



**GRATON FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
REGULAR BOARD MEETING AGENDA
3750 Gravenstein Hwy N, Sebastopol, CA 95472
March 12, 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 Regular Board Meeting Minutes – February 13, 2024
 - b. Draft Special Board Meeting Minutes – February 29, 2024
 - c. Report Upon Return from Closed Session for February 13, 2024, Board Meeting
 - d. Financial Reports – February 2024
7. Old Business
8. New Business
9. Committee Report
 - a. Apparatus Committee

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.

b. Sebastopol Fire Cooperation Committee

10. Purchase Requests – Action Item

- a. Type 3 Wildland Engine
- b. Electrical Upgrades for Water Filtration

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: April 09, 2024

Certification

I, Tiffanie Herring, Recording Secretary to the Board for the Graton Fire Protection District, do hereby declare that the foregoing agenda for March 12, 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 March 8, 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 Cravenstein Hwy N, Sebastopol, CA 95472. This agenda is also available on the District website www.gratonfire.com


Tiffanie Herring, Recording Secretary

Dated: March 8, 2024

ADA Compliance

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CONSENT CALENDAR



**GRATON FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
REGULAR BOARD MEETING MINUTES
3750 Gravenstein Hwy N, Sebastopol, CA 95472
February 13, 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: None.
6. CONSENT CALENDAR: Motion by Hebel to approve Consent Calendar as presented, 2nd by Fisher, passed 4/0/1.
 - 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 – None.
8. New Business:
 - a. MOU Amendment – Motion to approve the MOU amendment for Out of Class Pay by Hebel and seconded by Nunes, passed 4/0/1.
 - b. County Fire Code Adoption – Motion to approve resolution 24-2-1 county fire code by Fisher and seconded by Hebel, passed 4/0/1.
 - c. Bookkeeper/Recording Secretary Compensation – Motion to approve Tiffanie Herring's contract to \$1700/month by Hebel and seconded by Nunes, passed 5/0/0.
9. Committee Report:
 - a. Apparatus Committee – Type 1 is coming along. We should be getting a proposal for a type 3 base/stock unit by the end of next week.

b. Sebastopol Fire Cooperation – We have been asked by the City of Sebastopol for a proposal for consolidation, gold ridge has been asked as well.

10. Purchase Requests:

a. Small Engine Tools – Motion to approve a cut saw, chainsaw, and pole saw not to exceed \$4000 by Fisher and seconded by Hebel, passed 5/0/0.

b. Scheduling Software – Motion to approve the scheduling software not to exceed \$9800 by Fisher and seconded by Hebel, passed 5/0/0.

c. Pagers – Motion to approve purchasing 5 new pagers not to exceed \$3200 by Nunes and seconded by Fisher, passed 5/0/0.

11. Correspondence: None.

12. Fire Chief's Report:

a. Roster: 2 people were removed from the Roster. Sapphire Alvarez was promoted to Engineer. Motion to approve these changes by Hebel and seconded by Petersen, passed 3/0/2.

b. Alarms: 59

c. Drills: 8

13. Future Agenda Items: None.

14. Closed Session – 7:32pm

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 – 7:49pm

16. Adjournment: 7:51pm



**GRATON FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
SPECIAL BOARD MEETING MINUTES
3750 Gravenstein Hwy N, Sebastopol, CA 95472
February 29, 2024**

1. Call to Order: 5:00 p.m.
2. Pledge of Allegiance
3. Roll Call: Maddocks, Hebel, Fisher, and 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 5:02 p.m.
 - a. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION – 5:41pm-5:45pm without Fisher
(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 – 5:02pm-5:40pm
(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
7. Return to Open Session at 5:45 p.m. – District Counsel Ross indicated that a written report would be prepared.
8. Adjournment: 5:46 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
www.lawross.com

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

File No: 19/65

February 14, 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; February 13, 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 February 13, 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 only 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 7:32 p.m.

