

# GRATON FIRE PROTECTION DISTRICT BOARD OF DIRECTORS REGULAR BOARD MEETING AGENDA 3750 Gravenstein Hwy N, Sebastopol, CA 95472 April 11, 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 March 14, 2023
  - b. Return Upon Return from Closed Session Report March 14, 2023
  - c. Financial Reports March 2023
- 7. Old Business
- 8. New Business: Audit Report (available at gratonfire.com)
- 9. Committee Report
  - a. Policy & Procedures: Adjust Duty Officer stipend pay to match Shift stipend pay amount (\$125) – Possible Action Item
- 10. Purchase Request
- 11. Correspondence
- 12. Treasurer's Report
- 13. Fire Chief's Report
  - a. Roster, Alarms and Drills

- 14. 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.
- 15. 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. MATTERS RELATING TO PUBLIC EMPLOYMENT Public Employee Performance Evaluation. (Authorized Pursuant to Gov. Code section 54957) Position: Bill Bullard, Fire Chief. Increase or modify compensation and reimbursement for the Fire Chief Position.
- 16. Return to Open Session Report Upon Return from Closed Session.
- 17. Adjournment

### Certification

I, Jill Melendy, Clerk to the Board for the Graton Fire Protection District, do hereby declare that the foregoing agenda for April 11th, 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, April 8th, 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 <a href="https://www.gratonfire.com">www.gratonfire.com</a>

Jill C. Melendy, Clerk of the Board of Directors

Dated: April 8th, 2023 / Graton Fire Protection District

# CONSENT CALENDAR



# GRATON FIRE PROTECTION DISTRICT BOARD OF DIRECTORS REGULAR BOARD MEETING MINUTES 3750 Gravenstein Hwy N, Sebastopol, CA 95472 March 14, 2023

- 1. Call to Order: 7:00 p.m.
- 2. Pledge of Allegiance
- 3. Roll Call: Maddocks, Fisher, Peterson, Nunes, Hebel Also Present: Bullard, District Counsel Ross
- 4. Corrections and/or Modifications to the Agenda: None
- 5. PUBLIC COMMENT: Mike Stornetta from Local 1401 to introduce himself and to answer any questions regarding the recent joining of Graton Fire career firefighters as an affiliate.
- 6. CONSENT CALENDAR: Motion by Fisher to accept Consent Calendar as presented, 2<sup>nd</sup> by Peterson, passed 4/0/1 (Nunes abstains).
  - a. Draft Board Meeting Minutes February 14, 2023
  - b. Financial Reports February 2023
- 7. Old Business: None
- 8. New Business
  - a. CalPERS Resolution to Tax Defer Member Paid Contributions: District Counsel Ross addresses email from Ms. Linda Tripoli, a member of the public regarding questions on Resolution. Motion by Hebel to approve Resolution, 2<sup>nd</sup> by Nunes, passed 5/0/0.
  - b. Surplus Equipment: SCBA's and Holmatro power units: Motion by Fisher to surplus old equipment, 2<sup>nd</sup> by Peterson, passed 5/0/0.
- 9. Committee Report
  - a. Chief Compensation: District Counsel Ross reviewed email from Ms. Tripoli, a member of the public and addressed each comment and confirmed there is no Brown Act violation. Fisher presented document of Fire Chief Salary and Stipend Comparison Survey. Motion by Hebel to add item to April agenda for possible action, 2<sup>nd</sup> by Peterson, passed 5/0/0.

