

# Rancho Adobe Fire Protection District

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**MINUTES OF THE REGULAR BOARD MEETING  
MARCH 21, 2018 — 7:00 P.M.  
COTATI FIRE STATION - #1 EAST COTATI AVE.  
COTATI, CALIFORNIA**

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

President, Carla Grube, called the Regular Board Meeting to order at 7:00 p.m. The agenda for this meeting was posted on March 16, 2018.

Roll Call:

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

Minutes Conducted by: Jennifer Ober

**II. 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

Mrs. Grube commented that the district will be receiving a longevity distribution in the amount of \$1595 from SDRMA.

C. Presentation by William Berry Campaigns

Mr. Berry was not in attendance.

**III. APPROVAL OF MINUTES**

A. Regular Meeting of February 21, 2018

Motion moved by Mr. Karraker and seconded by Mr. Gadoua.  
Motion Carried: Aye   6   No   0   Abstain   1   (Mr. Proteau) Absent   0  

**IV. CONSENT CALENDAR**

A. Ratification of Claims and Journal Vouchers

Motion moved by Mr. Proteau and seconded by Mr. Karraker.  
Motion Carried: Aye   7   No   0   Abstain   0   Absent   0

## V. ADMINISTRATIVE COMMUNICATIONS

### A. Chief's Report

Chief Thompson reported the following items:

- 1.) Three new hire firefighters have completed orientation and two new firefighters have completed their initial training. We have one firefighter beginning his initial training.
- 2.) BC Weihman is working on a project with PFD, Motorola and Redcom to implement the Man-Down radio feature.
- 3.) BC Weihman is working with Jessica from PFD Prevention department on a juvenile fire starter program.
- 4.) BC Weihman and Ms. Ober have been working on exit interviews with the three departing firefighters.
- 5.) Sexual harassment training will be held on April 3<sup>rd</sup> and April 4<sup>th</sup> the officers are attending a training on Managing Risks in Your Fire Services Operations.
- 6.) 1<sup>st</sup> Quarter testing is being performed with three part-time firefighters.
- 7.) Four personnel will be participating in the Engineer Academy.
- 8.) A Captains assessment center is being set up using evaluators from Rancho and Petaluma.
- 9.) The EMT ambulance has begun at station 2 two days per week and have netted \$3000 from three transports.
- 10.) An RFP has been presented to the County and we will be getting \$100K for a regional training captain. Region 9 will determine the scope of those responsibilities. We will also be getting funding for Lexipol for Petaluma and Rancho Adobe.
- 11.) Annual inspections of stations and equipment will be performed in June.

### B. Director Reports

There were no reports filed.

### C. Committee Reports

#### a. Finance/Budget

Mrs. Grube reported that we have \$1,093,829 remaining in expenditures and \$932,439 remaining to collect in revenues. Mr. Hemmendinger stated that he, Ms. Ober and Chief Thompson reviewed the budget today and found about \$130K we may have remaining in the operational budget this year from various categories. We have about \$25K in unanticipated raises and \$25K in unbudgeted legal costs, which reduces the \$130K by another \$50K. One thing we didn't look at was the delta between strike team revenues and what we spent on overtime and wages for those events. Ms. Ober stated that she and BC Taylor had looked at the strike team revenues following the October firestorms and we had made around \$56K at that time.

#### b. Negotiations

Mr. Pacheco noted that the MOUs are in the packets this month with both the marked-up MOU and the final MOU.

#### c. Equipment

There was no report other than the truck and engines which are being surplus.

#### d. Legislative

No report was filed.

e. Chief's Evaluation

No report was filed.

f. Long Range Planning

No report was filed.

D. Firefighters' Association Report

Captain Bernal mentioned that the association is still working on the 25<sup>th</sup> anniversary party this year and he is trying to get the ballroom at SSU for free.

E. Firefighter's Union Report

Captain Bernal noted that he met with the Chief today to review some items.

**VI. UNFINISHED BUSINESS**

A. Discussion on Ballot Measure for November 2018

Mr. Karraker commented that we had a PAC meeting yesterday and we have made a lot of progress. The checking account is open with a balance of \$5200. Donation flyers for the PAC have been printed for circulation. We will have a meeting with staff to discuss what we are with the ballot measure and what we are asking the public for so that we will all be on the same page. Mr. Karraker also noted that we have developed some tentative questions for the survey, which will save around \$30K not having to hire a firm. We will use social media and Survey Monkey to perform the survey. Another valuable piece of info we developed is an overview of the equipment costs for a firefighter. We are still looking for a Chairman of the PAC, though we don't need one, it would be nice to have a liaison in Cotati. Going forward, the PAC will be meeting weekly online and twice per month in person.

Mr. Karraker also commented that a letter from the Board to the editor of the Press Democrat has been written regarding Dr. Sasaki publicly honoring the firefighters who personally saved her in the firestorm. The Board feels Dr. Sasaki has forgotten the fire district serving her school by not making time to meet with us on funding requests that have been on-going.

Mr. Hemmendinger asked if we are going to publicly recognize all those who donate to the PAC. Mr. Karraker replied that yes, we will be doing so, and we also have a receipt asking for permission to publicize those supporting us. Mr. Hemmendinger said he would like to see us get a page in the Community Voice showing who is supporting us and feels people donating should be recognized. Mr. Proteau asked if we are getting volunteers to help us and Mr. Karraker said we are open to anyone assisting us in soliciting donations and other areas of support.

B. Discussion on Replacing Roof at Liberty Fire Station

Mr. Proteau said he spoke with BC Wandel about possibly going with a different roofing product, called a TPO roof, which would be a lot more cost-effective for us. Mr. Proteau is reaching out to some other contractors for other pricing estimates. Chief Thompson said the original bid amounts have gone up astronomically, so we are looking at options.

C. Discussion on Five-Year Plan

There are no new changes to the Five-Year plan.

D. Discussion on Change in Pay Rate for Part-Time Firefighters (Staff Report by Jennifer Ober)

Ms. Ober commented that she revised the overtime figures, which now stand at \$57,064 spent since November 1<sup>st</sup> to fill the part-time firefighter positions. The overall cost to the district was \$39,915. While we have been able to hire on six new part-time firefighters, it will still be a period of time before they are trained and scheduled for shifts. The consensus is that the pay increase will really help them out and lower our overtime expense.

Chief Thompson commented these are the same people who went out on October fires for \$11/hour. He feels it's so important for recruitment and retaining employees to increase the hourly rate and he completely supports this. BC Weihman said that he's in charge of the firefighter recruitment program and it's a huge step to get them to \$15/hour. Engineer DeJong distributed a letter to the Board written by the part-time staff.

Motion moved by Mr. Gadoua to increase the part-time firefighter rate to \$15.00/hour effective April 1, 2018 and seconded by Mr. Karraker.

Motion Carried: Aye   7   No   0   Abstain   0   Absent   0  

E. Consideration of Memorandum of Understanding between the District and The Paid Firefighters Union for January 1, 2018 – June 30, 2019

Mr. Proteau asked about page 61 regarding an emergency, where language is being changed to a fiscal emergency instead and if there was any impact to the district by putting this in. Mr. Pacheco noted that there would be no reason to open the MOU for a change in staffing unless there was a fiscal emergency. The Board feels this language should be further clarified.

Mr. Proteau also asked for clarification on section 23.3 with regards to language stating holiday pay is give at "eight times the hourly rate.". This needs to reflect that employees receive holiday pay for eight hours at their regular hourly rate.

After discussion, the Board agreed to move forward with ratifying the contract and changes will be made to Section 23.3 and Article 5.

Motion moved by Mr. Proteau to approve the ratified MOU except for Section 23.3 Article 5 and seconded by Mr. Griffith.

Motion Carried: Aye   7   No   0   Abstain   0   Absent   0  

**VII. NEW BUSINESS**

A. Resolution R-7: Ordering an Election Held and Requesting Consolidation with the November 6, 2018 General District Election

Ms. Ober cited that this resolution is strictly authorizing the County to hold an election for the Board of Directors positions that will be open as of December 2018.

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

Motion Carried: Aye   7   No   0   Abstain   0   Absent   0  

Roll Call:

Mr. Pacheco – aye  
Mr. Karraker – aye  
Mr. Proteau – aye  
Mr. Hemmendinger – aye  
Mr. Gadoua – aye

*New Business Continued:*

Mr. Griffith – aye  
Mrs. Grube – aye

B. Discussion on New Website with Streamline

Mr. Karraker commented that we have been working with a company called Streamline to design a new website for us. The website was shown to the Board and plans are for it to go live tomorrow.

**VIII. DIRECTION ON FUTURE AGENDA ITEMS**

- Mr. Hemmendinger would like to propose a discussion on Board meeting dates and times in the future.

**Meeting adjourned into Closed Session 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: None

**Closed Session was adjourned at 8:27 p.m.**

**X. ADJOURNMENT**

With no further business to discuss, the Regular Board meeting was adjourned at 8:28 p.m.

Motion moved by Mr. Proteau and seconded by Mr. Karraker.  
Motion Carried: Aye 7 No 0 Abstain 0 Absent 0

Date Approved: 4/18/18