

# **AGENDA**

## **RANCHO ADOBE FIREFIGHTERS ASSOCIATION**

*December 6, 2022*

*1900 Hours Cotati Station and via Zoom*

- Call to Order
- Executive Committee Roll Call:  
Ikalani (), McClendon (), Linscott (), Norton (), DeJong, Achen (), Bernal ()
- Pledge of Allegiance
- Approval of Minutes:
- Chief's Report:
- Correspondence:
- Treasurer's Report
- Ferina/McGinnis Fund Report
- Report of Major Incidents
- Report of Committees
  - Chadwick Committee
  - 501(c)3
  - Request for Funds Committee
- Old Business
  - Approve 2023 Budget (attached documents: Special Meeting Minutes/Spreadsheet)
  - Approve Request for Funding Application/Policy
  - Holiday Party
  - Crab Feed
  - Temporary Housing Trailers Update

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- New Business
  - Request for funds committee
    - Appoint Committee Members to handle Funding requests
- Logistics
- Equipment
- Sick Calls
- Good of the Association
- Drawing of the Pot
  - Rollover Pot
  - Second chance drawing
- Meeting Adjournment

ATTENDEES:

# **SPECIAL MEETING MINUTES**

## **RANCHO ADOBE FIREFIGHTERS ASSOCIATION**

*November 15, 2022*

*1900 at 11000 Main Street, Penngrove or via zoom*

- Call to order - 0704 - Ikalani, McClendon
- Executive Committee Roll Call - Ikalani, McClendon, Linscott, Norton, Bernal, Achen, Dejong
- Action Items:
  - \$1000 donation to St. Joseph's Health Hospice Services requested by Casey Gray and Matt Achen for the Peer Support workshop provided on 11/1/2022 - Motion McClendon, Bernal Seconds. All in favor
  - \$750 donation to the family of Phil Wall GoFundMe requested by Jimmy Bernal
    - Discussion about former members or current members moving forward to have a set amount. Moved to Budget discussion item.
    - Bernal motions Phil Wall for \$1000. McClendon seconds. All in favor.
      - Norton to setup gofundme through [ranchoadobefa@gmail.com](mailto:ranchoadobefa@gmail.com) to make donations in the future.
- Discussion Items:
  - 2023 Budget
    - Donations to family of member or honorary members that have passed away a set amount of \$1000 donation. If the family decides

# **SPECIAL MEETING MINUTES**

## **RANCHO ADOBE FIREFIGHTERS ASSOCIATION**

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to accept donations toward a charitable cause the amount will be  
\$500.

- SF General Hospital - removed
- Rancho Cotati Little League - \$500
- Lisa Ann Burn Relay - Traditionally \$500
  - Weihman proposes \$1000
  - \$1000
- Zone 9 Kids - Last donation was May 2003 \$325 - removed
- Sonoma Wildlife Rescue - \$250 in the past also \$500. - \$500
- American Cancer Society - \$40 in 2003 - removed
- Hospice of Petaluma - \$40 historically - General hospice fund \$1000
  - Gromala recommends supporting multiple Hospice agencies
  - Perhaps splitting the \$1000 budget multiple ways to various hospice entities. General hospice fund for \$1000
- St. Joseph's Golf Tournament - \$150 for Tee Sponsorship
- Cal Ripken Baseball League - \$500
- Holiday Toy Drive - Historically \$500 -> \$1000 Limit
- PTA - General Fund for walkathons, school events etc.. funds distributed by request. Allotting a budget to accommodate different PTA's setting a spending budget \$3000 with \$500 per request.  
\$3000

# **SPECIAL MEETING MINUTES**

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- Steve Rucker Foundation - 5 donations for \$250 historically - \$500
- Stickball Tournament, Softball Tournament, Fire Ball Fundraiser -  
Will address when the time comes - removed
- Breast Cancer Charity
  - Chief Weihman - suggesting funds \$1000-\$2000 general breast cancer/ veteran services/support (charity of choice relative to september/november months.
  - Dejong suggesting combined amount and decide which charity to donate to at the appropriate time.
  - When the time comes the money is approved, and the charity should be the action item.
  - \$1000 for September (Cancer) \$1000 for November (Veterans)
- 9/11 Related charity: Ray Pfeifer Foundation - Steven Sillert Tower Run TBD as an action item in August- \$1000
- First Responders Resilience: Locally based donation/grant funded. Mental Health/Peer Support - \$500
- Movember Prostate Cancer Organization - \$250
- Captains Fund: A fixed amount set aside to support immediate need items ie. Car Seat etc. Emergency assistance pot \$200/per