There were three matters agendaized 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
February 14, 2024
Page 2

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).


With respect to Closed Session Agenda item No. 14.c., there was no consideration of either of the matters.

The Board returned to Open Session at 7:49 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 54957.1(b).

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 - FEBRUARY 2024 OVERVIEW

DEPOSITS:		
DD Payroll Reversal	\$1,364	2/20/2024
Total:	\$1,364	
CURRENT ASSETS:		
Summit Operating Account	\$75,000	2/29/2024
Summit ICS Account	\$1,601,470	2/29/2024
Schwab CD's	\$1,000,000	2/29/2024
Total:	\$2,676,470	
ACCTS. RECEIVABLES:		Billed
COVID FEMA Reimbursement	\$57,591	12/29/2022
Jan-Feb Storm Pre-po	\$9,735	2/2/2024
Total:	\$57,591	

Graton Fire Protection District

Check Detail

February 1-29, 2024

Num	Name	Memo	Amount
Debit	ADP	Payroll Taxes	77.17
Debit	ADP	Direct Deposits	42,960.54
Debit	ADP	Payroll Taxes	12,418.73
Debit	ADP	Direct Deposits	1,642.95
Debit	ADP	Payroll Taxes	474.54
Debit	ADP	Payroll Taxes	204.45
Debit	CalPERS	Employees \$1050 / GFPD \$200 (Parker Matching)	1,250.00
Debit	CalPERS	Pepra	7,410.60
Debit	CalPERS	Classic	3,591.61
5261	Napa Auto Parts	Equipment Maintenance	1,323.74
5262	Airport Medical Clinic	Physical	130.00
5263	Cliff Walker Supply & Maint	Cleaning	360.00
5264	McKesson Medical - Surgical	Gloves	399.45
5265	North Bay Petroleum	Fuel	1,407.55
5266	PG&E	Utilities	489.49
5267	Raynor Electric	Convert Lighting to LE	1,300.00
5268	REDCOM	Dispatch Agreement 23-24	2,781.76
5269	Sonoma County Sheriff's Office	Reimbursement	350.40
5270	Standard Insurance Company	LTD	145.00
5271	Witmer Public Safety Group	Gloves	417.66
5273	ADTS, Inc.	Drug Testing	475.00
5274	Aflac	Employee Paid Benefit	386.10
5275	Allen, Glaessner, Hazelwood & Werth, LLP	Legal Expense	52.00
5276	Cal Net ATT	Internet	230.66
5277	CalChoice	Health Benefits	4,459.92
5278	Chaz Mathias	Reimbursement Sleeper Shifts	35.00
5279	Choice Builder	B15055	416.02
5280	Emily Fuller	Sleeper & Shift Reimbursement	50.00
5281	George Ristad	Sleeper Reimbursement	50.00
5282	ImageTrend	Setup and Implementation	3,175.00
5283	Jenna Dunbar	Food Reimbursement	37.44
5284	Jonathan Preciado	Food Reimbursement from Storm	33.56
5285	Keenan Whyte	Sleeper Reimbursement	155.00
5286	Kristin Lupo	Shift Reimbursement	515.00
5287	Law Offices of William D. Ross	Legal Expense	15,399.56
5288	Mathias Bonse	Sleeper Reimbursement	35.00
5290	Matt Skinner	Sleeper Reimbursement	164.02
5291	Moses Castrellon	Sleeper Reimbursement	60.00
5292	North Bay Tree Weed & Pest	Sleeper Reimbursement	1,394.00
5293	Ryan Waner	Reimbursement	25.00
5294	Shelby Buchmann	Shift Reimbursement	120.00
5295	Sky High Printing & Apparel	Screen Printing	30.00
5296	Stephen Jaramillo	Sleeper Reimbursement	185.00
5297	Tiffanie Herring	JAN 2024	1,640.00
5298	Trevor Morrison	Reimbursement	145.00
50776	George Ristad	Stipend	230.87
50578	Heather O'Dell	Duplicate Check - Will be reversed	319.99
TOTAL			108,954.78

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

Name	Memo	Category	Amount
Amazon	Snap Light	6880 · Small Tools/Instruments	45.14
CVS	Covid Tests	6261 · Medical Supplies	78.63
Amazon	Refund	6180 · Building Maintenance	-50.24
Grainger	Small Tools	6880 · Small Tools/Instruments	90.88
Amazon	PPE	6020 · Personal Protective Equipment	115.36
Amazon	Credit Refund	6400 · Office Expense	-8.78
Amazon	Credit Refund	6180 · Building Maintenance	-49.90
Home Depot	Station Maintenance	6180 · Building Maintenance	39.97
AIM Mail Center #10	Shipping for Air Sample	6400 · Office Expense	9.30
Costco	Office Supplies	6400 · Office Expense	127.47
Verizon Wireless	Utilities	6040 · Communications	166.34
AT&T	Internet	7320 · Utilities	74.90
El Farolito	Storm Food	6080 · Household Expense	187.80
Papa Murphys	Meeting	7120 · In-Service Training	34.97
LD Products	Toner	6400 · Office Expense	75.94
Ebay	Lightbar Replacement Bulbs	6140 · Equipment Maintenance	358.84
Lucky	For Interview Panel - Gift Cards	6400 · Office Expense	113.09
Lucky	Food for Storm	6080 · Household Expense	64.19
Lucky	Food for Storm	6080 · Household Expense	99.81
Mombo's Pizza	Food for Storm	6080 · Household Expense	54.48
Lucky	Food for Storm	6080 · Household Expense	88.66
Lucky	Food for Storm	6080 · Household Expense	126.14
5.11 Inc	PPE	6020 · Personal Protective Equipment	425.32
Genuine Parts	Household Expense	6080 · Household Expense	83.91
Amazon	Office Expense	6400 · Office Expense	31.01
5.11 Inc	PPE	6020 · Personal Protective Equipment	243.04
Amazon	Office Expense	6400 · Office Expense	19.52
TOTAL CREDIT CARD CHARGES			2,754.71



Graton Fire Protection District

Through February 2024

Specific and General Legal Costs, Cumulative											
Subject	Trippi Claims/Litigation *		Sabrowsky, Alvarez, Nunes Complaint		Alvarez Claims/Litigation		Personnel (Alvarez, Trippi, Misc.)		Other (General, PRA/Complaints)		Grand Total
Last month - February 2024											
Liebert, Cassidy, Whitmore											
William Ross	\$ 525		\$ 10,678		\$ 2,538				\$ 1,660		
Merrill, Arnone, Jones											
Allen, Glaessner, Werth			\$ 52								
To-date											
Liebert, Cassidy, Whitmore	\$ 41,859	\$ 43,606	\$ 10,437	\$ -	\$ -	\$ 42,681					
William Ross	\$ 90,569	\$ -	\$ 43,335	\$ 46,980	\$ 60,927						
Merrill, Arnone, Jones	\$ 4,830	\$ -	\$ 25,051	\$ -	\$ 4,500						
Allen, Glaessner, Werth	\$ -	\$ -	\$ 8,925	\$ -	\$ -						
Total	\$ 137,258	\$ 43,606	\$ 87,747	\$ 46,980	\$ 108,108	\$ 423,699					

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

PURCHASE REQUESTS

**Pierce Type 3
3/12/2024**

	Vendor	Price
1	Golden State Fire Apparatus	\$ 695,170
2		
3		
4		

Requested Motion: I Make a Motion to purchase Pierce Type 3 wildland engine from Golden State Fire Apparatus not to exceed \$700,000.

