



**GRATON FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
REGULAR BOARD MEETING AGENDA
3750 Gravenstein Hwy N, Sebastopol, CA 95472
February 13, 2024, at 7:00 pm
*Director Peterson will be participating telephonically or by Zoom and her location is
33 Green Valley Dr, Jumping Branch, WV
Her phone number is (707) 360-5857***

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 09, 2024
 - b. Draft Board Meeting Minutes – February 07, 2024
 - c. Report Upon Return from Closed Session for January 09, 2024, Board Meeting
 - d. Financial Reports – January 2024
7. Old Business
8. New Business
 - a. MOU Amendment – Action Item
 - b. County Fire Code Adoption – Discussion Item, possible Action Item
 - c. Bookkeeper/Recording Secretary Compensation – Action Item

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.

9. Committee Report

- a. Apparatus Committee
- b. Sebastopol Fire Cooperation Committee

10. Purchase Requests – Action Item

- a. Small Engine Tools
- b. Scheduling Software
- c. Pagers

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 Government 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 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
- c. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
(Authorized pursuant to Government Code Section 54956.9(d)(2))
(2 Matters)

15. Return to Open Session - Report Upon Return from Closed Session.

16. Adjournment – Next Meeting: March 12, 2024

Certification

I, Tiffanie Herring, Recording Secretary to the Board for the Graton Fire Protection District, do hereby declare that the foregoing agenda for February 13, 2024 Regular Meeting of the Board of Directors of the Graton Fire Protection District was posted on the door outside the District Headquarters by Friday February 9th, 2024. 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 the 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



Tiffanie Herring, Recording Secretary

Dated: February 9, 2024

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 09, 2024**

1. Call to Order: 7:00 p.m.
2. Pledge of Allegiance
3. Roll Call: Maddocks, Fisher, Hebel, Nunes, and Peterson (via Zoom). Also Present: District Counsel Representative Bill Ross, Chief Bullard, and Chief Skikos.
4. Corrections and/or Modifications to the Agenda: None.
5. PUBLIC COMMENT: Dusty Parker attended the meeting and announced he has taken over for Kyler Walker as the director for the Local 1401 for Graton Professional Organization, he also provided a letter. Heather O'Dell presented the numbers for the Tree Farm for the 2023 season. Lindsey Hiner also attended the meeting and read a heartfelt letter to Graton Fire and how much she appreciated the job.
6. CONSENT CALENDAR: Motion by Fisher to approve Consent Calendar as presented, 2nd by Hebel, passed 5/0/0.
 - a. Draft Board Meeting Minutes – December 12, 2023
 - b. Financial Reports - December 2023
7. Old Business:
 - a. Confirmation of Fire Chief's authority to hire a temporary contract firefighter – this will be consistent with the MOU.
8. New Business:
 - a. Policy Updates – Motion to approve Policies 1103, 1119 as presented and 308 with two edits; removing the \$52 from section 308.3 item 3 and section 308.9 item a to remove 'be on-call' and add 'be in district and on-call' by Hebel, 2nd by Fisher, passed 5/0/0.
9. Committee Report:
 - a. Apparatus Committee – The type 1 has entered production, looks like it started mid-late December. Nothing new to report for the type 3.

b. Sebastopol Fire Cooperation – there is a date to meet in February.

10. Purchase Requests:

a. Water Treatment – Motion to approve moving forward with Yager Pump & Well not to exceed \$56k by Hebel, 2nd by Nunes, passed 5/0/0.

b. Well Meter – Motion to approve moving forward with Yager Pump & Well not to exceed \$2200 by Hebel, 2nd by Nunes, passed 5/0/0.

c. Inspection Software – Motion to approve the software addon not to exceed \$3200 by Fisher, 2nd by Petersen, passed 5/0/0.

d. Power Tools – this will be tabled until the next meeting.

e. Rescue Cart, Equipment & SCBA Masks – there is about \$18k left in funding from our FEMA grant, motion to approve not to exceed \$19,500 by Hebel, 2nd by Petersen, passed 5/0/0.

