

Rancho Adobe Fire Protection District

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**MINUTES OF THE REGULAR BOARD MEETING
SEPTEMBER 15, 2021 — 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 September 10, 2021.

Roll Call:

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

Directors Absent: Brian Proteau

Minutes Conducted by: Jennifer Bechtold

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 August 18, 2021

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

VI. CONSENT CALENDAR

A. Ratification of Claims and Journal Vouchers

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

V. ADMINISTRATIVE COMMUNICATIONS

A. Chief's Report

Chief Thompson reported on the following items:

- 1.) Total responses: 309, EMS: 139 (44.9%)
- 2.) The vegetation abatement program has had excellent compliance to date. Of the 75 complaints this summer, only a half dozen remain a problem.
- 3.) We are currently accepting applications for both part-time Firefighter and Firefighter Paramedic positions. We have several candidates for each of these openings.
- 4.) 9162 is on their fifth crew swap as of Sunday, September 12. The engine has been out of county for a total of 62 days so far.
- 5.) Between August 14 – September 11, Rancho Adobe has responded to 49 calls for service at SSU. Of these calls, only three were legitimate; two for medical and one for a natural gas leak. We will be reaching out to the SSU Police Chief to see about modifying the smoke alarm response.
- 6.) Deployments to strike teams have affected the Captain's assessment process so we hope to stay on target for November at the latest.
- 7.) Hurricane Ida has delayed the preconstruction meeting for the Type 1 apparatus.
- 8.) The new BC truck has been received and is awaiting lights. The striping and lettering will be done in-house.
- 9.) The Engineer academy is on schedule and one candidate may be dropped due to participation and task completion.
- 10.) Today Chief Thompson, Mr. Hemmendinger and Mrs. Bechtold along with CalMuni Advisors had a credit rating presentation with the S&P. The meeting last about one and one half hours.
- 11.) Chief Thompson will be on vacation from September 20 – October 9.

Mr. Herman asked what the cost is to respond to a call at SSU. Chief Thompson responded there is a cost and we have been trying to work with SSU on paying for services. He also noted that there is not only a cost, but we may not be able to respond to a real incident if our resources are tied up at SSU. BC Wandel said it is over \$1500 per call for two engines and a Battalion Chief. Mr. Gadoua says that SSU is trying to avoid their liability by having the fire district respond to alarm calls. Chief Thompson replied that it is their campus and at some point, they need to share the cost and responsibility. We can't keep bearing this load. Mr. Hemmendinger said they if they do not want to share that responsibility, then we can go to LAFCO and ask to have them removed from our sphere of influence. Mr. Herman noted that 49 calls at \$1500 has cost the district \$73,500.00, which equates to \$882,000.00 per year. This would be enough money to help purchase a new piece of apparatus.

B. Director Reports

Mr. Gadoua said he is communicating with Dr. Eyler from SSU about the calls we run to SSU as well as the funding issues. These conversations will continue. Chief Thompson said there is a value to us going there and working with them. As an example, this Friday they are conducting an active shooter training which we will participate in.

Mr. Hemmendinger commented that today we had a presentation put together by our bond consultants. The presentation was made to the S&P and contained our policies, financials, and other district-related information. The S&P will review the information, assess it based on their standards and give us a rating. The committee will make a decision, while comparing our district to national and localized fire departments. This rating will help determine the interest rates in which we are able to borrow the \$6 million funding. Mr. Hemmendinger was struck by the policies we

have put in place and the requirements that this has put on us moving forward. Things such as future loans will require the Board to pay closer attention to the debt to income ratio. Mr. Herman asked who polices this and Mr. Hemmendinger replied that we would have to do an annual report to the state, which we will be helped through in the first year, but going forward this will be our responsibility to submit. There will also be responsibilities by our auditor to report certain findings.

C. Committee Reports

a. Finance/Budget

Mr. Hemmendinger noted that the budget is slightly out of sync due to the up-front bills we must pay in July. It is hard to see too much going on this early in the fiscal year.

b. Negotiations

No report filed.

c. Equipment

No report filed.

d. Legislative

No report filed.

e. Chief's Evaluation

No report filed.

f. Long Range Planning

No report filed.

g. Capital Improvements

No report filed.

D. Firefighters' Association Report

Engineer DeJong noted it has been a few months since he gave a report to the Board. The Association is heavily pursuing bylaws, and they are working with a law firm who specialize in this type of work. Regarding the Ely Rd. properties, the group had a meeting with Brent Chadwick last week to discuss the properties. We own one property outright and the other we have a 50% interest with Brent, which we are on selling to him. The Association is focused on developing a sound spending plan, to ensure this money lasts a long time.

Engineer DeJong also mentioned we made some 20th anniversary 9/11 shirts. Some of the shirts were made for duty wear, while others were sold to the public. Half of the \$20 cost per T-shirt will be donated to a 9/11 fund.

E. Firefighter's Union Report

There was no report filed.

VI. NEW BUSINESS

A. Resolution R-3: Adopting a Final Budget for FY 2021/2022

Mr. Hemmendinger commented that the budget has been going through constant change. This is a zero-balanced budget, based upon our projections. We have rolled \$562K in unspent funds from last year into this budget. We also put an additional \$28K from reserves into the budget to balance it. On the second page of the resolution, we have renamed and consolidated the reserve accounts into just two accounts; operational reserves and capital reserves. One reason is to ensure we have six months of operating funds on July 1. The rest can go into capital reserves for any number of capital investment purchases. We will have a policy next month to address how to handle our reserves going forward. Mr. Hemmendinger commented that he had to review Roberts Rules of Order last month for another matter. He found that we need to have 2/3rds vote to change financial policies. We can either stick with this criterion or change our own policies to override Roberts Rules of Order. We need to come up with a policy on who makes decisions to move money and how many votes it takes. Eventually we will have to create a third reserve account for the unfunded liability for CalPERS. We will start to see small amounts of CalPERS unfunded liabilities in about three years from now. The disparity is created from the discount rate vs. actual market performance.

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

Motion Carried: Aye 6 No 0 Abstain 0 Absent 1

Roll Call:

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

B. Discussion on Purchase of Additional Battalion Chief Pickup (Staff Report by BC Wandel)

BC Wandel apologized for the short notice on the staff report. The pickup we just purchased was bought to replace the 2011 BC truck. The current pickup we use now has over 105K miles and was due for replacement this year. One of the things that has changed is back in the day; each BC was allocated their own buggy, per contract. We currently have three pickups, and the issue is that once we get into wildland season, we have been going out on strike teams for longer periods. We also have more strike team leaders within our ranks. This fire season to date, we have already totaled up a reimbursement for \$12,000 for the truck. There is a struggle amongst most agencies to get vehicles these days so our buggy won't be coming back any time soon. In this fiscal year's budget, we did add in the cost of purchasing a fourth pickup. The pricing will be very close to what we just paid for the new truck. If we purchase this new vehicle, we'll have the three vehicles for the BCs with one in reserve. BC Wandel would like to start this process early since the chip shortage is still occurring and it will take time to get the truck.

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

Motion Carried: Aye 6 No 0 Abstain 0 Absent 1

C. Discussion on How To Conduct Future Board Meetings

Mr. Hemmendinger said that Mrs. Bechtold put out a note regarding the Brown Act requirement for open meetings and September 30th is the last date they will be allowing virtual meetings, unless Governor or legislature makes changes.

VII. DIRECTION ON FUTURE AGENDA ITEMS

- **Review of Reserve policy**

VIII. ADJOURNMENT

With no further business to discuss, the Regular Board meeting was adjourned at 7:58 p.m.

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

Date Approved: 10/20/2021