



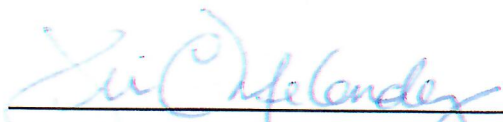
**GRATON FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
REGULAR BOARD MEETING AGENDA
3750 Gravenstein Hwy N, Sebastopol, CA 95472
March 8th, 2022 at 7:00 p.m.**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Corrections and/or Modifications to the Agenda
5. PUBLIC COMMENT: *The Board of Directors welcomes participation in Board meetings. Matters under the jurisdiction of the Board that are not posted on the agenda may be addressed by the general public. This opportunity for comment is provided by the Ralph M. Brown Open Meeting Act. However, California Law prohibits the Board from acting on any matter which is not on the posted agenda, unless the Board determines that it is an emergency or other situation specified in Government Code Section 54950 et seq. Public comment is limited to three (3) minutes per individual.*
6. CONSENT CALENDAR: *Consent calendar items are considered routine and are acted upon by the Board with a single action. Members of the audience wishing to provide public input may request that the Board remove the item from the Consent Calendar. Comments may be limited to three (3) minutes.*
 - a. Draft Board Meeting Minutes, 2/8/22
 - b. Financial Reports - February 2022
 - c. Report upon Return from Closed Session Board Meeting 2/8/22
7. Old Business
 - a. Policy & Procedures Updates – Committee on Lexipol additions.
 - b. Review of District Legal Invoices
8. New Business
 - a. Temp Staffing Contract
 - b. Form Career MOU Subcommittee
9. Committee Report
10. Purchase Request: For consideration and approval

11. Correspondence
12. Fire Chief's Report
 - a. Roster, Alarms and Drills
13. Future Agenda Items: Board members may raise issues for the next board meeting that need attention. Board members may also recommend that future agenda items be considered at a board special meeting.
14. Closed Session
 - a. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Exposure to Litigation – Authorized pursuant to Gov. Code section 54956.9(d)(2):
1 matter
 - b. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
(Authorized pursuant to Gov. Code section 54956.9(d)(1)): 1 matter:
Sapphire Alvarez v. Graton Fire Protection District, Sonoma County Superior
Court, Case No. SCV-269950
15. Report Upon Return from Closed Session
16. Adjournment

Certification

I, Jill Melendy, Clerk to the Board for the Graton Fire Protection District, do hereby declare that the foregoing agenda for March 8th, 2022 Regular Meeting of the Board of Directors of the Graton Fire Protection District was posted on the door outside the District Headquarters by Saturday, March 5th, 2022 at 7:00 p.m. In compliance with Government Code Section 54957.5. Any non-exempt writing or documents provided to a majority of the Board of Directors regarding any item on this agenda are available during normal business hours, for public inspection at Fire District headquarters office, located at 3750 Gravenstein Hwy N, Sebastopol, CA 95472. This agenda is also available on the District website www.gratonfire.com



Jill C. Melendy, Clerk of the Board of Directors

Dated: March 5th, 2022 / Graton Fire Protection District

ADA Compliance

In compliance with Government Code 54954.2(a), the Graton Fire Department, will, on request, make this agenda available in appropriate alternative formats to persons with a disability, as required by the section 202 of the American Disabilities Acts of 1990 (42 U.S.C. 12132), and the federal rules and regulations adopted in implementation thereof. Individuals who need this agenda in an alternative format or who need a disability-related modification or accommodation in order to participate in the meeting should contact Board Recording Secretary, at (707) 823-8400 x107, 72 hours or more prior to the disability accommodations being needed in order to participate in the meeting.

CONSENT CALENDAR



**GRATON FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
REGULAR BOARD MEETING MINUTES
3750 Gravenstein Hwy N, Sebastopol, CA 95472
February 8th, 2022**

1. Call to Order: 7:00 p.m.
2. Pledge of Allegiance
3. Roll Call: Maddocks, Cesaretti, Peterson, Fisher and Nunes. Also Present Ross (District Counsel), and Bullard.
4. Corrections and/or Modifications to the Agenda: None
5. PUBLIC COMMENT: None
6. CONSENT CALENDAR: Motion by Peterson to approve Consent Calendar as whole, 2nd by Nunes, passed by vote 5/0/0.
 - a. Draft Board Meeting Minutes, 1/11/22
 - b. Report upon Return from Closed Session Board Meeting 1/11/22 – Not Applicable – Report was given orally at the 1/11/22 meeting.
7. Old Business
 - a. Policy & Procedures Updates – Committee on Lexipol additions: Fisher reports that no progress was made but will have by March board meeting.
 - b. Mortgage Paydown - Consider Amendment to Agreement for paydown of Fire Station Mortgage and authorizing incidental actions to complete the paydown transaction: Motion by Fisher to authorize Amendment to proceed with paydown of Fire Station, 2nd by Peterson, passed 3/2/0 with Cesaretti and Nunes voting no.
8. New Business
 - a. Review of District Legal Invoices: Multiple public comments and questions regarding the legal expenses incurred by the District. Motion by Nunes to push continued review of legal invoices to next board meeting March 8th, 2nd by Fisher, passed 5/0/0.
9. Committee Report: None
10. Purchase Request: None
11. Financial Reports: Board reviewed financial packet. Motion by Fisher to approve January financial reports as presented, 2nd by Peterson, passed 5/0/0.

12. Correspondence

a. Parcel Tax Exemption Request: Motion by Fisher to deny parcel tax exemption, 2nd by Cesaretti, passed 5/0/0.

13. Fire Chief's Report: Chief requested agendaized committee meeting for Career Firefighters MOU, noted that if continued legal demands are required to comply with numerous PRA requests that additional part-time administrative hire will be required. He noted that he has personally contributed over 300+ hours toward the various PRA requests and other legal requirements.

a. Roster: No additions

b. Alarms: 50 Drills: 13

14. Future Agenda Items: None

15. Closed Session: Adjourned at 7:50 p.m. Returned at 8:04 p.m.

a. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Exposure to Litigation – Authorized pursuant to Gov. Code section 54956.9(d)(2):
1 matter

b. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

(Authorized pursuant to Gov. Code section 54956.9(d)(1)): 1matter:

Sapphire Alvarez v. Graton Fire Protection District, Sonoma County Superior Court, Case No. SCV-269950

16. Report Upon Return from Closed Session: Ross indicates Board convened in Closed Session at 7:50 p.m., two Directors (Fisher and Nunes) recused themselves and vacated the room at 7:53 p.m. for conflict of interest. There was no consideration of agenda item 15.a., and there was no reportable action taken on item 15.b.

