

# Rancho Adobe Fire Protection District

11000 Main Street  
P. O. Box 1029  
Penngrove, California 94951

Telephone: (707) 795-6011  
Fax: (707) 795-5177  
www.rafd.org

**NOTICE & AGENDA OF THE REGULAR BOARD MEETING  
SEPTEMBER 18, 2024 — 7:00 P.M.  
COTATI FIRE STATION - #1 EAST COTATI AVE.  
COTATI, CALIFORNIA**

**Assistance for the Disabled:** If you are disabled in any way and need accommodation to participate in the meeting, please call Jennifer Bechtold, Board Clerk, at 707-795-6011 for assistance so the necessary arrangements can be made.

The Board meeting agenda and all supporting documents are available for public review at 11000 Main Street, Penngrove, CA 94951, 72 hours in advance of a scheduled board meeting. Materials related to an item on this agenda submitted to the Board after distribution of the agenda packet, and not otherwise exempt from disclosure, will be made available for public inspection at the District Office at 11000 Main Street, Penngrove, during normal business hours, Tuesday through Friday, 9:00 a.m. – 5:00 p.m. Copies of supplemental materials distributed at the Board meeting will be available for public inspection at the meeting location.

**I. CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE**

*To speak on any item under discussion by the Board on this agenda, you may do so upon receiving recognition from the Chair. Time limitations on public testimony may be imposed at the discretion of the Chair in conformity with Board Meeting Policy Provisions 5010.100-5010.103 and 5010.110.*

**II. ORAL AND WRITTEN COMMUNICATIONS**

A. Citizen Business/Public Comments on Items not appearing on Agenda — *Public is advised to limit discussion to one presentation per individual and observe the time limit of 4 minutes. Please state your name and address for the record before making your presentation.*

**NOTE:** *Any item raised by a member of the public which does not appear on the agenda but which may require Board action shall be referred to District staff for investigation and disposition unless the item requires action to be taken by the Board at the meeting during which it was raised and constitutes an emergency, or the need to take such action arose after the posting of the agenda within the meaning of Government Code Section 54954.2(b).*

B. Correspondence and/or Presentations

**III. APPROVAL OF MINUTES**

*The Board of Directors will review, amend and approve prior months' Board meeting minutes.*

A. Regular Board Meeting of August 21, 2024

**IV. CONSENT CALENDAR**

*Matters listed under the Consent Calendar are considered to be routine and will be enacted by one motion and one vote. There will be no separate discussion of these items. If the Board or the public desires discussion, that item will be removed from the Consent Calendar and will be considered separately.*

A. Ratification of Checks Issued

**V. ADMINISTRATIVE COMMUNICATIONS**

*An opportunity to report on individual activities related to District Business.*

A. Firefighter's Union Report

B. Firefighters' Association Report

C. Chief's Report

D. Director Reports

E. Committee Reports

a. Finance/Budget

b. Ad Hoc Capital Improvements

(Continued on next page)



**NOTICE & AGENDA OF THE REGULAR BOARD MEETING**  
**SEPTEMBER 18, 2024 — 7:00 P.M.**  
**COTATI FIRE STATION - #1 EAST COTATI AVE**  
**COTATI, CALIFORNIA**

Page 2

**VI. PUBLIC HEARING**

- A. Presentation and Discussion on Final Budget FY 2024/2025 (*2<sup>nd</sup> Reading*)  
*The Board will consider the final budget for FY 2024/2025 and move to adopt under New Business*

