

# Rancho Adobe Fire Protection District

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**MINUTES OF THE REGULAR BOARD MEETING  
JUNE 20, 2018 — 7:00 P.M.  
COTATI FIRE STATION - #1 EAST COTATI AVE.  
COTATI, CALIFORNIA**

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

President, Carla Grube, called the Regular Board Meeting to order at 7:00 p.m. The agenda for this meeting was posted on June 15, 2018.

Roll Call:

Directors Present: Carla Grube, Mark Hemmendinger, Greg Karraker, Michael Gadoua, Nole Pacheco, Harold Griffith, Brian Proteau

Minutes Conducted by: Jennifer Ober

**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 May 16, 2018

Motion moved by Mr. Karraker and seconded by Mr. Griffith.  
Motion Carried: Aye   7   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. Karraker.  
Motion Carried: Aye   7   No   0   Abstain   0   Absent   0

## V. ADMINISTRATIVE COMMUNICATIONS

### A. Chief's Report

Chief Thompson read from his written report and pointed out the following:

- Total May incidents were 135 calls with 76 EMS calls.
- We have a dozen new applications for the firefighter position and interviews will be held in July.
- The Get Ready Program will begin in August.
- Weed Abatement has been a major source for some residents in Cotati and we will be addressing the new ordinance this evening. We currently have 150 problem properties.
- 3, 6 and 9-month testing going on for probationary firefighters.
- Four personnel continue in the Engineer academy.
- We have had a lot of maintenance issues this month, but annual inspections have been completed.
- Information is being uploaded to Lexipol and we will be coordinating similar policies and procedures with Petaluma Fire.
- The training officer funding for Region 9 has been approved and Rancho Adobe will be coordinating and tracking the financing of the new position.
- The County has approved \$900K for assistance on hazardous or pre-deployment of resources.
- The County has chosen the Silver plan for fire resources, which would include a third person at station 3.
- Chiefs annual inspections will be at the end of June for members, apparatus, equipment, quarters and records.

### B. Director Reports

There were no reports filed.

### C. Committee Reports

#### a. Finance/Budget

Mr. Hemmendinger mentioned that right now we are at \$275K to the good in revenues and expenses. Ms. Ober commented that we will still be getting our teeter funds of around \$130K - \$150K.

#### b. Negotiations

Mr. Pacheco said we have one item in closed session.

#### c. Equipment

There were no reports filed.

#### d. Legislative

There were no reports filed.

#### e. Chief's Evaluation

There were no reports filed.

#### f. Long Range Planning

There were no reports filed.

D. Firefighters' Association Report

BC Taylor commented that on Saturday, June 30 we will be holding the pancake breakfast from 7 a.m.-11 a.m. and the parade will begin Sunday at 11:00 a.m.

E. Firefighter's Union Report

Captain Deurloo noted that on June 26<sup>th</sup> the Union will be hosting MDA Fill the Boot Drive in Cotati.

**VI. UNFINISHED BUSINESS**

A. Discussion on Ballot Measure for November 2018

Mr. Karraker commented that there was a PAC meeting yesterday. We have a fundraising balance of \$6,083 and our goal is \$50K, so we have a long way to go. We are printing a large poster of Kyle equipped in turnout gear to take along to our events going forward. An events calendar will be completed on Friday, as there are many fundraisers upcoming. We will be having some open houses this summer, that will be aimed at more fun things, and this Fall we will be working on Town Hall meetings, which will be more informational. Ms. Ober has begun working on communications to district citizens by sending out weekly informational notices through Constant Contact, and today the first communication was sent out to around 3500 people.

Mr. Hemmendinger asked if we have done any other research to test the waters and see what the community is willing to support. Mr. Karraker said we will be doing another poll in a month or so after some of our informational pieces have gone out. We found in the first poll that there was not a lot of understanding about the district.

Mrs. Grube asked if everyone had received the business list to seek donations from, and Ms. Ober said that everyone has received it multiple times. She stated that everyone needs to step up and start bringing donations in.

B. Discussion on Replacing Roof at Liberty Fire Station

Mr. Proteau noted there was nothing new to report, but we need to get our ideas together in July.

**Public Hearing was opened at 7:25 p.m.**

**VII. PUBLIC HEARING**

A. Presentation and Discussion on Preliminary Budget for FY 2018/2019 (2<sup>nd</sup> Reading)

Ms. Ober reviewed the budget with the Board and said we are in a deficit of \$373K. Mr. Hemmendinger commented that a lot of hard work has been done in this current fiscal year holding the line on expenses. This is thanks to the BCs and Chief. Much of our expenses are dedicated to wages and benefits, so here's not a lot we can do about the deficit right now. Mr. Gadoua asked why the small tools budget went up and BC Wandel responded that we must replace a number of tools that are on loan. If we replaced all the tools, the bids we have gotten are \$70-\$90K, so the process will have to be done over time. Mr. Hemmendinger also commented this budget does not include potential retirements. Several items in the budget this year have been halted and will need to be done next fiscal year.

Ms. Ober commented that when finalizing the preliminary budget, she noticed we may exceed our Prop 4 limit by around \$130K. And in doing research along with Mr. Hemmendinger, they've learned several things. Among them is what items are exempted from the limit as well as what will happen should we pass the tax measure in November. Included in the resolution adopting the appropriations limit in July will be the calculation used going forward to calculate an adjusted limit for the current parcel tax we have in place. Based on our exemptions, we should never have an issue exceeding the Prop 4 limit.

