



**GRATON FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS  
REGULAR BOARD MEETING AGENDA  
3750 Gravenstein Hwy N, Sebastopol, CA 95472  
August 9th, 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, 7/12/22 and 8/01/22 (Continuance of 7/12/22, Item 8.a.)
  - b. Financial Reports - July 2022
7. Old Business
  - a. Full time employee MOU – Action Item
8. New Business
  - a. Annual Report – Special Tax Revenue
9. Committee Report
  - a. Chief Compensation
10. Purchase Request - For consideration and approval
  - a. New Auditor
  - b. Pressure Washing Service
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 – EXISTING LITIGATION

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

Matter: *Linda Tripoli vs Graton Fire Protection District*, Sonoma County Superior Court Case No. SCV-270375

b. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

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

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

c. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

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

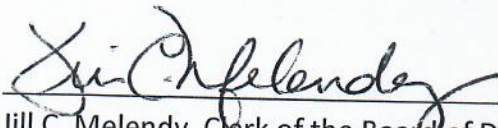
Matter: *Sapphire Alvarez v. Graton Fire Protection District*, California Department of Industrial Relations, Case Number WC-CM-870615

15. Return to Open Session - 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 August 9th, 2022 Regular Meeting of the Board of Directors of the Graton Fire Protection District was posted on the door outside the District Headquarters on Saturday, August 6th, 2022. 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](http://www.gratonfire.com)



Jill C. Melendy, Clerk of the Board of Directors

Dated: August 6th, 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  
July 12th, 2022**

1. Call to Order: 7:00 p.m.
2. Pledge of Allegiance
3. Roll Call: Maddocks, Cesaretti, Peterson, Fisher, and Nunes. Also Present: Bullard, District Counsel Ross.
4. Corrections and/or Modifications to the Agenda: None
5. PUBLIC COMMENT: None
6. CONSENT CALENDAR: Public comments on mounting legal bills. Motion by Peterson to accept Consent Calendar as presented, 2<sup>nd</sup> by Fisher, passed 3/0/2.
  - a. Draft Board Meeting Minutes, 06/14/22
  - b. Financial Reports - June 2022
7. Old Business
  - a. Policy & Procedures Updates: Motion by Fisher to adopt as presented, 2<sup>nd</sup> by Nunes, passed 5/0/0.
  - b. Full time employee MOU: Motion by Cesaretti to move item 7b to closed session, 2<sup>nd</sup> by Peterson, passed 5/0/0.
  - c. Chief Compensation: Motion by Fisher to form subcommittee to review consisting of Maddock and Fisher, 2<sup>nd</sup> by Maddocks, passed 5/0/0.
8. New Business
  - a. Parcel Tax Rate Adjustment: Counsel explained process of public notice for parcel tax. Due to timing and availability of required documents from the County, proper notification cannot be provided by Regular Board Meeting date. A continuance on this matter should occur 15+ days after posting of documents. Motion by Fisher for no increase and to schedule continuance date to August 1<sup>st</sup> @ 7 p.m., 2<sup>nd</sup> by Nunes, passed 5/0/0.
  - b. FASIS Board of Directors Election Ballot: Motion by Nunes to submit vote for the only 2 candidates noted on ballot, 2<sup>nd</sup> by Cesaretti, passed 5/0/0.
  - c. Administrative Assistant Hourly Rate Increase: Motion by Fisher to approve hourly rate increase to \$30.50/hour, 2<sup>nd</sup> by Peterson, passed 5/0/0.

9. Committee Report: None
10. Purchase Request: None
11. Correspondence: None
12. Fire Chief's Report: Chief requests comments from Board regarding mutual aid reimbursements prior to meeting with neighboring departments. All board members agreed to exploring options.
  - a. Roster: No changes
  - b. Alarms: 62
  - c. Drills: 12
13. Future Agenda Items: None
14. Closed Session: Entered at 7:47 p.m. Exited at 7:59 p.m. District Counsel Ross reports prior to Closed Session reports, no need for Closed Session consideration of item a. will report on matters that are public record before Superior Court. For Item a. there is scheduled to be a Case Management Conference for Tuesday, July 19<sup>th</sup> @ 3:00 p.m. For Item b. nothing has been received from District Special Counsel for consideration.
  - a. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION  
(Authorized pursuant to Gov. Code section 54956.9(d)(1))  
Matter: *Linda Tripoli vs Graton Fire Protection District*, Sonoma County Superior Court Case No. SCV-270375
  - b. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION  
(Authorized pursuant to Gov. Code section 54956.9(d)(1))  
Matter: *Sapphire Alvarez v. Graton Fire Protection District*, Sonoma County Superior Court, Case No. SCV-269950
  - c. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION  
(Authorized pursuant to Gov. Code section 54956.9(d)(1))  
Matter: *Sapphire Alvarez v. Graton Fire Protection District*, California Department of Industrial Relations, Case Number WC-CM-870615
  - d. CONFERENCE WITH LABOR NEGOTIATORS  
(Authorized pursuant to Government Code Section 54957.6)  
Agency designated representative: Bob Maddocks and Mario Cesaretti  
Employee organization: Captain Kyler Walker and Engineer Kyle Bartlett  
Unrepresented employees: Engineers Shane Spelman, Matt Miller and Captains Dustin Blumenthal and Dusty Parker.
15. Return to Open Session - Report Upon Return from Closed Session: District Counsel Ross gave an oral report concerning the Closed Session, indicating no reportable action was taken on item 14 c. or d.
16. Adjournment: 8:01 p.m.



**GRATON FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS  
REGULAR BOARD MEETING MINUTES  
3750 Gravenstein Hwy N, Sebastopol, CA 95472  
From July 12th, 2022  
Continuance (item 8a) August 1, 2022**

1. Call to Order: 7:00 p.m.
2. Pledge of Allegiance
3. Roll Call: Maddocks, Peterson, Fisher, and Nunes. Absent: Cesaretti Also Present: District Counsel Ross (via Zoom)
4. New Business
  - a. Parcel Tax Rate Adjustment: (continued matter from Regular Meeting of July 12, 2022 agendized as New Business 8a).

Counsel provides Staff Report that Agenda Item No. 8a was continued from the last Regular Meeting so that the complete and updated APN list could be obtained from Sonoma County. The revised list was linked in the Notice of Continuance and the APN list reflects that there will be no increase in the District Special Tax and it also reflects the combination of any APN's or changes in ownership of any of the APN's.

