

# Rancho Adobe Fire Protection District

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**MINUTES OF THE REGULAR BOARD MEETING  
OCTOBER 16, 2019 — 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 October 11, 2019.

Roll Call:

Directors Present: Mark Hemmendinger, Brian Proteau, Nole Pacheco, Michael Gadoua, Leslie Cozad, Carla Grube

Directors Absent: Harold Griffith

Minutes Conducted by: Jennifer Bechtold

**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

There was no correspondence.

**III. APPROVAL OF MINUTES**

A. Regular Meeting of September 18, 2019

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

**IV. CONSENT CALENDAR**

A. Ratification of Claims and Journal Vouchers

Motion moved by Mr. Pacheco 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:

- Total incidents for September: 219, 94 EMS calls
- During the PG&E shutoffs, Penngrove lost power at the station, which affected our Comcast internet coverage. So that we could transmit payroll, BC Taylor purchased a "jet pack" from Verizon, which gave us a hot spot and allowed Mrs. Bechtold's computer to go online. Other options will need to be pursued to ensure continuity of service in the future.
- New Captains continue to work on officer skills, evaluations and development.
- We received 79 applications for the full-time firefighter/EMT positions. The next step in the process is to review and rank the applications with selected committee members. The top 20 candidates will receive an interview with a 4-member panel and from there; the top 10 candidates will go through a skills and agility test. From there, the candidates will be ranked for the Chief's interview.
- 12-month probationary testing is ongoing.
- We anticipate there will be four engineers eligible to test for the Engineers assessment in December.
- We have four Captains that will participate in the BC assessment.
- There are five interns working on shifts from SRJC and seven recruits doing ride-alongs.
- The Kessing Ranch project is moving forward with underground utilities. We will also be reviewing the 2019 Fire Code this evening and there are no significant changes to the code.
- Fire Prevention Week has wrapped up and several school tours had to be canceled due to schools being closed from the power shutdowns. These are in the process of being rescheduled.
- Petaluma FD handled the fall COPE program in-house and there is further interest in a presentation in Cotati, which may be scheduled in November. With the recent power shutdowns, there has been a huge amount of advancement in disaster preparedness in the community as well as in the public domain.

### B. Director Reports

Mrs. Bechtold addressed the Board regarding four parcel tax exemption requests that have been received. These requests were reviewed and an agenda item will be added to the November Board meeting for further discussion and action.

### C. Committee Reports

#### a. Finance/Budget

Mr. Hemmendinger commented that we should look more closely at our dry period funding from April through December and educate ourselves on what those numbers look like.

#### b. Negotiations

There is an agenda item tonight to approve the Paid Firefighters' MOU.

#### c. Equipment

No report filed.

d. Legislative

No report filed.

e. Chief's Evaluation

No report filed.

f. Long Range Planning

Mr. Hemmendinger has updated the five-year plan figures and he would like to review this with Mrs. Bechtold before making the document public.

D. Firefighters' Association Report

Engineer Morgan DeJong commented that the Association is preparing for the Christmas dinner in December and the crab feed in January.

E. Firefighter's Union Report

No report filed.

**VI. UNFINISHED BUSINESS**

A. Discussion of Sonoma State Funding

Mr. Hemmendinger stated that there was discussion on detaching from SSU at the last meeting. He and Mr. Gadoua would like to have a meeting with the city manager of Rohnert Park and possibly our two Board of Supervisors to discuss this idea. SSU could protest this action as they have a right to do so; however, there still has not been any communication from Mr. Gullixon.

B. Consideration of Memorandum of Understanding between the District and The Paid Firefighters Union for July 1, 2019 – June 30, 2020

There was no further comment on the MOU.

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

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

**Public Hearing was opened at 7:27 p.m.**

**VII. PUBLIC HEARING**

A. Ordinance 2019-01: Ordinance of the Board of Directors of the Rancho Adobe Fire Protection District to Provide Informal Bidding Procedures Under the California Uniform Public Construction Cost Accounting Act (Public Contract Code Section 22000, et seq.) (1<sup>st</sup> Reading)

Mrs. Bechtold commented that setting up this program is a lot more involved than originally thought. After sorting through the lengthy state manual, we found that we need to establish an Ordinance as well as a resolution, which is sent to the state requesting to join the CUPCCAA.

Mr. Pacheco noted that there is no reference to dollar limits. Mrs. Bechtold commented that we do not want to include this information since it is subject to change but within the Ordinance, we do reference back to the State limits. This saves us from having to go through the lengthy and timely process of amending or adopting a new Ordinance each time the limits change.

B. Ordinance 2019-02: 2019 California Fire Code (1<sup>st</sup> Reading)

Mr. Hans Henneberque cited that every three years we need to revise the California Fire Code and go through the ordinance adoption process. He commented that they are working with the County as a whole to revise the part of the fire code as it pertains to our local areas. Mr. Henneberque outlined some of the changes we making this year.

**Public Hearing was adjourned at 7:39 p.m.**

**VIII. NEW BUSINESS**

A. Discussion on Sphere of Influence Report for LAFCO

Mr. Hemmendinger provided a sample letter to the Board requesting LAFCO expand our sphere of influence in the southern corridor. Mr. Pacheco asked if the VFCs know about the proposed letter and Mr. Hemmendinger said no. There is no intent behind the letter and we would like to sit down and speak with the three VFCs separately. Mr. Gadoua asked what these citizens in these three areas would get from a consolidation and increased parcel tax. Chief Thompson commented that there would be an increase in response with the addition of a paramedic/EMS element put into play at Wilmar. This was all originally proposed in his plan earlier this year. The county's Zone 9 plan is ironically close to the proposal Chief Thompson previously put forth. Mr. Pacheco feels we should give these VFCs a heads up we are sending the letter. Mr. Gadoua and Mrs. Cozad both agreed with Mr. Pacheco. Mr. Proteau pointed out that in the FSWG, plan, if there are no efforts towards consolidation, then there will be zero funding from the County. Captain Bernal feels we shouldn't put all our focus on Wilmar, but instead look to the other VFCs for input as well. Chief Thomson added that it has been a challenge for us over the years working with Wilmar to expand coverage and service.

Mr. Hemmendinger stated that on October 24, the FSWG will presenting their plan, which is included in the board packet. The SCFDA will be voting on whether to support this plan or not. Mr. Hemmendinger will try to make contact with Wilmar and Two Rock to set up meeting dates.

B. Discussion on Modifying Board of Directors from Seven Members to Five Members

Mr. Proteau does not feel Mr. Griffith will be returning to the Board and may retire. We have discussed this idea in the past, and since it is such an arduous task to find replacement Board members, it may be incumbent to look at a five-member board again.

We will review this again next month and look to get further information from LAFCO on exactly how a reduction would work.

C. Resolution R-4: Resolution In The Matter of Uniform Public Construction Cost Accounting Procedures

Mrs. Bechtold proposed this resolution to set forth being part of the informal bidding program.

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

Motion Carried: Aye 6 No 0 Abstain 0 Absent 1

*New Business Continued:*

Roll Call:

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

**IX. DIRECTION ON FUTURE AGENDA ITEMS**

- **Discussion on Parcel Tax Exemption Requests**

**X. ADJOURNMENT**

With no further business to discuss, the Regular Board meeting was adjourned at 8:25 p.m.

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

Date Approved:   11/20/19