

**WOODBIDGE RURAL FIRE PROTECTION DISTRICT**  
**400 East Augusta Street - Woodbridge**  
**REGULAR MEETING – BOARD OF DIRECTORS**  
**July 22, 2020**

**CALL TO ORDER:** President Duke called the regular meeting of the Woodbridge Rural Fire Protection District Board of Directors to order at 10:01 a.m. at the main fire station in Woodbridge, CA.

**ROLL CALL:**

Directors Present: David Duke, Rick Gerlack, Thomas Alexander and Larry Moore  
Director Absent: Michael Manna  
Staff Present: Fire Chief Darin Downey, District Secretary Diana Tidwell

**MINUTES:** On motion of Gerlack, seconded by Alexander, the minutes of the regular meeting on June 17, 2020 were approved as received.

**INVOICE COMMITTEE REPORT:** Director Gerlack gave the Invoice Committee Report for the period ending June 30, 2020, which included reviewing the District's bills and employee costs, found them to be in order and recommended payment. On motion of Gerlack, seconded by Alexander, expenditures totaling \$224,607.62 were approved for payment. Motion carried unanimously.

**AUGUST INVOICE COMMITTEE:** Directors Manna and Moore will serve on the Invoice Committee August 26, 2020 at 9:30 a.m. with the regular meeting following at 10:00 a.m.

**FIRE CHIEF'S REPORT:**

A. Alarm & Fire Prevention Report:

Chief Downey reviewed the Operations and Fire Prevention Report and each board member received a copy. Alarm report shows 211 calls for the month of June bringing the year to date total to 863 an increase of 56 calls above last year.

B. 2020 Academy Completion:

Chief Downey advised that the 2020 Recruit Fire Academy is complete, and all 6 recruits have moved forward. Recruit graduation and badge pinning ceremony held June 10, 2020 in the Station 71 Apparatus Bay.

C. Feasibility Study Results:

Chief Downey discussed Districts utilization of services and recent feasibility study for a potential tax initiative on November 2020 election ballot. Chief Downey advised that the District has not seen an increase in taxes since its beginning in 1942. The District has been burdened financially and just last year was forced to close down station 72 approximately 47% of the time. Chief Downey stated that taxpayers deserve a certain standard of coverage and Woodbridge Fire District desires to uphold and perform up to that level of care.

D. Potential Ballot Reports:

Chief Downey introduced Bonnie Moss of Clifford Moss who walked everyone through the components of Clifford Moss' services and approach if the Board wishes to continue pursuing the November 3, 2020 ballot election. Ms. Moss advised for the measure to pass, it will require a 2/3 approval from taxpayers, and the tax measure would need to be finalized by August 7, 2020.

Ms. Moss introduced Brian Godbe, President of Godbe Research, who reviewed pre poll results, gave an overview of those results, and discussed research objectives. Brian Godbe concluded that final pre poll results show 61.7% voter support. For the tax measure to pass there must be 67% voter support. Mr. Godbe advised there was a slight increase in alternative support of 6 cents verses 8 cents per square foot however the increase was not too significant. Terry Wells-Brown asked if Mr. Godbe knew how many pre poll voters stopped taking the survey because of its length and if it was reflected in the final results. Mr. Godbe advised they do have samples that reflect that information just not on hand. However, Mr Godbe concluded that whether a voter completed the full survey or not does not have a direct impact on the overall results.

Ms. Moss introduced Anna Sarabian of Fieldman, Rolapp & Associates, an independent public financial advisor who assists in providing analytical services related to the tax measure. Per Ms. Sarabian, background analysis used for the pre poll survey was based on 2017 parcel

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data. After compiling and cleaning the parcel data, analysis showed 4,605 taxable parcels. Ms. Sarabian explored alternatives of 6 cents per square foot for an estimated \$918,000 annually versus 8 cents per square foot which would bring in an estimated \$1,200,000 annually. Ms. Sarabian advised that the next step, if the Board decides to pursue and approve the tax measure, is to obtain the 2020 parcel data, clean and analyze the information, and then finalize final numbers.

Lastly, Ms. Moss introduced Jonathan Christy, the attorney from Kronick, Moskovitz, Tiedemann & Girard, who is in charge of the legal rules that apply to the tax measure process, and helping draft the final resolution which authorizes the Board of Directors to approve the tax measure. Mr. Christy advised that once the measure is filed, the District can inform and provide factual information to the community, however on duty personnel cannot advocate for or against the measure while on District time. Mr. Christy advised that those advocating must do so off duty and on their own time. Mr. Godbe then reiterated the filing deadline to pursue November 3, 2020 ballot election is August 7, 2020, so the Board of Directors needs to call for final action no later than August 6, 2020. Mr. Christy asked if there were any questions from the Board and recommended opening discussion for public input. President Duke approved open discussion for public input.

Terry Wells-Brown discussed her concern with the deadline being August 7, 2020 and extending Board action to August 6, 2020. Ms. Moss advised all that is required from the District is for a Board approved resolution to be filed with the County Registrar's office no later than August 7, 2020 and extending the final Board approval allows the District more opportunity to be involved while on duty. Ms. Moss assured Ms. Wells-Brown that the District will be in close contact with the County Registrar's office to assure a smooth transition. Director Gerlack then stated that a special meeting only requires 24-hour advance notice but suggested posting the information 72 hours in advance to provide the public with enough time to respond.