### 10. Purchase Request:

- a. Hose: Motion by Fisher to purchase 20 lengths of fire hose from Cascade Fire Equipment not to exceed \$7,500, 2<sup>nd</sup> by Nunes, passed 5/0/0.
- b. Structure Gloves (50/50 Grant): Motion by Peterson to purchase 45 pairs of Structure Gloves from The Fire Store not to exceed \$5,300, 2<sup>nd</sup> by Fisher, passed 5/0/0.
- c. SCBA Bands: Motion by Hebel to purchase 22 sets of SCBA Bands from Del Fire Store not to exceed \$1,000. 2<sup>nd</sup> by Nunes, passed 5/0/0.
- d. SCBA Mask Labels: Removed, no action taken.
- 11. Correspondence: Captain Walker introduced himself as Director of Local 1401 (affiliate) for Graton and Engineer Bartlett as Deputy Director, and Captain Blumenthal as Treasurer/Secretary. Chief requested consideration for alternate name from "Graton Professional Firefighters" in light of Volunteer Firefighters.
- 12. Board Committee Appointment (Policy and Procedures): Motion by Nunes to redesignate Policy and Procedures committee to include Skikos, Fisher and Hebel, 2<sup>nd</sup> by Peterson, passed 5/0/0.
- 13. Fire Chief's Report: Chief introduced Goal Setting document and update on anticipated county level petition driven sales tax increase of one-half cent for March 2024 ballot. Requires simple majority to pass.

Sabrowsky indicates the apparatus committee (Sabrowsky, Walker and Miller) will be going to Pierce to review specs for Type 1 engine prior to going to assembly line.

- a. Roster: No Changes
- b. Alarms: 70
- c. Drills: 10
- 14. Future Agenda Items: None
- 15. Closed Session: District Counsel Ross indicates only 15a. will be discussed this evening. Entered at 7:50 p.m.
  - 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
- 16. Return to Open Session: 8:14 p.m. District Counsel Ross will provide a written report on Closed Session.
- 17. Adjournment: 8:15 p.m.

William D. Ross David Schwarz Kypros G. Hostetter

Law Offices of

### William D. Ross

400 Lambert Avenue Palo Alto, California 94306 Telephone: (650) 843-8080 Facsimile: (650) 843-8093 www.lawross.com Los Angeles Office:

P.O. Box 25532 Los Angeles, CA 90025

File No: 19/65

March 23, 2023

### VIA E-MAIL

The Honorable Bob Maddocks, President and Members of the 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; March 14, 2023

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 March 14, 2023 Regular Board Meeting.

After convening in Open Session at 7:00 p.m. and addressing the matters agendized for Open Session consideration ascertaining that there were no public comments on matter agendized for Closed Session consideration, your Board adjourned to Closed Session at 7:48 p.m. to address the matters agendized for Closed Session consideration.

There were three matters agendized for Closed Session consideration.

- 15.a. Conference with Legal Counsel Existing Litigation Authorized Pursuant to Government Code Section 54956.9(d)(1) Matter: Sapphire Alvarez v. Graton Fire Protection District, Sonoma County Superior Court Case No. SCV-269950
- 15.b. Conference with Legal Counsel Existing Litigation Authorized Pursuant to Government Code Section 54956.9(d)(1) Matter: Sapphire Alvarez v. Graton Fire Protection District,

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

The Honorable Bob Maddocks, President and Members of the Board of Directors March 23, 2023
Page 2

15.c. Conference with Legal Counsel – Anticipated Litigation Authorized Pursuant to Government Code Section 54956.9(d)(2): One matter

With respect to Closed Session Agenda Item No. 15.a., Directors Fisher and Nunes did not participate while Special Counsel Kellen Crowe, participated by phone. There was no reportable action under the common law attorney-client privilege and that provided by Government Code Section 54956.9(d)(1).

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

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

The Board concluded Closed Session at 8:12 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

WDR:jf

cc: Bill Bullard, District Chief

Jill Melendy, Administrative Assistant



## **GRATON FIRE PROTECTION DISTRICT - MAR 2023 OVERVIEW**

DEPOSITS:		
Misc (US Bank)	\$252	3/2/2023
FASIS - DP	\$5,252	3/6/2023
Strike Team - OES Staffing	\$28,387	3/20/2023
Total:	\$33,891	
CURRENT ASSETS:		
Summit Operating Account	\$75,297	3/31/2023
Summit ICS Account	\$1,074,157	3/31/2023
Schwab CD's	\$1,000,000	3/31/2023
Total:	\$2,149,454	3/31/2023
ACCTS. RECEIVABLES:		Billed
Upstaffing - Winter Storm	\$56,615	1/24/2023
Total:	\$56,615	