Motion by Peterson to accept the additional information from county staff concerning the District's special tax and directs staff to refer that information to the appropriate county officials with the indication that there is no increase in the District's special tax, 2<sup>nd</sup> by Fisher, passed 4/0/0.
5. Adjournment: 7:05 p.m.



**GRATON FIRE PROTECTION DISTRICT - JULY 2022 - OVERVIEW**

<b>DEPOSITS:</b>		
Sonoma County Property Tax	\$101,768	7/27/2022
<b>Total:</b>	<b>\$101,768</b>	
<b>CURRENT ASSETS:</b>		
Summit Operating Account	\$169,253	7/31/2022
Summit ICS Account	\$1,655,651	7/31/2022
<b>Total:</b>	<b>\$1,824,905</b>	7/31/2022
<b>ACCTS. RECEIVABLES:</b>		Billed
Wet Hire Engine	\$4,373	9/4/2021
<b>Total:</b>	<b>\$4,373</b>	

# Graton Fire Protection District

## US Bank Credit Card

July 2022

Name	Memo	Category	Amount
Mombo's Pizza	Extended Accident Event	7120 · In-Service Training	\$ 65.27
USPS	Air Sample Mailing	6400 · Office Expense	\$ 5.40
Target	Station Supplies	6080 · Household Expense	\$ 15.34
Costco	Training Burn	7120 · In-Service Training	\$ 225.78
MK's Jelly Donuts	Training Burn	7120 · In-Service Training	\$ 50.97
ADTS	Testing x 5	6261 · Medical Supplies	\$ 425.00
Jacobszoon and Assoc	Training Burn	7120 · In-Service Training	\$ 184.20
TargetSolutions Learning	Membership x 35 (22-23)	7120 · In-Service Training	\$ 2,800.00
Amazon	Throttle Cable	7000 · Tree Farm Expense	\$ 46.35
O'Reilly Auto	Diesel Exhaust Fluid	7201 · Gas/Oil	\$ 41.49
Amazon	Station Repairs	6180 · Building Maintenance	\$ 52.60
Home Depot	Pressure Washer	7201 · Gas/Oil	\$ 466.22
Amazon	Training Device	7120 · In-Service Training	\$ 35.26
Amazon	Station Supplies	6400 · Office Expense	\$ 15.72
Chef's Store	Station Supplies	6080 · Household Expense	\$ 139.63
Chef's Store	Station Supplies	6080 · Household Expense	\$ 11.75
Verizon Wireless	Cellular	6040 · Communications	\$ 165.66
AT&T	Internet	6040 · Communications	\$ 83.82
USPS	Annual Post Office Box	6400 · Office Expense	\$ 312.00
Amazon	Office Expenses	6400 · Office Expense	\$ 19.52
Costco	Station Supplies	6080 · Household Expense	\$ 108.89
Home Depot	Oil x 3	7201 · Gas/Oil	\$ 19.46
Prime Video	Station Supplies	6080 · Household Expense	\$ 1.98
Galls Inc.	Collar Brass	6020 · Clothing/Personal	\$ 8.52
<b>TOTAL CREDIT CARD CHARGES</b>			<b>\$ 5,300.83</b>





**Graton Fire Protection District**

**Check Detail**

**July 1-31, 2022**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
Debit	ADP	Payroll D/D	\$ 38,830.11
Debit	ADP	Payroll Taxes	\$ 10,258.45
Debit	ADP	P/R Processing Fee	\$ 115.98
Debit	CalPERS	Pepra-June	\$ 6,094.76
Debit	CalPERS	Classic-June	\$ 3,564.04
Debit	CalPERS	1959 Survivor Employer Cost-Classic	\$ 129.60
Debit	CalPERS	1959 Survivor Employer Cost-Pepra	\$ 194.40
Debit	CalPERS	UAL Annual Employer Contrib 22-23	\$ 475.00
Debit	CalPERS	457b	\$ 1,250.00
4449	Burttons Fire Inc.	8482 Valve Conversion	\$ 2,620.51
4450	Cal Net ATT	Phone	\$ 186.49
4451	CalChoice	Health Benefits - August	\$ 3,632.32
4452	Choice Builder	Health Benefits - August	\$ 515.12
4453	Cliff Walker Supply & Maint	Cleaning x 2	\$ 792.92
4454	Failsafe Testing	Ladder testing	\$ 851.35
4455	George Petersen Ins Agency	Insurance	\$ 13,893.50
4456	Major Alarm Inc	Station Monitoring	\$ 88.50
4457	One Call Mobile Repair	Repair	\$ 1,953.00
4458	Santa Rosa Uniform	Pants	\$ 284.00
4459	Stryker Sales Corporation	AED x 2 Maintenance Agreement	\$ 792.00
4460	US Bank	Credit Card	\$ 3,446.55
4461	Angel Cuevas	Alarms & Drills	\$ 140.00
4462	Bill Bullard	Alarms & Drills:Shift:Board Meetings	\$ 5,598.00
4463	Chaz Mathias	Alarms & Drills:Sleeper	\$ 223.00
4464	Darrell Kopriva	Alarms & Drills:Sleeper	\$ 1,645.00
4465	Ed Castenada	Alarms & Drills: Shift	\$ 137.00
4466	Emily Fuller	Alarms & Drills	\$ 317.00
4467	Evan Jacobs	Alarms & Drills:Sleeper	\$ 1,176.00
4468	Ian Muskar	Alarms & Drills	\$ 1,090.00
4469	Jenna Dunbar	Alarms & Drills: Shift	\$ 254.00
4470	Jonathan Preciado	Alarms & Drills	\$ 725.00
4471	Josh Skikos	Alarms & Drills	\$ 760.00
4472	Keenan Whyte	Alarms & Drills	\$ 15.00
4473	Kristen Cattell	Alarms & Drills	\$ 242.00
4474	Lia Liskey	Alarms & Drills	\$ 248.00
4475	Mathias Bonse	Alarms & Drills:Sleepers	\$ 692.00
4476	Matt Skinner	Alarms & Drills	\$ 844.00
4477	Robert Sabrowsky	Alarms & Drills	\$ 2,454.00
4478	Ryan Waner	Alarms & Drills + Training	\$ 270.00
4479	Sam Ballenger	Alarms & Drills	\$ 1,024.00

