



**GRATON FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
REGULAR BOARD MEETING AGENDA
3750 Gravenstein Hwy N, Sebastopol, CA 95472
February 14, 2023 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. – Action Item*
 - a. Draft Board Meeting Minutes – January 10, 2023
 - b. Financial Reports - January 2023
7. Old Business
8. New Business
 - a. Consider a Resolution (23-02-02) directing the District Treasurer to purchase Certificates of Deposit on behalf of the District – Action item
 - b. Consider a Resolution (23-02-01) changing current District banking accounts to a new bank that offers higher interest rates – Action item
9. Committee Report
 - a. Chief Compensation
 - b. Policy Updates
 - c. Mutual Aid
10. Purchase Request
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: *Sapphire Alvarez v. Graton Fire Protection District*,
Sonoma County Superior Court, Case No. SCV-269950

- 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*,
California Department of Industrial Relations, Case Number WC-CM-
870615

- c. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

(Authorized pursuant to Gov. Code section 54956.9(d)(2))

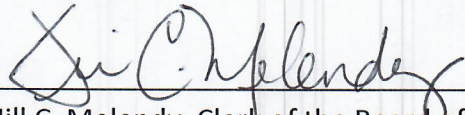
One Matter

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 February 14th, 2023 Regular Meeting of the Board of Directors of the Graton Fire Protection District was posted on the door outside the District Headquarters by Saturday, February 11th, 2023. 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: February 11th, 2023 / 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
January 10th, 2023**

1. Call to Order: 7:00 p.m.
2. Pledge of Allegiance
3. Roll Call: Maddocks, Fisher, Peterson, Nunes, Hebel Absent: Bullard
Also Present: Skikos, District Counsel Ross
4. Corrections and/or Modifications to the Agenda: None
5. PUBLIC COMMENT: None
6. CONSENT CALENDAR: Motion by Fisher to accept Consent Calendar as presented, 2nd by Peterson, passed 4/0/1.
 - a. Draft Board Meeting Minutes, 12/13/22
 - b. Financial Reports - December 2022
7. Old Business
 - a. Graton Mutual Aid Analysis: Fisher reports that he and Maddocks met with Ron Busch and Chief Bullard to discuss further. Requests this item return on the July 2023 agenda.
 - b. Nomination/Election of Board Officer Positions: Motion by Fisher to nominate Bob Maddocks as President, 2nd by Peterson, passed 5/0/0. Motion by Hebel to nominate Scott Fisher as Vice President, 2nd by Peterson, passed 5/0/0. Motion by Fisher to nominate Jonathan Hebel as Treasurer, 2nd by Peterson, passed 5/0/0. Motion by Fisher to nominate Carla Peterson as Secretary, 2nd by Maddocks, passed 5/0/0.
8. New Business
 - a. New State Mandated Inspections: Steve Mosiurchak (Fire Warden/Fire Marshal): Presented information on new requirements and consideration of District performing their own inspections. Motion by Fisher to move forward with discussion with County, 2nd by Peterson, passed 5/0/0.
 - b. Sonoma County Fire Districts' Association Election: Motion by Nunes to cast ballot for Steve Klick, President and Shepley Schroth-Cary, Vice President, 2nd by Hebel, passed 5/0/0.

9. Committee Report

- a. Chief Compensation: Fisher reports that he met with Maddocks and Chief on research collected. Will be prepared with recommendation next month.
- b. Policy Updates-Volunteer recreational marijuana use: Skikos, Nunes and Fisher will provide Lexipol updates on this and other recommended updates. To be continued to next month.

10. Purchase Request:

- a. Diesel Tank Insurance: Motion by Fisher to not opt for this insurance at this time but to be continued to July 2023 meeting for further evaluation, 2nd by Hebel, passed 5/0/0.
- b. Training Shelters – Motion by Hebel to purchase 10 Training Shelters from Cascade Fire Equipment not to exceed \$2,600, 2nd by Nunes, passed 5/0/0.
- c. Wildland Goggles: Motion by Fisher to purchase 50 Wildland Goggles from Curtis not to exceed \$2,600, 2nd by Peterson, passed 5/0/0.

