

**GRATON FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
BOARD MEETING AGENDA
3750 Gravenstein Hwy N, Sebastopol, CA 95472
December 8, 2020 7:00pm**

Participate by phone (605) 475-4120, passcode 370238#

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Corrections to the Agenda
5. Scheduled and Unscheduled Appearances. *During this period, the Board of Directors will hear anyone who desires to speak on subjects not listed on the Agenda. As a matter of policy, the Board will not make a decision unless it is of a routine nature, which may be turned over to staff for disposition. Please limit your comments to five (5) minutes and please state your name and address for the minutes (optional).*
6. Old Business
 - a. Terrorist Coverage
 - b. Review Strike Team Response SOG
 - c. Part Time Fire Chief Job Description
7. New Business
 - a. Policy Update – Cadet Job Description
 - b. Oath of Office – Reelected Board Directors
 - c. Board Positions
8. Committee Reports
 - a. Apparatus
9. Approval of prior Board Meeting Minutes
10. Purchase Requests
11. Bills & Warrants
12. Budget Report
 - a. Fiscal Year 19/20 Audit Report
13. Correspondence
 - a. Parcel Tax Exemption Request(s)
14. Fire Chief's Report
 - a. Roster, Alarms and Drills
15. Closed Session: Fire Chief Job Review: Government Code section 54957(b)(1)
16. Adjournment

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.

Strike Team Responses

411.1 PURPOSE

With Chief Officer permission, the District will send resources outside of Sonoma County, either planned or immediate need. When outside the District, firefighters shall follow all policies, procedures, and SOGs as well as the Sonoma County Strike Team Code of Conduct.

Prior to fulfilling a strike team request, the Chief Officer shall ensure that the Graton Fire District is adequately covered while the strike team crew is out of County. This shall include, at a minimum, an on-call or in-house crew of two (2) firefighters with the ability to drive a type I engine.

Firefighters will be selected to participate on the strike team crew based on sharing availability on the strike team calendar. Strike team opportunities shall be offered and rotated to firefighters evenly. To be eligible, a firefighter must have a current "red card" which indicates completion of the necessary wildland training, both initial and annual refresher.

When there is sufficient coverage, strike team availability is posted every Sunday night on the Strike Team Availability web page. Availability is posted from Monday-Sunday.

To be eligible to deploy, firefighters must be available for a minimum of seven (7) days. Crews may be rotated out at any time after (7) days to be fair to those interested in participating on strike teams.

Personnel will be paid for strike teams based on the rates set by the District Policies & Procedures after receiving the approved paperwork from the State of California or Federal Government.



GRATON FIRE PROTECTION DISTRICT
POLICIES AND PROCEDURES

TITLE: CADET

ADOPTED: 7/11/00

LAST REVISION 12/08/20

CADET

1. A Cadet shall be appointed by the Fire Chief after submitting a written application. Cadet must provide a current copy of a valid California driver's license or identification card and DMV printout if applicable, and vehicle insurance if applicable. A Cadet shall serve at the pleasure of the Fire Chief and may only be discharged by the Fire Chief.
2. A Cadet must be between the ages of 16 and 18 years of age.
3. A Cadet will submit a parental signed consent and waiver of liability agreement provided by the Department.
4. A Cadet will be a Member of the Department and will be identified ~~on as~~ as a "Fire-Cadet" list, which will be kept separate from the Fire Volunteer Roster and will not be counted when determining the maximum allowed number of firefighters.
5. A Cadet will participate in a firefighter training program, and additionally, may attend regularly scheduled drills. A Cadet must take and pass appropriate tests as determined by the Fire Chief.
6. If during the firefighter training period, the Fire Chief determines that unsatisfactory progress is being made by a Cadet, the Cadet may be dismissed without recourse. The grievance procedures of these policies and procedures are not available to a Cadet. A dismissal action by the Fire Chief of a Cadet shall not be reviewable by the Board.
7. A Cadet will be issued full personal protective equipment and store it at the Department at all times.
8. A Cadet will not operate power tools at any time unless supervised by a qualified adult member of the Fire Department.
9. A Cadet will maintain a scholastic average of 2.0 or better while attending high school. A Cadet falling below this average will be placed on a "one-time" only probation for a period of one (1) high school quarter. Any subsequent failure to meet the 2.0 average guideline will result in discharge.