17. Adjournment: 8:04 p.m.

Graton Fire Protection District
Check Detail
February 1-28, 2022

Num	Name	Memo	Graton	Tree Farm
Debit	ADP	Payroll - Taxes	\$ 6,528.40	\$ -
Debit	ADP	Payroll - DD	\$ 28,425.75	\$ -
Debit	ADP	Payroll Processing Fee	\$ 106.97	\$ -
Debit	CalPERS	PEPRA - Jan	\$ 5,387.09	\$ -
Debit	CalPERS	CLASSIC - Jan	\$ 2,876.06	\$ -
Debit	Capital One Public Funding	Mortgage Paydown	\$ 1,168,022.49	\$ -
Debit	Summit State Bank	Wire for Mortgage Paydown	\$ 25.00	\$ -
50730	Heather O'Dell	Payroll	\$ -	\$ 1,987.94
50731	Darrell Kopriva	Payroll	\$ 606.05	\$ -
50732	Lia Liskey	Payroll	\$ -	\$ 57.72
4252	Bay Area Background Checks	Trainee x 1	\$ 58.50	\$ -
4253	Brooks Tree Farm	Seedlings x 500	\$ -	\$ 394.00
4254	Burtens Fire Inc.	8482 Repairs	\$ 1,621.79	\$ -
4255	Cal Net ATT	Phone	\$ 184.89	\$ -
4256	CalChoice	Health Benefits-March	\$ 3,632.32	\$ -
4257	Capitol Clutch & Brake Inc	Pro Valve x 2 (8460)	\$ 83.31	\$ -
4258	Choice Builder	Health Benefits-Dental+Vision	\$ 515.12	\$ -
4259	Cliff Walker Supply & Maint	Cleaning Service	\$ 360.00	\$ -
4260	Coast Counties Peterbilt	Headlight - 8496	\$ 714.94	\$ -
4261	Curtis Tools For Heroes	Wildland Coats x 6	\$ 1,348.63	\$ -
4262	Heather O'Dell	Reimbursement - Tractor Parts	\$ -	\$ 48.71
4263	Law Offices of William D. Ross	Legal Expenses	\$ 6,136.16	\$ -
4264	Mary Ellen Dorsett	Report Review	\$ 110.00	\$ -
4265	One Call Mobile Repair	Repairs	\$ 1,350.00	\$ -
4266	Peak Seasons	Freight Charges	\$ -	\$ 18.79
4267	Peterson	Battery	\$ 561.04	\$ -
4268	Santa Rosa Junior College	Classes x 3	\$ 582.00	\$ -
4269	SoCo Fire Chief's Association	2022 Membership & Dues	\$ 110.00	\$ -
4270	US Bank	Credit Card	\$ 895.50	\$ -
4271	Chaz Mathias	Sleeper Reimbursement	\$ 70.00	\$ -
4272	Darrell Kopriva	Sleeper Reimbursement	\$ 325.00	\$ -
4273	Emily Fuller	Sleeper Reimbursement	\$ 60.00	\$ -
4274	Evan Jacobs	Sleeper Reimbursement	\$ 300.00	\$ -
4275	Jonathan Preciado	Sleeper Reimbursement	\$ 325.00	\$ -
4276	Kristen Cattell	Sleeper Reimbursement	\$ 60.00	\$ -
4277	Lia Liskey	Sleeper Reimbursement	\$ 25.00	\$ -
4278	Matt Skinner	Sleeper Reimbursement	\$ 35.00	\$ -
4279	Sam Ballenger	Sleeper Reimbursement	\$ 780.00	\$ -
4280	Aaction Rents	Tiller Rental	\$ -	\$ 99.96

Graton Fire Protection District

Check Detail

February 1-28, 2022

4281	Curtis Tools For Heroes	Ratchet Strap	\$ 115.10	\$ -
4282	Josh Skikos	Driving Committee Dinner	\$ 65.37	\$ -
4283	Kyler L. Walker	Training Meal	\$ 23.94	\$ -
4284	Liebert Cassidy Whitmore	Legal Expenses	\$ 872.50	\$ -
4285	Norcal Truck Alignment	Wheel Alignment 8482	\$ 425.00	\$ -
4286	North Bay Petroleum	Oil Drum- Fleet	\$ 2,894.54	\$ -
4287	Occu-Med	Trainee x 2 Exams	\$ 136.40	\$ -
4288	PG&E	Utilities	\$ 40.27	\$ -
4289	Sebastopol Hardware Center	Station Expenses	\$ 134.25	\$ -
4290	Standard Insurance Company	Disability	\$ 174.00	\$ -
4291	Wyatt Irrigation	Landscaping	\$ 145.64	\$ -
4292	Zep Sales & Service	Cleaning Supplies	\$ 56.37	\$ -
			\$ 1,202,244.27	\$ 2,607.12
	TOTAL		\$ 1,204,851.39	



GRATON FIRE PROTECTION DISTRICT - FEB 2022 - OVERVIEW

DEPOSITS:		
County Upstaffing	\$5,970	2/8/2022
County Upstaffing	\$6,955	2/8/2022
Misc.	\$2,998	2/28/2022
Total:	\$15,923	2/28/2022
CURRENT ASSETS:		
Summit Operating Account	\$75,000	2/28/2022
Summit ICS Account	\$1,636,694	2/28/2022
Total:	\$1,711,694	2/28/2022
ACCTS. RECEIVABLES:		Billed
COVID Upstaffing	\$21,495	4/22/2021
County Upstaffing	\$2,403	8/17/2021
Wet Hire Engine	\$4,373	9/4/2021
County Upstaffing	\$1,586	9/10/2021
County Upstaffing - 8460	\$7,985	10/10/2021
Total:	\$37,841	