11. Correspondence: None

12. Fire Chief's Report: Skikos

- a. Roster: Add Jeremiah Mahan #29 who is returning from an education pursuit. Motion by Fisher to approve roster as presented, 2nd by Peterson, passed 5/0/0.
- b. Alarms: 81
- c. Drills: 8

13. Future Agenda Items: Hebel requests Standard Operating Guidelines review on Administrative Leave for employees and investigating District Boundaries in the Laguna area. District Counsel Ross will assist with possible correspondence to LAFCO. Motion by Hebel to add these two items to February 2023 agenda, 2nd by Fisher, passed 5/0/0.

14. Closed Session: District Counsel Ross notes there is not a need for Closed Session this month.

~~a. 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

~~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*,
California Department of Industrial Relations, Case Number WC-CM-
870615

15. Return to Open Session - Report Upon Return from Closed Session: No report was given due to Closed Session not taking place.

16. Adjournment: 7:33 p.m.



GRATON FIRE PROTECTION DISTRICT - JAN 2023 - OVERVIEW

DEPOSITS:		
Mosquito Fire	\$54,869	1/5/2023
FASIS - Workers' Comp	\$6,303	1/6/2023
Total:	\$61,172	
CURRENT ASSETS:		
Summit Operating Account	\$84,525	1/31/2023
Summit ICS Account	\$2,186,967	1/31/2023
Total:	\$2,271,491	1/31/2023
ACCTS. RECEIVABLES:		Billed
Upstaffing - Winter Storm	\$57,610	1/24/2023
Strike Team - OES Staffing	\$29,437	10/11/2022
Strike Team - Six Rivers	\$90,990	9/7/2022
Total:	\$178,037	

Graton Fire Protection District

Check Detail

January 1-31, 2023

Num	Name	Memo	Credit
Debit	ADP	P/R - D/D	\$ 47,849.09
Debit	ADP	P/R - Taxes	\$ 14,975.73
Debit	ADP	Payroll Fees	\$ 141.88
Debit	CalPERS	Classic-December	\$ 3,621.26
Debit	CalPERS	Pepra-December	\$ 6,503.21
Debit	CalPERS	457b	\$ 1,250.00
Debit	Calif Depart of Tax	Use Tax 2022-Tree Farm	\$ 11,359.00
4721	49er Communications, Inc.	Communications	\$ 1,315.95
4722	Angel Cuevas	Shift Reimbursement	\$ 50.00
4723	Bill Bullard	Station Supplies	\$ 513.66
4724	Burtsons Fire Inc.	Vehicle Maintenance	\$ 431.33
4725	Cal Net ATT	Phone	\$ 194.28
4726	CalChoice	Health Benefits - February	\$ 3,697.54
4727	Chaz Mathias	Sleeper Reimbursement	\$ 70.00
4728	Cliff Walker Supply & Maint	Cleaning	\$ 360.00
4729	Darrell Kopriva	Sleeper Reimbursement	\$ 205.00
4730	Ed Castenada	Sleeper Reimbursement	\$ 155.00
4731	Emily Fuller	Shift Reimbursement	\$ 25.00
4732	Evan Jacobs	Sleeper Reimbursement	\$ 265.00
4733	Gianni Messmer	Trees-Crazy Rudolph	\$ 6,925.00
4734	Jonathan Preciado	Sleeper Reimbursement	\$ 180.00
4735	Keenan Whyte	Shift Reimbursement	\$ 25.00
4736	Law Offices of William D. Ross	Legal Expenses	\$ 6,483.90
4737	Mathias Bonse	Sleeper Reimbursement	\$ 105.00
4738	Matt Skinner	Sleeper Reimbursement	\$ 70.00
4739	Napa Auto Parts	VOID: Vehicle Maintenance	\$ -
4740	Nick Barbieri Trucking LLC	Sorbent Pads	\$ 278.79
4741	O'Reilly Auto	Wiper Blades	\$ 27.95
4742	Ryan Waner	Sleeper Reimbursement	\$ 120.00
4743	Sebastopol Hardware Center	Misc.	\$ 45.32
4744	Trevor Morrison	Sleeper Reimbursement	\$ 180.00
4745	US Bank VISA	Acct #6219	\$ 3,878.69
4746	Choice Builder	Health Benefits - February	\$ 515.12
4747	Linda Lucia	P/R Tree Farm	\$ 2,836.50
4748	Sonoma County Sheriff's	Reimbursement	\$ 236.51
4749	Action Sport and Power Equip	Equipment Maintenance	\$ 129.80
4750	Bill Bullard	Station Supplies	\$ 52.75