# Graton Fire Protection District

## Check Detail

July 1-31, 2022

Num	Name	Memo	Amount
4480	Sapphire Alvarez	Alarms & Drills	\$ 140.00
4481	Trevor Morrison	Alarms & Drills + Training + Shift	\$ 256.00
4482	Law Offices of William D. Ross	Legal Expenses	\$ 10,004.83
4483	Scott Fisher	Board of Directors Reimbursement	\$ 200.00
4484	Keenan Whyte	Training Reimbursement	\$ 200.00
4504	George Petersen Ins Agency	Insurance	\$ 62.00
4505	Santa Rosa Fire Equipment	Fire Extinguishers Service	\$ 593.00
4485	Bill Bullard	Vehicle/Phone Reimbursement	\$ 1,743.75
4486	Bob Maddocks	Board of Directors Reimbursement	\$ 225.00
4487	Carla Peterson	Board of Directors Reimbursement	\$ 225.00
4488	Cascade Fire Equipment Co.	Hoses	\$ 568.13
4489	FASIS	Workers' Comp Contribution 22-23	\$ 17,747.00
4490	Harmony Farms	Various	\$ 79.84
4491	Jason Nunes	Board of Directors Reimbursement	\$ 150.00
4492	Jones Garage Door Co., Inc.	Annual Service & Door #5 Repair	\$ 2,400.00
4493	Liebert Cassidy Whitmore	Legal Expenses	\$ 620.00
4494	Major Alarm Inc	Quarterly Monitoring	\$ 88.50
4495	Mario Cesaretti	Board of Directors Reimbursement	\$ 175.00
4496	McKesson Medical - Surgical	Handle V,-Vac x 2	\$ 386.90
4497	Napa Auto Parts	#8482 Annual Service	\$ 238.39
4498	Peterson	Filters	\$ 259.70
4499	Santa Rosa Junior College	Class Reimbursement	\$ 11.50
4500	Santa Rosa Uniform	Uniform	\$ 567.99
4501	Sebastopol Bearing	#8482 Parts	\$ 46.96
4502	Sonoma County Assessor	Master List Parcel Tax Rolls	\$ 294.90
4503	The Classic Duck	Ornaments for 2022 (TF)	\$ 680.80
4506	Jacob Mual	Alarms & Drills	\$ 7.00
4507	Standard Insurance Company	LTD x 6	\$ 174.00
	<b>TOTAL</b>	<b>\$</b>	<b>145,968.79</b>



Graton Fire Protection District

Through July 2022

Specific and General Legal Costs, Cumulative									
		Sabrowsky, Alvarez, Nunes Complaint		Alvarez Litigation		Personnel (Alvarez, Tripoli, Misc.)		Other (General, retainer, PRA Requests)	
Subject		Tripoli Litigation							
<b>Last month</b>									
Liebert, Cassidy, Whitmore								\$ 620	
William Ross	\$ 7,277							\$ 2,728	
Merrill, Arnone, Jones									
<b>To-date</b>									
Liebert, Cassidy, Whitmore	\$ 41,859	\$ 43,606	\$ 10,437	\$ -	\$ -	\$ 41,570			
William Ross	\$ 20,030	\$ -	\$ 2,445	\$ 24,557	\$ 26,633				
Merrill, Arnone, Jones	\$ 4,830	\$ -	\$ 21,646	\$ -	\$ 4,500				
<b>Total</b>	<b>\$ 66,719</b>	<b>\$ 43,606</b>	<b>\$ 34,527</b>	<b>\$ 24,557</b>	<b>\$ 72,703</b>	<b>\$ 242,111</b>			

**OLD  
BUSINESS**



**THE  
GRATON FIRE PROTECTION DISTRICT  
AND THE  
FULL-TIME EMPLOYEES  
2022-2025 MEMORANDUM OF UNDERSTANDING**

## **Policy 1245: Full-Time Firefighters MOU**

This Memorandum of Understanding (MOU) is made and entered into as of its date of signing, by and between the Graton Fire Protection District, (hereinafter called "District"), and the Graton Fire Protection District Full-time Employees (hereinafter called "Employees").

Any changes or proposed changes to this policy; by Employees or the District shall be made with prior notification to all members of both parties. A period of one month shall be given for the non-proposing party to acknowledge and respond to the changes or proposed changes to allow for transparency and opportunity to negotiate. All changes to this policy will require approval of both District and Employees to be finalized.

### **OBJECTIVES**

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1. The purpose of this MOU is to promote an orderly and equitable policy for labor-management relations.
2. It is also the purpose of this agreement to achieve and maintain harmonious relations between the District and the Employees; to provide for equitable and peaceful adjustment of differences which may arise; and to establish proper standards of wages, hours, and other conditions of employment.
3. Both parties recognize their mutual obligation to cooperate with each other to assure maximum service of the highest quality and efficiency to the citizens of the Graton Fire Protection District.

### **DEFINITIONS**

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1. "Memorandum of Understanding" (MOU) shall mean the items covered in this document also known as the GRATON FIRE PROTECTION DISTRICT MEMORANDUM OF UNDERSTANDING (MOU) WITH THE FULL-TIME EMPLOYEES.
2. "District" shall mean the "Graton Fire Protection District".
3. "Board" shall mean the "Board of Directors" of the District.
4. "Employees" shall mean all full-time paid District Employees hired or appointed pursuant to this MOU, who work regular shifts and are paid hourly as provided by this MOU. "Employees" do not include Volunteer Firefighters, or the Fire Chief.
5. "Volunteer Firefighters" shall mean all persons acting as volunteer firefighters of the District who have been approved as volunteer firefighters by the Board pursuant to the appropriate standards adopted by the District.
6. "Base Rate of Pay" shall mean the annual wage as provided for an Employee under the terms of this MOU and in accordance with their pay classification.
7. "Hourly Rate of Base Pay" shall mean that rate of pay computed by dividing the Employees annual pay by 2,920 hours.
8. "Emergency Response" shall mean all incidents which off duty Employees or volunteers are alerted, by radio pager, for the purposes of responding to an incident or covering the station.
9. "Hour" shall mean a period of sixty (60) minutes.
10. "Anniversary Date" shall mean the first day of the month during which an Employee is employed, or, if promoted, first day of the month an employee was promoted.
11. "Mandatory Callback/Holdover" shall mean the process of keeping a full-time Employee on duty or requiring them to return to duty to fill a vacancy that cannot be filled by any other means.
12. "Chief" shall mean the Fire Chief of the District.

13. "Shift Officer" shall mean the officer in charge of the on-duty shift.
14. "Shift" shall mean that 24-hour period of time that an Employee is assigned to work.
15. "Representative Employees" of the District shall mean the Employees that are signatories to this MOU.