11. Correspondence: A letter was received from a member of the public, Linda Tripoli.

12. Fire Chief's Report:

a. Roster: No changes

b. Alarms: 91

c. Drills: 12

13. Future Agenda Items: None.

14. Closed Session – 7:51pm

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

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

~~c. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION~~

(Authorized pursuant to Government Code Section 54956.9(d)(2))

(2 Matters)

15. Return to Open Session – 8:00pm

16. Adjournment: 8:01pm



**GRATON FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
SPECIAL BOARD MEETING MINUTES
3750 Gravenstein Hwy N, Sebastopol, CA 95472
February 7, 2024**

1. Call to Order: 7:00 p.m.
2. Pledge of Allegiance
3. Roll Call: Maddocks, Hebel, Peterson (via phone). Also Present: District Counsel Bill Ross, Special Counsel Peter Glaessner, and Chief Bullard.
4. Corrections and/or Modifications to the Agenda: None.
5. Public Comment on Closed Session Matters: None.
6. Closed Session: Entered into at 7:01 p.m.
 - 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
7. Return to Open Session at 8:16 p.m. – District Counsel Ross indicated that a written report would be prepared.
8. Adjournment: 8:17 p.m.

William D. Ross
David P. Schwarz
Kypros G. Hostetter
Christina M. Bellardo

Law Offices of
William D. Ross
400 Lambert Avenue
Palo Alto, California 94306
Telephone: (650) 843-8080
lawross.com

Los Angeles Office:
P.O. Box 25532
Los Angeles, CA 90025

File No: 19/65

January 11, 2024

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; January 9, 2024

Dear President Maddocks and Members of the Board of Directors:

This communication sets forth reportable action 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 District's January 9, 2024 Regular Board Meeting.

After convening in Open Session at 7:00 p.m. and completing the Open Session Agenda, District Counsel indicated that the Board would consider Closed Session Agenda Item Nos. 14.a. and 14.b, from which Directors Fisher and Nunes were recused, the Board adjourned to Closed Sessions at 7:51 p.m.

There were three matters agendized for Closed Session consideration.

- 14.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
- 14.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
- 14.c. Conference with Legal Counsel – Anticipated Litigation
Government Code Section 54956.9(d)(2) (2 matters)

The Honorable Bob Maddocks, President
and Members of the Board of Directors
January 11, 2024
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With respect to Closed Session Agenda Item No. 14.a., 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. 14.b., there was no reportable action under the common law attorney-client privilege and that provided by Government Code Section 54956.9(d)(1).

The Board returned to Open Session at 8:00 p.m. and District Counsel stated that a written report upon return from Closed Session would be prepared consistent with the provisions of Government Code Section 54957.

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
Tiffanie Herring, Clerk of the Board



GRATON FIRE PROTECTION DISTRICT - JANUARY 2024 OVERVIEW

DEPOSITS:		
FASIS	\$320	1/4/2024
Donation	\$200	1/4/2024
Total:	\$520	
CURRENT ASSETS:		
Summit Operating Account	\$75,000	1/31/2024
Summit ICS Account	\$1,710,580	1/31/2024
Schwab CD's	\$1,000,000	1/31/2024
Total:	\$2,785,580	
ACCTS. RECEIVABLES:		Billed
COVID FEMA Reimbursement	\$57,591	12/29/2022
Total:	\$57,591	

