

Rancho Adobe Fire Protection District

11000 Main Street
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Penngrove, California 94951

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**NOTICE & AGENDA OF THE REGULAR BOARD MEETING
DECEMBER 18, 2019 — 7:00 P.M.
COTATI FIRE STATION - #1 EAST COTATI AVE.
COTATI, CALIFORNIA**

Assistance for the Disabled: If you are disabled in any way and need accommodation to participate in the meeting, please call Jennifer Ober, Board Clerk, at 707-795-6011 for assistance so the necessary arrangements can be made.

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

To speak on any item under discussion by the Board on this agenda, you may do so upon receiving recognition from the Chair. Time limitations on public testimony may be imposed at the discretion of the Chair in conformity with Board Meeting Policy Provisions 5010.100-5010.103 and 5010.110.

II. BOARD REORGANIZATION

- A. Election of New Chairman and Vice-Chairman, and Passing of Gavel to New Chair
- B. Appointment of Board Secretary/Clerk
- C. Appointment of Fiscal Officer
- D. Appointments to Committees and Charges to Meet Regularly:
 - 1. Budget/Finance Committee: Chief, Fiscal Officer and 3 Directors *(meeting as necessary, but at least quarterly)*
 - 2. Negotiation Committee: 3 Directors *(meeting as necessary)*
 - 3. Equipment Committee: 2 Directors to serve on committee otherwise composed of staff members *(meeting as necessary, but at least once quarterly)*
 - 4. Legislative Committee: Chief, Board Chairman *(meeting as necessary)*
 - 5. Chief's Evaluation Committee: 3 Directors *(meeting as necessary)*
 - 6. Long Range Planning Committee: 3 Directors to serve on committee otherwise composed of staff and members of the public *(meeting as necessary)*
- E. Confirm Calendar of Meetings for 2020: Third Wednesday of Every Month: January 15, February 19, March 18, April 15, May 20, June 18, July 15, August 19, September 16, October 21, November 18, December 16

III. ORAL AND WRITTEN COMMUNICATIONS

- A. Citizen Business/Public Comments on Items not appearing on Agenda — *Public is advised to limit discussion to one presentation per individual. Please observe the time limit of 4 minutes. Please state your name and address for the record before making your presentation.*
NOTE: *Any item raised by a member of the public which does not appear on the agenda but which may require Board action shall be referred to District staff for investigation and disposition unless the item requires action to be taken by the Board at the meeting during which it was raised and constitutes an emergency, or the need to take such action arose after the posting of the agenda within the meaning of Government Code Section 54954.2(b).*
- B. Correspondence and/or Presentations

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IV. APPROVAL OF MINUTES

- A. Regular Meeting of November 20, 2019

V. CONSENT CALENDAR

Matters listed under the Consent Calendar are considered to be routine and will be enacted by one motion and one vote. There will be no separate discussion of these items. If the Board or the public desires discussion, that item will be removed from the Consent Calendar and will be considered separately.

- A. Ratification of Claims and Journal Vouchers

VI. ADMINISTRATIVE COMMUNICATIONS

- A. Chief's Report
- B. Director Reports
- C. Committee Reports
 - a. Negotiations
 - b. Equipment
 - c. Legislative
 - d. Chief's Evaluation
 - e. Long Range Planning
- D. Budget/Finance Report
- E. Firefighters' Association Report
- F. Firefighter's Union Report

VII. UNFINISHED BUSINESS

- A. Discussion on Sphere of Influence Report for LAFCO

VIII. NEW BUSINESS

- A. Presentation of FY 2018/2019 Fiscal Year Audit (Presentation by Goranson CPA)
- B. Review of Board of Directors Applications, Interviews and Possible Appointment of New Board Member
- C. Discussion on Addition of Signers to Summit State Bank Account
- D. Approval of Patelco Health Savings Account Funding for January – June 2020
- E. Discussion on Parcel Tax Exemption Request
- F. Review and Discussion on Revised Rancho Adobe Fire Protection District Employee Handbook

IX. DIRECTION ON FUTURE AGENDA ITEMS

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X. ADJOURNMENT

Certificate of Posting of the Agenda: I declare under penalty of perjury under the laws of the State of California that I am employed by the Rancho Adobe Fire District and that I caused this agenda to be posted on the bulletin boards at Station 1 (Cotati), Station 2 (Penngrove), Station 3 (Liberty), Cotati City Hall and the Cotati & Penngrove U.S. Post Offices on December 13, 2019.

Jennifer Bechtold, Clerk of the Board