

Rancho Adobe Fire Protection District

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**MINUTES OF THE REGULAR BOARD MEETING
JANUARY 15, 2020 — 7:00 P.M.
COTATI FIRE STATION - #1 EAST COTATI AVE.
COTATI, CALIFORNIA**

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

President, Mark Hemmendinger, called the Regular Board Meeting to order at 7:00 p.m. The agenda for this meeting was posted on January 10, 2020.

Roll Call:

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

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

There was no correspondence.

III. APPROVAL OF MINUTES

A. Regular Meeting of December 18, 2019

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

IV. CONSENT CALENDAR

A. Ratification of Claims and Journal Vouchers

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

V. ADMINISTRATIVE COMMUNICATIONS

A. Chief's Report

Chief Thompson reported on the following items:

Training:

- Six personnel are in background and these are expected to be completed by February.
- The current plan is to hold a two to three week academy for the new hires.

Engineer Academy:

- The assessment center will be held before the end of January with four candidates participating.

New Captains:

- Evaluations and development continue.
- BC Assessment will be moving forward to February.
- DMI installed the new firewall at the Penngrove station. This has been configured to work with the Comcast cell internet backup that was established after the Kincade fire. We have also started a "cloud backup" process to harden our infrastructure against disasters.

Other Items:

- Work is continuing on requests from the Insurance Service Office (ISO) to complete the audit. If we can lower our ISO ratings, we can prove to our citizens that their investment in the Rancho Adobe Fire District was well worth it.
- The Crab Feed is scheduled for January 25 and tickets are sold out!
- BC Weihman continues to work on leading the implementation of our policies and this is his top priority.
- Performance reviews for all staff were completed at the end of December.
- Disaster/COPE trainings continue in February and the next one will be held at a senior citizens center.
- BC Weihman is meeting with Sonic and R-Tech reps to see if they can provide a better proposal than we have from Comcast for high reliability internet.
- The emergency trigger button on the radios has been completed with minor adjustments pending. Testing and training will begin next month.
- Chief Thompson attended the Cotati City Council meeting Tuesday night to hear the presentation by Supervisors Rabbitt and Hopkins on the ½-cent sales tax increase.

B. Director Reports

Mr. Hemmendinger reported a request has been sent to Lynda Hopkins and David Rabbitt to speak with them about the Zone 9 consolidation process. It has been a week and he has received no response. In addition, the SCFDA has had a representative to the working group (FSWG) and this person has now resigned, so a new rep will be picked soon. While this position may not be filled at the January meeting, a more thorough search will take place this time since this person would hold a critical position should the sales tax increase go through.

C. Committee Reports

a. Finance/Budget

Mr. Hemmendinger stated the current budget is in Board packets. We will be

filling six open full-time firefighter positions and one full-time engineer position this fiscal year. We are a bit high in budget category 5910 but we appear to be on target. The same is true for revenues. The County is current on payments due for the casino contract. Chief Thompson commented that at the Cotati City Council meeting last night, the purview was that we are financially sitting “fat” due to the passing of Measure W, but this is not true. We do have our heads above water, but we do need additional revenues. Mr. Hemmendinger also noted our revised five-year plan is now posted on the district website, and this shows the deficits we are facing as well as our reserve funds.

b. Negotiations

There was no report filed but it was mentioned we should begin scheduling meetings.

c. Equipment

There was no report filed.

d. Legislative

There was no report filed.

e. Chief’s Evaluation

A meeting will be scheduled soon.

f. Long Range Planning

Mr. Hemmendinger mentioned that there is nothing new to report.

D. Firefighters’ Association Report

BC Weihman commented the crab feed coming up in one week and tickets are sold out. There is plenty need for help the night of the event.

E. Firefighter’s Union Report

There was no report filed.

VI. UNFINISHED BUSINESS

A. Review of Board of Directors Applications, Interviews and Possible Appointment of New Board Member

Mr. Bret Herman was introduced and said a few words about himself and his background. The Board asked a few questions and then voted to appoint Mr. Herman to the Board of Directors.

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

Motion Carried: Aye 6 No 0 Abstain 0 Absent 0

Mr. Hemmendinger administered the Oath of Office to Mr. Herman and welcomed him to the Board of Directors.

B. Discussion on Addition of Signers to Summit State Bank Account

Mrs. Bechtold asked the Board of Directors for permission to remove Harold Griffith from the Summit State account, and add Bret Herman and BC Herb Wandel as new signers.

Motion moved by Mr. Gadoua to make the above changes to the Summit Bank account and seconded by Mrs. Cozad.

Motion Carried: Aye 7 No 0 Abstain 0 Absent 0

C. Review and Discussion on Revised Rancho Adobe Fire Protection District Employee Handbook

Mr. Hemmendinger commented that the notes on the copy of the handbook in packets are from his thoughts and suggested areas for change. Mrs. Bechtold feels we should set up a meeting with two Board members, Chief Thompson, BC Weihman and Captain Bernal to go over final revisions before the handbook is distributed to staff. Both the district and Unions attorneys have reviewed the handbook. Mr. Hemmendinger noted there is a lack of clarity in several areas and Mr. Gadoua has items he would also like to have reviewed. Mr. Hemmendinger suggested that Mr. Gadoua make his comments and submit those on the electronic copy along with his own comments. Mrs. Cozad will also contribute some information on benefits.

There was further discussion on concerns of cross-referencing the handbook, policies and procedures and an MOU and the difficulty in keeping all three updated and current. The plan at this time is to release the policies and procedures in the next couple of months and then we will go back to working on the handbook. BC Weihman and Mrs. Bechtold will work together in deleting contents of the handbook that are already referenced in a policy and from there a meeting will be scheduled to look at the handbook again.

VII. DIRECTION ON FUTURE AGENDA ITEMS

There were no items for the agenda in February.

VIII. ADJOURNMENT

With no further business to discuss, the Regular Board meeting was adjourned at 7:56 p.m.

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

Motion Carried: Aye 7 No 0 Abstain 0 Absent 0

Date Approved: 2/19/2020