Graton Fire Protection District

US Bank Credit Card

February 2022

Name	Memo	Category	Amount
Beck's Shoes	PPE - Insoles	6020 · Clothing/Personal	\$ 20.76
Brooks Tree Farm	Seedlings x 200	7000 · Tree Farm Expense	\$ 157.46
USPS	Return Mail	7000 · Tree Farm Expense	\$ 10.70
Kirk International, Inc.	Retarder Ring	7000 · Tree Farm Expense	\$ 58.61
Brooks Tree Farm	Seedlings x 500	7000 · Tree Farm Expense	\$ 527.00
Zoom	Video Conferencing	6400 · Office Expense	\$ 14.99
GearGrid Corporation	Shelves	6180 · Building Maintenance	\$ 428.00
Verizon Wireless	New Phone + Monthly Service	6040 · Communications	\$ 504.36
Lucky	Officer Meeting	7120 · In-Service Training	\$ 32.94
Vanguard Industries East	Uniform	6020 · Clothing/Personal	\$ 19.89
AT&T	Internet	7320 · Utilities	\$ 64.20
Golden Gate North	Wash + Accessories	6140 · Equipt Maintenance	\$ 32.60
Prime Video	Training Video	7120 · In-Service Training	\$ 10.49
Illy Caffe	Training Meal	7120 · In-Service Training	\$ 17.55
National Emergency Training	Training	7120 · In-Service Training	\$ 573.29
Pinkberry	Training - Meal	7120 · In-Service Training	\$ 8.82
Amazon	Water Filters	6180 · Building Maintenance	\$ 37.96
Active 911	Dispatch Subscriptions x 43	6040 · Communications	\$ 559.00
O'Leary's Emporium	Uniform	6020 · Clothing/Personal	\$ 70.86
TOTAL CREDIT CARD CHARGES		\$3,149.48	



Graton Fire Protection District Profit & Loss Budget vs. Actual July 2021 through February 2022

	TOTAL		
	Jul '21 - Feb 22	Budget	% of Budget
Ordinary Income/Expense			
Income			
10 · Taxes			
1000 · Property Taxes - CY Secured	497,180.76	880,000.00	56.5%
1001 · Property Tax -CY Direct Charges	495,357.71	858,000.00	57.73%
1011 · Property Taxes - Admin Fee	0.00	-10,000.00	0.0%
1012 · Property Tax -CY Homeowner Relf	0.00	2,000.00	0.0%
1020 · Property Taxes -CY Supplemental	6,062.79	12,000.00	50.52%
1040 · Property Taxes -CY Unsecured	26,402.01	21,000.00	125.72%
1042 · Cost Reim-Coll Del CY Unsec	0.00	-500.00	0.0%
1050 · Property Tax - PY Direct Charge	2,239.88		
1060 · Property Taxes -PY Secured	0.00	-500.00	0.0%
1080 · Property Taxes -PY Supplemental	0.00	0.00	0.0%
1100 · Property Taxes -PY Unsecured	0.00	500.00	0.0%
1120 · - State- Other in Lieu	18.97		
1122 · Property Taxes - State Homeowne	744.89	3,000.00	24.83%
Total 10 · Taxes	<u>1,028,007.01</u>	<u>1,765,500.00</u>	<u>58.23%</u>
17 · Use of Money/Property			
1700 · Interest on Pooled Cash	23.13	150.00	15.42%
1701 · Interest Earned	0.00	400.00	0.0%
Total 17 · Use of Money/Property	<u>23.13</u>	<u>550.00</u>	<u>4.21%</u>
20 · Intergovernmental Revenues			
2400 · ST - Disaster Relief	179,885.10	171,000.00	105.2%
2440 · ST - HOPTR	0.00	0.00	0.0%
2500 · ST - Grants/Other	0.00	20,000.00	0.0%
2550 · SAFER Grant	101,541.06	150,000.00	67.69%
2589 · State Revenue - Strike Team	233,481.49	203,000.00	115.02%
Total 20 · Intergovernmental Revenues	<u>514,907.65</u>	<u>544,000.00</u>	<u>94.65%</u>
40 · Miscellaneous Revenues			
4020 · Tree Farm Revenue	129,514.97	80,000.00	161.89%
4021 · Sale - Real Property	0.00	15,000.00	0.0%
4040 · Miscellaneous Revenue	17,131.16	4,000.00	428.28%
4101 · Ins/Personal Damage Rebate	0.00	0.00	0.0%
4102 · Donations/Reimbursements	0.00	0.00	0.0%
4109 · Outdated/Cancelled Checks	0.00	0.00	0.0%
4600 · Sale of Fixed Asset	10,000.00		
40 · Miscellaneous Revenues - Other	1,000.00		
Total 40 · Miscellaneous Revenues	<u>157,646.13</u>	<u>99,000.00</u>	<u>159.24%</u>
Total Income	<u>1,700,583.92</u>	<u>2,409,050.00</u>	<u>70.59%</u>
Gross Profit	1,700,583.92	2,409,050.00	70.59%
Expense			
50 · Salaries/Employee Benefits			
5910 · Payroll Expenses	403,150.83	540,000.00	74.66%
5911 · Reimbursement- Calls/Drills	31,887.00	50,000.00	63.77%

Graton Fire Protection District Profit & Loss Budget vs. Actual July 2021 through February 2022