Graton Fire Protection District

Check Detail

January 1-31, 2023

4751	Cascade Fire Equipment Co.	Fire Shelters x 10	\$ 2,438.50
4752	Curtis Tools For Heroes	Wildland Goggles x 50	\$ 2,468.38
4753	FASIS	Workers' Comp Contribution	\$ 17,747.00
4754	Frog Power Equipment LLC	Sharpening - Tree Farm	\$ 20.66
4755	Kyler L. Walker	CFO-3D Training	\$ 450.00
4756	O'Reilly Auto	Rocker Switches - 8442	\$ 30.57
4757	Occu-Med	Trainee Exams	\$ 477.40
4758	Occupational Health	Trainee - Physical	\$ 69.00
4759	PG&E	Utilities	\$ 662.23
4760	Rancho Adobe FPD	Training - LCW	\$ 213.89
4761	Ryan Parker	Training-Mobility Health & Well	\$ 200.00
4762	Shane Spelman	Uniform Allowance	\$ 860.78
4763	Standard Insurance Company	LTD x 6	\$ 174.00
4764	US Bank VISA	Acct #6219	\$ 1,947.11
50752	Zachary Aldridge	P/R Tree Farm	\$ 332.46
50753	VOID	VOID: P/R Tree Farm	\$ -
50754	Justeen Moritz-Wood	P/R Tree Farm	\$ 162.76
50755	Jacob Roberts	P/R Tree Farm	\$ 315.14
TOTAL			\$ 143,643.14

**Graton Fire Protection District
US Bank Report
January 2023**

Name	Memo	Category	Amount
Hapa Designs	Apparel - Tree Farm	7000 · Tree Farm Expense	\$ 47.70
County of Sonoma	Groundwater Monitoring	6180 · Building Maintenance	\$ 244.00
eFileMyForms	1099's	6400 · Office Expense	\$ 42.90
Mustang Survival, Inc.	Dry Suit Repair	6140 · Equipment Maint.	\$ 265.11
Coastal Valleys EMS Agency	EMT Recert - KB	6400 · Office Expense	\$ 117.00
Coastal Valleys EMS Agency	EMT Recert - JM	6400 · Office Expense	\$ 117.00
Home Depot	Ceiling Tiles	6180 · Building Maintenance	\$ 106.63
Zips Truck Equipment, Inc.	Engine Repair 8482-Light	6155 · Vehicle Maintenance	\$ 117.39
Home Depot	Return Ceiling Tiles	6180 · Building Maintenance	\$ (106.63)
Home Depot	Fuel	7201 · Gas/Oil	\$ 227.20
Home Depot	Training	7120 · In-Service Training	\$ 43.52
Home Depot	Station Supplies	6080 · Household Expense	\$ 10.85
Ultra Bright Lightz	Vehicle Lighting	6155 · Vehicle Maintenance	\$ 57.99
Costco	Station Supplies	6400 · Office Expense	\$ 43.47
Zoro Tools	Clothing	6020 · Clothing/Personal	\$ 277.60
Verizon Wireless	Cellular	6040 · Communications	\$ 165.51
Papa Murphys	Training Supplies	7120 · In-Service Training	\$ 38.97
AT&T	Internet	7320 · Utilities	\$ 74.90
Webstaurant Store	Station Supplies	6080 · Household Expense	\$ 32.42
Amazon	Office Supplies	6400 · Office Expense	\$ 23.58
TOTAL CREDIT CARD CHARGES			\$ 1,947.11