# **SPECIAL MEETING MINUTES**

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instance with a total budget cap of \$3000/year “Emergency Petty Cash” “Emergency Relief Fund” “Captains Fund”

- \$3000 for Quarterly Dinners \$750/event
- Christmas Dinner Dec. 9. \$500 for Association AGENDA
- Kids Christmas party \$250
- Request of Funds Application
  - Mailing Address for delivery of funds
- Request for Funds Policy and Procedures
  - Doesn't need to have warranty \*just noted\*, doesn't need three bids but member must provide best possible price or risk rejection.
  - Casey, Dawn, Caldwell, Norton, Porter on the committee to create document
  - Five person committee appointed to manage requests for funds. Matt Achen to be the chair. AGENDA item.
- Setting a conservative annual budget of \$30000.00 2023 based on the \$32000 recommendation of Matt Schaeffer.
- Bernal Motion to Adjourn Jake Second

Prepared by: James Norton

	Pre-Approved Funding			
			The list and amounts must be voted on each year at December's Membership Meeting	
Name of Organizaation	Amount	Percentage	Notes	
Rancho Cotati Little League	\$500.00	1.67%		
Alisa Ann Runch Burn Relay	\$1,000.00	3.33%		
Sonoma Wildlife Rescue	\$500.00	1.67%		
Hospice (general)	\$1,000.00	3.33%		
St. Joseph Golf Tournament	\$150.00	0.50%		
Cal Ripken Baseball	\$500.00	1.67%		
Holiday Toy Drive	\$1,000.00	3.33%		
Parent Teacher Association (PTA)	\$3,000.00	10.00%	\$500 max per request	
Steve Rucker Golf Tournament	\$500.00	1.67%		
Breast Cancer Charity	\$1,000.00	3.33%	To be decided before October meeting	
Veterans Charity	\$1,000.00	3.33%	To be decided before November meeting	
9/11 Charity (The Ray Pfeifer Foundation, Stephen Siller Tunnel to Towers Foundation, etc.)	\$1,000.00	3.33%	To be decided before September meeting	
First Responders Resiliency, Inc.	\$500.00	1.67%		
Movember	\$250.00	0.83%		
Emergency Petty Cash	\$3,000.00	10.00%	\$200 max increments at discretion of Captain/BC on scene	
<b>Total</b>	<b>\$14,900.00</b>	<b>49.67%</b>		
<b>Budget amount for 2023</b>	<b>\$30,000.00</b>			

	<b>2023 Budget</b>	
Suggested budget amount by Matt Schafer	\$32,000.00	
<b>Category</b>	<b>Budget</b>	<b>Spent</b>
Budget agreed upon by RAFA Executive Committee at 11/15/2022 Special Meeting	\$30,000.00	
Pre-Approved Donations	\$14,900.00	
Fundraisers	0	
RAFA Events	\$8,750.00	
Remaining budget	\$6,350.00	



## Rancho Adobe Firefighters Association Request for Funding Application

How to Apply:

1. Complete the Request for Funding Application.
2. Sign and submit your documentation to:

Rancho Adobe Firefighters Association

Attn: Request for Funds Committee

Email: [RanchoAdobeFA@gmail.com](mailto:RanchoAdobeFA@gmail.com)

3. If approved by the Request for Funds Committee, attend the next monthly membership meeting to present your request to the Executive Committee.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_

Are you a RAFA member in good standing? Yes \_\_\_ No \_\_\_

If no, have you been sponsored by a RAFA member? Yes \_\_\_ No \_\_\_

If so, who is the RAFA member sponsoring your request? \_\_\_\_\_

How does this request apply to the RAFA Mission Statement? Select all that apply:

Support Rancho Adobe Firefighters \_\_\_ Support RAFA Families \_\_\_

Support Rancho Adobe Fire Protection District \_\_\_ Community Event \_\_\_

Other: \_\_\_\_\_

Is this a pre-approved budget donation? Yes \_\_\_ No \_\_\_

If so, are you requesting an increase? Yes \_\_\_ No \_\_\_

Will this donation be supplemented by another funding source? Yes \_\_\_ No \_\_\_