GRATON FIRE PROTECTION DISTRICT
POLICIES AND PROCEDURES

TITLE: CADET (continued)

ADOPTED: 7/11/00

LAST REVISION 8/06/13

10. A Cadet between 16 and 17 years of age may not respond to fire, medical, and other types of incidents and may not drive any District vehicle during the course of an incident. Upon successfully completing training, with Fire Chief's permission, and after turning 17 years old, a Cadet may respond to calls following the Cadet Call Response SOG.
11. A Cadet will not enter any burning building ~~or fight fire~~ at any time during any emergency incident.
12. A Cadet shall be accountable to the Fire Chief and will follow the chain of command as outlined in these Policies and Procedures.
13. A Cadet will receive a reimbursement check at the rate outlined in these Policies and Procedures.
14. A Cadet will be given the opportunity to receive Hepatitis B inoculations at no cost to the Cadet with parental approval.
15. A Cadet will be covered by workers compensation insurance and coverage under the District's liability insurance.
16. A Cadet may participate in "Live Fire" training exercises only at age 17-~~1~~/~~2~~ years of age.
17. A Cadet becomes a Firefighter at age 18 after successful completion of the Firefighter training program.

**GRATON FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
BOARD MEETING MINUTES
3750 Gravenstein Hwy N, Sebastopol, CA 95472
November 10, 2020 7:00pm**

1. Call to Order: 7:00pm
2. Pledge of Allegiance
3. Roll Call: Maddocks, Farmer, Cesaretti, Gray, Nunes; also present: Bullard
4. Corrections to the Agenda: None
5. Scheduled and Unscheduled Appearances: None
6. Old Business
 - a. Update on Insurance – Terrorist Coverage: Should be in place 12/1/20; will be a refund and new check required
 - b. Review Strike Team Response SOG: No update
7. New Business
 - a. CalPERS 457 Retirement Contract: Need to approve a resolution to establish contract. Motion to approve Resolution 20-11-1 by Cesaretti, 2nd by Farmer, passed 5/0/0
8. Committee Reports
 - a. Apparatus: 8463 is back but front bumper rebuild was not satisfactory; will go back
9. Approval of prior Board Meeting Minutes
 - a. September 9, 2020: Motion to approve minutes as written by Farmer, 2nd by Cesaretti, passed 4/0/1
 - b. September 13, 2020: Motion to approve minutes as written by Farmer, 2nd by Gray, passed 3/0/2
 - c. September 30, 2020: Motion to approve minutes as written by Cesaretti, 2nd by Nunes, passed 3/0/2
 - d. October 13, 2020: Motion to approve minutes as written by Farmer, 2nd by Cesaretti, passed 4/0/1
 - e. October 19, 2020: Not included in Board Packet; table until next meeting
 - f. October 23, 2020: Motion to approve minutes as written by Cesaretti, 2nd by Gray, passed 4/0/1
10. Purchase Requests
 - a. Engine bay fans: circulate heat during the winter, cool during the summer. Table for next meeting; share product detail

- b. Exhaust hose drops: add 3 hoses where missing, complete installation. Table for next meeting
- 11. Bills & Warrants
 - a. Motion to approve Check Detail 11-10-20 in the amount of \$122,745.67 by Cesaretti, 2nd by Gray, passed 5/0/0
- 12. Budget Report: The budget has been presented and reviewed by the Board
- 13. Correspondence
 - a. Parcel Tax Exemptions: Table for next meeting
- 14. Fire Chief's Report: New Admin Assistant job ad posted
 - a. Roster: Add Lia Liskey and Derek Towne as trainees, Promote Lindsay Cruckshank to Captain, Promote Josh Skikos to Assistant Chief. Motion to add trainees and promote Cruckshank by Farmer, 2nd by Cesaretti, passed 5/0/0; table Skikos promotion to next month.
 - b. Alarms: 60 calls during October 2020
 - c. Drills: 8 regular and special trainings and activities during October 2020
- 15. Closed Session: None
- 16. Adjournment: 7:54pm

