

Rancho Adobe Fire Protection District

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**MINUTES OF THE REGULAR BOARD MEETING
JUNE 21, 2023 — 7:00 P.M.
COTATI FIRE STATION - #1 EAST COTATI AVE.
COTATI, CALIFORNIA**

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

President, Brian Proteau, called the Regular Board Meeting to order at 7:00 p.m. The agenda for this meeting was posted on June 16, 2023.

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

Minutes Conducted by: Jennifer Bechtold

The Pledge of Allegiance was said.

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

Items of correspondence were located in Board packets.

III. APPROVAL OF MINUTES

A. Special Meeting of April 19, 2023

Motion moved by Mr. Peterson to approve the minutes of April 19, 2023, and seconded by Mr. Herman.

Motion Carried: Aye 5 No 0 Abstain 2 (Proteau, Hemmendinger) Absent 0

B. Regular Meeting of May 17, 2023

Motion moved by Mr. Gadoua to approve the minutes of May 17, 2023, and seconded by Mr. Herman.

Motion Carried: Aye 7 No 0 Abstain 0 Absent 0

IV. CONSENT CALENDAR

A. Ratification of Checks Issued

Motion moved by Mr. Herman to approve the consent calendar and seconded by Mr. Howell.

Motion Carried: Aye 7 No 0 Abstain 0 Absent 0

V. **ADMINISTRATIVE COMMUNICATIONS**

A. Firefighters' Union Report

There was no report.

B. Firefighters' Association Report

Pancake breakfast will be held at the Penngrove station on July 1 and the parade will be July 2.

C. Chief's Report

Chief Veliquette reported the following items:

- 1.) 5 firefighters are in background for the part-time firefighter position. Additionally, recruitment was just closed for the full-time firefighter/EMT.
- 2.) Major focus on facilities, recruitment and negotiations.
- 3.) James Deurloo was presented as firefighter of the year at the recent Rohnert Park/Cotati Rotary dinner.
- 4.) Penngrove station remodel continues.
- 5.) Finance committee meeting was held to discuss loan options.
- 6.) Two cardiac arrest calls with positive outcomes, both in Cotati. Crews were amazing in their efforts.
- 7.) July 1st pancake breakfast at the Penngrove station.
- 8.) May calls: 120 EMS, 67 good intent, 16 service, 8 hazard, 8 fire and 7 false alarms.

D. Director Reports

There were no reports.

E. Committee Reports

a. Finance/Budget

Chief Veliquette mentioned we had a finance meeting to discuss finance options for station 2, which will be reviewed this evening.

Mr. Hemmendinger noted that supplies and services have increased a bit, which is normal for the end of the fiscal year. All other expenses are in line.

b. Long Range Planning

There was no report filed.

VI. **UNFINISHED BUSINESS**

A. Discussion on Proposed Sales Tax

Chief Veliquette reported the proposed sales tax continues moving forward. The full ballot language has been presented to county counsel, with no recommended changes. The ballot has also now been logged with the election's office. FSWG has been meeting with and sharing information with city managers and mayors' groups and has a future meeting with the Sonoma County Taxpayers Group. The labor side is getting ready to launch the signature gathering campaign, which requires 21K approved signatures, but they are shooting for 29K signatures. The FSWG will begin compiling information for a FAQ and bullet points and small blurbs on what this tax measure means to each of our agencies.

VII. NEW BUSINESS

A. Consideration of Memorandum of Understanding between the District and the Battalion Chiefs for July 1, 2023 – June 30, 2024

Mr. Hemmendinger noted there is a typo under Section 34 as the contract does not need to state it is retroactive to July 1, 2023. Chief Veliquette also commented that all three agreements have been reviewed and recommended for approval by the negotiations committee for a 5% across the board pay increase.

Motion moved by Mr. Hemmendinger to approve the Battalion Chiefs MOU and seconded by Mr. Gadoua.

Motion Carried: Aye 7 No 0 Abstain 0 Absent 0

B. Consideration of Memorandum of Understanding between the District and the Rancho Adobe Firefighters Union for July 1, 2023 – June 30, 2024

Chief Veliquette noted the part-time firefighter hourly rate ties into step 1 of the full-time firefighter pay scale.

Motion moved by Mr. Howell to approve the Firefighters MOU and seconded by Mr. Hemmendinger.

Motion Carried: Aye 7 No 0 Abstain 0 Absent 0

C. Consideration of Employment Agreement between the District and the Administrative Manager for July 1, 2023 – June 30, 2024

Motion moved by Mr. Peterson to approve the Administrative Manager's Employment Agreement and seconded by Mr. Gadoua.

Motion Carried: Aye 7 No 0 Abstain 0 Absent 0

D. Discussion and Approval to Remove Battalion Chief Mike Weihman as Signer on Summit State Bank Account and Adding Battalion Chief James Deurloo as Signer

Motion moved by Mr. Herman to approve the change in bank signers and seconded by Mr. Moretti.

