



**GRATON FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
REGULAR BOARD MEETING AGENDA
3750 Gravenstein Hwy N, Sebastopol, CA 95472
January 09, 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 – December 12, 2023
 - b. Financial Reports – December 2023
7. Old Business
 - a. Confirmation of Fire Chief's authority to hire a temporary contract firefighter – Possible Action Item
8. New Business
 - a. Policy Updates – 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. Water Treatment
- b. Well Meter
- c. Inspection Software
- d. Power Tools
- e. Rescue Cart, Equipment, & SCBA Masks

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: February 13, 2024

Certification

I, Tiffanie Herring, Recording Secretary to the Board for the Graton Fire Protection District, do hereby declare that the foregoing agenda for January 09, 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 January 5, 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: January 5, 2024

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CONSENT CALENDAR



**GRATON FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
REGULAR BOARD MEETING MINUTES
3750 Gravenstein Hwy N, Sebastopol, CA 95472
December 12, 2023**

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 Skikos.
4. Corrections and/or Modifications to the Agenda: Omit 14a-14c per counsel Bill Ross.
5. PUBLIC COMMENT: None.
6. CONSENT CALENDAR: Motion by Hebel to approve Consent Calendar as presented, 2nd by Nunes, passed 5/0/0.
 - a. Draft Board Meeting Minutes – November 14, 2023
 - b. Return Upon Return from Closed Session Report – November 14, 2023
 - c. Financial Reports - November 2023
7. Old Business:
 - a. Approval and ratification of posting hiring materials for personnel recruitment – after no public comment, motion to approve by Fisher, 2nd by Hebel, passed 5/0/0.
 - b. Formal recognition of Graton Professional Organization Local 1401 as the recognized employee organization for applicable full-time firefighter, engineer, and captain job classifications – this will implement provisions of the MOU. The staff has met and conferred and agreed. Motion to approve by Hebel, 2nd by Fisher, passed 5/0/0.
8. New Business:
 - a. Fire Sales Tax Measure Support Resolution – Motion to approve by Nunes, 2nd by Hebel, passed 5/0/0.
 - b. Polling Locations - Motion to approve for the dates requested by Fisher, 2nd by Nunes, passed 5/0/0.

9. Committee Report:

a. Apparatus Committee – nothing to report for the Type 1. For the Type 3, a few people went on a field trip to other agencies to see other Type 3's. Trying to decide between International or Freightliner. The utility is in a preliminary stage and doing more research, the issue will be availability.

b. Sebastopol Fire Cooperation – waiting for dates to get together and discuss further.

10. Purchase Requests:

a. Water Treatment – this was tabled for the next meeting.

b. Well Rehabilitation – this was tabled for the next meeting.

c. Extrication Equipment – Motion to approve by Fisher, 2nd by Petersen, passed 5/0/0.

11. Correspondence: None.

12. Fire Chief's Report:

a. Roster: Nothing to approve.

b. Alarms: 61

c. Drills: 16

13. Future Agenda Items: None.

14. Closed Session – None.

~~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~~

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Matter: *Sapphire Alvarez v. Graton Fire Protection District*,
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~~c. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION~~

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

(2 Matters)

15. Return to Open Session – None

16. Adjournment: 7:25pm



GRATON FIRE PROTECTION DISTRICT - DECEMBER 2023 OVERVIEW

DEPOSITS:			
Tree Farm	\$95,923	12/31/2023	
NASPO Cal Card	\$231	12/7/2023	
Property Tax Revenue	\$1,083,753	12/20/2023	
Total:	\$1,179,907	12/31/2023	
CURRENT ASSETS:			
Summit Operating Account	\$160,844	12/31/2023	
Summit ICS Account	\$1,739,025	12/31/2023	
Schwab CD's	\$1,000,000	12/31/2023	
Total:	\$2,899,869	12/31/2023	
ACCTS. RECEIVABLES:			Billed
COVID FEMA Reimbursement	\$57,591	12/29/2022	
Total:	\$57,591	12/31/2023	

