

Rancho Adobe Fire Protection District

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**MINUTES OF THE REGULAR BOARD MEETING
AUGUST 17, 2022 — 7:00 P.M.
COTATI FIRE STATION - #1 EAST COTATI AVE.
COTATI, CALIFORNIA**

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

President, Michael Gadoua, called the Regular Board Meeting to order at 7:02 p.m. The agenda for this meeting was posted on August 11, 2022.

Directors Present: Mark Hemmendinger, Michael Gadoua, Bob Moretti, Brian Proteau, Ray Peterson

Directors Absent: Leslie Cozad, Bret Herman

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

T-Mobile sent a letter requesting use of our Cotati Fire station to install cellular equipment. Chief Gossner said there are some concerns; we own the building but not the land and there is a health concern with cell equipment on stations. There needs to be more consideration of this before a letter of interest could be signed.

Chief Gossner also received a request from CSDA asking us to sign a letter opposing a state proposition, Initiative 21-0042A1. Chief Gossner will forward the information to the Board and we can add this item to the agenda next month.

C. Administration of Oath of Office to Director Bob Moretti

Board President, Michael Gadoua, swore new director Bob Moretti into office.

III. APPROVAL OF MINUTES

A. Regular Meeting of July 20, 2022

Motion moved by Mr. Proteau and seconded by Mr. Hemmendinger
Motion Carried: Aye 4 No 0 Abstain 1(Mr. Moretti) Absent 2

IV. CONSENT CALENDAR

A. Ratification of Checks Issued

Motion moved by Mr. Hemmendinger and seconded by Mr. Peterson.
Motion Carried: Aye 5 No 0 Abstain 0 Absent 1

V. ADMINISTRATIVE COMMUNICATIONS

A. Chief's Report

Chief Gossner reported the following information:

- 1.) We have been unsuccessful in recruiting firefighter/paramedics for the two open positions, but will continue to post the opening. Currently there are two staff members in school and one who is already a medic. Schooling takes approximately two years to complete.
- 2.) Chief Gossner attended the Sonoma County Fire Districts Board meeting. They are working on the helicopter, hiring and ambulance RFP. Neither District has received any communication from the Supervisors or County Administrator on funding.
- 3.) LRPC meeting was held August 9 and consolidation, Chief hiring and station remodel were all discussed. Funding may or may not be here before December, but we need to have a plan in place before Chief Gossner leaves. He does not feel hiring a Chief is smart until we know about the funding. We are discussing the possibility of Chief/Admin share with SCFD. Meeting August 30 to discuss this option.
- 4.) Type 1 engine has been through the final inspection and engine should be here this Friday. Because we are replacing a Type 2 engine, not all equipment is alike, so there are some items we will need to purchase.
- 5.) Type 3 engine – Pierce is looking at a 2-3 year window, so we will likely begin spec process to get our order in line.
- 6.) Chief Gossner met with Chief Schach to discuss the BLS ambulance service. Due to liability concerns with reimbursement and equipment, all employees will be shifted to PFD starting August 24. This removes all liability for both agencies. There will be no change to service levels in the district.
- 7.) On November 2nd, there will be a meeting with SSU leadership, Rohnert Park, Cotati and Rancho Adobe. Chief plans to invite to Board members to attend. Chief would also like to schedule an additional meeting with the new SSU President sometime soon.
- 8.) As of this afternoon, a Red Flag Warning was declared so the County decided to hire a strike team through Thursday night at 8 p.m. due to the threat of lightning.
- 9.) Steve Akre filled the Redcom Director seat.
- 10.) Rancho Adobe responded to SSU 17 times in July; 11 of those times we were cancelled due to false alarms. School is back in session next week with 8,000 students (2/3rds full).

B. Director Reports

Mr. Peterson commented SCFD has three open Board positions and three incumbents have filed along with one other person from Bodega Bay.