## **EMPLOYEES**

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1. The standards and qualifications for future Employees and the procedures for their hiring shall be established by the Board through its Policies & Procedures, Standard Operating Guides (SOG's) and Job Descriptions.

### **1245.1 CLASSIFICATIONS**

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The following classifications are established for full-time employees of the District, as detailed in the job descriptions previously approved by the Board:

1. Firefighter
2. Engineer
3. Captain

### **1245.2 PROBATIONARY PERIOD**

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The initial probationary period for any new employee will be 18 months. An Employee who is promoted to a new classification will enter a 12-month probationary period. The Chief has the discretion to extend an employee's initial or promotional probationary period for good cause

### **1245.3 WAGES AND SALARY SCHEDULE**

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1. Employees shall be paid on the 15th of each month. The pay period will include the prior calendar month (i.e., June 1-30 is paid on July 15th).
2. All employees will be provided direct deposit of their regular and overtime paychecks unless they request differently.
3. Each classification will be divided into pay steps as designated below:
  - a. Firefighter - 3 steps (Step 1: Probationary/Step 2: Permanent/Step 3: Top Step)
  - b. Engineer - 3 steps (Step 1: Probationary/Step 2: Permanent/Step 3: Top Step)
  - c. Captain - 3 steps (Step 1: Probationary/Step 2: Permanent/Step 3: Top Step)

## Annual Compensation

Position Step	July 2022-April 2023	May 2023-April 2024	May 2024-June 2025
<b>Firefighter</b>			
Step 1: Probationary	\$59,646.55	\$62,628.88	\$65,760.32
Step 2: Permanent	\$65,152.68	\$68,410.31	\$71,830.83
Step 3: Top	\$68,410.32	\$71,830.84	\$75,422.38
<b>Engineer</b>			
Step 1: Probationary	\$71,847.06	\$75,439.41	\$79,211.38
Step 2: Permanent	\$75,439.43	\$79,211.40	\$83,171.97
Step 3: Top	\$79,211.39	\$83,171.96	\$87,330.56
<b>Captain</b>			
Step 1: Probationary	\$83,171.96	\$87,330.56	\$91,697.09
Step 2: Permanent	\$87,330.74	\$91,697.28	\$96,282.14
Step 3: Top	\$91,697.17	\$96,282.03	\$101,096.13

4. A five percent (5%) minimum separation shall be maintained in the Rate of Pay between each position step and the next.
5. Prior to the completion of the probationary period, the Chief shall evaluate the performance of that Employee and shall take one of the following actions:
  - a. Terminate the Employee's employment.
  - b. Return the Employee to the classification and step from which the Employee was previously promoted.
  - c. Promote the Employee to the next regular step within the classification.
6. After the Probationary Step, the Employee will advance to the next regular step within the classification on an annual basis, effective the anniversary date after the Employee passes the probationary period in that classification.

### 1245.4 HOURS AND OVERTIME

1. The work cycle of the Employees shall consist of two (2) consecutive 24-hour on-duty shifts followed by four (4) consecutive 24-hour off-duty days within a six (6) day cycle.
  - a. This schedule is referred to as "48-96" or "2 by 4."
2. Each work cycle begins at 0800 on day one and ends at 0800 on day three.
3. The District will apply the extended work period of 24 days of Section 207(k) exemption under the Fair Labor Standards Act (FLSA).



For purposes of illustration only, the shift schedule pattern for employees working a fifty-six (56) hour work week consists of eight (8) twenty-four (24) hour on-duty periods within a twenty-four (24) day cycle which is worked in accordance with the following chart:

X = 24-hour on-duty period O = 24-hour off-duty period

SCHEDULE: XXOOOOXXOOOOXXOOOOXXOOOO

4. Full-Time Firefighters, Engineers, and Captains assigned to 24-hour shift duty shall receive overtime pay at time-and-one-half computed at their regular rate of pay for those hours worked in excess of regularly scheduled shifts.
5. All overtime shall be authorized in writing by the Fire Chief prior to being compensated.
6. All overtime shall be paid to the nearest quarter hour worked where no minimum is authorized.
7. Instead of receiving the cash value for overtime earned, Employees, at their election, may apply overtime hours worked to Compensatory Time Off (CTO) at hour for hour of overtime worked.
  - a. An Employee shall state on their timecard that CTO is requested in place of overtime.
  - b. Employees may accumulate up to 80 hours of CTO.
  - c. Employees who have accumulated the maximum amount of CTO will be paid cash overtime until their CTO balance falls below 80 hours.
  - d. Accrued and unused CTO will be cashed out at separation pursuant to the Fair Labor Standards Act.

#### **1245.5 LONGEVITY**

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The District agrees to pay Longevity Pay to safety Employees who have been employed on a full-time regular basis and for consecutive years of employment as follows:

1. On the anniversary date of the 14th year of continuous full-time employment, employees will receive 2.5% additional pay per month of base pay.
2. On the anniversary date of the 19th year of continuous full-time employment, employees will receive 2.5% additional pay per month of base pay (for a total of 5%).
3. On the anniversary date of the 24th year of continuous full-time employment, employees will receive 2.5% additional pay per month of base pay (for a total of 7.5%).

#### **1245.6 INSURANCE**

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1. Full-time Employees of the District and their legal dependents, as defined by the State of California and the Internal Revenue Service, are eligible to participate in a group medical plan provided by the District.
2. Each Employee can choose between two plans for health insurance.

3. Each Employee will pay 15% of the monthly premium health plan rates, and the District will pay 85% of the monthly premium per Employee.
4. Each Employee will pay 10% of the monthly premium dental plan rates, and the District will pay 90% of the monthly premium per Employee.
5. The District will make available to its Employees and their dependents, Vision Insurance coverage, and pay 100% of the premium per month.

#### **1245.7 TRAINING**

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1. An Employee training budget for the fiscal year will be set between the Training Officer and the Fire Chief.
  - a. All classes must be approved in advance by the Training Officer or Fire Chief, including those that require coverage for Employees who are scheduled to be on-duty during the course.
2. The District will reimburse for tuition, books, and other required class materials for all approved classes.
  - a. All books and class materials remain the property of the District.
  - b. Proof of completion and certificates must be submitted to the Training Officer after the class.
    - i. If the District pays for the class, employees not completing a training class will be responsible for reimbursing the District for all related expenses.
    - ii. Any appeals must be made to the Board of Directors.
3. Per-diem may be provided on the following basis:
  - a. Meals per-diem and mileage reimbursement (if no District vehicle is used) will be provided for all approved classes held outside of the District per IRS guidelines.
  - b. If lodging reimbursement is requested, it must be approved in advance by the Training Officer or Fire Chief and will be paid following IRS guidelines.
4. Employees will not be paid for off-duty class attendance unless with prior written approval by the Fire Chief.
  - a. If approved, the Employee will be paid for the class hours and travel time to and from the class.
5. Employees will use a District vehicle for training classes.
  - a. If a District vehicle is not available, private vehicles may be used.
  - b. If private vehicles are used, mileage will be reimbursed at the current IRS rate.
  - c. Private vehicles used for travel must have the proper insurance coverage as required by state law.