Graton Fire Protection District

Check Detail

December 1-31, 2023

Num	Name	Memo	Amount
Debit	ADP	Direct Deposits	44,166.40
Debit	ADP	Payroll Taxes	12,279.87
Debit	ADP	Payroll Fees	151.78
Debit	CalPERS	457b	1,250.00
Debit	CalPERS	Pepra	7,232.90
Debit	CalPERS	Classic	3,814.40
5168	US Bank - Corporate Payment Systems	Cal Card	7,316.13
5169	Friedmans Home Improvement	Building Maintenance	2,587.23
5170	Bauer Compressors	SCBA Masks	4,068.78
5171	Cal Net ATT	Phone	240.07
5172	Cliff Walker Supply & Maint	Cleaning	360.00
5173	Creams Towing	Towing F550 Super Duty Rescue Box	728.75
5174	Firefighters Safety Center	PPE	3,965.57
5175	Frog Power Equipment LLC	Tree Farm Expense	46.96
5176	Green Valley Farm	Pre-cut Trees for 2023	10,610.50
5177	Law Offices of William D. Ross	Legal Expense	4,238.52
5178	McKesson Medical - Surgical	Medical Supplies	745.49
5179	North Bay Petroleum	Fuel	1,881.61
5180	P&W Wireless	Pagers x 5	3,993.25
5181	Pete's Automotive	8496 Oil Change	600.19
5182	PG&E	Utilities	31.66
5184	Royal Logistics & Transportation	Transportation	1,900.00
5185	Tiffanie Herring	NOV 2023	1,504.00
5186	Firefighter First Credit Union	Local 1401 Union Dues	720.00
50767	George Ristad	Stipend	692.62
50769	Linda Lucia	Tree Farm Payroll	1,563.73
50770	Justeen Moritz-Wood	Tree Farm Payroll	264.82
50771	Jacob Roberts	Tree Farm Payroll	570.78
5187	Bob Maddocks	Board Meetings	125.00
5188	Carla Peterson	Board Meetings	125.00
5189	Chaz Mathias	Alarms & Drills	280.00
5190	Choice Builder	Health Benefits	515.12
5191	Darrell Kopriva	Alarms & Drills	423.00
5192	Emily Fuller	Alarms & Drills	234.00
5193	Evan Jacobs	Alarms & Drills	333.00
5194	George Ristad	Alarms & Drills	124.00
5195	Ian Muskar	Alarms & Drills	1,738.00
5196	Jason Nunes	Board Meetings	100.00
5197	Jenna Dunbar	Alarms & Drills - Jun-Nov 23	29.00
5198	Jonathan Hebel	Board Meetings	125.00
5199	Jonathan Preciado	Alarms & Drills	30.00
5200	Josh Skikos	Alarms & Drills	1,085.00
5201	Kristen Cattell	Alarms & Drills	8.00
5202	Lia Liskey	Alarms & Drills	353.00
5203	Mathias Bonse	Alarms & Drills	293.00
5204	Matt Skinner	Alarms & Drills	491.00
5205	Moses Castrellon	Alarms & Drills	376.00

Graton Fire Protection District**Check Detail****December 1-31, 2023**

5206	Robert Sabrowsky	Alarms & Drills	2,538.00
5207	Ryan Waner	Alarms & Drills	371.00
5208	Sam Ballenger	Alarms & Drills	30.00
5209	Scott Fisher	Board Meetings	125.00
5210	Shelby Buchmann	Alarms & Drills	423.00
5211	Stephen Jaramillo	Alarms & Drills	14.00
5212	Trevor Morrison	Alarms & Drills	951.00
5213	Action Sports and Power Equipment	Chainsaw Maintenance	383.89
5214	CalChoice	Health Benefits	4,459.92
5215	Frog Power Equipment LLC	Tree Farm Expense	35.11
5216	George Petersen Insurance Agency	General Liability	14,264.00
5217	Kringles Korner Christmas Trees	Trees x 70	6,372.50
5218	Sonoma County Sheriff's Office	Reimbursement	100.00
5219	Allen, Glaessner, Hazelwood & Werth, LLP	Legal Expense	1,690.00
TOTAL			156,070.55



Graton Fire Protection District
US Bank Credit Card
 December 2023

Name	Memo	Category	Amount
Ebay	Plug Adapter	6180 · Building Maintenance	10.85
Amazon	Electrical Tape	6880 · Small Tools/Instruments	9.98
Amazon	Software Protection	6400 · Office Expense	21.69
Hansel Auto Group	Replace Battery	6140 · Equipment Maintenance	198.60
Home Depot	Cleaning Supplies	6080 · Household Expense	22.65
Willow Wood Market	Food	6400 · Office Expense	84.73
Amazon	Plug Adapter	6180 · Building Maintenance	80.64
Mombo's Pizza	Officer Meeting Dinner	7120 · In-Service Training	72.06
Devil Mountain Wholesale Nurse	Landscape	6190 · Landscape Services	117.15
AT&T	Internet	7320 · Utilities	74.90
Amazon	Office	6400 · Office Expense	-40.04
North American Rescue	Medical Supplies	6261 · Medical Supplies	95.03
Verizon Wireless	Utilities	6040 · Communications	166.27
Zep Sales & Service	Supplies	6180 · Building Maintenance	140.98
Amazon	Calendar	6400 · Office Expense	28.74
Coastal Valleys EMS Agency	EMT Recertification	6400 · Office Expense	117.00
Ebay	Mobile Radio Mics	6040 · Communications	83.30
TOTAL CREDIT CARD CHARGES			1,284.53



Graton Fire Protection District

Through December 2023

Specific and General Legal Costs, Cumulative										
Subject	Tripoli Claims/Litigation *		Sabrowsky, Alvarez, Nunes Complaint		Alvarez Claims/Litigation		Personnel (Alvarez, Tripoli, Misc.)		Other (general, retainer, Tripoli PRA/Complaints)	
Last month - December 2023										
Liebert, Cassidy, Whitmore										
William Ross				\$	1,400	\$	998	\$	1,841	
Merrill, Arnone, Jones										
Allen, Glaessner, Werth				\$	1,690					
To-date										
Liebert, Cassidy, Whitmore	\$	41,859	\$	43,606	\$	10,437	\$	-	\$	42,681
William Ross	\$	90,044	\$	-	\$	32,395	\$	44,093	\$	57,536
Merrill, Arnone, Jones	\$	4,830	\$	-	\$	25,051	\$	-	\$	4,500
Allen, Glaessner, Werth	\$	-	\$	-	\$	8,873	\$	-	\$	-
Total	\$	136,733	\$	43,606	\$	76,755	\$	44,093	\$	104,717
	\$	405,903							\$	405,903

