

# Rancho Adobe Fire Protection District

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**MINUTES OF THE REGULAR BOARD MEETING  
JUNE 19, 2019 — 6:00 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 6:00 p.m. The agenda for this meeting was posted on June 14, 2019.

Roll Call:

Directors Present: Mark Hemmendinger, Brian Proteau, Carla Grube, Leslie Cozad, Nole Pacheco, Michael Gadoua (present during closed session 6:00 p.m. – 6:45 p.m.)

Directors Absent: Harold Griffith

Minutes Conducted by: Jennifer Bechtold

**Closed Session was opened at 6:00 p.m.**

**II. CLOSED SESSION**

A. Pursuant to Government Code §54957.6, the Board will hold a closed session for the following reason: CONFERENCE WITH LABOR NEGOTIATORS. District Subcommittee: Carla Grube, Michael Gadoua and Leslie Cozad  
Employee Organization: Paid Firefighters Union  
Action Taken: None

B. Pursuant to Government Code §54957.6, the Board will hold a closed session for the following reason: CONFERENCE WITH LABOR NEGOTIATORS. District Subcommittee: Carla Grube, Michael Gadoua and Leslie Cozad  
Employee Organization: Administrative Manager  
Action Taken: An agreement has been made on the Administrative Manager's contract for FY 2019/2020.

C. Pursuant to Government Code §54957.6, the Board will hold a closed session for the following reason: CONFERENCE WITH LABOR NEGOTIATORS. District Subcommittee: Carla Grube, Michael Gadoua and Leslie Cozad  
Employee Organization: Battalion Chief's  
Action Taken: A tentative agreement has been made on the Battalion Chief's contract for FY 2019/2020.

**Closed Session was temporarily adjourned at 7:43 p.m.**

**III. 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.

**IV. APPROVAL OF MINUTES**

A. Regular Meeting of May 15, 2019

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

Motion Carried: Aye   5   No   0   Abstain   0   Absent   2  

**V. CONSENT CALENDAR**

A. Ratification of Claims and Journal Vouchers

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

Motion Carried: Aye   5   No   0   Abstain   0   Absent   2  

**VI. ADMINISTRATIVE COMMUNICATIONS**

A. Chief's Report

BC Andy Taylor read from the written report provided by Chief Thompson. The following items were reported:

- 1.) 206 total incidents in May; 100 being EMS.  
BC Welch went on a strike team last week that turned into a wet hire in the region.
- 2.) The personnel and safety gear inspections went well and some facilities will be updated in certain areas.
- 3.) Man-down button on radios are still being worked on and we should have a list of codes to use in early July.
- 4.) Lexipol is moving forward with integrating policies and procedures in conjunction with Petaluma.
- 5.) COPE program training continues and a class will be held in Cotati on 7/22.  
Handouts and publication notices are being printed.
- 6.) Vegetation management is now a top priority. Preliminary letters have been sent to 200 of last year's problem customers and the County has mailed letters to all of our targeted areas. We are using part-time staff to inspect the County-funded parcels next week. Complaints are coming in daily.
- 7.) BC Weihman has ordered two new portable radios to accommodate our increased staffing at station 3 and has gotten quotes on a ring down system for station 1. We are hoping to find a middle ground option for around \$10K, which is less than the \$35K quoted from one vendor.
- 8.) The Cotati hotel is moving along and has passed the planning meeting. Kessing Ranch (100 Valpariso) is moving forward with 47 planned units. One more subdivision is being planned on the south side of Cotati.
- 9.) Wildland training is in progress with red cards to be issued at the end of June. Probationary testing continues for nine and 12-months. We had one firefighter

- resign due to personal reasons.
- 10.) We are nearing a final decision on the repaving of the rear of station 2. Ghilloti has given a quote of \$54,100.
  - 11.) The annual pancake breakfast will be held on June 6<sup>th</sup> and the parade on June 7<sup>th</sup>.

B. Director Reports

Mr. Proteau reported that we were contacted by Crown Castle to do some cell tower improvements at station 3 and Mr. Proteau and Chief Thompson met with them to review their plans. A list of questions have been sent to them to be answered before we sign their letter of approval. The cell towers were supposed to be inconspicuous when they were originally built and with the modifications, they will no longer be that way. There will not be any interruptions to the fire district's operations during construction. The County has not approved Crown Castle's plans and we have requested a set of plans to review as well. We will add this item to the agenda for July.