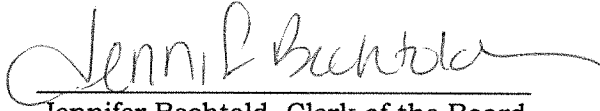
**VII. NEW BUSINESS**

- A. Consideration of Memorandum of Understanding between the District and the Rancho Adobe Firefighters Union for July 1, 2024 – June 30, 2025  
*The Board will consider approving the wages, benefits and working conditions outlined in the MOU between the Rancho Adobe Fire District and the Paid Firefighters Union*
- B. Consideration of Memorandum of Understanding between the District and the Battalion Chiefs for July 1, 2024 – June 30, 2025  
*The Board will consider approving the wages, benefits and working conditions outlined in the MOU between the Rancho Adobe Fire District and the Battalion Chiefs*
- C. Discussion on Amendments to Designated Reserve Accounts  
*The Board will consider increasing Designated Reserve accounts by \$659,140.52, which is made up of FY 23/24 rollover funds and interest earnings*
- D. Resolution R-3: Resolution Adopting a Final Budget for FY 2024/2025  
*The Board will consider Resolution R-3, adopting a final operating budget for FY 24/25 in the amount of \$8,694,753.44*
- E. Discussion and Possible Approval of Purchase of NFPA 1851 Compliant Turnout Gear Extractor  
*The Board will consider approving the purchase of one turnout gear extractor and accessories not to exceed \$12,000.00*
- F. Discussion on Request for Proposal from Van Pelt Construction Services  
*The Board will consider an RFP from Van Pelt Construction Services to provide a facility condition assessment and funding and cash flow analysis for the District's Facilities Master Plan in the amount of \$58,000.00*

**VIII. DIRECTION ON FUTURE AGENDA ITEMS**

**IX. ADJOURNMENT**

Certificate of Posting of the Agenda: I declare under penalty of perjury under the laws of the State of California that I am employed by the Rancho Adobe Fire District and that I caused this agenda to be posted on the bulletin boards at Station 1 (Cotati), Station 2 (Penngrove), Station 3 (Liberty), Cotati City Hall and the Penngrove U.S. Post Office on September 12, 2024.

  
Jennifer Bechtold, Clerk of the Board





# Rancho Adobe Fire Protection District

## Board of Directors Meeting

September 18, 2024

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# **CORRESPONDENCE**







August 28, 2024

Mark Hemmendinger, Board President  
Rancho Adobe Fire Protection District  
Post Office Box 1029  
Penngrove California, 94951

**Re: President’s Special Acknowledgement Award – Property/Liability Program**

Dear Mark,

On behalf of SDRMA Board of Directors and staff, it is my great pleasure to extend our heartfelt congratulations to you, your governing body at Rancho Adobe Fire Protection District, management, and staff on achieving an outstanding milestone of maintaining an impeccable record of zero “paid” claims for the Property/Liability Program years 2019-2024. A “paid” claim for the purposes of this recognition represents the first payment on an open claim during the prior program year and excludes property claims.

As a symbol of our appreciation and acknowledgment of your exceptional performance, we are honored to present Rancho Adobe Fire Protection District with the *President’s Special Acknowledgement Award*, representing our admiration for your outstanding achievement and our encouragement to continue your excellent work. In addition to this annual recognition, members with no “paid” claims receive the following, all resulting in a reduction to their annual contribution amount:

- during 2023-24 earned one credit incentive point (CIP)
- for the prior five consecutive program years earned three additional bonus CIPs

This remarkable accomplishment is a testament to your agency's unwavering commitment to risk management excellence and a culture of safety and proactive governance. By consistently prioritizing risk management and fostering an environment where safety and diligence are paramount, your agency has set a standard of excellence that is truly commendable.

The success you have achieved is not by chance, but through the dedication, hard work, and collaboration of your entire team. It reflects the high level of professionalism and care with which you approach your responsibilities and serve your community.

Please accept our sincerest thanks and appreciation for your efforts in making your agency a model of excellence within the special district community. We look forward to continuing our partnership and supporting you in all your future endeavors.

Once again, congratulations on this extraordinary achievement. May your agency continue to thrive, setting an inspiring example for others.