Graton Fire Protection District

Check Detail

January 1-31, 2024

Num	Name	Memo	Amount
DEBIT	ADP	Payroll Taxes	15,645.18
DEBIT	ADP	Direct Deposits	46,388.00
DEBIT	ADP	Payroll Fees	159.95
DEBIT	ADP	Payroll Taxes	703.99
DEBIT	ADP	Direct Deposits	4,041.73
DEBIT	ADP	Payroll Fees	77.17
DEBIT	CalPERS	Classic	4,225.72
DEBIT	CalPERS	Pepra	7,382.63
DEBIT	CalPERS	Employees \$1050 / GFPD \$200 (Parker Matching)	1,250.00
DEBIT	California Depart of Tax and Fee Admin	Tree Farm Sales Tax 2023	11,844.00
5220	Aflac	Employee Paid Benefit	568.10
5221	Bridgeway Gas Co.	Fuel: May23-December23	1,744.76
5222	Cal Net ATT	Phone	230.16
5223	CalChoice	Health Benefits	4,459.92
5224	Chaz Mathias	Reimbursement Sleeper Shifts	70.00
5225	Choice Builder	Health Benefits	515.12
5226	Cliff Walker Supply & Maint	Cleaning	360.00
5227	Darrell Kopriva	Officers Meeting Dinner	76.97
5228	Emily Fuller	Sleeper & Shift Reimbursement	25.00
5229	Evan Jacobs	Sleeper Shifts	110.00
5230	Grandma Buddies Trees	Trees for 2023	143.00
5231	Hans Henneberque	Annual Awards and Installation Luncheon	35.00
5232	Jenna Dunbar	Shift Reimbursement	50.00
5233	Josh Skikos	Sleeper	35.00
5234	Keenan Whyte	Sleeper Reimbursement	60.00
5235	Kristin Lupo	Shift Reimbursement	360.00
5236	Law Offices of William D. Ross	Legal Fees	2,344.09
5237	Major Alarm Inc	Central Station Monitoring	88.50
5238	Mary Ellen Palmer	Shorten and Hem Shirt	25.00
5240	McKesson Medical - Surgical	Gloves and Bandage	511.05
5241	Moses Castrellon	Sleeper Reimbursement	95.00
5242	NFPA	One Year Renewal	175.00
5243	PG&E	Utilities	717.05
5244	PRMD	Annual Groundwater Monitoring	214.00
5245	Robert Sabrowsky	Reimbursement	25.00
5246	Shelby Buchmann	Shift Reimbursement	120.00
5247	Standard Insurance Company	LTD	174.00
5248	Stephen Jaramillo	Sleeper Reimbursement	240.00
5249	Tiffanie Herring	NOV 2023	1,552.00
5250	Trevor Morrison	Reimbursement	170.00
5251	Western Extrication Specialists, Inc	Extrication Equipment Maintenance	92.86
5252	US Bank - Corporate Payment Systems	Cal Card	1,284.53
5253	Firefighter First Credit Union	Local 1401 Union Dues	720.00
50772	Kenji Fagundes	Tree Farm Payroll	783.70
50773	Linda Lucia	Tree Farm Payroll	2,576.05
50774	Justeen Moritz-Wood	Tree Farm Payroll	418.70
50775	Jacob Roberts	Tree Farm Payroll	858.86
5259	Sebastopol Hardware Center	Station Maintenance	403.55

**Graton Fire Protection District
Check Detail
January 1-31, 2024**

5260	Linda Lucia	Reimbursement	508.29
5269	Sonoma County Sheriff's Office	Reimbursement	350.40
TOTAL			115,009.03



**Graton Fire Protection District
US Bank Credit Card
January 2024**

Name	Memo	Category	Amount
P&W Wireless	Pager Parts	6040 · Communications	103.75
Dropbox	Membership	6400 · Office Expense	203.88
Amazon	Office Expense	6400 · Office Expense	19.52
UPS Store	Shipping Radios	6040 · Communications	76.50
Costco	Station Supplies	6080 · Household Expense	362.91
Verizon Wireless	Tablets	6040 · Communications	166.27
AT&T	Internet	7320 · Utilities	74.90
Amazon	Small Tools	6880 · Small Tools/Instruments	20.60
Bill's Market & Deli	Training Supplies	7120 · In-Service Training	7.99
Amazon	Strip Lights	6180 · Building Maintenance	50.24
North American Rescue	Medical Supplies	6261 · Medical Supplies	107.70
Amazon	Small Tools	6880 · Small Tools/Instruments	143.52
Amazon	Station Maintenance	6180 · Building Maintenance	66.16
Zoro Tools	Fuel	7201 · Gas/Oil	344.12
Amazon	Large Zip Ties	6180 · Building Maintenance	51.49
Lucky	Kyler Last Day	6080 · Household Expense	28.99
Costco	Household Supplies	6080 · Household Expense	104.18
Amanda Roy	Engine Maintenance	6140 · Equipment Maintenance	17.35
UPS Store	Radio Shipping	6040 · Communications	157.89
Home Depot	Fuel	7201 · Gas/Oil	130.00
TOTAL CREDIT CARD CHARGES			2,237.96



Graton Fire Protection District

Through January 2024

Specific and General Legal Costs, Cumulative										
Subject	* Tripoli Claims/Litigation		Sabrowsky, Alvarez, Nunes Complaint		Alvarez Claims/Litigation		Personnel (Alvarez, Tripoli, Misc.)		Other (general, PRA/Complaints)	
	Tripoli	Claims/Litigation	Sabrowsky, Alvarez, Nunes Complaint	Alvarez Claims/Litigation	Personnel (Alvarez, Tripoli, Misc.)	Other (general, PRA/Complaints)	Tripoli	Claims/Litigation	Personnel (Alvarez, Tripoli, Misc.)	Other (general, PRA/Complaints)
Last month - January 2024										
Liebert, Cassidy, Whitmore										
William Ross			\$	263	\$	350	\$	1,732		
Merrill, Arnone, Jones										
Allen, Glaessner, Werth										
To-date										
Liebert, Cassidy, Whitmore	\$ 41,859	\$ 43,606	\$ 10,437	\$ -	\$ -	\$ 42,681	\$ 90,044	\$ 32,657	\$ 44,443	\$ 59,268
William Ross	\$ 4,830	\$ -	\$ 25,051	\$ -	\$ -	\$ 4,500	\$ -	\$ -	\$ -	\$ -
Merrill, Arnone, Jones	\$ -	\$ -	\$ 8,873	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Allen, Glaessner, Werth	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 136,733	\$ 43,606	\$ 77,017	\$ 44,443	\$ 106,448	\$ 408,247	\$ -	\$ -	\$ -	\$ -

*** Court Denied Ms. Alvarez's Motions 10/04/23 ***

NEW BUSINESS

**Graton Fire Protection District
Graton Professional Firefighters**

**MOU Addendum #1
February 13, 2024**

Add the following section to the approved 2022 MOU:

1245.3 WAGES AND SALARY SCHEDULE

7. Out of Class Pay

When there is a vacancy anticipated to last more than 30 days (e.g., injury, resignation), the District desires to utilize employees in positions greater than their current ranks for no more than six months. Employees who are approved by the Fire Chief to work out of classification will be paid at the first step rate of the higher class position they are temporarily assigned to fill. For example, an Engineer temporarily assigned to the Captain position will be paid at the Captain Step 1 rate for all time worked in that role.

By affixed signature, we represent that our respective entities approve the addendum described herein:

Bob Maddocks, Board President
Graton Fire Protection District

Dustin Parker, Labor Representative
Graton Professional Firefighters

Administrative Position Compensation

	2021	2022	2023	Average	Monthly Average
Melendy	\$ 24,365	\$ 23,901	\$ 21,205	\$ 23,157	\$ 1,930

	Oct-23	Nov-23	Dec-23	Monthly Average
Herring	\$ 1,440	\$ 1,472	\$ 1,504	\$1,472

Requested Motion: Set Tiffanie Herring's contract at \$1,700/month and no longer require billing by the hour

PURCHASE REQUESTS

Purchase Request for Saws

#	Vendor	Quote
1	Action Sports	\$3,812
2	Rincon Valley Yard&Garden	\$3,812
3		

Stihl pricing does not vary between vendors

Requested Outcome

Motion to purchase one Stihl TS410 cutoof saw, one MS400 chainsaw, and one KM131 pole saw from Action Sports not to exceed \$4,000

FIRE CHIEF'S REPORT



Graton Fire Protection District

Post Office Box A, Graton, California 95444

www.gratonfire.com

ANNUAL ALARMS 2023-2024

Type	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Totals
Assist/Service Call	1	4	4	3	3	7	1						23
Auto/Mutual Aid	20	20	9	10	10	15	10						94
Debris Fire													0
Fire Alarm	4	6	14	1	1	2	4						32
Gas Leak		1				1							2
Hazardous Condition	5	3	2	3	2	9	3						27
Haz-Mat													0
Investigation		3	2	1	3	3	6						18
Medical Aid	39	34	35	33	34	46	27						248
Other / Cancellations													0
Rescue													0
Structure Fire	1	1											2
Traffic Collision	9	4	8	9	7	8	7						52
Vegetation Fire	2		1										3
Vehicle Fire					1		1						2
Total	81	76	75	60	61	91	59	0	0	0	0	0	503

Prepared By: Capt. Darrell Kopitva



Graton Fire Protection District

Post Office Box A, Graton, California 95444

www.gratonfire.com

Drill & Activity Reports

JAN 2024

#	Date	Description	Type
1)	01/03	Monthly Officer's Meeting	S
2)	01/04	Thursday Night Drill (Forcible Entry)	R
3)	01/09	District BOD Meeting	S
4)	01/13	Grant Writing (Sabrowsky)	S
5)	01/18	Thursday Night Drill (Co. Standards 1, 2 and 3)	R
6)	01/20	OTS & FEMA Report (Sabrowsky)	S
7)	01/27	FEMA Report (Sabrowsky)	S
8)	01/27	Sonoma County Fire Station #3 Coverage	S

(R) Regular Drill
(S) Special Drill
(T) Trainee Drill