## **1245.8 UNIFORMS**

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1. The District will provide the following Duty Uniforms annually, at no cost to the Employee, as needed:
  - a. 6 - T-shirts
  - b. 2 - Pairs of uniform pants
2. The District will provide the following Duty Uniforms, at no cost to the Employee, on an "as needed" basis:
  - a. Boots (duty or wildland); up to \$500 every two (2) years
  - b. ANSI-rated rain jacket
  - c. Quarter-zip duty sweatshirt
  - d. Baseball hat
  - e. Uniform shirt
  - f. Belt
3. The District will provide, at no cost to the Employee, all required uniform insignia.
4. The District will replace uniforms damaged as a result of District activities.
5. Uniforms or equipment lost or damaged during non-District activities will be replaced at the expense of the Employee.
6. The Fire Chief has the authority to provide additional uniform items as outlined in the District's budget.

The District shall provide safety equipment as required by Cal/OSHA regulations at no cost to the Employees.

Additions and changes to District uniforms and safety equipment shall be approved by the Chief or his/her designee.

## **1245.9 ACCRUED LEAVE**

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1. SICK LEAVE - ACCRUAL
  - a. Each employee shall accrue sick leave at the rate of 12 hours per month; Beginning after one (1) year of continuous service with this District.
    - i. Upon hire, employees will be awarded 72 hours of sick leave for their first year of employment. Employees will accrue no additional hours in their first year of employment.
  - b. Each employee shall be entitled to accrue their sick leave up to a maximum of one thousand and forty hours (1,440).
2. SICK LEAVE - USE
  - a. Sick leave may be taken for personal illness, immediate family emergencies or illness, i.e., spouse, children, or grandparents and for purposes required by California law.

- i. Reasonable medical evidence of employee's illness may be required for any use of sick leave for periods of less than three (3) consecutive shifts.
    - ii. Reasonable medical evidence of illness shall be required for use of sick leave for a period in excess of three (3) consecutive shifts.
  - b. Employees shall, if reasonably possible, notify the on-duty shift officer at least one (1) hour before shift change of the need for sick leave use.
  - c. Full-Time Captains will only be used to fill Full-Time Engineer sick leave vacancies after an attempt has been made to fill the vacancy with all other Full-Time Engineers and then Full-Time Firefighters/ Driver Operators, in that order. Engineers will only be used to fill Firefighter sick leave vacancies after an attempt has been made to fill the vacancy with all other Full-Time Firefighters. Full-Time Captains will only be used to fill Full-Time Firefighter sick leave vacancies after an attempt has been made to fill the vacancy with Full-Time Firefighters and Full-Time Engineers. In the event of a Full-Time Captain sick leave vacancy, Full-Time Engineers will only be used to fill the vacancy after an attempt has been made to fill the vacancy with all other Full-Time Captains.
    - i. After all attempts listed have been exhausted, vacancy fulfillment will be offered to the Volunteer members in the same rank order as listed above.
    - ii. If the position cannot be filled using the above process, the mandatory callback or hold over of a full-time Employee in order to maintain Minimum Staffing will be used.
  - d. Requests for sick leave that cumulatively are in excess of twenty (20) shift days in any twelve (12) month period shall be referred to the District for review and recommendation.
    - i. The District may require such Employee to submit further medical evidence of illness including a medical examination by a physician designated by the Board.
    - ii. Costs of medical examinations will be paid for by the District.
  - e. The District may grant extended sick leave without pay in excess of the amount that has accrued.
    - i. Such extension shall be reviewed every thirty (30) days thereafter by the Chief.
    - ii. Extended leave is also granted under the Family Medical Leave Act, the District will comply and follow state and federal laws and guidelines to administer extended leave.
  - f. Accrued sick leave will be used on an hour for hour basis.
- 3. BEREAVEMENT LEAVE
  - a. Paid Bereavement Leave, for up to one (1) calendar week, regardless of shift schedule, shall be granted in case of the death of a mother, father, spouse, sister, brother, son, daughter or grandparent of an Employee or Employee's spouse.
    - i. It is understood that some families are "extended," and bereavement leave may be granted for "step" family members, i.e., stepson, stepsister, mother/father etc. with permission of the Chief.
- 4. VACATION LEAVE - ACCRUAL
  - a. Each Employee will accrue vacation based on the following length of continuous full-time employment schedule:
    - i. Less than one (1) year - Six (6) hours per month.
    - ii. One (1) year, but less than five (5) years - Twelve (12) hours per month.
    - iii. Five (5) years but less than ten (10) years - Eighteen (18) hours per month.

- iv. Ten (10) years but less than fifteen (15) years - Twenty-one (21) hours per month.
  - v. Fifteen (15) years but less than twenty (20) years - Twenty-four (24) hours per month.
  - vi. Twenty (20) years or more of service - Thirty (30) hours per month.
  - vii. Twenty-five (25) years or more service – Employee may buy down accrued vacation hours from 30 to 22 hours per month. The 8 hours will be applied to the employee’s salary base.
- b. When Employee’s accumulated vacation reaches 240 hours, the Employee will cease to accrue vacation hours until accrued vacation hours drop below 240 hours.
- i. Once the Employee’s accrued vacation hours drop below 240 hours, they will begin accruing vacation hours on the first day of the following month.

5. VACATION LEAVE - USE

- a. All Employees shall submit in writing a request for taking vacation time to the Chief.
- i. Vacation requests will be honored providing:
    1. There is no impairment to the efficiency or operations of the District.
    2. The Employee has the accrued vacation hours available.
    3. The vacation does not cause the mandatory use of an off duty full-time Employee to cover the vacancy.
    4. There is a qualified member available to fill the request.
  - ii. Full-Time Captains will only be used to fill Full-Time Engineer vacation requests after an attempt has been made to fill the vacancy with all other Full-Time Engineers and Full-Time Firefighter/ Driver Operators. Full-Time Engineers will only be used to fill Full-Time Firefighter vacation requests after an attempt has been made to fill the vacancy with all other Full-Time Firefighters. Full-Time Captains will only be used to fill Full-Time Firefighter vacation requests after an attempt has been made to fill the vacancy with all Full-time Engineers and Firefighters. Full-Time Engineers will only be used to fill Full-Time Captain vacation requests after an attempt has been made to fill the vacancy with all other Full-Time Captains.
- b. Accrued vacation hours will be used on an hour for hour basis.
- c. Upon submitting an irrevocable election form the prior year consistent with IRS constructive receipt rules, once per fiscal year, any Employee with twenty (20) or more years of Full-Time service with the District is eligible to cash in up to ninety-six (96) hours of accrued vacation time.