B. Ordinance 18-01: Weed Abatement (1<sup>st</sup> Reading)

Chief Thompson said the most important part of the weed abatement ordinance is that we haven't had any teeth to enforce compliance, and so this ordinance will allow us to do more. He asked the Board to review the ordinance and make any changes before next month.

Mr. Karraker said this is a terrific start at an abatement ordinance and feels the City of Cotati is not cooperating on their end. They have continued to pass the buck to Rancho Adobe. Chief Thompson noted that he spoke to Damien O'Bid from the City of Cotati, and he promised they are going to put a policy in place where they will get reimbursed for abatement through a citation or other means. Ms. Ober shared comments from Mr. O'Bid stating that he feels we should eliminate the three "unincorporated areas" reference so that it doesn't tie us to certain areas within the district. Chief Thompson feels we need to continue to do our job of weed abatement and then send the bills for mowing within their jurisdiction to the City of Cotati. Mrs. Grube wondered if we should sign an ordinance or agreement with the City that states they will reimburse the district for expenses related to weed abatement. Mr. Pacheco doesn't feel the City will just pay the bill. BC Taylor said the city already has a municipal code that says they will put a lien on the property, but they don't follow their code. Chief Thompson feels an alternative would be that we send a crew out to do the work and they would then bill the city direct. Mr. Proteau commented there should be some written language with the city before we sign off on this ordinance. We can change the language in the ordinance that states we will take care of weed abatement, but only if the City of Cotati agrees to pay for the services. Chief Thompson feels at this point that he and BC Weihman should meet with Mr. O'Bid and the Mayor Landman to discuss this issue. He will follow up with them on a meeting date.

**Public Hearing was adjourned at 7:54 p.m.**

**VIII. NEW BUSINESS**

A. Resolution R-8: Approving Preliminary Budget for FY 2018/2019

BC Taylor commented that we are in the last two weeks of the fiscal year and have put many purchases and projects put on hold to save this year's budget. With funding that was not spent, he would like the Board to authorize increasing budgets next fiscal year, so those items can be purchased. The Board would like a prioritized list of outstanding items that were budgeted for in FY 17/18 and put on hold due to budget constraints. BC Wandel said items have been put on hold because they aren't emergency items, but they are things we need to have soon, and they can't continue to be deferred. After further discussion, the Board gave the approval to purchase the items needed before the end of the fiscal year. For those items not purchased but needed, we can look at adding them to the FY 18/19 budget.

Motion moved by Mr. Proteau and seconded by Mr. Karraker.  
Motion Carried: Aye   7   No   0   Abstain   0   Absent   0  

Roll Call:

Mr. Pacheco – aye  
Mr. Karraker – aye  
Mr. Griffith – aye  
Mr. Proteau – aye  
Mr. Hemmendinger – aye  
Mr. Gadoua – aye  
Mrs. Grube – aye

B. Discussion and Review on Proposed Resolution R-1(FY 2018/2019): Impose and Levy a New Special Tax and Requesting the Election be Consolidated with Any other Election Held on the Same Date in the Same Territory

Ms. Ober commented that she is bringing this resolution to the Board tonight to review in advance of the July Board meeting. We have used campaign consultants in the past who have overseen the language for the ordinance, but this time we are running the campaign internally. This was the same ordinance used in 2012 that has been cleaned up to reflect what the District is looking for in the new tax measure. Ms. Ober is looking for a thorough reading from the Board and feedback on any changes they see fit. She also proposed the new ballot statement language, which was reviewed and corrected by Petaluma’s city attorney, Mr. Danley.

Mr. Hemmendinger felt that perhaps the statement should lead with the ambulance service as the selling item, as opposed to closing stations and adding firefighters. The Board continued discussion on this and it was agreed upon to move the ambulance service before the staffing increases.

BC Taylor said we should remove the wording “maximum” of \$300 per assessor’s parcel since we will always be requesting that amount, not less. Changes were made to other wording in the official ballot statement, which will be further approved in July.

C. Discussion and Approval of Calendar of Events for Association FY 2018/2019

Ms. Ober presented the calendar of events for the Association for approval. The only changes were to remove the beer fest and add the 25<sup>th</sup> Anniversary event for RAFD.

Motion moved by Mr. Proteau and seconded by Mr. Gadoua.  
Motion Carried: Aye   7   No   0   Abstain   0   Absent   0  

**IX. DIRECTION ON FUTURE AGENDA ITEMS**

There are no new items for July.

**Closed Session was opened at 8:34 p.m.**

**X. CLOSED SESSION**

A. Pursuant to Government Code §54957.6, the Board will hold a closed session for the following reason: CONFERENCE WITH LABOR NEGOTIATORS. District Subcommittee: Nole Pacheco, Mark Hemmendinger and Michael Gadoua  
Employee Organization: Administrative Manager  
Action Taken: No action taken.

**Closed Session was adjourned at 8:54 p.m.**

**XI. ADJOURNMENT**

With no further business to discuss, the Regular Board meeting was adjourned at 8:55 p.m.

Motion moved by Mr. Karraker and seconded by Mr. Pacheco.  
Motion Carried: Aye   7   No   0   Abstain   0   Absent   0  

Date Approved:   7/18/18