**GRATON FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
SPECIAL BOARD MEETING MINUTES
3750 Gravenstein Hwy N, Sebastopol, CA 95472
November 19, 2020 6:00pm**

Participate by phone (605) 475-4120, passcode 370238#

1. Call to Order: 6:00pm
2. Pledge of Allegiance
3. Roll Call: Maddocks, Farmer, Cesaretti, Gray, Farmer; also present: Bullard, District Counsel
4. Corrections to the Agenda: Motion by Farmer to add emergency meeting as #8 related to COVID declaration by the Governor on new restrictions, 2nd by Cesaretti. Voted 5/0/0.
5. Scheduled and Unscheduled Appearances: Alvarez requesting to postpone closed session to have more time to prepare. Board requested to continue tonight as planned and will evaluate if more time/information is necessary.
6. Review Taxpayer Parcel Tax Exemption Requests: Review two letters received.
 - a. 4960 Vine Hill Road – denied request due to two separate parcels
 - b. Vine Hill Vistas Mutual Water Co – request printed language referenced that says there is no fee for parcels exempted by the County.
7. Consideration of Establishment of Ad Hoc Committee for Fire Chief Job Description and Stipend: Farmer and Cesaretti to form ad hoc committee to establish part time paid fire chief position. Expect to bring forward at December 8th meeting.

----- Special Meeting Paused: 6:35pm -----

Pursuant to Govt Code section 54956.5(b) public health emergency developments in changes to COVID protocols,

Motion by Farmer to convene emergency meeting, 2nd by Nunes, 5/0/0

----- Emergency Meeting Call to Order: 6:35pm -----
8. COVID Discussion: Masks during business hours while at the station to further reduce risk of spread. Okay to continue training while following precautions (e.g., hand sanitizer, masks, social distancing).

----- Motion by Farmer to adjourn emergency meeting, 2nd by Nunes, 5/0/0. 6:44pm -----

----- Special Meeting Reconvenes: 6:44pm -----
9. Public Comment on Closed Session: None
10. Closed Session: Public Employee Discipline/Dismissal/Release (Govt Code section 54957(b)
 - a. Entered: 6:51pm
 - b. Exited: 7:54pm

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.

11. Report out of Closed Session: By a vote of 4/0/1 (Director Nunes abstaining), the Board decided to reinstate the firefighter.
12. Adjournment: 7:55pm

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.

Apparatus Bay Ceiling & Redistribution Fans
12/8/2020

Description: Add fans to apparatus bays to 1) move heat from ceiling back to floor and 2) cool during the summer

	Vendor Materials	Price	Installation	Total
1	Norman Wright Mechanical	\$ 11,153 \$ 8,922	\$ 3,500	\$ 12,422
2	Zoro Tools	\$ 12,086	\$ 3,500	\$ 15,586
3	Global Industrial	\$ 12,137	\$ 3,500	\$ 15,637

Motion Requested: Motion to purchase fans from Norman Wright Mechanical and have Raynor Electric install, not to exceed \$13,000



NORMAN S. WRIGHT

Mechanical Equipment Corporation

99A South Hill Drive, Brisbane, CA 94005-1282 • tel 415.467.7600 • fax 415.467.0900

Heating
Ventilation
Air Conditioning
Hydronic Systems

norman-wright.com

QUOTATION

TO: Graton Fire Protection District
ATTN: Bill Bullard

DATE: 11/13/2020
PAGE: 1 of 3

TERMS: TBD FOB: Factory SHIP TIME: See below QUOTE #: NSWJOB197

This Quotation Subject To Acceptance Within 30 Days And Subject to Manufacturer's Escalation Cost at the time of the order.

