

# Rancho Adobe Fire Protection District

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**NOTICE & AGENDA OF THE REGULAR BOARD MEETING  
DECEMBER 16, 2020 — 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 December 11, 2020.

Roll Call:

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

Minutes Conducted By: Jennifer Bechtold

**II. BOARD REORGANIZATION**

A. Election of New Chairman and Vice-Chairman, and Passing of Gavel to New Chair

**Chairman: Mark Hemmendinger**

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

Motion Carried: Aye 5 No 1 Abstain 1 (Mr. Gadoua) Absent 0

Roll Call:

Mr. Peterson – aye  
Mrs. Cozad – aye  
Mr. Herman – aye  
Mr. Proteau – aye  
Mr. Hemmendinger – aye  
Mr. Gadoua – abstain  
Mrs. Grube – no

**Vice Chairman: Michael Gadoua**

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

Motion Carried: Aye 7 No 0 Abstain 0 Absent 0

Roll Call:

Mr. Peterson – aye  
Mrs. Cozad – aye  
Mr. Herman – aye  
Mr. Proteau – aye  
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*Board Reorganization Continued:*

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

B. Appointment of Board Secretary/Clerk

Board Secretary/Clerk: Jennifer Bechtold

C. Appointment of Fiscal Officer

Fiscal Officer: Mark Hemmendinger

D. Appointments to Committees and Charges to Meet Regularly:

1. Budget/Finance Committee: Chief, Fiscal Officer and 3 Directors  
*(meeting as necessary, but at least quarterly)*

Mr. Hemmendinger (Chair), Mr. Peterson and Mrs. Cozad

2. Negotiation Committee: 3 Directors *(meeting as necessary)*

Mr. Hemmendinger (Chair), Mr. Proteau and Mrs. Grube

3. Equipment Committee: 2 Directors to serve on committee  
otherwise composed of staff members *(meeting as necessary, but at*  
*least once quarterly)*

Mr. Proteau (Chair) and Mr. Herman

4. Legislative Committee: Chief, Board Chairman *(meeting as*  
*necessary)*

Mr. Hemmendinger

5. Chief's Evaluation Committee: 3 Directors *(meeting as necessary)*

Mr. Hemmendinger (Chair), Mr. Gadoua, Mr. Herman

6. Long Range Planning Committee: 3 Directors to serve on  
committee otherwise composed of staff and members of the public  
*(meeting as necessary)*

Mr. Hemmendinger (Chair), Mr. Gadoua and Mr. Peterson

7. Capital Improvement's Committee

Mr. Proteau (Chair), Mr. Herman

E. Confirm Calendar of Meetings for 2021: Third Wednesday of Every Month: January 20, February 17, March 17, April 21, May 19, June 16, July 21, August 18, September 15, October 20, November 17, December 15

**The Board has confirmed all meeting dates.**

**III. ORAL AND WRITTEN COMMUNICATIONS**

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

There was no citizen business.

B. Correspondence and/or Presentations

There was no correspondence.

**IV. APPROVAL OF MINUTES**

A. Regular Meeting of November 18, 2020

Mr. Hemmendinger noted that there were some clarifications regarding the Chadwick Fund. It was reported in November that the money had been left to the District but actually the statement was incorrect and the money was left to the Association. Morgan DeJong commented that he wanted to clarify that the Association is in possession of the beneficiary paperwork from Angela Chadwick and the Association is the beneficiary. The Association was created to benefit the District and citizens, and the money was directed there to benefit the community for a long time to come. Mr. Hemmendinger said there is also the freedom to grow this money with the Association in possession whereas the district does not have those same freedoms since those funds would be taxpayer money.

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

Motion Carried: Aye 7 No 0 Abstain 0 Absent 0

Roll Call:

Mr. Peterson – aye  
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 Mr. Gadoua and seconded by Mr. Proteau.

Motion Carried: Aye 6 No 0 Abstain 1 (Mr. Peterson) Absent 0

Roll Call:

Mr. Peterson – abstain  
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.) Total Incidents: 175, EMS 87 (49.71%)
- 2.) Weed Abatement: Two properties are headed for forced abatement while RAFD crews abated another. A fourth property in Cotati is pending while we try to locate the owner.
- 3.) Supervisor Rabbitt, along with Chief's Mikelson and DiCarli, are looking at vegetation management priorities for our area using the PG&E settlement money. The hope is to use these funds on generational projects and not fill holes in our abatement budget.
- 4.) Lexipol is moving forward as the BCs proofread the first list of policies. BC Weihman has added a few more policies that have recently underwent legislative updates. All employees have been added to the access list, pending activation from the company. One recent focus has been on the COVID prevention plan required by recent state law.
- 5.) Several meetings have been held regarding the consolidation of training programs included development of the 2021 Training Master Plan.
- 6.) Water rescue training requirements and certifications have been clarified and we have begun implementation of the RAFD Rescue Taskbook. All personnel will be trained to the tech level and the overall goal is to provide necessary training for personnel to make appropriate decisions during rescue situations.
- 7.) Personnel evaluations will be completed by the end of the year.
- 8.) Monthly trainings continue, with recent refresher of patient packaging and assessment.
- 9.) Multi-company drills on water rescue have been conducted with RAFD/PFD at the Petaluma Swim Center utilizing major drill rotation. Instructors Gromala, Deurloo and Thompson coordinated, developed and delivered the training.
- 10.) Water boat operations training will be conducted in January.
- 11.) HVAC repairs and replacements pricing are taking place at station 1.
- 12.) BC Wandel is working on obtaining bids for the addition of air conditioning at stations 2 and 3. This includes getting a Title 24 Engineering report.
- 13.) Discussions are taking place regarding station improvements done in-house.
- 14.) BC Wandel reported we are planning to use the CUPPCCA list to get bids for installation of a transfer switch and generator at station 3. Director Proteau has been advised of this progress, which is also dependent upon his negotiation with Crown Castle.

### B. Director Reports

Mr. Proteau reported that he received an email from Crown Castle yesterday and they are proposing to pay some additional rent for the new generator placement. This information was forwarded to BC Wandel to review the location and ensure the placement will not interfere with our business. Mr. Proteau asked to have this item added to the January agenda.

Mr. Hemmendinger mentioned that the December LAFCO meeting was canceled. The focus at this time will be to conduct the MSR for North County Fire and Cloverdale. Attention to our region will likely be in March or April of next year. Chief Thompson mentioned Ernie Loveless and noted LAFCO likely wouldn't make their recommendation to the full committee until mid-year.

### C. Committee Reports

#### a. Finance/Budget

Mr. Hemmendinger mentioned that we appear to be mostly on track for the fiscal year other than personnel costs associated with the strike teams this year.

*Administrative Communications:*

We will not see those funds until after the calendar year starts.

b. Negotiations

No report filed.

c. Equipment

Mr. Proteau said there is no report to file.

d. Legislative

No report filed.

e. Chief's Evaluation

No report filed.

f. Long Range Planning

No report filed.

g. Capital Improvements

Mr. Proteau said Chief Thompson reported on a few items that are pending at the stations. After first of the year, we will be meeting to look at some of the station improvements.

D. Firefighters' Association Report

Engineer DeJong commented that last Friday, the Chadwick committee that was formed met with Brent Chadwick regarding how he would like to see the funds used over time. He did not have much input other than the family does not want this money going towards raises and salaries, which was a unanimous agreement. He asked what the group was thinking on how to use the funds. Currently the committee is reaching out to financial institutions and the desire is to use this money to benefit the community and the District for many years down the road. Another meeting will be held in the coming weeks.

Engineer DeJong also noted a meeting has been set for January 21<sup>st</sup> to clean up the bylaws and ensure they are sound.

E. Firefighter's Union Report

Captain Eric Gromala commented that we have been working quite closely with Petaluma Fire and other than that, there was no report.

**VII. UNFINISHED BUSINESS**

A. Discussion on Liability Insurance Policy for Rancho Adobe Firefighters' Association

Engineer DeJong said he has no direct information on this item but we need to get this done. We will remove this item from the agenda until further notice.

B. Discussion on Equipment Funding for Future Purchases of Apparatus

Mr. Hemmendinger suggested we suspend this item until we get to Item B under New Business.

C. Discussion and Approval of Radio Purchase (Staff Report by BC Mike Weihman)

The only question outstanding on this item from last month was whether we purchased from lowest bid, and from the information included in packets this month, this is clear we did. Mr. Peterson asked if these radios are aimed at each individual or on a unit. BC Weihman replied that at this point they are associated to a seat on the engine. We also have different radios for different incidents.

**VIII. NEW BUSINESS**

A. Presentation of FY 2019/2020 Fiscal Year Audit (Presentation by Blake Goranson of Goranson CPA)

Item moved to follow the Consent Calendar.

Ms. Blake Goranson commented this was the first year we had to do a remote audit and Mrs. Bechtold did a fantastic job. One thing that stood out was the new property tax revenue, which was up \$1.8 million and in turn, net income went up \$1.4 million. Ms. Goranson also commented that we are increasing operating reserves each year is great. Last fiscal year, \$885K net cash was added.

Due to connection issues, the wrap up of the audit could not be completed.

Motion moved by Mrs. Cozad to accept the final audit and seconded by Mr. Gadoua.  
Motion Carried: Aye   7   No   0   Abstain   0   Absent   0  

Roll Call:

Mr. Peterson – aye  
Mrs. Cozad – aye  
Mr. Herman – aye  
Mr. Proteau – aye  
Mr. Hemmendinger – aye  
Mr. Gadoua – aye  
Mrs. Grube – aye

B. Discussion of CalAdvisors Report on CalPERS Unfunded Liability

Mr. Hemmendinger noted that we had a meeting with Calmuni Advisors regarding our pension liability. Essentially every year the district pays the current costs for CalPERS based upon the salaries of the three groups at the District; Classic, Miscellaneous and PEPR. This year the District paid \$341,000 towards the unfunded liability. To avoid the compounding 7% interest, we can pay off the unfunded liability through a bond, which does not require us to go to the voters. There are costs associated with a pension obligation bond are wrapped into the loans itself and may be around \$100K. The cost for a 15-year bond would be a flat \$496K per year and a 20-year bond would be a flat \$417K per year. The finance committee needs to look closely at this in the coming year and decide if we should take out a pension obligation bond.

Mr. Hemmendinger ran some rough numbers on the five-year plan and if we did not purchase capital equipment with cash, we would save \$1.3 million, but our lease costs would go up \$740K. We currently have a \$63K loan payment for one piece of apparatus that will not be paid off until 2027. Floating a 15-year bond would save \$200K and a 20-year bond would cost \$200K over the same 5-year timeframe.

Some comments from the Board indicate this is great information and the Board needs to address solutions. Mr. Hemmendinger recommends looking at this more closely to see what options can be presented to the Board. There may need to be

related decisions in January as to whether we want to borrow money for the BC buggy and 9132. These are serious and complicated issues he would like the Board to start looking at more closely.

C. Discussion of RAFA Reports to the Board

Mr. Hemmendinger commented that the report Mr. DeJong provided tonight was very good. He is looking for more transparency and would like to ask that from here on out, someone from the Association report on both the financial and operational workings, and what we will be doing with the Chadwick funds. Engineer DeJong asked if the Board like a written or verbal report each month and Mr. Proteau replied that a verbal report is fine. Mr. DeJong said the Association wants to be transparent and work together. He will plan to give a monthly report and if he is unable to attend, then he will get someone else to fill in. If no one is able to attend a meeting, then perhaps there a written report can be provided. The Board understands there is an operational commitment to the District first.

D. Discussion and Approval of Professional Services Agreement Between Kaiser Permanente and Rancho Adobe Fire

Chief Thompson reported that as we move towards paramedic services, one of the requirements in the county is to have a medical director and CQI coordinator, which is the role Cathy Dooyes, serves. Chief Thompson recommends the Board approve this service agreement.

Mr. Hemmendinger asked about the status of hiring paramedics. Chief Thompson replied that we have at least one current staff member that is a paramedic now and a couple in school. Our next move is to try to hire qualified paramedics for our fire engines.

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

Motion Carried: Aye   7   No   0   Abstain   0   Absent   0  

Roll Call:

Mr. Peterson – aye  
Mrs. Cozad – aye  
Mr. Herman – aye  
Mr. Proteau – aye  
Mr. Hemmendinger – aye  
Mr. Gadoua – aye  
Mrs. Grube – aye

E. Review and Action on Parcel Tax Exemption Request for APN #017-480-005

Mr. Hemmendinger asked if this exemption request met our current requirements and Mrs. Bechtold commented that this does not. Mr. Hemmendinger noted there are also many other parcel taxes on this bill and wondered if the owner was looking for those to be removed as well. Mrs. Bechtold explained that there is some type of conflict between the property owner and the County drawing the two properties into one APN.

Motion moved to deny exemption request by Mr. Peterson and seconded by Mrs. Cozad.

Motion Carried: Aye   7   No   0   Abstain   0   Absent   0  

Roll Call:

Mr. Peterson – aye

*New Business Continued:*

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 Crown Castle Lease Station 3 Improvements.

**X. ADJOURNMENT**

With no further business to discuss, the Regular Board meeting was adjourned at 8:56 p.m.

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

Motion Carried: Aye   7   No   0   Abstain   0   Absent   0  

Roll Call:

Mr. Peterson – aye  
Mrs. Cozad – aye  
Mr. Herman – aye  
Mr. Proteau – aye  
Mr. Hemmendinger – aye  
Mr. Gadoua – aye  
Mrs. Grube – aye

Date Approved:   1/20/2021