# Graton Fire Protection District Check Detail March 1-31, 2023

Num	Name	Memo	Amount
Debit	ADP	Payroll - Taxes	\$ 9,708.92
Debit	ADP	Payroll - DD	\$ 38,583.72
Debit	ADP	Payroll - Fees	\$ 110.80
Debit	ADP	Retro California ER/UE	\$ 1,499.22
Debit	CalPERS	PEPRA	\$ 5,870.21
Debit	CalPERS	Classic	\$ 3,268.82
Debit	CalPERS	457b	\$ 1,250.00
Debit	Summit State Bank	Wire Fee - Transfer	\$ 25.00
4803	CalChoice	Health Benefits	\$ 3,697.54
4804	Sonoma County Sheriff's Office	Reimbursement	\$ 166.23
4805	Aflac	Employee Paid Insurance	\$ 392.60
4806	101 Equipment Rentals	Water Barricades x 8	\$ 2,622.00
4807	Airport Medical Clinic	DMV Physical	\$ 120.00
4808	Bauer Compressors	Fit Test Items	\$ 10,761.13
4809	Cal Net ATT	Phone	\$ 198.47
4810	Choice Builder	Health Benefits - April	\$ 515.12
4811	Craigie Construction Inc	Leak Repairs	\$ 4,865.34
4812	First Responder Support Network	Speaking Fee	\$ 500.00
4813	Law Offices of William D. Ross	Legal Services	\$ 3,178.15
4814	Cliff Walker Supply & Maint	Station Cleaning	\$ 360.00
4815	Crown Trophy Petaluma	Awards Night	\$ 398.58
4816	McKesson Medical - Surgical	Gloves	\$ 417.03
4817	Sonoma County Junior College	Trainee x 6	\$ 2,030.48
4818	Major Alarm Inc	Station Monitoring	\$ 88.50
4819	Angel Cuevas	Sleeper Shifts	\$ 360.00
4820	Chaz Mathias	Sleeper Shifts	\$ 140.00
4821	Ed Castenada	Sleeper Shifts	\$ 195.00
	Emily Fuller	Shift Reimbursement	\$ 25.00
4823	Jeremiah Mahan	Shift Reimbursement	\$ 50.00
4824	Jonathan Preciado	Sleeper Reimbursement	\$ 240.00
4825	Mathias Bonse	Sleeper Shifts	\$ 70.00
4826	Matt Skinner	Sleeper Reimbursement	\$ 70.00
4827	Sam Ballenger	Sleeper Shifts	\$ 240.00
4828	Trevor Morrison	Sleeper Reimbursement	\$ 160.00
4829	Josh Nultemeier	Instructor Fee	\$ 200.00
4830	Dustin Blumenthal	Continuing Education	\$ 600.00
4831	McKesson Medical - Surgical	Medical Supplies	\$ 328.13

# Graton Fire Protection District Check Detail March 1-31, 2023

	TOTAL		\$ 104,262.50
4839	Stryker Sales Corporation	Electrode x 4	\$ 244.72
4838	PG&E	Utilities	\$ 450.92
4837	Peterson	Generator	\$ 1,839.47
4836	O'Reilly Auto	Oil and Filter	\$ 49.52
4835	Sebastopol Hardware Center	Misc March	\$ 48.30
4834	Witmer Public Safety Group	Fire Armor Gloves x 22	\$ 2,591.47
4833	US Bank VISA	Acct #6219	\$ 5,558.11
4832	Standard Insurance Company	LTD x 6	\$ 174.00



# Graton Fire Protection District US Bank Credit Card March 2023

Name	Memo	Category	T	Amount
Plano America	Awards Plaque	7150 · Recognition/Award	\$	215.21
Costco	Office Expense	6400 · Office Expense	\$	162.73
Pay Pal	Award	7150 · Recognition/Award	\$	40.95
Costco	Station Expenses	6080 · Household Expense	\$	230.15
Traffix Devices, Inc.	Fill Caps x 8	6880 · Small Tools/Instruments	\$	88.94
Gravenstein Grill	Awards Dinner	6400 · Office Expense	\$	2,066.92
Active 911	Subscription x 43	6040 · Communications	\$	645.00
Verizon Wireless	Cellular	6040 · Communications	\$	331.22
Amazon	Markers	6880 · Small Tools/Instruments	\$	15.16
Zoro Tools	Supplies	6880 · Small Tools/Instruments	\$	63.24
Ebay	Medical Supplies	6261 · Medical Supplies	\$	29.18
Safeway	Station Supplies	7300 · Transportation/Travel	\$	75.36
Chef's Store	Station Supplies	6080 · Household Expense	\$	16.05
Amazon	Containers	6880 · Small Tools/Instruments	\$	13.01
Amazon	Station Supplies	6180 · Building Maintenance	\$	149.04
Amazon	Computer Desk	6180 · Building Maintenance	\$	86.79
Amazon	Supplies	6020 · Clothing/Personal	\$	58.56
Natl. Fire Protection Assoc.	One Year Renewal	6280 · Memberships	\$	175.00
AT&T	Internet	7320 · Utilities	\$	74.90
Emergency Equipment Mgt.	Clothing Allowance	6020 · Clothing/Personal	\$	420.48
Apple.com	Paramedic Protocol App	6400 · Office Expense	\$	9.99
Lucky	Officer Meeting	7120 · In-Service Training	\$	26.80
Amazon	Lightbulbs	6180 · Building Maintenance	\$	23.80
Oliver's Market	Chief's Meeting	7120 · In-Service Training	\$	9.98
Safeway	Chief's Meeting	7120 · In-Service Training	\$	67.75
USPS	Postage	6400 · Office Expense	\$	5.75
Galls Inc.	SCBA Mask Bags x 30	6020 · Clothing/Personal	\$	442.46
Crown Trophy Petaluma	Engraving Plate	7150 · Recognition/Award	\$	13.69
TOI	AL CREDIT CARD CHAR		\$	5,558.11



Through March 2023

		Specific and General Legal Costs, Cumulative	pu	General I	-ega	al Costs,	Cun	nulative			
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Subject	1	4	1	ies	1	16	1	(i)	1	30	S. C.
Last month - March 23											
Liebert, Cassidy, Whitmore							L		L		
William Ross					\$	210	Ś	1.250	·	1718	
Merrill, Arnone, Jones					_		-	202/1	}	7,7 ±0	
To-date											
Liebert, Cassidy, Whitmore	\$	41,859	\$	43,606	\$	10,437	\$	,	Ş	41.636	
William Ross	\$	78,954	\$	1	\$	8,245	\$	29,295	. \$	41.985	
Merrill, Arnone, Jones	δ.	4,830	\$	1	\$	24,301	\$		٠	4,500	<b>Grand Total</b>
Total	\$	125,643	\$	43,606	\$	42,982	\$	29,295	\$	88,121	\$ 329.646
					-						