Graton Fire Protection District

Through January 2023

Specific and General Legal Costs, Cumulative										
Subject	Tripoli Litigation *	Sabrowsky, Alvarez, Nunes Complaint	Alvarez Litigation	Personnel (Alvarez, Tripoli, Misc.)	Other (General, Retainer, Tripoli PRA/Complaints)					
Last month - January 23										
Liebert, Cassidy, Whitmore										
William Ross	\$ 2,609	\$	\$ 970	\$ 1,115	\$	\$ 1,790				
Merrill, Arnone, Jones										
To-date										
Liebert, Cassidy, Whitmore	\$ 41,859	\$ 43,606	\$ 10,437	\$ -	\$	\$ 41,636				
William Ross	\$ 78,686	\$ -	\$ 7,285	\$ 28,045	\$	\$ 38,557				
Merrill, Arnone, Jones	\$ 4,830	\$ -	\$ 24,301	\$ -	\$	\$ 4,500				
Total	\$ 125,375	\$ 43,606	\$ 42,022	\$ 28,045	\$	\$ 84,692	\$	\$ 28,045	\$	\$ 323,740

* Court Denied Ms. Tripoli's Motions 11/2/22 *

**NEW
BUSINESS**

RESOLUTION OF THE BOARD OF DIRECTORS OF THE
GRATON FIRE PROTECTION DISTRICT
OF SONOMA COUNTY, STATE OF CALIFORNIA,
AUTHORIZING THE PURCHASE OF CERTIFICATES OF DEPOSIT AND DIRECTING THE DISTRICT
TREASURER TO TAKE NECESSARY AND INCIDENTAL ACTS TO FACILITATE THE PURCHASE

WHEREAS, the Graton Fire Protection District (District), like other local and state public agencies, are authorized by law to invest funds in securities, bonds, financial instruments, and similar products; and,

WHEREAS, Government Code Sections 53601–53608 set forth the type and kinds of financial products and accounts which may be invested in by local government agencies, including the District; and

WHEREAS, the District Board of Directors finds that investing District funds in a secure and diversified portfolio is in the best interest of the District; and,

WHEREAS, the District intends to purchase Certificates of Deposit that will generate income for the District and avoid erosion caused by inflation of District funds; and,

WHEREAS, due to constant fluctuations in interest rates, it is in the District's best interest for the District Treasurer to negotiate the purchase of Certificate(s) of Deposit with various financial institutions and secure the best possible rate for the District.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The District Board hereby directs the District Treasurer to negotiate and purchase, on behalf of the District, the purchase of Certificates of Deposit with District funds, in a total amount not to exceed \$1,000,000.00;
2. The terms of the Certificates of Deposit shall be up to 2 years and at interest rates reasonably reflecting competitive rates as determined by the Treasurer;
3. The Treasurer is authorized and directed to take all actions necessary, incidental, and/or convenient to facilitating, overseeing, managing, and completing the purchase of the Certificates of Deposit on behalf of the District.

The foregoing resolution was introduced this 14th day of February 2023 by Director _____ who moved its adoption, and seconded by Director _____, and adopted on a roll call vote by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

WHEREUPON, the Chair declared the foregoing resolution adopted, and SO ORDERED.

ATTEST:

Jill Melendy, Clerk of the Board

Bob Maddocks, Board Chair

APPROVED AS TO FORM:

William D. Ross, District Counsel

RESOLUTION OF THE BOARD OF DIRECTORS OF THE
GRATON FIRE PROTECTION DISTRICT
OF SONOMA COUNTY, STATE OF CALIFORNIA,
AUTHORIZING THE DISTRICT TREASURER TO CHANGE BANKING INSTITUTIONS THAT
CURRENTLY HOLD DISTRICT BANKING ACCOUNTS

WHEREAS, the Graton Fire Protection District (District) keeps deposit accounts, checking accounts, and other accounts with state or federally chartered banking institutions; and,

WHEREAS, it is in the best interest of the District, as well as the public which it serves, to maintain funds in accounts that generate competitive interest rates; and,

WHEREAS, because the interest rates offered by financial institutions are constantly in flux, it benefits the District to shop for rates being offered by various institutions to ensure that its accounts are receiving market-value or better rates.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The District Board hereby authorizes the District Treasurer to compare rates and services being offered by industry-recognized, FDIC insured banking institutions;
2. If the Treasurer determines other banking institutions offer better rates than what is being authorized by the District’s current bank, then the Treasurer is authorized to take all actions necessary, incidental, and/or convenient to facilitating, overseeing, managing, and completing the transfer of District accounts and funds from the District’s current financial institutions and placing them into new accounts to be held by the District by other FDIC insured, industry-recognized institutions.