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

OLD BUSINESS

NEW BUSINESS

PURCHASE REQUESTS

FEMA Grant Rescue Cart and Masks
1/9/2023

	Vendor	Price
1	Bauer Compressors	\$ 19,026
2		
3		
4		

Requested Motion: I Make a Motion to purchase Confined Space Rescue equipment on behalf of Sebastopol Fire and 9 SCBA masks with FEMA Grant Funds from Bauer Compressors not to exceeded \$19,500

FIRE CHIEF'S REPORT



Graton Fire Protection District

Post Office Box A, Graton, California 95444

www.gratonfire.com

ROSTER

#	Name	Rank					
1	Bill Bullard	8400	Chief / EMT				
2	Josh Skikos	8401	Deputy Chief				
3	Robert Sabrowsky	8402	Asst Chief / EMT				
4	Ian Muskar	8403	Asst Chief / EMT				
5	Darrell Kopriva	8404	Captain				
6	Dustin Blumenthal	8405	Captain / EMT				
7	Kyler Walker	8406	Captain / EMT				
8	Dusty Parker	8407	Captain / EMT				
9	Shane Spelman		Engineer / EMT				
10	Matt Miller		Engineer / EMT				
11	Kyle Bartlett		Engineer / EMT				
12	Sapphire Alvarez		Firefighter / EMT				
13	Jonathan Preciado		Firefighter / EMT				
14	Matt Skinner		Firefighter				
15	Chaz Mathias		Firefighter				
16	Jenna Dunbar		Firefighter / EMT				
17	Sam Ballenger		Firefighter				
18	Evan Jacobs		Firefighter / EMT				
19	Emily Fuller		Firefighter / EMT				
20	Mathias Bonse		Firefighter				
21	Angel Cuevas		Firefighter				
22	Trevor Morrison		Firefighter / EMT				
23	Ryan Waner		Firefighter / EMT				
24	Keenan Whyte		Firefighter / EMT				
25	Jerimiah Mahan		Firefighter / EMT				
26	Stephen Jaramillo		Firefighter / EMT				
27	Shelby Buchmann		Firefighter				
28	George Ristad		Firefighter				
29	Moses Castrellon		Firefighter				
30	Kristin Lupo		Firefighter				
31	Ella Griffith		Trainee				
32	Brianna Cook		Trainee				
33	Rex Boggs		Trainee				
34	Cesar Barragan		Trainee				
35	Matthew Menesini		Trainee				
36	Tyler Carpenter		Trainee				
37	Jonathan Oseguera		Trainee				
38	Nate Thalhamer		Trainee				
39	Orlando Banuelos		Trainee				
40	Craig O'Donnell		Trainee				
41	Tyler Bishop		Cadet				
42	Austin Beckman		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			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							22
Auto/Mutual Aid	20	20	9	10	10	15							84
Debris Fire													0
Fire Alarm	4	6	14	1	1	2							28
Gas Leak		1				1							2
Hazardous Condition	5	3	2	3	2	9							24
Haz-Mat													0
Investigation		3	2	1	3	3							12
Medical Aid	39	34	35	33	34	46							221
Other / Cancellations													0
Rescue													0
Structure Fire	1	1											2
Traffic Collision	9	4	8	9	7	8							45
Vegetation Fire	2		1										3
Vehicle Fire					1								1
Total	81	76	75	60	61	91	0	0	0	0	0	0	444

Prepared By: Capt. Darrell Kopriva



Graton Fire Protection District

Post Office Box A, Graton, California 95444

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Drill & Activity Reports

DEC 2023

#	Date	Description	Type
1)	12/05	Officer's Meeting	S
2)	12/07	Thur. Night Drill (Auto Extrication)	R
3)	12/12	Dist. BOD Meeting	S
4)	12/14	Thur. Night Drill (Swift Water Rescue Awareness)	R
5)	12/14	Grant Writing (Sabrowsky)	S
6)	12/16	Apparatus Committee Field Trip (Sabrowsky, Spelman)	S
7)	12/20	Work Detail – New SCBA Mask In-Service (Sabrowsky)	S
8)	12/21	Thur. Night Drill (Association Gift Wrapping & Meeting)	R
9)	12/21	Former OCD Fire Chief Lunardi Memorial Service	S
10)	12/28	Thur. Night Drill (Stand Pipe Evolutions)	R
11)	12/28	Grant Writing (Sabrowsky)	S
12)	12/29	Work Detail – (Sabrowsky)	S

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

Prepared By: Capt. Darrell Kopriva