C. Committee Reports

a. Finance/Budget

Mrs. Bechtold noted that we would be getting two more casino payments and teeter funds prior to the close of the fiscal year. All strike team revenues have now been received.

b. Negotiations

We will be meeting in closed session this evening to review contracts.

c. Equipment

No report filed.

d. Legislative

No report filed.

e. Chief's Evaluation

No report filed.

f. Long Range Planning

Mr. Hemmendinger provided a written report in Board packets and asked if the Board had any questions. Mr. Proteau asked for a review of these numbers, which Mr. Hemmendinger went over. Of note, the various numbers are reflective of new hires coming on at various times in the coming years, CPI's, supplies and equipment needs throughout time. In FY 20/21, we lose \$350K from the casino funding, which leaves us in a large deficit that year. The Chief and Mr. Hemmendinger will begin discussions with the Board of Supervisor's this summer on our need to continue receiving these funds. The message in the five-year plan is that we are not in as good of a position as we might think and we may need to juggle hiring and how we lay things out in the near future.

D. Firefighters' Association Report

BC Taylor noted the Pancake Breakfast is on July 6<sup>th</sup> and the parade is on the 7<sup>th</sup>. SSU is doing fireworks and they are contracting with us to provide engine coverage.

E. Firefighter's Union Report

There was no report filed.

**VII. UNFINISHED BUSINESS**

A. Discussion of Sonoma State Funding

Mr. Gadoua had a meeting with SSU and it sounded positive. He is getting a group from the SSU side to meet with a group from the Rancho side. More on this next meeting.

**Public Hearing was opened at 8:16 p.m.**

**VIII. PUBLIC HEARING**

A. Presentation and Discussion on Preliminary Budget FY 19/20 (2<sup>nd</sup> Reading)

There was no discussion on the budget.

**Public Hearing was adjourned at 8:18 p.m.**

**IX. NEW BUSINESS**

A. Resolution R-5: Approving Preliminary Budget for FY 2019/2020

Motion moved by Mrs. Cozad and seconded by Mr. Hemmendinger.  
Motion Carried: Aye   5   No   0   Abstain   0   Absent   2  

Roll Call:

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

B. Resolution R-6: Authorizing the Rancho Adobe Fire Protection District to Access Local, State and Federal Summary Criminal History Information for Employment Purposes

Mrs. Bechtold reviewed the information we will need to provide to the Department of Justice so that Rancho Adobe will receive any information pertaining to criminal history direct, rather than using Coastal Valley EMS as we have done in the past. This process will begin for new hires once approved by the DOJ and access granted to the system. Mrs. Bechtold will be the primary on the account and BC Taylor will be the backup.

*New Business Continued:*

Motion moved by Mr. Hemmendinger and seconded by Mr. Pacheco.  
Motion Carried: Aye   5   No   0   Abstain   0   Absent   2  

Roll Call:

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

C. Discussion on Appointing Legal Counsel for District

Item postponed to next month.

D. Approval of Rancho Adobe Firefighters' Association Events for FY 19/20

Mrs. Bechtold noted that this is the list of events that the board needs to approve for insurance coverage on behalf of the Association. The Cotati Little League Parade can be removed in March, as the parade no longer happens.

Motion moved by Mr. Pacheco and seconded by Mr. Hemmendinger.  
Motion Carried: Aye   5   No   0   Abstain   0   Absent   2  

E. Discussion on Formation of Appeals Committee and Guidelines for New Parcel Tax and Approval of Appeal Form (Staff Report by Jennifer Bechtold)

Mrs. Bechtold reported that she researched parcel tax exemptions online and put together a staff report with some suggestions for the Board to consider. Also included is an instruction sheet and form that will be reviewed and filled out by citizens who would like to be considered for an exemption, based upon whatever criteria the Board comes up with. Discussion ensued about the various parcels we have in the district and what parcels might be considered for an exemption. The overall feeling is that all parcels should be taxed, unless there are driveways or easements with their own "unique" APN attached. Mrs. Bechtold will review all current parcels and work with BC Taylor to come up with further criteria for the Board to review in July.

**X. DIRECTION ON FUTURE AGENDA ITEMS**

- Cell Tower Changes and Review of Letter of Authorization for Station 3.

**The Board of Directors moved back into closed session 8:52 p.m. and adjourned at 10:38 p.m. Actions are listed in Item II.**

**XI. ADJOURNMENT**

With no further business to discuss, the Regular Board meeting was adjourned at 10:40 p.m.

Motion moved by Mrs. Grube and seconded by Mr. Pacheco  
Motion Carried: Aye   5   No   0   Abstain   0   Absent   2  

Date Approved:   7/17/19