	TOTAL		
	Jul '21 - Feb 22	Budget	% of Budget
5912 · Pay-Strike Team	4,416.91	69,168.00	6.39%
5913 · Reimbursement- Boards/Comms	2,100.00	3,000.00	70.0%
5914 · Pay- Administrative Payroll	0.00	32,400.00	0.0%
5915 · Pay-Stipend	4,305.68	120,450.00	3.58%
5916 · Overtime	0.00	86,400.00	0.0%
5917 · Sleeper Reimbursement	15,870.00	29,200.00	54.35%
5918 · Independent Contractor	0.00	3,000.00	0.0%
5923 · Retirement- CalPERS	113,968.43	121,600.00	93.72%
5924 · Retirement- 457 Plan	0.00	8,000.00	0.0%
5925 · FICA (Medicare/SS)	0.00	16,495.00	0.0%
5930 · Health Insurance	38,888.64	69,295.00	56.12%
5931 · Disability Insurance	1,392.00	2,088.00	66.67%
5940 · Workers Comp	12,788.22	67,210.00	19.03%
Total 50 · Salaries/Employee Benefits	628,767.71	1,218,306.00	51.61%
60 · Supplies and Services			
6020 · Clothing/Personal	29,175.92	40,000.00	72.94%
6040 · Communications	27,327.62	46,000.00	59.41%
6080 · Household Expense	2,352.84	5,000.00	47.06%
6100 · Liability Insurance	38,230.74	40,000.00	95.58%
6140 · Equipment Maintenance	10,299.70	20,000.00	51.5%
6155 · Vehicle Maintenance	21,818.12	55,000.00	39.67%
6180 · Building Maintenance	26,158.65	34,000.00	76.94%
6190 · Landscape Services	2,327.82	12,000.00	19.4%
6261 · Medical Supplies	8,639.37	24,000.00	36.0%
6280 · Memberships	395.00	3,000.00	13.17%
6400 · Office Expense	7,219.00	12,000.00	60.16%
6521 · County Services	0.00	0.00	0.0%
6526 · Dispatch Services	0.00	0.00	0.0%
6536 · Bank Fees	75.00	0.00	100.0%
6587 · LAFCO	1,660.00	1,660.00	100.0%
6610 · Legal Services	94,669.01	120,000.00	78.89%
6630 · Audit Services	10,680.00	11,000.00	97.09%
6800 · Public/Legal Notices	331.00	500.00	66.2%
6820 · Rent/Lease Equipment	0.00	3,000.00	0.0%
6880 · Small Tools/Instruments	4,246.32	40,000.00	10.62%
6883 · Fire Equipment	0.00	0.00	0.0%
7000 · Tree Farm Expense	82,683.57	70,000.00	118.12%
7005 · Election Expense	0.00	15,000.00	0.0%
7120 · In-Service Training	12,203.63	40,000.00	30.51%
7150 · Recognition/Award	1,568.97	500.00	313.79%
7201 · Gas/Oil	13,404.90	20,000.00	67.03%
7300 · Transportation/Travel	3,373.19	5,000.00	67.46%
7303 · Private Car Expense	3,000.00	6,000.00	50.0%
7320 · Utilities	4,727.09	8,000.00	59.09%

Graton Fire Protection District Profit & Loss Budget vs. Actual July 2021 through February 2022

	TOTAL		
	Jul '21 - Feb 22	Budget	% of Budget
Total 60 · Supplies and Services	406,567.46	631,660.00	64.37%
75 · Other Charges			
7910 · Long-Term Debt - Principal	0.00	141,000.00	0.0%
7930 · Long-Term Debt - Interest			
Apparatus Debt - Principal	0.00	100,000.00	0.0%
7930 · Long-Term Debt - Interest - Other	34,791.48	72,000.00	48.32%
Total 7930 · Long-Term Debt - Interest	34,791.48	172,000.00	20.23%
Total 75 · Other Charges	34,791.48	313,000.00	11.12%
Total Expense	1,070,126.65	2,162,966.00	49.48%
Net Ordinary Income	630,457.27	246,084.00	256.2%
Other Income/Expense			
Other Expense			
85 · Capital Assets			
8560 · New Equipment	869,680.55	40,000.00	2,174.2%
Total 85 · Capital Assets	869,680.55	40,000.00	2,174.2%
Total Other Expense	869,680.55	40,000.00	2,174.2%
Net Other Income	-869,680.55	-40,000.00	2,174.2%
Net Income	-239,223.28	206,084.00	-116.08%

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File No: 19/65

March 3, 2022

VIA E-MAIL

The Honorable Bob Maddocks, President
and Members of the District Board of Directors
Graton Fire Protection District
3750 Gravenstein Hwy, N
Sebastopol, CA 95472

Re: Report Upon Return from Closed Session; Regular Meeting of the Graton Fire Protection District Board of Directors; February 8, 2022

Dear President Maddocks and Members of the Board of Directors:

This communication sets forth reportable action, if any, of the Board of Directors (“Board”) of the Graton Fire Protection District (“District”) consistent with provisions of the Ralph M. Brown Opening Meeting Act (Government Code Section 54950, *et seq.*) resulting from the Closed Session of the February 8, 2022 Regular Board Meeting.

Your Board convened in Open Session at 7:00 p.m. to address matters agendaized for Board consideration in Open Session.

After public comment on the Closed Session matters, your Board unanimously adjourned to Closed Session at 7:50 p.m., with Director’s Fisher and Nunes recusing themselves and vacating the Closed Session room at 7:53 p.m.

There was one matter agendaized for Closed Session consideration:

- 15.a. Conference with District Counsel – Anticipated Litigation
Exposure to Litigation – Authorized Pursuant to Government Code Section 54956.9(d)(2) (One Matter)
- 15.b. Conference with Legal Counsel – Existing Litigation
Authorized Pursuant to Government Code Section 54956.9(d)(1)
One Matter

With respect to Closed Session Agenda Item No. 15.a., there was no consideration of the

The Honorable Bob Maddocks, President
and Members of the District Board of Directors
March 3, 2022
Page 2

matter.

With respect to Closed Session Agenda Item No. 15.b., there was no reportable action taken under the common law attorney-client privilege and that provided by Government Code Section 54956.9(d)(1).

The Board concluded closed Session at 8:04 p.m. and reconvened in Open Session, followed by the indication that a written Report Upon Return from Closed Session would be prepared consistent with the provisions of Government Code Section 54957.1 for the matters agendized for Closed Session consideration.

This communication should be added for review under the Consent portion of the Agenda of your next Regular or Special Board Meeting.

If there are any questions concerning its content, it may be taken off the Consent Calendar at that time or our office may be contacted in the interim.