To the prices and terms quoted, add any manufacturers' gross receipts, sales or use tax, either Federal, State or City, payable on the transaction under any affecting statute. Orders will be invoiced at price in effect at time of shipping, unless otherwise specified. All orders subject to factory acceptance. No material will be accepted for return without permission. Orders may not be canceled without written permission from the manufacturers. Cancellation charges may apply. No warranty is offered or implied, other than the standard warranty of the manufacturer. Written copies available on request. Unless otherwise stated, we do not include: seismic calculations, disconnect switches, starters, controls, thermostats, damper motors, internal wiring, drives, belt guards, filters, gauges, vibration isolators, and start-up service or supervision. Programming of DDC controls is not included in this quotation. **Subject to attached terms and conditions.**

PROJECT: Graton Fire Protection District - Big Ass Fans

QTY: 1

Product: HVLS Fan – Big Ass Fans – 12ft Essence
Power: 110–125V, 1Φ, 60Hz, 10A
Mounting: Universal Mount
Extension: 7ft
Optional Equipment Included: Z-Purlin Mounting Kit
Tag: Apparatus East

INCLUDED AS STANDARD:

- Airfoils and Winglets — Eight anodized Mini-Ellipto airfoils with winglets (black or silver).
- Gearless Direct Drive Motor — White or silver; permanent magnet design reduces power consumption.
- Extension Tube — Standard 2 ft (0.6 m); optional 3 to 15 ft (0.9 to 4.6 m).
- Controller — Wired wall controller mounts in standard single-gang junction box or to wall surface; connects with 10V CAT5 cable.
- Environment — Suitable for indoor and outdoor spaces.
- Colors — Standard color options for Essence are silver and black.
- Warranty — Mechanical: 10 years — Electrical: 5 years.

Exclusion: LED Light Kit / Mounting / Conduit Runs / Permits / SmartSense / Wiring / Additional Extension Tubes / Stabilizer Kit / Special Finishes / Custom Color / Outdoor Application / Stainless Steel Options / Hardware / Training / Labor Warranty / Afterhours or Weekend Labor / Fire Relay Termination at Panel / Air Freight Shipping of Parts / Jobsite Visit / Extended Warranty / 2% Surcharge for Credit Card Orders

QTY: 1

Product: HVLS Fan – Big Ass Fans – 10ft Essence
Power: 110–125V, 1Φ, 60Hz, 10A
Mounting: Universal Mount
Extension: 7ft
Optional Equipment Included: Z-Purlin Mounting Kit
Tag: Apparatus West

INCLUDED AS STANDARD:

- Airfoils and Winglets — Eight anodized Mini-Ellipto airfoils with winglets (black or silver).
- Gearless Direct Drive Motor — White or silver; permanent magnet design reduces power consumption.
- Extension Tube — Standard 2 ft (0.6 m); optional 3 to 15 ft (0.9 to 4.6 m).

PROJECT: Graton Fire Protection District - Big Ass Fans

- Controller — Wired wall controller mounts in standard single-gang junction box or to wall surface; connects with 10V CAT5 cable.
- Environment — Suitable for indoor and outdoor spaces.
- Colors — Standard color options for Essence are silver and black.
- Warranty — Mechanical: 10 years — Electrical: 5 years.

Exclusion: LED Light Kit / Installation / Mounting / Conduit Runs / Permits / SmartSense / Wiring / Additional Extension Tubes / Stabilizer Kit / Special Finishes / Custom Color / Outdoor Application / Stainless Steel Options / Hardware / Training / Labor Warranty / Afterhours or Weekend Labor / Fire Relay Termination at Panel / Air Freight Shipping of Parts / Jobsite Visit / Extended Warranty / 2% Surcharge for Credit Card Orders

QTY: 2

Product: Airius – AirPear – A-25-EC-STD-100-130-W

Power: 100-130VAC, 60Hz, 0.46A, 31.3W

Optional Equipment Included: EC-MOD (Qty. 2), POT-1 (Qty. 1)