<sup>\*</sup> Court Denied Ms. Tripoli's Motions 11/2/22

# FIRE CHIEF'S REPORT



Post Office Box A, Graton, California 95444

www.gratonfire.com

### **ROSTER**

77	Name		Rank	CDL	Cell	Home	Wk/Pgr/Othe
1	Bill Bullard	8400	Chief / EMT			1.5	I gi/Otile
2	Josh Skikos		Deputy Chief				
3	Robert Sabrowsky		Asst Chief / EMT				
4	lan Muskar	8403	Asst Chief / EMT				
5	Darrell Kopriva		Captain				
7	Dustin Blumenthal		Captain / EMT				
8	Kyler Walker	8406	Captain / EMT				
9	Dusty Parker	9407	Captain / EMT				
10		0407					
11			Engineer / EMT				
-	Kyle Bartlett		Engineer / EMT	+			
	Sapphire Alvarez		Engineer / EMT	+			
14			Firefighter / EMT				
_	Matt Skinner		Firefighter / EMT				
			Firefighter				
	Chaz Mathias		Firefighter				
	Jenna Dunbar		Firefighter / EMT				
	Sam Ballenger		Firefighter				
_	Evan Jacobs		Firefighter / EMT				
-	Kristen Cattell		Firefighter / EMT				
	Emily Fuller		Firefighter / EMT				
	Mathias Bonse		Firefighter				
	Lia Liskey		Firefighter / EMT				
	Angel Cuevas		Firefighter				
25	Eddie Castaneda		Firefighter / EMT				
26	Trevor Morrison		Firefighter / EMT				
27	Ryan Waner		Firefighter / EMT				
	Keenan Whyte		Firefighter / EMT	+			
	Jeremiah Mahan		Firefighter / EMT	+-+			
	Stephen Jaramillo		Firefighter				
	Shelby Buchmann		Trainee				
	Ella Griffith		Trainee				
THE OWNER OF THE OWNER OF	George Ristad						
	Neil Smith		Trainee	+			
	Evan Adams		Trainee				
	Moses Castrellon		Trainee				
	Kristin Lupo		Frainee				
20	Eric Ottolini		Trainee				
	Alexis Pacheco		Frainee				
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·U	Tyler Bishop		Cadet				
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	Bob Maddocks		President				
-	Scott Fisher		/ice President				
	Jonathan Hebel		reasurer				
	Carla Peterson		Secretary				
	Jason Nunes	N	/lember				
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	Number						823-7251
	ighters Association Ph	one Nur	nber				823-8400 x120
	Outy Engine Officer						0 100 X120
dm	inistrative Assistant, Ji	II Melen	dy				
00	Farm, Heather O'Dell						
	Investigator, John Tea						



Post Office Box A, Graton, California 95444

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# ANNUAL ALARMS 2022-2023

Type	JUL	AUG	SEP	OCT	NOV	DEC	NA	REB	MAD	ADD	<b>M V</b>	_	10401
Assist/Service Call	2	2	15	0	7	4	12		2		2		lotais
Auto/Mutual Aid	16	15	14	16	19	. 6.	1 10	12	18				10
Debris Fire							2	1	2				747
Fire Alarm	2	10	2	-	7	9	0	-	c				2 5
Gas Leak		,		_	2	, -	1	- ~					ر م
Hazardous Condition	2	2	7	က	2	17	40	15	21				0 6
Haz-Mat								2					3
Investigation	2	3	4		4		7	0	-				2 6
Medical Aid	30	33	40	33	32	36	. 2	280	47				240
Other / Cancellations						3	5	21	-				0 0
Rescue							C		-				- 0
Structure Fire	2			-		7	7		7				7 .
Traffic Collision	8	2	4	- 15	-	- ("	-	_	- 0				c S
Vegetation Fire				-	-		-	-	2				32
Vehicle Fire					-				0				- 0
Total	65	73	98	69	72	84	110	70	97	c	c		723
				1		-				-	)	-	74

Prepared By: Capt. Darrell Kopriva



Post Office Box A, Graton, California 95444

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# **Drill & Activity Reports**

### **MAR 2023**

#	Date	Description	Туре
1)	03/02	Thur. Night Drill (Structural Hose Loads)	R
2)	03/07	Officer Meeting	S
3)	03/09	Thur. Night Drill (New SCBA In-Service Training)	R
4)	03/15-16		DW
5)	03/16	Thur. Night Drill (EMS – Epi Pen Draw)	R
6)	03/17-18	Duty Officer Shift (Muskar)	DW
7)	03/19-20	Duty Officer Shift (Muskar)	DW
8)	03/20	Fire Academy (Hoses)	Т
9)	03/21-22	Duty Officer Shift (Muskar)	DW
10)	03/23-24	Duty Officer Shift (Muskar)	DW
11)	03/23	Thur. Night Drill (Hose Evolutions)	R
12)	03/25	Live-Fire Burn @ Gold Ridge FD	S
13)	03/25-26	Duty Officer Shift (Muskar)	DW
14)	03/26	Live-Fire Burn @ Gold Ridge FD	S
15)	03/27	Fire Academy (Fire Protection Systems)	Т
16)	03/30	Thur. Night Drill (SCBA-RIT confidence course)	R

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