Very truly yours,



William D. Ross
District Counsel

WDR:jf

cc: Bill Bullard, District Chief
Jill Melendy, Administrative Assistant

OLD BUSINESS

**Graton Fire Protection District
Bill Payments for Liebert Cassidy Whitmore**

Category	Itemized	Date	Total Check Amt.
Bill Pmt -Check	4284	2/25/2022	\$872.50
General	\$682.00		
Tripoli	\$141.50		
Sabrowsky	\$0.00		
Alvarez	\$49.00		
Bill Pmt -Check	4246	1/28/2022	\$1,050.00
General	\$465.00		
Tripoli	\$117.00		
Sabrowsky	\$468.00		
Bill Pmt -Check	4240	1/21/2022	\$875.00
Consortium - 2022	\$875.00		
Bill Pmt -Check	4212	1/7/2022	\$2,005.00
General	\$1,057.00		
Tripoli	\$923.50		
Sabrowsky	\$24.50		
Bill Pmt -Check	4134	11/30/2021	\$2,057.00
General	\$244.00		
Tripoli	\$539.00		
Sabrowsky	\$1,274.00		
Bill Pmt -Check	4106	10/29/2021	\$8,188.50
General	\$2,472.00		
Tripoli	\$1,519.00		
Sabrowsky	\$4,197.50		
Bill Pmt -Check	4054	9/15/2021	\$5,311.50
General	\$1,512.50		
Tripoli	\$2,108.00		
Sabrowsky	\$1,691.00		
Bill Pmt -Check	4038	9/14/2021	\$12,479.40
General	\$2,806.00		
Tripoli	\$3,676.90		
Sabrowsky	\$5,996.50		
Bill Pmt -Check	3989	8/7/2021	\$8,551.50
General	\$2,585.00		
Tripoli	\$587.50		
Sabrowsky	\$5,379.00		
Bill Pmt -Check	3949	6/30/2021	\$14,602.50
General	\$8,130.00		
Tripoli	\$2,189.50		
Sabrowsky	\$4,283.00		
Bill Pmt -Check	3905	6/8/2021	\$17,981.12
General	\$5,061.50		
Tripoli	\$7,774.12		
Sabrowsky	\$5,145.50		

**Graton Fire Protection District
Bill Payments for Liebert Cassidy Whitmore**

Category	Itemized	Date	Total Check Amt.
Bill Pmt -Check	3877	5/11/2021	\$19,190.50
General	\$587.50		
Tripoli	\$12,214.40		
Sabrowsky	\$6,388.60		
Bill Pmt -Check	3844	4/13/2021	\$19,726.90
General/Other	\$3,261.70		
Tripoli	\$8,701.20		
Sabrowsky	\$7,764.00		
Bill Pmt -Check	3804	3/9/2021	\$2,785.00
General/Other	\$423.00		
Tripoli	\$1,367.50		
Sabrowsky	\$994.50		
Bill Pmt -Check	3773	2/9/2021	\$798.00
General/Other	\$798.00		
Bill Pmt -Check	3737	1/12/2021	\$2,829.00
Consortium - 2021	\$1,005.00		
General/Other	\$1,824.00		
Bill Pmt -Check	3689	12/8/2020	\$1,670.00
General/Other	\$1,670.00		
Bill Pmt -Check	3641	11/10/2020	\$1,484.00
General/Other	\$1,484.00		
Bill Pmt -Check	3592	10/12/2020	\$2,066.00
General/Other	\$2,066.00		
Bill Pmt -Check	3355	3/10/2020	\$1,192.50
Consortium - 2020	\$1,192.50		
General/Other	\$37,129.20		
Tripoli	\$41,859.12		
Sabrowsky	\$43,606.10		
Alvarez	\$49.00		
Consortium-3 years	\$3,072.50		
		LCW Total	\$125,715.92

Graton Fire Protection District Bill Payments for Merrill, Arnone Jones

Category	Itemized	Date	Invoiced
Bill Pmt -Check	4231	01/14/2022	\$150.00
General	\$0.00		
Alvarez	\$150.00		
Bill Pmt -Check	4135	11/30/2021	\$180.00
General	\$0.00		
Alvarez	\$180.00		
Bill Pmt -Check	4097	10/29/2021	\$1,650.00
General	\$0.00		
Alvarez	\$1,650.00		
Bill Pmt -Check	CR Balance	09/09/2021	\$420.00
General	\$0.00		
Alvarez	\$420.00		
Bill Pmt -Check	CR Balance	08/06/2021	\$270.00
General	\$0.00		
Alvarez	\$270.00		
Bill Pmt -Check	CR Balance	07/08/2021	\$1,035.00
General	\$0.00		
Alvarez	\$1,035.00		
Bill Pmt -Check	3956	06/30/2021	\$2,460.00
General	\$450.00		
Alvarez	\$2,010.00		
Bill Pmt -Check	3907	06/08/2021	\$3,000.00
General	\$0.00		
Alvarez	\$3,000.00		
Bill Pmt -Check	3878	05/11/2021	\$7,995.00
General	\$0.00		
Alvarez	\$7,995.00		
Bill Pmt -Check	3847	04/13/2021	\$240.51
General	\$0.00		
Alvarez	\$240.51		
Bill Pmt -Check	3818	03/09/2021	\$1,590.00
General/Other	\$0.00		
Alvarez	\$1,590.00		
Bill Pmt -Check	3805	03/09/2021	\$870.00
General/Other	\$870.00		
Alvarez	\$0.00		
Bill Pmt -Check	3742	01/12/2021	\$120.00
General/Other	\$120.00		
Bill Pmt -Check	3695	12/08/2020	\$2,100.00
General/Other	\$2,100.00		
Bill Pmt -Check	3643	11/10/2020	\$1,290.00
Tripoli	\$1,290.00		
Bill Pmt -Check	3596	10/12/2020	\$3,270.00
Tripoli	\$3,270.00		
Bill Pmt -Check	3563	09/08/2020	\$900.00
General	\$630.00		
Tripoli	\$270.00		