Tag: Mezzanine

INCLUDED AS STANDARD:

- Housing: PC/ABS, 5VA flame resistance. OffWhite.
- Controls: EC- MOD is a control module that opens the control capability of the fan. POT-1 is a potentiometer, wall mounted speed control.
- Motor: Electrically commutated, thermally protected axial motor by ebm-papst®, 92% efficient.
- Temperature: -22°F (-30°C) to 122°F (50°C).
- Stator: Patented multi-vane stator significantly increases air throw for maximizing performance.
- Certification: Conforms to UL-507, CAN/CSA-C22.2 No. 1113, UL 94 5VA and is ETL listed in USA and Canada.
- Safety Cable: 6' length steel cable (fastened to body).
- Warranty: 3 years parts and workmanship.

Exclusion: Hanging Method / Installation / Designer Series / Suspended Series / Stabilizer Kit / Special Finishes / Custom Color / Outdoor Application / Short Nozzle / Additional Hardware / Air Freight Shipping of Parts / Jobsite Visit / Extended Warranty / 2% Surcharge for Credit Card Orders

Total Bid Cost, Freight Included \$10,279.00 + TAX

Promotional Cost (Valid until 12/14/20), Freight Included \$8,242.00 + TAX

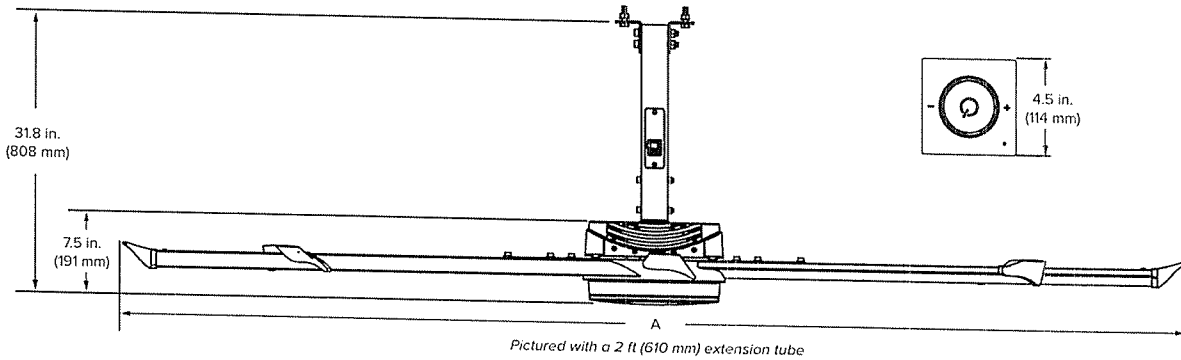
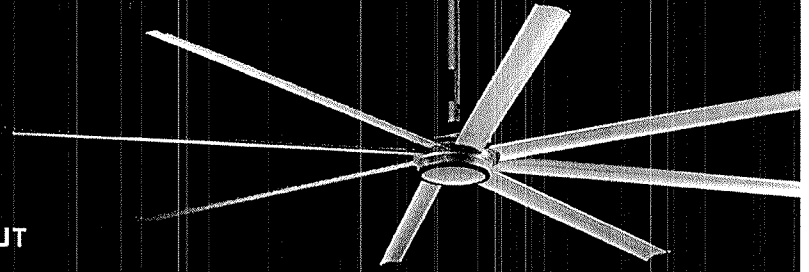
Norman S. Wright Equipment Corporation

