

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, 2024 — 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 Bechtold, Board Clerk, at 707-795-6011 for assistance so the necessary arrangements can be made.

The Board meeting agenda and all supporting documents are available for public review at 11000 Main Street, Penngrove, CA 94951, 72 hours in advance of a scheduled board meeting. Materials related to an item on this agenda submitted to the Board after distribution of the agenda packet, and not otherwise exempt from disclosure, will be made available for public inspection at the District Office at 11000 Main Street, Penngrove, during normal business hours, Tuesday through Friday, 9:00 a.m. – 5:00 p.m. Copies of supplemental materials distributed at the Board meeting will be available for public inspection at the meeting location.

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. 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 and 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
- C. Oaths of Office Administered to Mark Hemmendinger, Brian Proteau, Bret Herman and Pete Albini

III. BOARD REORGANIZATION

- A. Election of 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 2 Directors
(meeting as necessary, but at least quarterly)
- E. Confirm Calendar of Meetings for 2025: Third Wednesday of Every Month: January 15, February 19, March 19, April 16, May 21, June 18, July 16, August 20, September 17, October 15, November 19, December 17

IV. APPROVAL OF MINUTES

The Board of Directors will review, amend and approve prior months' Board meeting minutes.

- A. Regular Board Meeting of November 20, 2024
- B. Special Board Meeting of December 9, 2024

(Continued on next page)

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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 Checks Issued

VI. ADMINISTRATIVE COMMUNICATIONS

An opportunity to report on individual activities related to District Business.

- A. Firefighter's Union Report
- B. Firefighters' Association Report
- C. Chief's Report
- D. Director Reports
- E. Committee Reports
 - a. Finance/Budget
 - b. Ad Hoc Capital Improvements


VII. NEW BUSINESS

- A. Discussion on Consolidation Process with SCFD
The Board will receive an update on steps taken towards consolidation with SCFD
- B. Discussion on Section 115 Pension Trust
The Board will discuss whether to continue on with creating a Section 115 Trust under PARS or postponing until further action is determined with regard to consolidation
- C. Discussion and Approval of Procurement Policies
The Board will review and consider adopting new procurement policies for the District
- D. Discussion and Possible Approval of Measure H Funding Agreement between Rancho Adobe Fire District and the County of Sonoma
The Board will review and consider approving the Measure H Funding Agreement between the District and County of Sonoma
- E. Consideration of Employment Agreement between the District and the Fire Chief for December 1, 2024 – November 30, 2025
The Board will consider approving the wages, benefits and working conditions outlined in the employment agreement between the Rancho Adobe Fire District and the Chief
- F. Discussion and Review of FY 2023/2024 Financial Audit
The Board of Directors will review the audit of FY 23/24 financial statements as conducted by Blomberg CPA

VIII. DIRECTION ON FUTURE AGENDA ITEMS

IX. 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 Penngrove U.S. Post Office on December 13, 2024.



Jennifer Bechtold, Clerk of the Board