If so, how? \_\_\_\_\_

Are you able to attend the next Association meeting to present your request? Yes \_\_\_ No \_\_\_

**Donation for an Event:**

What is the event for? \_\_\_\_\_

When is the event taking place? \_\_\_\_\_

Where is the event taking place? \_\_\_\_\_

How will the funds be used? \_\_\_\_\_

Is the donation for a 501c3 organization? Yes \_\_\_ No \_\_\_

If so, what is the 501c3 organization's name and Tax ID? \_\_\_\_\_

How much money is the request for? \_\_\_\_\_

Is this a one-time request or yearly event? \_\_\_\_\_

Who do we make the check out to? \_\_\_\_\_

When is the check needed by? \_\_\_\_\_

If the event is canceled how will the funds be used? \_\_\_\_\_

If this is a RAFA fundraiser, how will the proceeds be used? (ex. donation, back to RAFA, etc.)

\_\_\_\_\_

**Donation to Purchase Equipment or Item:**

Who makes this device? \_\_\_\_\_ Year \_\_\_\_\_ Model \_\_\_\_\_

Do you have at least three bids? Yes \_\_\_ No \_\_\_

If so, list them: \_\_\_\_\_

Who will own the item requested if funds are approved? \_\_\_\_\_

Does this item have a warranty? Yes \_\_\_ No \_\_\_

How will this device be utilized? \_\_\_\_\_

Will this item be insured? Yes \_\_\_ No \_\_\_

If so, by whom? \_\_\_\_\_

If intended for personal use, has this item been pre-approved by the RAFA? Yes \_\_\_ No \_\_\_

If so, by whom? \_\_\_\_\_



## **Rancho Adobe Firefighters Association Request for Funding Policy and Procedures**

### **Purpose**

To create a process for the Rancho Adobe Firefighters Association (RAFA) to consider requests for funding that are consistent with the RAFA's Mission Statement and Bylaws. RAFA's mission is to support the Rancho Adobe Fire Protection District (RAFD), Rancho Adobe Firefighters and their families, and provide charitable and educational support to the community. RAFA is a nonprofit 501c3 association that needs to obey the laws that are set by the IRS and Attorney General. Therefore, all documentation and procedures shall abide by the rules and regulations to the fullest extent at all levels of the government including Federal and State law.

### **Reference**

[Attorney General: Guide for Charities](#)

[IRS: Charities and Nonprofits](#)

### **Eligibility**

Any active member of the RAFA who are in good standing with the Association are eligible to request funds.

Any member of the public seeking funds from the Association can do so by being sponsored by an active RAFA member.

### **Procedures**

Applicants are required to complete the Rancho Adobe Firefighters Association Request for Funding Application. Completed Request for Funding Applications should be submitted to the Request for Funds Committee via email at [RanchoAdobeFA@gmail.com](mailto:RanchoAdobeFA@gmail.com).

All requests should be submitted to the Request for Funds Committee at least five days prior to each monthly membership meeting. Requests will be reviewed by the Request for Funds Committee. If the request meets the Association's criteria and funding is available, the Request for Funds Committee will add the request to the next monthly meeting's agenda to present to the RAFA Executive Committee.

A written response will be provided for requests that are denied by the Request for Funds Committee. The member may submit a request for an appeal to be added to the following monthly membership meeting's agenda.

A request that is denied by the RAFA Executive Committee can be appealed one additional time at a future membership meeting.

Requests approved by the RAFA Executive Committee will be processed by the Treasurer via a check or Association credit card following the monthly membership meeting, no later than 14

days from approval. Individual reimbursement to members should be avoided and all checks should be made payable directly to vendors or organizers of events to avoid any tax or legal conflicts.

The Request for Funds Committee may recommend approval and request a Special Meeting of the Executive Committee following RAFA's Bylaws for time-sensitive requests.

Once a request is approved by the Executive Committee the total funding shall not exceed the approved amount. Should additional funding be needed, a request may be sent to the Executive Committee to be reconsidered at a future membership meeting. A Special Meeting of the Executive Committee may be requested following RAFA's Bylaws for time-sensitive requests.

All requests expire after one year of approval. If a request expires the member shall resubmit their request following the procedure. Requests that are projected to take longer than one year shall be stated on the application.

Recurring approved funding shall be voted on by the Executive Committee at the December membership meeting for the following year's approval.

Receipts for purchased items shall be given to the Treasurer within 30 days of purchase.