Ms. Moss asked for the public's opinion on the 8 cents per square foot versus 6 cents per square foot. Terry Wells-Brown stated she would like to see the District just go for the 8 cents per square foot to avoid having to seek another measure again. Donnie Garibaldi stated he agrees with Ms. Brown and suggests just going for the 8 cents versus the 6 cents per building square foot. Mr Garibaldi asked how the District came up with the numbers for the tax measure. Chief Downey advised that the District worked closely with Ms. Sarabian and came up with a final annual amount based on the Districts needs. Ms. Sarabian then gathered the parcel information and came up with those numbers to satisfy the Districts financial needs. Misty Bell, a Woodbridge Fire District citizen, and wife of a Woodbridge Fire District Captain shared a letter of correspondence she wrote to the Board of Directors in support of the tax measure increase on the November ballot.

Eric Edwards, current Labor and Association President and Woodbridge Fire District Lieutenant introduced himself and requested it go on record that the Labor Union and Association are on board with and in full support of what the District is pursuing and will do whatever they can to help. Lieutenant Edwards also stated that the Lodi IAFF is also fully supportive and willing to do what they can to help if the Board approves the tax measure.

- E. Fire Apparatus Committee Presentation Packet: Chief Downey advised that the Board Packets this month included a Presentation from Out-Of-Class Captain Brian Bernier for new Fire Apparatus. Chief Downey requested each Board member review the information for the next Board meeting.
- F. CalPERS Pepra Employee Portion Increase: Chief Downey reported that the employee portion for all CalPERS Pepra employees has increased to 13% employee share. The change will take place on each Pepra employees 7/24/2020 paycheck.
- G. Financial Management Update: Chief Downey advised that the District is now fully operational with own financials. Administration has been processing payroll, accounts payables, and accounts receivables since the beginning of the fiscal year.

### **CORRESPONDENCE:**

**ACTION ITEMS:**

- A. PHASE 2 CLIFFORD MOSS LLC CONTRACT:  
Motion made by Director Alexander to approve Clifford Moss LLC Contract for phase 2 of potential ballot measure services not to exceed \$15,000. Seconded by Director Duke. All ayes. Motion carried unanimously.
- B. ACCOUNTING SERVICES FOR POTENTIAL BALLOT MEASURE:  
Motion made by Director Gerlack to approve accounting services from Fieldman, Rolapp & Associates for potential ballot measure services not to exceed \$20,000. Seconded by Director Moore. All ayes. Motion carried unanimously.
- C. POTENTIAL BALLOT PUBLIC INFORMATIONAL ITEMS:  
Bonnie Moss presented examples of informational items the District can help with prior to being on the ballot for potential tax measure. Per Director Gerlack informational items are important part of campaigning if ballot for potential tax measure is approved. Motion to approve public informational items for potential ballot not to exceed \$10,000. Seconded by Director Moore. All ayes. Motion carried.
- D. RESOLUTION 20-5 INCIDENT COST RECOVERY UPDATED FEE SCHEDULE:  
Motion to approve Resolution 20-5 updated fee schedule for incident cost recovery. Seconded by Director Gerlack. All ayes. Motion carried unanimously.
- E. PROMOTION OF ADDITIONAL LIEUTENANT:  
Chief Downey request Board approval to promote Fire Fighter Garrett Morrison to Lieutenant. Motion made by Director Moore to promote Fire Fighter Morrison to Lieutenant. Seconded by Alexander. All ayes. Motion carried unanimously.
- E. OPEN PUBLIC HEARING ON FY 2020-2021 BUDGET:  
Per Chief Downey Fiscal Year Budget for 2020-2021 still open for public hearing and comment. Request to continue approval of final budget until next regular Board Meeting. Motion made by Director Moore to open FY 20/21 Budget for public hearing and continue to next Board of Directors meeting on August 26, 2020. Seconded by President Duke. All ayes. Motion carried unanimously.

**BUSINESS NOT ON AGENDA FROM PUBLIC:** Terry Wells-Brown stated there is a curbside fundraiser dinner for a local teenage girl fighting her second fight with cancer on Saturday, July 25, 2020 at Woodbridge Pizzeria. Ms. Brown asked if Woodbridge Fire District could come show the young girl and her family support. Lieutenant Edwards advised the Association of Woodbridge Firefighters will be picking up the bill for the dinners.

**CLOSED SESSION:**

**BOARD COMMENTS:** President Duke confirmed planning a Special Meeting Thursday, August 6, 2020 at 10:00am to discuss and finalize decision on tax measure. Director Moore reiterated that agenda and details be posted 72 hours in advance so public may join. Director Gerlack complemented Out-of-Class Captain Brian Bernier on his thorough apparatus presentation.

**ADJOURNMENT:** On motion of Duke the Board of Directors meeting was adjourned at 11:59 p.m. Motion carried unanimously.

**ATTEST:**

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DIANA TIDWELL, District Board Secretary