The foregoing resolution was introduced this 14th day of February 2023 by Director _____ who moved its adoption, and seconded by Director _____, and adopted on a roll call vote by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

WHEREUPON, the Chair declared the foregoing resolution adopted, and SO ORDERED.

ATTEST:

Jill Melendy, Clerk of the Board

Bob Maddocks, Board Chair

APPROVED AS TO FORM: _____

William D. Ross, District Counsel

**FIRE
CHIEF'S
REPORT**



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	Chaz Mathias		Firefighter			
17	Jenna Dunbar		Firefighter / EMT			
18	Sam Ballenger		Firefighter			
19	Evan Jacobs		Firefighter / EMT			
20	Kristen Cattell		Firefighter / EMT			
21	Emily Fuller		Firefighter / EMT			
22	Mathias Bonse		Firefighter			
23	Lia Liskey		Firefighter / EMT			
24	Angel Cuevas		Firefighter			
25	Eddie Castaneda		Firefighter / EMT			
26	Trevor Morrison		Firefighter / EMT			
27	Ryan Waner		Firefighter / EMT			
28	Keenan Whyte		Firefighter / EMT			
29	Jeremiah Mahan		Firefighter / EMT			
30	Shelby Buchmann		Trainee			
31	Ella Griffith		Trainee			
32	George Ristad		Trainee			
33	Neil Smith		Trainee			
34	Evan Adams		Trainee			
35	Moses Castrellon		Trainee			
36	Stephen Jaramillo		Trainee			
37	Kristin Lupo		Trainee			
38	Eric Ottolini		Trainee			
39	Alexis Pacheco		Trainee			
40	Tyler Bishop		Cadet			
	Bob Maddocks		President			
	Scott Fisher		Vice President			
	Jonathan Hebel		Treasurer			
	Carla Peterson		Secretary			
	Jason Nunes		Member			
Business Phone Number					823-8400	
Fax Number					823-7251	
Firefighters Association Phone Number						
On-Duty Engine Officer						
Administrative Assistant, Jill Melendy						
Tree Farm, Heather O'Dell						
Fire Investigator, John Teague						



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	15	8	7	4	12						56
Auto/Mutual Aid	16	15	14	16	19	19	15						114
Debris Fire													0
Fire Alarm	5	10	2	1	1	6	2						27
Gas Leak				1	2	1							4
Hazardous Condition	2	2	7	3	5	11	40						70
Haz-Mat													0
Investigation	2	3	4		4		7						20
Medical Aid	30	33	40	33	32	36	31						235
Other / Cancellations													0
Rescue							2						2
Structure Fire	2			1		1							4
Traffic Collision	3	5	4	5	1	3	1						22
Vegetation Fire				1									1
Vehicle Fire					1								1
Total	65	73	86	69	72	81	110	0	0	0	0	0	556

Prepared By: Capt. Darrell Kopriva



Graton Fire Protection District

Post Office Box A, Graton, California 95444

www.gratonfire.com

Drill & Activity Reports

JAN 2023

#	Date	Description	Type
1)	01/02	Fire Academy (Building Construction)	T
2)	01/03	Officers Meeting	S
3)	01/05	Storm Debrief / Preparation	R
4)	01/09	Fire Academy (Fire Behavior)	T
5)	01/12	New Rope Rescue Equip./HWY 116 STRU-W Debrief	R
6)	01/16	Fire Academy (Communications / Map Books)	T
7)	01/19	Mental Health Wellness / Resiliency	R
8)	01/26	Physical Fitness	R

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