C. Committee Reports

a. Finance/Budget

Mr. Hemmendinger said we spent \$1.3 million in July, which is not our average monthly expense. This includes all operating expenses plus CalPERS UAL, workers compensation and property/liability insurance for year. We started the year with \$5.6 million in cash, which left us \$2 million in capital improvements. After the engine purchase and paying our expense, we can get through December without any issues. Mr. Hemmendinger said it would be helpful not to have too many expenses before December related to the HVAC systems.

b. Negotiations

No report filed.

c. Ad-Hoc Equipment

No report filed.

d. Ad-Hoc Legislative

No report filed.

e. Ad-Hoc Chief's Evaluation

No report filed.

f. Long Range Planning

Letters have been sent to three prospective Fire Chiefs out of eight applications received and the next step will be phone interviews. The LRPC also discussed what we do for a Chief if we have the promise of funding, but this does not happen before December when Chief Gossner's contract ends. There will be a future discussion with SCFD on an administrative chief share.

g. Ad-Hoc Capital Improvements

Mr. Proteau said plans for the station 2 remodel would be submitted to PRMD tomorrow. There is an 8–12 week lead-time for plan review. Engineer Norton has been working with the City of San Rafael on interim housing to put at station 2 while construction is happening. Mr. Hemmendinger asked at what time the Board decides on whether to approve the plans. Mr. Proteau replied that once the plans are returned from PRMD, the Board could decide to then go out to bid. We will need to have discussions with the budget committee on how we will fund the project.

h. Ad-Hoc Fire Chief Selection

No report filed.

D. Firefighters' Association Report

310 Ely Rd. property has closed escrow.

E. Firefighter's Union Report

Captain Eric Gromala noted that crews spent three weeks deployed on a strike team to both the Oak and McKinney Fires. Staff is excited to see the new engine arrive.

Public Hearing was opened at 7:43 p.m.

VI. PUBLIC HEARING

A. Presentation and Discussion on Final Budget FY 2022/2023 (2nd Reading)

Mr. Hemmendinger noted there is very little difference from the 1st reading of the budget in July. We are projected to have a positive cash flow of \$114K if nothing unusual happens, such as additional expenses or large strike team revenues. This budget also provides the District with our target debt service ratio of 125%. We must keep an eye on the ratio due to our pension obligation bonds. If we go over on

revenue, this can add to our operating and capital improvements operations. The capital improvement budget handed out tonight is most up to date version and assumes a surplus of \$114K. If we stay on budget, we will carry over of \$16K into the following fiscal year. The only additional revenue we may see comes from strike teams, but that also comes with additional expenses. Mr. Hemmendinger commented we are in a much better situation than we were a decade ago when we were really struggling.

Public Hearing was adjourned at 7:48 p.m.

VII. NEW BUSINESS

A. Discussion on Review to go to Bid for HVAC System Replacements at Stations 1 and 3

Mr. Proteau commented we did not receive the bid package as promised but the architect is committed to get this information to us within the next two weeks. BC Wandel is working on getting the HVAC plans reviewed for station 3. There are corrections in the plans for station 1 that 15000 Inc. will need to address. Mr. Proteau would like approval from the Board for the committee to advertise for bids without coming back at the September meeting. There are funds to complete these projects and the total falls under the CUPCCA limits. Mr. Proteau hopes by the next Board meeting he will have a better update and possibly a review of any bids.

Motion moved by Mr. Hemmendinger to go to bid once the committee receives the documents and seconded by Mr. Peterson.

Motion Carried: Aye 5 No 0 Abstain 0 Absent 2

B. Review of Five-Year Plan

Mr. Hemmendinger has updated the five-year plan now that we are done with the FY 22/23 budget. This gives us an overview of our future. Permanent positions has been projected at 3% increases, other categories are based on experience and some have inflationary increases in them. Debt service is locked in. Property taxes have increases of 4%, which may be a bit on the high side. Direct charges will continue to go up 3% the first three years and then 2% thereafter. Debt service ratio is also calculated and next year will be a bit of a challenge to meet 1.25%. We will need to find some ways to cut expenses, as there are not many ways to increase revenues. The only county revenue we currently receive are from the casino contract. If we do not hit our debt service ratio, we will receive warnings from the federal government. We are not sure what may happen if we go below the debt ratio, but we will reach out for an answer on this.

VIII. DIRECTION ON FUTURE AGENDA ITEMS

- **Cell tower lease from T-Mobile**
- **CSDA Letter**
- **Review of the HVAC bids**
- **Discussion on Chief-Sharing with SCFD**

X. ADJOURNMENT

With no further business to discuss, the Regular Board meeting was adjourned at 8:01 p.m.

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

Motion Carried: Aye 5 No 0 Abstain 0 Absent 2

Respectfully submitted,

Jennifer Bechtold
Jennifer Bechtold, Board Clerk

Date Approved by Board:

September 21, 2022