Water System Outlet Install Quotes
3/12/2024

	Vendor	Price
1	Sonoma Marin Electric	\$ 4,000
2	Golden State Electric	\$ 5,250
3	BA Electric	\$ 7,875

Requested Motion: *I make a motion to hire Sonoma Marin Electric to instal electrical outlets to support the new water treatment system not to exceed \$4,000.*

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	B		
2	Josh Skikos	8401	Deputy Chief	C		
3	Robert Sabrowsky	8402	Asst Chief / EMT	B		
4	Ian Muskar	8403	Asst Chief / EMT	A		
5	Darrell Kopriva	8404	Captain	C+		
6	Dustin Blumenthal	8405	Captain / EMT	C+		
7	Dusty Parker	8407	Captain / EMT	B		
8	Shane Spelman		Engineer / EMT	C+		
9	Matt Miller		Engineer / EMT	C+		
10	Kyle Bartlett		Engineer / EMT	C+		
11	Sapphire Alvarez		Engineer / EMT	B		
12	Jonathan Preciado		Firefighter / EMT	C+		
13	Matt Skinner		Firefighter	C+		
14	Chaz Mathias		Firefighter	C		
15	Jenna Dunbar		Firefighter / EMT	C		
16	Sam Ballenger		Firefighter	C		
17	Evan Jacobs		Firefighter / EMT	C		
18	Emily Fuller		Firefighter / EMT	C		
19	Mathias Bonse		Firefighter	C		
20	Angel Cuevas		Firefighter	C		
21	Trevor Morrison		Firefighter / EMT	C		
22	Ryan Waner		Firefighter / EMT	C		
23	Keenan Whyte		Firefighter / EMT	C		
24	Jerimiah Mahan		Firefighter / EMT	C+		
25	Stephen Jaramillo		Firefighter / EMT	C		
26	Shelby Buchmann		Firefighter	C		
27	George Ristad		Firefighter	C		
28	Moses Castrellon		Firefighter	C		
29	Kristin Lupo		Firefighter	C		
30	Ella Griffith		Trainee	C		
31	Brianna Cook		Trainee	C		
32	Rex Boggs		Trainee	C		
33	Cesar Barragan		Trainee	C		
34	Matthew Menesini		Trainee	C		
35	Jonathan Oseguera		Trainee	C		
36	Nate Thalhamer		Trainee	C		
37	Orlando Banuelos		Trainee	C		
38	Craig O'Donnell		Trainee	C		
39	Tyler Bishop		Cadet	C		
40	Austin Beckman		Cadet	C		
	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				823-8400 x120		
On-Duty Engine Officer						
Administrative Assistant, Tiffanie Herring						
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 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	2					25
Auto/Mutual Aid	20	20	9	10	10	15	10	32					126
Debris Fire													0
Fire Alarm	4	6	14	1	1	2	4	2					34
Gas Leak		1				1							2
Hazardous Condition	5	3	2	3	2	9	3	35					62
Haz-Mat													0
Investigation		3	2	1	3	3	6	1					19
Medical Aid	39	34	35	33	34	46	27	44					292
Other / Cancellations													0
Rescue													0
Structure Fire	1	1						1					3
Traffic Collision	9	4	8	9	7	8	7	4					56
Vegetation Fire	2		1										3
Vehicle Fire					1		1	1					3
Total	81	76	75	60	61	91	59	122	0	0	0	0	625

Prepared By: Capt. Darrell Kopriva



Graton Fire Protection District

Post Office Box A, Graton, California 95444

www.gratonfire.com

Drill & Activity Reports

FEB 2024

#	Date	Description	Type
1)	02/01	Thursday Night Drill (CPR Recertification)	R
2)	02/06	Zone 8 Meeting (Bullard, Skikos)	S
3)	02/06	Officer's Meeting	S
4)	02/09	Type 3 Apparatus Committee Meeting	S
5)	02/13	District Board Meeting	S
6)	02/15	Thursday Night Drill (Hose Evolutions)	R
7)	02/29	Thursday Night Drill (Structural Search & Rescue)	R

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