General/Other	\$4,170.00
Alvarez	\$18,540.51
Tripoli	\$4,830.00

TOTAL
\$27,540.51

**Graton Fire Protection District
Bill Payments for Law Offices William D. Ross**

Category	Itemized	Date	Total Check Amt.
Bill Pmt -Check	4263	2/11/2022	\$6,136.16
Monthly	\$1,731.66		
Personnel (Alvarez, Tripoli, Misc.)	\$4,404.50		
Bill Pmt -Check	4228	01/14/2022	\$6,923.43
Monthly	\$1,765.93		
Personnel (Alvarez, Misc.)	\$5,157.50		
Bill Pmt -Check	4187	12/09/2021	\$3,243.00
Monthly	\$1,500.00		
Personnel (Alvarez, Misc.)	\$1,743.00		
Bill Pmt -Check	4133	11/12/2021	\$4,905.50
Monthly	\$1,638.00		
Personnel	\$3,267.50		
Bill Pmt -Check	4075	10/06/2021	\$3,826.38
Monthly	\$1,726.38		
Personnel	\$2,100.00		
Bill Pmt -Check	4037	09/07/2021	\$1,709.38
Monthly	\$1,709.38		
Bill Pmt -Check	4037	08/09/2021	\$1,980.64
Monthly	\$1,980.64		
Bill Pmt -Check	3987	07/08/2021	\$1,726.62
Monthly	\$1,726.62		
Bill Pmt -Check	3987	06/04/2021	\$1,560.00
Monthly	\$1,560.00		
Bill Pmt -Check	3987	05/10/2021	\$500.00
Monthly	\$500.00		

Monthly	\$15,838.61
Personnel (Alvarez, Tripoli Misc.)	\$16,672.50

TOTAL **\$32,511.11**

** District Counsel recommended/retained to attend monthly board meetings **



Over the past few months, there have been several inquiries from the public concerning the District's current legal expenses. We have attempted to address those questions by explaining in writing what has occurred that has contributed to the increased legal expenses of the District.

The significant legal fees being incurred by the District are somewhat alarming. Is this normal for a District of our size?

It would be unusual for the District to *not* have outside legal expenses. The District routinely seeks outside legal advice on a variety of issues to ensure that the District, its Directors and staff are complying with the law in the performance of their duties. Like any employer, public or private, the District also, from time to time, must respond to and, where appropriate, defend itself and its officers against certain claims alleged by current or former employees and other individuals.

Legal expenses over the past 10 years:

<u>Year</u>	<u>Amount</u>
2022 (YTD)	\$ 87,660
2021	\$109,969
2020	\$ 5,288
2019	\$ 9,034
2018	\$ 29,955
2017	\$ 1,025
2016	\$ 5,923
2015	\$ 375
2014	\$ 490
2013	\$ 2,859
2012	\$ 3,726

It would not be uncommon for the District to receive, from time to time, one or more PRA requests from the public, including community members. That having been said, the District has not previously been threatened by a member of the community with litigation based upon alleged Brown Act violations. Nor has the District ever received, and been legally required to respond to, PRA requests in this number and seeking this much information touching on nearly every aspect of the District's operation and administration.

Does an attorney need to be present at every Board Meeting?

Under normal circumstances, no. As noted above, however, after the District began receiving repeated threats of litigation and multiple PRA requests, the Board's outside legal advisors at Liebert Cassidy Whitmore (LCW) recommended the Board retain the offices of William D. Ross as District Counsel to advise the Board, attend Board meetings, and to respond and address any legal or procedural challenges raised by the public during such meetings. The Board believes the presence of Mr. Ross or his associates is required at all Board meetings, to insure that Board meetings both comply with legal requirements and are run efficiently and fairly.

Why does it take so long to respond to PRA requests?

We have provided the community with a summary of numerous PRA requests submitted to date. The District takes all of its obligations to the community seriously, including its obligation to respond to PRA requests and to transparently conduct District business. We encourage the community to review them. (*Should anyone desire a full copy of any/all of said PRA requests, please contact our office and we will make them available*). Many of these requests are extensive and broad in scope, seeking numerous documents that must be located, reviewed, and analyzed prior to release. Such request are allowed under California Law, subject to certain narrow exceptions. The information sought often spans extended time periods and requires collection of documents, memos, internal emails and other information from multiple record keeping systems and staff personnel, including individual Board members (past and present), the District Chief, Firefighters and individual staff employees. The District and its staff pride ourselves on being an effective, but leanly staffed, District. The District has only one part-time administrative employee available to manage the collection and organization of responses. By the express terms of her employment (as mandated by the District), the District's part-time administrative employee is not permitted to work more than 1,000/hrs per year. Her primary job responsibilities include bookkeeping, payroll and routine office tasks. These are critical functions that must take priority. It is conservatively estimated that this District administrative employee now spends 10%+ of her time collecting responsive information to numerous PRA requests and related legal demands/requirements. The Chief has advised the Board that an additional part-time staff position will need to be hired soon to specifically respond to future anticipated PRA requests.

As previously noted, there have been repeated threats of litigation by individuals alleging purported Brown Act violations by the District. The District disputes those allegations. Consequently, once all responsive information has been collected, it must be forwarded to outside counsel for review, analyze and protect applicable legal privilege and otherwise confidential information, and so outside counsel can prepare an appropriate written response to the request including the requested information, where appropriate. All of that takes time. As you will see if you review the District's responses, where and when appropriate, the District does its best to respond to those matters in an individual PRA request that can be promptly addressed and follow up, later, with additional responsive information.

Why does the Board allow this to continue? Who selected her to represent the "community"?

Any member of the public is within his or her rights to submit PRA requests to the District. It is up to the District's legal counsel to determine if they are relevant and seek appropriate (i.e. not privileged or confidential) information. To date, the District and its counsel have made reasonable efforts to be as responsive and accommodating when responding to PRA requests.

In addition, members of the public have every right to attend and participate at all publicly held Board meetings and ask questions during open session. The District remains committed to providing her those opportunities. Any member of the is entitled to his or her own views on the Board and District affairs. Nonetheless, members of the public are neither elected nor duly appointed members of the Board, and are therefore not responsible for conducting the day-to-day operations of the District.

Has anyone tried mediation?

Yes. LCW has asked whether public menders would mediate a list of items related to better public transparency. This included posting Board packets online at least 72 hours ahead of time, posting older Board packets not already online, more packet detail on purchase requests, etc. Every item was implemented within a week. No further requests have been made.

