

Rancho Adobe Fire Protection District

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**MINUTES OF THE REGULAR BOARD MEETING
JUNE 21, 2017 — 7:00 P.M.
COTATI FIRE STATION - #1 EAST COTATI AVE.
COTATI, CALIFORNIA**

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

President, Greg Karraker called the Regular Board Meeting to order at 7:00 p.m. The agenda for this meeting was posted on June 16, 2017.

Roll Call:

Directors Present: Harold Griffith, Mark Hemmendinger, Brian Proteau, Greg Karraker, Nole Pacheco, Carla Grube

Directors Absent: Bob Rippin

Minutes Conducted by: Jennifer Ober

II. ORAL AND WRITTEN COMMUNICATIONS

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

There was no comment from the Public.

B. Correspondence and/or Presentations

Items of correspondence are located in Board packets.

III. APPROVAL OF MINUTES

A. Regular Meeting of May 17, 2017

Motion moved by Mr. Hemmendinger and seconded by Mr. Proteau.
Motion Carried: Aye 6 No 0 Abstain 0 Absent 1

IV. CONSENT CALENDAR

A. Ratification of Claims and Journal Vouchers

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

V. ADMINISTRATIVE COMMUNICATIONS

A. Chief's Report

Chief Thompson commented that there is an exercise routine located in the board packets, which is being rolled out at Rancho. He also reported that there were two trainings given to all shifts by Cathy Dooyes, CQI Coordinator. New apparatus will be going into service in July. A list of concerns was provided by the Union and will be addressed on how to move forward. Border drops between Rancho and Petaluma are close to completion. A FBOR class was held in May for both agencies and also local agencies and was well attended. Pump pit repairs and upgrades are completed. The development of BCs, Captains and Engineers promotional assessments is in process.

B. Director Reports

Mrs. Grube commented that we have a policy regarding attendance at Board meetings, and within the context it states you must have good cause for absence. However; we do not have a list of specifically what those causes are, and she would like to know how the Board wants to deal with this. Mr. Hemmendinger said the issue has more to do with continued absences from Director Rippin due to his illness. We need to determine if Mr. Rippin will be able to continue to serve the public and the Board. Mr. Proteau feels that we may need to rewrite the policy and he can assist Mrs. Grube and Mr. Pacheco. Mrs. Grube said that "cause for absence" needs to be defined. The current policy also states that two or more consecutive absences is supposed to warrant a letter to that Director reminding them of the attendance policy. Currently, we have no letter and should draft something to keep in the file.

C. Committee Reports

a. Finance

No report filed.

b. Negotiations

No report filed.

c. Equipment

BC Taylor reported that 9140, the rehab unit, has been disposed of. Chief Thompson commented that 9180 will be going to surplus once the new engines are in service.

d. Legislative

Mr. Hemmendinger commented that he has been in touch with Mr. Rabbitt regarding the initial casino funds and that he is saying those funds must be returned. There is some hope that TOT funds may be used to help the fire districts.

e. Chief's Evaluation

No report filed.

f. Long Range Planning

Mr. Karraker reported that he sent a letter to the SSU President requesting a meeting in the near future, along with several possible dates. He followed up today

with her admin and she stated that they are still considering the offer.

D. Budget Report

Mrs. Grube reported that on July 12, there will be a working budget meeting with the budget committee, Ms. Ober, the BCs, Chief and Union. The meeting will be from 12 p.m. to 4:00 p.m.

E. Firefighters' Association Report

BC Taylor commented that July 1st is the pancake breakfast and parade will be the 2nd at 11:00 am. Also, the Alissa Ann Ruch Burn relay was held in May and the MDA Fill the Boot was held last week and raised over \$6000.

F. Firefighter's Union Report

Captain Bernal expressed their thanks to the Board, Ms. Ober and Chief Thompson for all their hard work on the FLSA issue. Today a meeting was held with Chief Thompson, the BCs, and himself to discuss various departmental issues. The Union is also working on more social media and keep the public updated on our events and things we do. Captain Bernal would like permission from the Board to do a press release once the new engines are put into service. Mr. Karraker will write the press release and have it reviewed by Chief Thompson before going to press.

VI. UNFINISHED BUSINESS

A. Discussion on Public Records Act, Email Usage Policy and Purchase of Electronic Devices for Board Members

Mrs. Grube commented that she has written a rough draft of an iPad use policy. Mr. Hemmendinger said he wasn't aware we had moved forward with a decision on the type of devices that will be purchased for Board use. He was going to get in touch with the City of Petaluma to see what their Council uses, but has not had time to do that because of his work on the FLSA issue. What still needs to be decided is whether a device is necessary and the type that will be used.

BC Taylor met with our IT providers and they recommended a program called Share Point, that will cost around \$1000 per year. The use is similar to a Dropbox account, and will have permission controls included. Mr. Proteau feels that getting off their personal devices for emails and such is a good idea. The Board would like to continue researching options on this item.

B. Discussion on Revision of Policies and Procedures for Board

Item tabled to next month.