Sincerely,

Sandy A. Seifert-Raffelson, President  
Board of Directors  
Special District Risk Management Authority





*President's Special Acknowledgement Award*

The President of the Special District Risk Management Authority

Hereby gives special recognition to

**Rancho Adobe Fire Protection District**

The President's Special Acknowledgement Award is to recognize members with no "paid" claims during the prior five consecutive program years in the Property/Liability Program. A "paid" claim for the purposes of this recognition represents the first payment on an open claim during that same period and excludes property claims. Congratulations on your excellent claims record!

Sandy A. Seifer-Raffelson, SDRMA Board President

August 28, 2024

Date

# **APPROVAL OF MINUTES**



# Rancho Adobe Fire Protection District

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11000 Main Street  
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## DRAFT

**MINUTES OF THE REGULAR BOARD MEETING  
AUGUST 21, 2024 — 6:00 P.M.  
COTATI FIRE STATION - #1 EAST COTATI AVE.  
COTATI, CALIFORNIA**

**The Closed Session was opened at 6:00 p.m.**

### **I. CLOSED SESSION**

- A. Pursuant to Government Code §54957.6, the Board will hold a closed session for the following reason: CONFERENCE WITH LABOR NEGOTIATORS. District Subcommittee: Mark Hemmendinger, Sage Howell and Ray Peterson  
Employee Organization: Paid Firefighters Union  
Action Taken: No action taken
- B. Pursuant to Government Code §54957.6, the Board will hold a closed session for the following reason: CONFERENCE WITH LABOR NEGOTIATORS. District Subcommittee: Mark Hemmendinger, Sage Howell and Ray Peterson  
Employee Organization: Administrative Manager  
Action Taken: No action taken
- C. Pursuant to Government Code §54957.6, the Board will hold a closed session for the following reason: CONFERENCE WITH LABOR NEGOTIATORS. District Subcommittee: Mark Hemmendinger, Sage Howell and Ray Peterson  
Employee Organization: Battalion Chief's  
Action Taken: No action taken

**The Closed Session was adjourned at 7:40 p.m.**

### **II. CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE**

President Mark Hemmendinger, called the Regular Board Meeting to order at 7:40 p.m.  
The agenda for this meeting was posted on August 15, 2024.

Directors Present: Mark Hemmendinger, Bob Moretti, Sage Howell, Bret Herman,  
Michael Gadoua, Brian Proteau, Ray Peterson

Minutes Conducted by: Jennifer Bechtold

The Pledge of Allegiance was said and a moment of silence was held in honor of Captain Kyle Heard.

### **III. ORAL AND WRITTEN COMMUNICATIONS**

- A. Citizen Business/Public Comments on Items not appearing on Agenda

There was no public comment.

B. Correspondence and/or Presentations

There was no correspondence.

**IV. APPROVAL OF MINUTES**

A. Regular Board Meeting of July 17, 2024

July minutes should be amended to reflect Mr. Howell made the motion to accept the minutes and seconded by Mr. Herman.

Motion moved by Mr. Herman to approve the amended minutes of July 17, 2024 and seconded by Mr. Howell.

Motion Carried: Aye 7 No 0 Abstain 0 Absent 0

**V. CONSENT CALENDAR**

A. Ratification of Checks Issued

Motion moved by Mr. Proteau to approve the consent calendar and seconded by Mr. Herman.

Motion Carried: Aye 7 No 0 Abstain 0 Absent 0

**VI. ADMINISTRATIVE COMMUNICATIONS**

A. Firefighter's Union Report

No report filed.

B. Firefighters' Association Report

Captain DeJong thanked everyone for attending the public and family BBQ.

C. Chief's Report

Chief Veliquette reported the following items:

- 1.) District Activities - Budget preparation, labor negotiations, upcoming engineers promotional process (Sept/October), 500 defensible space inspections completed with 80% compliance, fire responses both locally and to the Park Fire, community open house and family BBQ held at the Liberty station, family Giants game.
- 2.) Upcoming events – September 23-25 Fire Districts Association Leadership Conference, California Fire Chiefs Association October 15-17.
- 3.) Respect paid to Captain Kyle Heard and his 21-year career at Rancho Adobe Fire.