Motion Carried: Aye 7 No 0 Abstain 0 Absent 0

E. Discussion and Approval of Change Order for HVAC System at Station 3

In February, the Board approved the HVAC contract for \$103K and at that time, there was a 20% override allowed for change orders. The change order before the Board is for work that was completed to relocate the water heater and rebuild the platform. The change orders totaled \$6,563.00.

Motion moved by Mr. Gadoua to approve the requested HVAC system change orders and seconded by Mr. Moretti.

Motion Carried: Aye 7 No 0 Abstain 0 Absent 0

F. Discussion and Approval of Change Orders for Station 2 Remodel

Chief Veliquette said this project is more complicated because the building is much older, and we did not know what we were getting into. In February, the Board approved a contract amount of \$1,007,500 and the change orders being reviewed tonight will increase contract amount to \$1,057,260.60. There are a number of items within this change order including the removal of sheetrock and additional asbestos. We will be bringing 1-2 more change orders to the Board at a later date having to do with ADA requirements. BC Wandel is doing a very good job managing costs on the job. This change order modifies the original contract by 4.9%.

Mr. Moretti asked if asbestos removal was originally factored into the remodel cost and Mr. Proteau replied this was, but additional removal in more areas was needed once they began working.

Motion moved by Mr. Howell to approve the requested change orders for the station 2 remodel and seconded by Mr. Gadoua.

Motion Carried: Aye 7 No 0 Abstain 0 Absent 0

G. Review and Discussion on Resolution R-8: Approving Lease Financing Documents

Chief Veliquette noted we researched financing options to see if we should take out a loan for the station 2 remodel and hold onto our own reserves. We contacted both CSDA and Summit State Bank, and ultimately CSDAs rates were lowest. We ran quotes for four options – five and ten years at \$550K and \$1.1 million. These options were discussed with finance committee, and they felt a loan of \$550K for 10 years was the best option due to the payment being more affordable. Loan terms are one annual payment of \$70,690 at 4.35%. This loan will help us complete some other projects as well.

Chief Veliquette noted that Mr. Peterson asked about the lease to lease back on the loan, and this is essentially how a District finances real property. The lender takes the lease hold; hence property is held as collateral. Mr. Peterson commented that if we mortgaged this loan, we would have to get a vote from our taxpayers. This money is slated for construction and projects. The funds are deposited into a trust account, and we submit paperwork or receipts to show what the funds will be paying for. The reimbursement form is shown as Exhibit A in the lease agreement.

Should the Board approve this loan, our current cash reserves bookmarked for the project would be invested into another CD and loan funds would be withdrawn to pay the contractors. If the sales tax measure passes, we can repay the loan with those funds. If not, we will keep paying on the loan and will have the cash to utilize.

Once the Board authorizes the resolution and approves the lender request, they will make sure all paperwork is completed. Then it will be brought back to our Board President to sign and notarize. We will also have our legal counsel review the paperwork. Mr. Howell feels this is worth the money and all we would be out is documentation fee if the tax measure were to pass. Mr. Proteau agreed and said this funding could help pay for the much-needed fencing around station 2.

Motion moved by Mr. Gadoua to approve Resolution R-8 and seconded by Mr. Peterson.

Motion Carried: Aye 7 No 0 Abstain 0 Absent 0

Roll Call:

Mr. Proteau – aye

Mr. Howell – aye

Mr. Peterson – aye

Mr. Gadoua – aye

Mr. Moretti – aye

Mr. Hemmendinger – aye

Mr. Herman – aye

H. Discussion on Designating a Legislative Representative from the Board of Directors

Mr. Peterson noted that he has included a page of bullet points in Board packets noting who we should be working with for legislative matters. He feels we should assign a Board member to regularly interface with our legislators, supervisors and city council members, as well as their staff. As an entity, we do not have much clout with legislative bodies, and are instead doing this through larger organizations such

New Business Continued:

as the Sonoma County Fire Chiefs Association and the Sonoma County Special Districts Association. We could work alongside the other districts and produce lists of things we would like the legislators to do. Mr. Peterson would also like to see our legislators more comfortable coming to us for issues as they arise.

Mr. Hemmendinger said this role use to be filled by the Board Chairman but was more as someone who followed legislation but not necessarily interacting with them. Mrs. Bechtold commented that the recent formation of the Sonoma County Special Districts Association will help the District with more interaction with our legislators. The next quarterly meeting will be held on July 27 and Assemblymember Connolly will be the guest speaker.

The Board of Directors designated Mr. Peterson as the legislative representative for Rancho Adobe Fire District.

VIII. DIRECTION ON FUTURE AGENDA ITEMS

- Resolution for Prop 4 and parcel tax
- 1st reading of the revised fee schedule
- Change orders for station 2 remodel

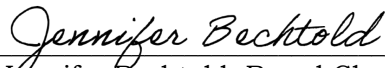
IX. ADJOURNMENT

With no further business to discuss, the Regular Board meeting was adjourned at 8:03 p.m.

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

Motion Carried: Aye 7 No 0 Abstain 0 Absent 0

Respectfully submitted,



Jennifer Bechtold, Board Clerk

Date Approved by Board of Directors:

July 19, 2023