Jose L Bocanegra

TECHNICAL SPECIFICATIONS

ESSENCE

THE BEST FAN FOR A BIG SPACE, INDOORS OR OUT



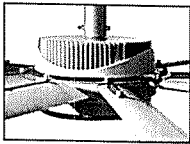
Technical Specifications

Diameter (A)	Weight ¹	Max Speed	Input Power and Required Breaker	Airfoil Clearances ²	Sound at Max Speed ³	IP Rating	Max Operating Temperature	Environment ⁴
8 ft (2.4 m)	75 lb (34 kg)	158 RPM	110–125 VAC, 1 Φ , 50/60 Hz, 10 A 200–240 VAC, 1 Φ , 50/60 Hz, 10 A	2 ft (0.6 m) on sides 2 ft (0.6 m) below ceiling deck	< 35 dBA	IP43	-4°F to 131°F (-20°C to 55°C)	Suitable for indoor or outdoor spaces
10 ft (3 m)	81 lb (37 kg)	107 RPM						
12 ft (3.7 m)	88 lb (40 kg)	76 RPM						
14 ft (4.3 m)	96 lb (44 kg)	56 RPM						

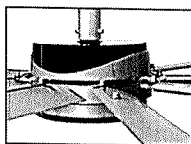
Construction Features

Airfoils	Motor and Drive	Certifications ⁵	Mounting	Accessories	Colors
Eight anodized Mini-Ellipto airfoils with winglets (black or silver)	Gearless direct drive motor		Standard upper mount installs to bar joists Optional kits allow for mounting to I-beams, solid beams, and purlins	LED Light Wireless Wall Controller	Standard colors are silver and black. Individualize your fan with one of our classic color upgrades, or work with our design consultants to create a shade that's all your own.

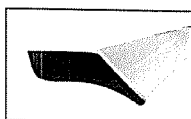
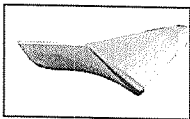
Standard Color Options



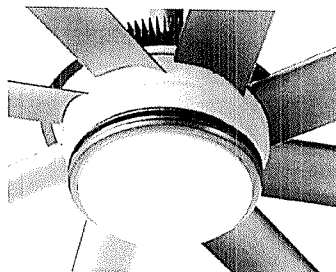
White Motor Housing with Silver Trim



Silver Motor Housing with Black Trim

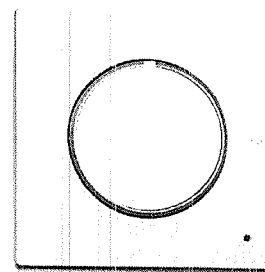


LED Light

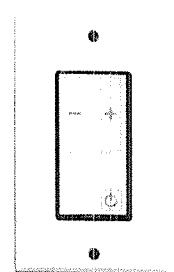


See the Essence LED spec sheet for details.

Control Options



Wired Wall Controller



Wireless Wall Controller (Optional)

¹Weight does not include mount or extension tube.

²Suitable for ceilings as low as 12 ft (3.7 meters). Measure the distance from the tip of the winglet to the ceiling or major obstruction.

³Fans are sound tested at a maximum speed in a laboratory environment. Actual results in field conditions may vary due to sound reflecting surfaces and environmental conditions.

⁴Not suitable for salt air environments.

⁵Certifications listed here apply to the fan and do not include accessories.

Lead times may vary. See full warranty for coverage information.



USA
BIGASSFANS.COM
877-244-3267

CANADA
BIGASSFANS.COM
844-924-4277

AUSTRALIA
BIGASSFANS.COM/AU
1300 244 277

SINGAPORE
BIGASSFANS.COM/SG
65 6709 8500

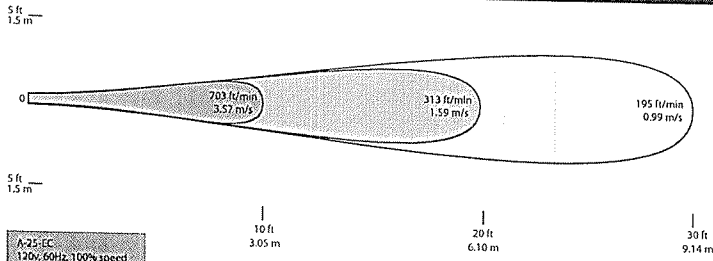
MALAYSIA
BIGASSFANS.COM/SG
603 5565 0888

TECHNICAL SPECIFICATIONS

MAX COVERAGE: UP TO 25 FT CEILING, 1200 FT²

AIR PEAR 25-EC

AIRIUSFANS.COM | 888-247-7327



Housing: PC/ABS, UL 94 5VA flame resistance.