C. Discussion on Ballot Measure for November 2017

Mr. Karraker handed out two documents; the first is a list of estimated costs to run a ballot measure, and the second is a list of potential donors within our district boundaries that might be willing to contribute to the cause. Discussion was had that we need to set up a Long Range Planning Committee meeting and start working on how to raise funds, reach out to the community for support and ensure that we have enough people willing to volunteer from the Board, staff and public to get this measure moving. Mr. Karraker will set a date for a LRPC meeting soon.

The Public Hearing was opened at 8:09 p.m.

VII. PUBLIC HEARING

A. Discussion and Review of Preliminary Budget FY 17/18 (2nd Reading)

Mr. Hemmendinger commented that he reviewed the budget with Ms. Ober this afternoon and she answered some of the preliminary questions he had. He feels this budget is not in the place it should be in order to be adopted. Specifically, he feels that account 6155 should not be going up \$10K when we have two new pieces of apparatus. Mr. Hemmendinger feels we need to look more closely at some of the specific categories, where the balances are and why they are increasing next fiscal year. Mr. Griffith asked if we have any information on what we are looking at in terms of revenues and Ms. Ober replied 3.5%, but she budgeted conservatively using a 3% increase. We will be looking at some more comparisons at the budget meeting in July. Ms. Ober is also working to include more detail into the final budget report, including prior years budgets, money spent and increase and decreases, along with notes on specific budget categories.

The Public Hearing was closed at 8:16 p.m.

VIII. NEW BUSINESS

A. Resolution R-4: Adopting a Preliminary Budget for FY 2017/2018

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

Motion Carried: Aye 6 No 0 Abstain 0 Absent 1

Roll Call:

Mr. Hemmendinger – aye
Mr. Griffith – aye
Mr. Rippin – absent
Mr. Proteau – aye
Mrs. Grube – aye
Mr. Karraker – aye
Mr. Pacheco – aye

B. Discussion on Approval of Health Savings Account Deposits for July – December 2017

Mr. Hemmendinger commented that years back, the District changed from offering HMOs to high deductible health plans, which saves thousands of dollars each year. The Board then granted money to be put into health savings accounts for all employees carrying the high deductible health plans. The funding has been set at \$6,000 yearly for families and \$3,000 for single.

Motion moved by Mr. Proteau to fund HSA accounts for July through December 2017 and seconded by Mr. Pacheco.

Motion Carried: Aye 6 No 0 Abstain 0 Absent 1

C. Discussion on Approval of Association Events for FY 2017/2018

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

Motion Carried: Aye 6 No 0 Abstain 0 Absent 1

D. Discussion on Weed Abatement Process Inside and Outside the Limits of Cotati

Item was moved to follow Administrative Communications.

Mr. Karraker stated that at the last Cotati City Council meeting, a resident brought forth concerns about weed abatement within city boundaries, and the City Manager commented that it was Rancho Adobe's problem. Mr. Karraker reviewed Cotati's

past practices on weed abatement with the Board, and handed out a document regarding weed abatement issues we face and potential solutions.

BC Weihman commented that Cotati's ordinance is stricter than the state fire code and he's unsure if we can act on any abatement issues inside the city. Mr. Karraker corrected himself and said he meant we could act on those properties outside the city. Mr. Hemmendinger would entertain changes to the policies, with input from the BCs and Chief Thompson. BC Weihman said the program is currently working well and most homeowners do comply once they receive our letter. Chief Thompson said the only thing we can do is to charge those homeowners for weed abatement and then put a levy on their property taxes. Ms. Ober replied that we have considered this option in the past and it was costly for the district and there is no assurance someone will pay the levy.

Mr. Karraker asked what action items we can take on this item. Chief Thompson will reach out to Fire Marshal James Williams at the County and see what help they can give us. Mr. Karraker also feels that we can sit down and speak with the City of Cotati about how to improve the situation. He also volunteered to write a letter for the Community Voice about weed abatement, the processes we have in place and things for the community to consider.

Ms. Laurie Alderman, of Cotati, read a letter to the Board of Directors about a situation she dealt with in the city with a hazard in her neighborhood. A copy of this letter will be put into our files.

E. Discussion on New Policy 4011, iPad Policy (1st Reading)

Item tabled to next month.

Closed Session was opened at 8:21 p.m.

IX. CLOSED SESSION

A. Pursuant to Government Code §54957(e), the Board will hold a closed session for the following reason: PUBLIC EMPLOYMENT.

Action Taken: There is no report.

B. Pursuant to Government Code §54956.9, the Board will hold a closed session for the following reason: ANTICIPATED LITIGATION (1 CASE).

Action Taken: There is a tentative agreement on the FLSA issue.

Closed Session adjourned at 9:16 p.m.

X. DIRECTION ON FUTURE AGENDA ITEMS

Board Policy on Attendance – 1st reading.

XI. ADJOURNMENT

With no further business to discuss, the Regular Board meeting was adjourned at 9:18 p.m.

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

Date Approved: 7/19/17