6. COMPENSATORY TIME OFF (CTO) LEAVE - USE

- a. All Employees shall submit in writing a request for taking CTO time to the Chief.
- i. CTO requests will be honored providing:
    1. The employee provides reasonable advanced notice, defined as at least five calendar days in advance.
    2. There is no impairment to the efficiency or operations of the District.
    2. The Employee has the accrued CTO hours available.
    3. The CTO does not cause the mandatory use of an off duty Full-Time Employee to cover the vacancy.
    4. There is a qualified member available to fill the request.

- ii. Full-Time Captains will only be used to fill Full-Time Engineer CTO requests after an attempt has been made to fill the vacancy with all other Full-Time Engineers and Qualified Volunteer Driver/Operators.
  - b. Accrued CTO hours will be used on an hour for hour basis.
  - c. Employees may accumulate up to 80 hours of CTO.
7. SHIFT TRADES
- a. The trading of work schedules is done voluntarily and not at the request of the District.
    - i. The reason for trading time is not for any benefit of the District, but rather for personal reasons such as the Employee's desire to attend to personal matters or outside District training.
    - ii. The Employee taking the time off will be paid at his/her normal hourly rate.
    - iii. The Employee working the trade will be qualified in the position of the Employee taking the time off and will be repaid, by the other Employee, at a later date.
  - b. A Full-Time Employee may not trade with Volunteers, regardless of qualifications.
8. LEAVE RECORDS
- a. At the beginning of each month the District will calculate the Employee's leave accrual and usage for the preceding month.
    - i. The record will indicate the remaining balance of any accrued sick leave, vacation, and CTO.
9. OTHER LEAVE
- a. All other absences, except as provided by this MOU or District SOG, shall be deemed to be "leave without pay."
    - i. Loss of pay shall be computed on the daily rate of pay applicable for the day such employee is absent.
  - b. Except as otherwise provided by MOU, any Employee who is absent without prior approval of the Chief for a period of two (2) successive shifts, (excluding any approved leave), shall be deemed to have resigned.
    - i. Re-instatement due to extenuating circumstances may be considered by the Chief. If not reinstated, the Employee can appeal to the Board.
  - c. All other planned leaves, such as a "temporary leave of absence" shall be applied for in writing to the Chief for approval.

## **1245.10 HOLIDAYS**

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When an Employee works on a holiday, the day will be paid at the overtime rate. The following are designated District-paid holidays:

1. New Year's Day
2. Martin Luther King Day
3. President's Day
4. Memorial Day

5. Fourth of July
6. Labor Day
7. Columbus Day
8. Veteran's Day
9. Thanksgiving Day
10. Christmas Day

#### **1245.11 RETIREMENT**

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Employees are eligible for a 2.7% @ 57 California Public Employee Retirement Plan (PEPRA). Employees are required to contribute towards their retirement contributions as defined by PEPRA.

#### **1245.12 SPECIAL BENEFITS**

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1. The District will offer a 457 Deferred Compensation Plan as a supplemental income plan for its Employees.
  - a. Contributions to the plan will be made solely through the Employee's contributions.
  - b. The District will not make any contribution to an Employee's 457 Plan, unless an employee was previously eligible for "classic" CalPERS (i.e., 3% @ 55) at another agency, the District shall offer that employee up to 3% matching funds paid by the District.
2. With District approval, the Chief may appoint a coordinator for certain fire department activities that require oversight and management outside of the normal work period (e.g., vehicle maintenance). The coordinator will receive a monthly stipend commensurate with the average expected workload for the satisfactory management of the specific activity.

#### **1245.13 STAFFING**

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1. The minimum staffing, per shift, will be two (2) qualified members, both of which must have a Commercial Class A, or Commercial Class B, or Class C California Driver's License with Firefighter Endorsement including tank and air brake endorsements. Any deviations from the minimum staffing must be approved by the Chief or designee.
2. One of the members must be a Full-Time Employee (Captain or Acting Captain) and the other must be a Full-Time Engineer or Full-Time Firefighter Driver/Operator. If the latter is not available, a Qualified Volunteer Driver/Operator or Firefighter may be used.
  - a. Failure to meet this requirement will result in the mandatory callback or hold over of a Full-Time Employee.
  - b. Exceptions can be made by the Chief or designee (e.g., newly hired Full-Time Engineer in the process of completing driver training).

#### **1245.14 SEPARATION PAY**

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1. Upon separation from service with the District, each Employee shall be entitled to payout of all accrued vacation and CTO leaves, if any.
2. Separation pay rates shall be based on the Employee's hourly rate as of the last day of employment.
3. In the event of a death, Employee's pay shall be made to his/her estate or as otherwise provided by law.

#### **1245.15 EMPLOYEE DISCIPLINE, INCLUDING CAUSE FOR SUSPENSION OR DISMISSAL**

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1. CAUSE FOR DISCIPLINE
  - a. Sleeping through any phone call while on duty requiring the answering of the phone.
  - b. Gross disregard of, or failure to comply with, the District Policies and Procedures, SOGs, and this MOU.
  - c. Insubordination, when with respect to reasonable requests to accomplish official District duties.
  - d. Failure to report to assigned duty.
  - e. Departing assigned duty without qualified replacement.
  - f. Multiple suspensions, which are not overturned by the Board of Directors.
  - g. Unauthorized absence.
  - h. Conviction of a felony or of any criminal act involving moral turpitude.
  - i. Conduct which brings discredit to the District.
  - j. Disorderly conduct.
  - k. Incapacity, due to mental or physical disability to the extent permitted by law.
  - l. Willful concealment or misrepresentation of material facts in applying for or securing employment.
  - m. Incompetence or inefficiency.
  - n. Willful disregard of a lawful order from a duly constituted authority.
  - o. Willful disregard of a District policy and/or laws regarding the confidentiality of records.
  - p. Using, being in possession of, or being under the influence of alcohol, narcotics, intoxicants, drugs, or hallucinatory agents while on District property, in vehicles during working hours, or reporting to work under such conditions; or abuse of alcohol or drugs while in District uniform.
    - i. Possession and proper use of drugs prescribed by a licensed physician and appropriate possession of unopened alcoholic beverages are not prohibited by this section.
    - ii. The Chief or delegate's judgment shall be deemed final in determination of "under the influence."
  - q. Neglect of duty.
  - r. Negligence or willful damage to public property or waste or theft of public supplies or equipment.
  - s. Failure to meet reasonable work performance standards and requirements or loss of credentials required for position held (e.g., CPR, EMT, driver's license).
  - t. Refusal to comply with a proper directive to undergo a medical examination as issued by an appointing authority.
  - u. Hostile and discourteous treatment of the public or other District members.