Motor: 230mm, electrically commutated, thermally-protected axial motor by ebm-papst®. Operating temperature: -22°F (-30°C) to 122°F (50°C). No lubrication required, bearings are sealed.

Power Cord: 6 foot cord and plug provided for 100-130V fans, no plug for 200-250V.

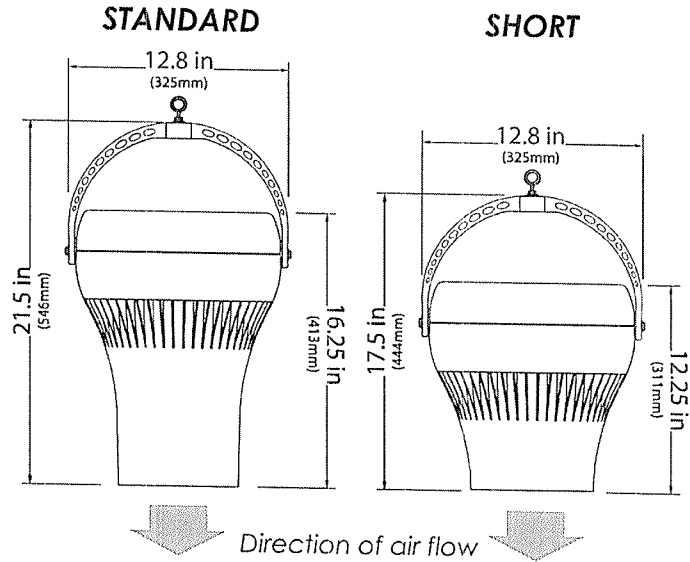
Control Input: 0-10VDC.

Stator: Patented multi-vane stator significantly increases air throw for maximizing performance.

Certification: Conforms to UL-507, CAN/CSA-C22.2 No. 1113. ETL listed in USA and Canada.

Safety Cable: 6' length steel cable (fastened to body)

Warranty: 3 years parts and workmanship.



Technical Specifications



Model	Input Power, 1 Ø	Amps	Watts	RPM	dB(A) ¹	Weight	Colors
A-25-EC-STD-100-130-X	100-130VAC, 60Hz	0.46	31	1640	44, 42, 40	9 lbs.	X = Off white (W), gray (G) or black (B)
A-25-EC-STD-200-250-X	200-250VAC, 60Hz	0.26	30	1700	44, 42, 40	9 lbs.	X = Off white (W), gray (G) or black (B)
A-25-EC-SH-100-130-X	100-130VAC, 60Hz	0.46	31	1640	44, 42, 40	7 lbs.	X = Off white (W), gray (G) or black (B)
A-25-EC-SH-200-250-X	200-250VAC, 60Hz	0.26	30	1700	44, 42, 40	7 lbs.	X = Off white (W), gray (G) or black (B)

(1) Calculated sound pressure at 15, 20 and 25 foot distances based on non-reflective area. 69 dB(A) Sound Power Level, designed to meet ISO 3744 - engineering grade precision for determining sound power. Data independently verified by third party. Tests performed in-unit.

Controls & Factory Installed Options

Item	Description
Pearlink-F	Pearlink Fan Sensor- One Per Fan. Wi-Fi iOS/Android App based controller
Pearlink-T	Pearlink wired (120v) Floor Thermostat- One Per Room
POT-1	Wall-mounted speed control. Low voltage control wiring daisy-chained between fans to be controlled as a group.
BACnet	BACnet/IP package for integration with an existing BACnet system. Individually control speed, on/off and monitor fan status.
GUARD25	Intake grille: Phosphated steel coated in black plastic. Recommended for installations where occupants can reach fans.
BABS	Black ABS housing upgrade for increased chemical resistance. Applications such as machine shops or pools.

Model:	Qty:
Controls/Options:	Qty: