 1

E. Discussion on Proposed Sales Tax

Mr. Hemmendinger shared information from FSWG regarding current plans to place a future sales tax initiative on the ballot. They have been talking to a polling company who may also help with the initiative process. Polling costs of \$150K may come from various districts chipping in on supplemental assessments through the Fire Chiefs Association. Mr. Herman asked how monies would be divvied up amongst fire services and Mr. Hemmendinger said this is all new, so they will need to create a distribution plan.

Discussion ensued regarding how the funds would be distributed and the fact that we are in the dark on discussions at FSWG meetings. Many things need to happen before this measure can be lifted off the ground, starting with the polling and hiring of a consultant to look at the feasibility of putting a measure on the ballot.

F. Discussion on Liberty School Easement at Fire Station 3

Chief Veliquette would like the Board to allow him direction to work with Liberty School on developing an easement agreement between both groups. Mr. Gadoua said he would like to see the easement be a prescriptive easement, which means that should the school disappear, the easement falls back into the fire districts hands.

Motion moved by Mr. Hemmendinger to allow Chief Veliquette to work with Liberty School on the easement at Station 3 and seconded by Mr. Gadoua.

Motion Carried: Aye 6 No 0 Abstain 0 Absent 1

VII. DIRECTION ON FUTURE AGENDA ITEMS

At this time, there are no future agenda items.

VIII. ADJOURNMENT

With no further business to discuss, the Regular Board meeting was adjourned at 8:54 p.m.

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

Respectfully submitted,



Jennifer Bechtold, Board Clerk