- v. Falsification of any records, such as medical forms, timecards, or employment applications, making material dishonest work-related statements to other Employees at work, or committing perjury.
  - w. Unauthorized use of District vehicles and equipment.
  - x. Conviction of driving under the influence, reckless driving, or hit-and-run driving, whether on or off the job, in a District vehicle.
  - y. Willful carelessness or violation of safety rules and regulations which jeopardize the safety of others and/or which could result in bodily injury to others or damage to Fire District property.
  - z. Sexual harassment of, or willful discrimination against, another Employee or applicant for employment.
2. PROCEDURE FOR SUSPENSION OR DISMISSAL
- a. Investigations and disciplinary actions including suspensions and dismissals will be conducted in accordance with state and federal law including but not limited to the California Firefighters Procedural Bill of Rights.
    - i. The Chief may suspend, dismiss, or otherwise discipline Employees.
    - ii. All discipline may be appealed to the Board of Directors.

#### **1245.16 RULES AND REGULATIONS**

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- 1. It is agreed between the parties to this MOU that all Employees shall comply with all current District Policies and Procedures, SOGs, and this MOU.
  - a. A copy of all current District Policies and Procedures, SOGs, and this MOU are available online for each employee to read.
  - b. It is the responsibility of all Employees of the District to be familiar with and abide by the contents of all current District Policies and Procedures, SOGs, and this MOU.
- 2. Any changes to District administration and personnel management as they relate to wages, hours and working conditions, and this MOU are subject to the Meet and Confer process between the Full-time Employees and the District.

#### **1245.17 SAVINGS CLAUSE**

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- 1. If any provision of this MOU or the application of such provision should be rendered or declared invalid by any court action or by reason of any existing or subsequently enacted legislation, the remaining parts or portions of this MOU shall remain in full force and effect.

#### **1245.18 MANAGEMENT AND EMPLOYEE RIGHTS**

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- 1. MANAGEMENT RIGHTS
  - a. The District on its own behalf and on behalf of the taxpayers of the Fire District, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the laws and the Constitution of the State

of California, and the United States, including but without limiting the generality of the foregoing, the right:

- i. To exercise executive management and administrative control of the District and its properties and facilities, and the duties of the Employees during the workday.
- ii. To hire all Employees and subject to the provision of the law to determine their qualifications and conditions for their continued employment or their dismissal and/or to assign and transfer all such Employees.
- iii. To exercise the foregoing powers, rights, authority, duties and responsibilities by the District, the adoption of policies, procedures, and SOGs in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the extent such specific and express terms hereof are in conformance with the Constitution and Laws of the State of California, the Constitution and Laws of the United States, and case law interpreting these authorities.

## 2. EMPLOYEE RIGHTS

- a. The Employees covered by this MOU shall have the right and duty to Meet and Confer in good faith with Management regarding changes of the District's amendments, additions, and interpretation of this MOU.

### **1245.19 DISPUTE RESOLUTION; BINDING ARBITRATION**

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In the event of a dispute involving the application or interpretation of this MOU, the covered employees and the District will attempt to resolve the matter as follows:

1. Employees and District will first make efforts to resolve the matter informally by meeting and conferring with designated representatives within 10 days of giving formal, written notice of the dispute.
2. If the parties are unable to informally reach a mutually satisfactory resolution, the parties shall engage in mediation to attempt to resolve the matter. The parties may agree upon a mediator or utilize the services of a mediator assigned through the State Mediation and Conciliation Service (SMCS). The parties shall conduct such mediation within 45 days after meeting and conferring, subject to mediator availability. The parties shall share equally the mediator's fees.
3. In the event mediation is unsuccessful in resolving the matter, either the covered employees or the District may require that the dispute be referred to an impartial arbitrator for binding arbitration. Notice of such election must be made within fifteen (15) calendar days of completion of mediation. The parties may select an arbitrator by mutual agreement or by requesting a list of seven (7) arbitrators from SMCS. If a list from SMCS is utilized, the parties shall determine by lot which party is to strike the first name from the list and alternate striking names until one name remains. The fees and expenses of the arbitrator (and of a Court Reporter if mutually agreed upon) shall be shared equally by the parties. Each party, however, shall bear the cost of its own presentation, including preparation and post-hearing briefs, if any.

Decisions of the arbitrators on matters properly before them shall be final and binding on the parties hereto, to the extent permitted by the laws. The parties agree that the use of binding arbitration is in lieu of litigation in court and mutually agreed upon in order to achieve final determination of a dispute more quickly and with less expense than through litigation.

No arbitrator shall entertain, hear, decide, or make recommendations on any dispute unless such dispute involves a position in a unit represented. Neither any Mediator nor any arbitrator shall have the power to amend or modify this MOU or written agreements or addenda supplementary hereto or to establish any new terms or conditions of employment.

The parties may extend any of the time limits referenced in this section 1245.20 upon mutual, written agreement. Failure of the employees subject to this MOU to act within the specified time limits, unless extended and mutually agreed upon in writing, shall dismiss and nullify the dispute or claim. Failure of the District to observe such time limits, unless extended, shall cause the matter to be moved to the next level of dispute resolution procedure.

#### **1245.20 NON-STRIKE AGREEMENT**

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In consideration of the conditions of this MOU, the Employees of the District agree that they will not engage in any strikes, slowdowns, work stoppages or interfere with the operation of the District. Any such action in violation of this section shall be subject to discipline up to and including termination.

#### **1245.21 MAJOR CHANGES TO MOU**

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Effective July 1<sup>st</sup>, 2022.

1. 1245.3 Wages and Salary Schedule: Steps 1 and 2 of Engineer moved to create Steps 2 and 3 in Firefighter rank.
2. 1245.3 Wages and Salary Schedule: A 4% raise added to Annual Compensation schedule for fiscal years 2023 and 2024, respectively.
3. 1245.8 Uniforms: increase boot allowance to \$500 and add quarter-zip duty sweatshirt.
4. 1245.9 Accrued Leave: sick leave maximum hours increased to 1,440 hours with new accrual schedule. Staffing requirements for sick leave vacancies added.
5. 1245.9 Accrual Leave: vacation accrual schedule adjusted and staffing requirements for vacancies added.
6. 1245.9 Accrual Leave: CTO usage adjusted to hour-for-hour basis.
7. 1245.13 Staffing: minimum staffing requirements refined.
8. 1245.19 Dispute Resolution: Binding Arbitration: section added to MOU.
9. 1245.20 Non-Strike Agreement: section added to MOU.

**DURATION OF AGREEMENT**

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This agreement shall be effective on the date of its signing set forth below and shall be active on July 1st, 2022, and in full force and effect for (3) years from that date or the date a new MOU is executed.

In the event either party desires to modify this agreement, either party shall notice the other in writing (120) days prior to the anniversary date. In the event that such notices are given, negotiations shall begin no later than (90) days prior to the anniversary date.

We, the undersigned, enter into this Memorandum of Understanding on this 9<sup>th</sup> day of August 2022..

\_\_\_\_\_ *Representative, Director*

\_\_\_\_\_ *Representative, Director*

\_\_\_\_\_ *Representative, Employee*

\_\_\_\_\_ *Representative, Employee*

NEW  
BUSINESS



# Graton Fire Protection District

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Post Office Box A, Graton, California 95444

[www.gratonfire.com](http://www.gratonfire.com)

## ANNUAL REPORT SPECIAL TAX REVENUES

**Report Date:** August 1<sup>st</sup>, 2022

### Special Tax Revenues

**Collected:** \$ 867,356

**Expended:** \$ 867,356

### Status of Projects Funded with Proceeds of the Special Tax

The funds collected were primarily used to cover the salary and benefit expenses of the six career firefighters. Other uses included supporting volunteer firefighter stipend shifts, volunteer firefighter sleeper shifts, and administrative staff expenses.

**Fiscal Year 21/22 Auditor Quotes**  
**8/5/2022**

**Need:** We are required to conduct a third-party financial audit every year. Current auditor has retired.

	<b>Vendor</b>	<b>Price</b>
<b>1</b>	<b>Blomberg &amp; Griffin</b>	<b>\$ 7,950</b>
2	David Farnsworth	\$ 13,280
3	Fechter & Company	\$ 27,500

**Motion Requested:** Motion to hire Blomberg & Griffin to conduct our annual audit for \$7,950.

**Exterior Pressure Washing Quotes**  
**8/9/2022**

	<b>Vendor</b>	<b>Price</b>
<b>1</b>	<b>Universal Site Services</b>	<b>\$ 11,500</b>
2	Elite Power Washing	\$ 12,400
3	Northbay Pressure washing	\$ 11,400
4		

**Requested Motion:** I make a motion to hire Universal Site Services to wash and brush exterior and roof of fire station and Generator shed for \$11,500.



# FIRE CHIEF'S REPORT



# Graton Fire Protection District

Post Office Box A, Graton, California 95444

www.gratonfire.com

## ANNUAL ALARMS 2022-2023

Type	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Totals
Assist/Service Call	5												5
Auto/Mutual Aid	16												16
Debris Fire													0
Fire Alarm	5												5
Gas Leak													0
Hazardous Condition	2												2
Haz-Mat													0
Investigation	2												2
Medical Aid	30												30
Other / Cancellations													0
Rescue													0
Structure Fire	2												2
Traffic Collision	3												3
Vegetation Fire													0
Vehicle Fire													0
<b>Total</b>	<b>65</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>65</b>

Prepared By: Capt. Darrell Kopriva



# Graton Fire Protection District

Post Office Box A, Graton, California 95444

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## Drill & Activity Reports

## JUL 2022

#	Date	Description	Type
1)	07/02	S-212 Chainsaw's (Hands On)	S
2)	07/07	S-212 Chainsaw's	R
3)	07/14	S-212 Chainsaw's	R
4)	07/21	Rope Rescue - Basics	R
5)	07/28	Rope Rescue - Systems	R

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



# Graton Fire Protection District

Post Office Box A, Graton, California 95444

www.gratonfire.com

## ROSTER

#	Name	Rank	CDL	Cell	Home	Wk/Pgr/Other
1	Bill Bullard	8400	Chief / EMT			
2		8401				
3	Robert Sabrowsky	8402	Asst Chief / EMT			
4	Josh Skikos	8403	Asst Chief			
5	Darrell Kopriva	8404	Captain			
6	Ian Muskar	8405	Captain / EMT			
7	Dustin Blumenthal	8406	Captain / EMT			
8	Kyler Walker	8407	Captain / EMT			
9	Dusty Parker	8408	Captain / EMT			
10	Shane Spelman		Engineer / EMT			
11	Matt Miller		Engineer / EMT			
12	Kyle Bartlett		Engineer / EMT			
13	Sapphire Alvarez		Firefighter / EMT			
14	Jonathan Preciado		Firefighter / EMT			
15	Matt Skinner		Firefighter			
16	Levi DeCarly		Firefighter / EMT			
17	Chaz Mathias		Firefighter			
18	Ryan Fernandez		Firefighter / EMT			
19	Jenna Dunbar		Firefighter / EMT			
20	Sam Ballenger		Firefighter			
21	Evan Jacobs		Firefighter			
22	Kristen Cattell		Firefighter / EMT			
23	Emily Fuller		Firefighter			
24	Mathias Bonse		Firefighter			
25	Lia Liskey		Firefighter			
26	Angel Cuevas		Firefighter			
27	Eddie Castaneda		Firefighter / EMT			
28	Trevor Morrison		Firefighter / EMT			
29	Ryan Waner		Firefighter / EMT			
30	Keenan Whyte		Firefighter / EMT			
31	Faith Neely		Trainee			
32	Cierah Michalik		Trainee			
	Bob Maddocks		President			
	Jason Nunes		Vice President			
	Mario Cesaretti		Treasurer			
	Carla Peterson		Secretary			
	Scott Fisher		Member			
On-Duty Engine Officer						
Business Phone Number						
Fax Number						
Firefighters Association Phone Number						
Administrative Assistant, Jill Melendy						
Tree Farm, Heather O'Dell						
Fire Investigator, John Teague						