

Rancho Adobe Fire Protection District

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**NOTICE & AGENDA OF THE REGULAR BOARD MEETING
DECEMBER 14, 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 7:00 p.m. The agenda for this meeting was posted on December 9, 2022.

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

Directors Absent: Sage Howell

Minutes Conducted by: Jennifer Bechtold

The Pledge of Allegiance was said.

II. BOARD REORGANIZATION

A. Election of Chairman and Vice-Chairman, and Passing of Gavel to New Chair

Chairman: Brian Proteau

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

Vice Chairman: Mark Hemmendinger

Motion moved by Mr. Proteau and seconded by Mr. Moretti.
Motion Carried: Aye 6 No 0 Abstain 0 Absent 1

B. Appointment of Board Secretary/Clerk

Board Secretary/Clerk: Jennifer Bechtold

C. Appointment of Fiscal Officer

Fiscal Officer: Mark Hemmendinger

D. Appointments to Committees and Charges to Meet Regularly:

1. Budget/Finance Committee: Chief, Fiscal Officer and 2 Directors
(meeting as necessary, but at least quarterly)

Mr. Hemmendinger (Chair), Mr. Peterson, Mr. Moretti

Board Reorganization Continued:

2. Negotiation Committee: 3 Directors (*meeting as necessary*)
Mr. Hemmendinger (Chair), Mr. Peterson, Mr. Howell
3. Equipment Committee: 2 Directors to serve on committee otherwise composed of staff members (*meeting as necessary, but at least once quarterly*)
Mr. Herman (Chair), Mr. Howell
4. Legislative Committee: Chief, Board Chairman (*meeting as necessary*)
Mr. Proteau
5. Long Range Planning Committee: 3 Directors to serve on committee otherwise composed of staff and members of the public (*meeting as necessary*)
Mr. Gadoua (Chair), Mr. Hemmendinger, Mr. Proteau
6. Capital Equipment Committee:
Mr. Proteau (Chair), Mr. Herman

E. Confirm Calendar of Meetings for 2023: Third Wednesday of Every Month: January 18, February 15, March 15, April 19, May 17, June 21, July 19, August 16, September 20, October 18, November 15, December **13**

The Board has confirmed all meeting dates.

III. 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

Correspondence included information on voting for a special district representative for LAFCO and a Board handbook.

B. Presentation of Station 2 Remodel

Presentation shared as part of ad-hoc capital improvements committee report.

Battalion Chief, Herb Wandel, presented a PowerPoint presentation on the remodeling plans for the Penngrove Fire Station. Bid packages will likely be presented to the Board by February.

IV. APPROVAL OF MINUTES

A. Regular Meeting of November 16, 2022

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

Motion Carried: Aye 6 No 0 Abstain 0 Absent 1

Approval of Minutes Continued:

B. Special Meeting of November 30, 2022

Motion moved by Mr. Hemmendinger and seconded by Mr. Gadoua.
Motion Carried: Aye __4__ No __0__ Abstain__2 (Mr. Peterson, Mr. Herman)__ Absent __1__

V. CONSENT CALENDAR

A. Ratification of Checks Issued

Motion moved by Mr. Herman and seconded by Mr. Hemmendinger.
Motion Carried: Aye __6__ No __0__ Abstain__0__ Absent __1__

VI. ADMINISTRATIVE COMMUNICATIONS

A. Chief's Report

Chief Veliquette reported the following information:

- 232 calls for service in November, 38 SSU calls, of which, 25 were cancelled in route.
- 115K in fire loss, 100K of this total was to a structure fire in the Liberty Valley.
- Met with almost all members of the District except about five member, and those meetings which will take place on Friday. Chief Veliquette will share information as a result of these meetings at the strategic planning session.
- Chief met with Supervisors Rabbitt and Coursey. He has also met with Chief Schach twice and police chiefs from Cotati, Rohnert Park and SSU, as well as Damien O'Bid City Manager for Cotati. He has also met with Chris Rafanelli from Liberty School.
- Met with one part-time BC who has resigned from district after 48 years of service.
- Attended association meeting and holiday party.
- This morning, Rancho Adobe hosted the Sonoma Co. Fire Chiefs Association and elections meeting.
- Management and operations meetings were held on Tuesday.
- On Thursday, we will interview with one candidate for legal counsel from Myers Nave, who provides special district counsel to local agencies. One thing Chief Veliquette would like to do is have counsel provide a yearly Brown Act training to the Board.
- Upcoming events include the Blood Drive this Friday from 1-4:30, toy delivery this Saturday, Sunday is the Christmas parade, bid walk through for the HVAC systems on December 19th, SCFD Board meeting on December 20 and the 21st is a meeting with Supervisor Gorin.
- Push-in ceremony for new 9183 and open house on January 28 at Liberty Station.
- LRPC will be held in February following goal setting.
- Hiring – Chief would like to establish an internal committee for recruitment and retention.
- There is a shared services opportunity for a paramedic ambulance at the Cotati station. The ambulance will be under the direction and staffed by SCFD on a 12-hour day shift to start. Board gave direction to Chief to continue discussions about this.
- Good of order – 2023 is our 30-year anniversary, so we'll be looking at setting up a celebration for this. Potentially around the 4th of July.