How can this stop, if it can at all?

Public agencies may refuse to respond to a request if “the facts of the particular case [establish] the public interest served by not disclosing the record **clearly outweighs** the public interest served by disclosure of the record.” (Gov. Code, §6255). Case law has established that “expense or inconvenience to the public agency may be properly be considered” in this analysis. Generally, though, it is difficult to meet the requirement that the burden of disclosure “clearly outweighs” the interest in disclosure, but it is possible. Unless a records request is overbroad or unduly burdensome, agencies are obliged to disclose all records they can locate “with reasonable effort”.

Does the District have any estimate of the expenses incurred due to PRA Requests and Responses?

There are very rough estimates of the costs caused by the PRAs and other email requests. Chief Bullard has estimated 343 hours for 163 PRA questions received. This does not include hundreds of related emails and calls. Staff estimates over 125 hours have been devoted to searching, collecting, copying, scanning, emailing and phone calls relating specifically to these PRA requests and related legal demands stemming from those demands. The Board Directors (past and present) and Firefighters of this District have spent additional hours reviewing their own emails and texts. Legal costs specific to the PRA requests are in excess of \$47,000 to date. The fiduciary review of the mortgage paydown feasibility was another \$4,800.

Summary of PRA Requests

Date	# of Items	Topic	Area of Interest
2/16/21	2	<ul style="list-style-type: none"> 1/12/21 Board Meeting Correspondence 	<ul style="list-style-type: none"> Correspondence discussed amongst Board Members
3/4/21	20	<ul style="list-style-type: none"> Admin Assistant hiring process Any lawsuits or complaints (2019-2021) COVID-19 documents (testing, emails, memos) Email related to Tripoli attending board meeting; Thin Blue Line flag documents 1/9/18 letters written to Board & closed session documents; 1/16/18 Board agenda & minutes 1/12/16 closed session 1/8/15 Board meeting documents on station use; closed session documents Prior counsel documents after 2020 Bullard pay for 2020 	<ul style="list-style-type: none"> Find improprieties in hiring process Prior issues Unsure goal First Tripoli email received believed flag represented Blue Lives Matter; recommended she attend a Board meeting with concerns; advised Board Wanting copies of firefighter letters to Board Unsure (when Bullard was selected as Chief) Questioning Bullard at station doing personal work Unsure goal Unsure goal (Bullard is a volunteer, other than during disasters)
3/24/21	32	<ul style="list-style-type: none"> SAFER grant (hiring full-time firefighters) Draft & approved Board minutes for 2020 & 2021 Station coverage pay, 2020 & 2021 FLSA training received 2019-2021 Bullard comments about FLSA Siren use in Measure F documents Siren use 9/9/20-3/24/21 Documents related to 10/20/20 letter to voters and 10/12/20 Facebook post Documents related to 10/5/20 & 10/7/20 Tripoli letters Documents related to Wes Gray re-election Documents related to 9/30/20 cease and desist letter from Tripoli Documents related to Thin Blue Line Flag between 6/20-2/21 	<ul style="list-style-type: none"> Unsure goal Looking for differences between draft and final minutes Questioning how we paid during disasters Possibly ensuring GFPD completed training Unsure goal Compare with current siren use Siren use Firefighters wrote a letter refuting Tripoli's campaign statements. Possibly looking for Fire Dept involvement? Anything related to her concerns Unsure goal Responses to implied Brown Act violations Information on Thin Blue Line flag

Summary of PRA Requests

Date	# of Items	Topic	Area of Interest
		<ul style="list-style-type: none"> Documents related to 10/19/20 text sent by Bullard 	<ul style="list-style-type: none"> Unsure goal
5/20/21	6	<ul style="list-style-type: none"> Documents related to Board vacancies 	<ul style="list-style-type: none"> Planning to run for the Board
7/21/21	21	<ul style="list-style-type: none"> LCW legal invoices from 1/1/20-7/22/21 Bill Ross legal invoices from 1/1/20-7/22/21 Jay Resendez invoices from 1/1/20-7/22/21 Jones legal invoices from 1/1/20-7/22/21 Documents from Bullard related to disability retirement benefits Documents from Bullard related to employee share of retirement Documents from Bullard or Melendy related to tax defer member paid contributions 	<ul style="list-style-type: none"> Obtain details of complaint investigation Were hired staff informed of CalPERS contract delays Unsure goal Unsure, standard CalPERS retirement requirement
7/22/21	21	<ul style="list-style-type: none"> Documents related to wine at the station Invoices & contracts with MAJ, LCW & Bill Ross law firms Contract with Jay Resendez (investigator) 	<ul style="list-style-type: none"> Inappropriate donation Obtain details of complaint investigation Unsure goal
7/30/21 A	8	<ul style="list-style-type: none"> Documents related to employee share of CalPERS retirement payments 	<ul style="list-style-type: none"> Ensure employees are paying their share
7/30/21 B	4	<ul style="list-style-type: none"> 5-year strategic plan and related documents 	<ul style="list-style-type: none"> Unsure goal
7/30/21 C	21	<ul style="list-style-type: none"> Documents related to 12/8/20 complaint 	<ul style="list-style-type: none"> Obtain details of complaint
9/20/21	6	<ul style="list-style-type: none"> Documents related to station mortgage refinancing and possible early pay down 	<ul style="list-style-type: none"> Prefer capital reserves lower taxes, not pay down debt
10/11/21	4	<ul style="list-style-type: none"> Documents related to payoff of mortgage 	<ul style="list-style-type: none"> Delay board meeting decision
10/20/21	18	<ul style="list-style-type: none"> Documents related to 12/8/20 complaint 	<ul style="list-style-type: none"> Obtain details of complaint
Totals	163		

Documents includes anything in writing, including emails, texts, message apps, spreadsheets, PDFs, Word files, etc.

Note: In addition to PRA requests to Graton Fire, Ms. Tripoli has made similar requests with CalPERS (state retirement system), the County of Sonoma, and possibly others. This includes prior audits, emails, contracts, etc.

NEW BUSINESS

Temp Staffing Option

- Issue:** Legal and public record requests are burdening Jill Melendy from completing the work she was hired to complete. Her position cannot work more than 1,000 hours per fiscal year without incurring CalPERS retirement costs.
- Solution:** Hire temporary staffing as needed to meet the excessive workload caused by the current legal and record requests.
- Option:** Jeannie Hamel – she provided administrative support prior to hiring part-time administrative assistant. She is available on an “as needed” basis.
- Request:** Approve the fire chief to contract with Jeannie Hamel as an independent contractor for no more than 10 hours per week of temporary help as needed to meet the current administrative demand. The hourly rate would be \$30.
- Action:** Motion to allow the fire chief to contract for additional administrative support not to exceed 10 hours per week at \$30 an hour.

ROSTER, ALARMS
& DRILLS



Graton Fire Protection District

Post Office Box A, Graton, California 95444

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ROSTER

#	Name	Rank	CDL	Cell	Home	Wk/Pgr/Other
1	Bill Bullard	8400 Chief / EMT	B	292-7286	887-8484	
2		8401				
3	Robert Sabrowsky	8402 Asst Chief / EMT	B	486-8481	823-5725	
4	Josh Skikos	8403 Asst Chief	C	529-0383	829-4522	W
5	Darrell Kopriva	8404 Captain	C+	486-3775	536-9992	W 576-1371
6	Ian Muskar	8405 Captain / EMT	A	396-1147		
7	Lindsay Cruckshank	8406 Captain	C+	696-6049	869-5616	W 823-1542
8	Dustin Blumenthal	Engineer / EMT	C+	490-2626		
9	Kyler Walker	Engineer / EMT	B	328-8234		
10	Dusty Parker	Engineer / EMT	B	953-0581		
11	Sapphire Alvarez	Firefighter / EMT	B	478-4908		
12	Zach Colenzo	Firefighter	C	292-9739		
13	Shane Spelman	Firefighter / EMT	C+	494-0929	829-1934	
14	Jonathan Preciado	Firefighter / EMT	C	480-5010		
15	Matt Skinner	Firefighter	C+	530-680-1046		
16	Jacob Mual	Firefighter / EMT	C+	721-4817		
17	Matt Miller	Firefighter / EMT	C	569-6301		
18	Levi DeCarly	Firefighter / EMT	C	483-3280		
19	Chaz Mathias	Firefighter	C	480-0213		
20	Kyle Bartlett	Firefighter / EMT	C+	490-6077		
21	Ryan Fernandez	Firefighter / EMT	C	332-6585		
22	Jenna Dunbar	Firefighter / EMT	C	805-400-8589		
23	Sam Ballenger	Firefighter	C	393-9080		
24	Evan Jacobs	Firefighter	C	490-9491	829-1161	
25	Jeremiah Mahan	Firefighter / EMT	C	217-1484		
26	Kristen Cattell	Firefighter / EMT	C	799-2432	823-8454	
27	Emily Fuller	Firefighter	C	799-7848		
28	Mathias Bonse	Firefighter	C	326-5694		W 577-4732
29	Lia Liskey	Firefighter	C	326-1969		W 721-4402
30	Angel Cuevas	Firefighter	C	843-9581		
31	Eddie Castaneda	Trainee / EMT	C	484-0004		
32	Faith Neely	Trainee	C	888-9338		
33	Aidan Runyon	Trainee	C	570-5391	544-4166	
34	Trevor Morrison	Trainee	C	494-9708	576-1086	
35	Ryan Waner	Trainee	C	303-6997		
36	Keenan Whyte	Trainee	C	321-0237		
37	Cierah Michalik	Trainee				
	Bob Maddocks	Vice President		888-4020	823-9575	
	Mario Cesaretti	Treasurer		591-5600	823-9400	
	Jason Nunes	Member		849-1311		
	Scott Fisher	Member		529-4483	829-9344	
	Carla Peterson	Member		360-5857	823-5850	
On-Duty Engine Officer						687-8025
Business Phone Number						823-8400
Fax Number						823-7251
Firefighters Association Phone Number						823-8400 x120
Administrative Assistant, Jill Melendy						372-4389
Tree Farm, Heather O'Dell						322-2091
Fire Investigator, John Teague						483-1433



Graton Fire Protection District

Post Office Box A, Graton, California 95444

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ANNUAL ALARMS 2021-2022

Type	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Totals
Assist/Service Call	2	4	7	7	3	2	4	2					31
Auto/Mutual Aid	13	5	12	11	7	15	7	9					79
Debris Fire					1	1	1						3
Fire Alarm	7	4	3	1	2	5	2	5					29
Gas Leak	1			1		1		1					4
Hazardous Condition	2	8	4	28	5	5							52
Haz-Mat													0
Investigation	5	2	2	4	3	1	1	2					20
Medical Aid	36	28	33	35	23	39	26	33					253
Other / Cancellations							4						4
Rescue													0
Structure Fire	1		1				2						4
Traffic Collision	3	1	4	8	4	4	3	6					33
Vegetation Fire	4	2		3				1					10
Vehicle Fire	3												3
Total	77	54	66	98	48	73	50	59	0	0	0	0	525

Prepared By: Capt. Darrell Kopriva



Graton Fire Protection District

Post Office Box A, Graton, California 95444

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Drill & Activity Reports

FEB 2022

#	Date	Description	Type
1)	02/03	Thur. Night Drill (Command & Control)	R
2)	02/04	Trainee Fire Academy (Ladders)	T
3)	02/05	Trainee Fire Academy (Ladders)	T
4)	02/10	Thur. Night Drill (Structural Ladders)	R
5)	02/11	Trainee Fire Academy (Building Construction)	T
6)	02/12	Final Drive 8481 (Skinner)	S
7)	02/16	Final Drive 8463 (Preciado)	S
8)	02/16	Driving Committee Meeting	S
9)	02/17	Thur. Night Drill (Search & Rescue)	R
10)	02/18	Trainee Fire Academy (Hose)	T
11)	02/24	Thur. Night Drill (Medical-BLS Protocol & Ambulance Review)	R
12)	02/25	Trainee Fire Academy (Communications & Run Books)	T

(DW) Duty Weekend
(R) Regular Drill
(S) Special Drill
(T) Trainee Drill