B. Director Reports

Mr. Hemmendinger noted he attended a LAFCO meeting on the first Wednesday of December. Gold Ridge Fire attended and will resubmit their sphere of influence request for the VFCs. There were also some mistakes made in annexation with North Sonoma County Fire District, which were corrected at the meeting. No LAFCO meeting will be held in January.

Administrative Communications Continued:

C. Committee Reports

a. Finance/Budget

Mr. Hemmendinger said there are no unusual expenses in the past month and we have sufficient funds to get us through until our next tax infusion. We'll have a more detailed budget report in January.

b. Negotiations

No report filed.

c. Ad-Hoc Equipment

BC Wandel noted that Ford has closed their ordering, so we are still trying to figure out how to order the chassis for 9132. The new engine will be in service by the end of December.

Chief Veliquette commented we have not had any discussions on the purchase of new pickups.

d. Ad-Hoc Legislative

No report filed.

e. Long Range Planning

No report filed.

f. Ad-Hoc Capital Improvements

Mr. Proteau said we will have bids on the station 2 remodel in February.

D. Firefighters' Association Report

Engineer McClendon thanked everyone for showing up to the Christmas party last week. The light parade is this Sunday night in Penngrove and the crab feed will be held February 4th with tickets now on sale.

E. Firefighter's Union Report

Captain Gromala extended their thanks to Chief Veliquette for sitting down with all crews to get feedback. They are excited to see all the changes moving forward.

VII. UNFINISHED BUSINESS

A. Review and Approval of HVAC Upgrade Bids at Stations 1 and 3

Architects have posted the bid advertisement and the pre-bid walkthrough will be held on December 19. Bid opening happens January 5th and will be discussed at January board meeting.

B. Discussion on CalPERS Liability Presentation by Ridgeline Municipal Strategies (Staff Report by Jennifer Bechtold)

Mr. Hemmendinger noted the Board discussed the Ridgeline proposal last month

and keeping abreast of unfunded liabilities, both current and into the future. The presentation slides for City of Cotati were shared with Board members as an example of what the presentation would look like. We have also received a summary from CalPERS, which shows we have no liabilities this summer but we do have future liabilities. Mr. Hemmendinger said the upshot is we could spend \$40K to offset future liabilities but that doesn't really tell us if that will help or not. In January, we can discuss having Ridgeline assist us with putting together a more detailed presentation, which will help us narrow things down for the future. We can either work with CalPERS and their information or have Ridgeline help in the gathering the figures.

Chief Veliquette shared that what we owe to CalPERS will always be a moving target based upon investments. We will have this same discussion on a yearly basis. CalPERS gave us some guardrails, but long-term financial obligations are just not possible because this is based on gains and losses in the market.

IX. NEW BUSINESS

A. Discussion and Approval of Fire Chief Contract (Board Report by Brian Proteau & Mark Hemmendinger)

At the November 30 special meeting, the Board had discussion and approved of the Fire Chief's contract. We now need to open the contract for discussion and comment from the public this evening.

Motion moved by Mr. Gadoua to approve the Fire Chief's employment contract and seconded by Mr. Hemmendinger.

Motion Carried: Aye 6 No 0 Abstain 0 Absent 1

Roll Call:

Mr. Proteau – aye

Mr. Gadoua – aye

Mr. Hemmendinger – aye

Mr. Moretti – aye

Mr. Herman - aye

Mr. Peterson – aye

Mr. Howell – absent

B. Oath of Office Administered to Fire Chief Jeff Veliquette

President, Brian Proteau, administered the Oath of Office to Chief Veliquette.

Presentation of FY 2021/2022 Financial Audit

Item was moved to follow approval of minutes.

Mrs. Bechtold introduced Rita Gill from Blomberg & Griffin Accountancy Corporation.

Main points of the financial audit:

- No reportable findings in audit.
- Page 9 – cash investment increase 1.2 million. Total liabilities increased \$8,590,376 mostly due to the pension obligation bonds.
- Page 11 – District's cash increased 1.2 million.
- Page 14: fund balance increased \$805,407.
- Pages 16-30: notes to financial statements.
- Page 23: increase to total assets in the amount of \$190,403.
- Page 25: details on long term liabilities.

- Pages 31-32: budget to actual for FY22 and FY21. Services and supplies were within budget.

The Board is trying to have a better understanding of why the pension obligation bonds do not show as having been paid out in financial audit. There was an overall misunderstanding of how the POBs affect the financial statements. Ms. Gill will seek answers from John Blomberg and return answers on this to the Board.

C. Discussion and Approval to Remove Interim Chief Tony Gossner as Signer on Summit State Bank Account and Add Fire Chief Jeff Veliquette and Director Sage Howell as Signers (Staff Report by Jennifer Bechtold)

Mrs. Bechtold commented that we need to make changes to the current bank signers, removing Interim Chief Gossner and adding Chief Veliquette and Director Howell as signers.

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

X. DIRECTION ON FUTURE AGENDA ITEMS

- **LAFCO Elections Vote for Special Districts Representative**
- **FY 21/22 Audit Follow-up**
- **HVAC bids**
- **CalPERS Unfunded Liability Discussion**
- **Finance Committee Report on 6-Month Budget**

XI. ADJOURNMENT

With no further business to discuss, the Regular Board meeting was adjourned at 9:01 p.m.

Motion moved by Mr. Herman and seconded by Mr. Peterson.
Motion Carried: Aye 6 No 0 Abstain 0 Absent 1

Respectfully submitted,



Jennifer Bechtold, Board Clerk