D. Director Reports

No report filed.

E. Committee Reports

a. Finance/Budget

Mr. Hemmendinger noted the finance committee met to review the budget for the new fiscal year. Our current budget is on target, with several large expenditures paid up front in July.

b. Ad Hoc Capital Improvements

Mr. Proteau noted there has been no response from project manager contractors, so the report will be moved to the September Board meeting.

c. Ad Hoc Negotiations

One employment contract will be ratified this evening, and the other two MOUs are forthcoming.

**The Public Hearing was opened at 7:43 p.m.**

**VII. PUBLIC HEARING**

A. Presentation and Discussion on Final Budget FY 2024/2025 (1<sup>st</sup> Reading)

Mr. Hemmendinger reviewed the operating and capital budget. He noted that of the \$600K in rollover funds, over \$200K came from money not spent on firefighter/paramedic positions.

Mr. Gadoua asked if there were going to be any large expenses related to the mechanic position. Chief Veliquette said not this year. The position will primarily work out of the Liberty station and also be mobile utilizing a work truck. Future costs will include infrastructure upgrades.

Mr. Proteau asked about projected health costs and how this is calculated. Chief Veliquette replied the projections are based on last fiscal year's totals plus an estimated 6% increase, which is only on Kaiser premiums, not the health savings deposits.

Chief Veliquette spoke about the capital budget and reviewed the costs we are attributing this fiscal year, as well as new accounts that will be added to reserves.

**The Public Hearing was adjourned at 8:06 p.m.**

**VIII. NEW BUSINESS**

A. Resolution R-2: Resolution Adopting Prop IV Limit for FY 2024/2025

Mr. Hemmendinger noted the District's Prop IV limit is proposed at \$9,078,109.00 for FY 24/25.

Motion moved by Mr. Petersen to adopt Resolution R-2, adopting a Prop IV Limit of \$9,078,109 for FY 2024/2025, and seconded by Mr. Herman.

Motion Carried: Aye   7   No   0   Abstain   0   Absent   0  

Roll Call:

Mr. Proteau – aye  
Mr. Howell – aye  
Mr. Peterson – aye  
Mr. Gadoua – aye  
Mr. Moretti – aye  
Mr. Hemmendinger – aye  
Mr. Herman – aye

B. Consideration of Employment Agreement between the District and the Administrative Manager for July 1, 2024 – June 30, 2025

Mr. Hemmendinger noted one phrase for holiday pay has been revised to state that

any additional holidays added will be completed through the meet and confer process. Additionally, a pay increase will be in effect beginning January 1, 2025.

Motion moved by Mr. Gadoua to approve the Administrative Manager’s Employment Agreement for FY 2024/2025 and seconded by Mr. Peterson.

Motion Carried: Aye   7   No   0   Abstain   0   Absent   0  

C. Discussion on First Responder BLS Agreement with Sonoma County Fire District

Chief Veliquette commented that when SCFD took over ambulance service in County, this allowed them to enter into agreements with local fire districts who initiate patient care, that in turn, extends the ambulance response time to four minutes. As part of the contract, Rancho Adobe Fire will need to meet response times 90% or greater. Annual compensation will be \$125,000 paid quarterly.

Mr. Howell asked if we could revisit the compensation amount in the future for a cost escalation. Chief Veliquette said we can do that. Mr. Peterson asked how we can ensure that we are meeting the timeframes and Chief Veliquette responded that this information will be tracked through a surveillance program called First Watch. Information will be shared with the Board.

Motion moved by Mr. Howell to approve the First Responder BLS Agreement with SCFD and seconded by Mr. Gadoua.

Motion Carried: Aye   7   No   0   Abstain   0   Absent   0  

D. Discussion and Approval of Mechanics Position

Chief Veliquette reviewed the proposed fire mechanics position with the Board of Directors. He explained this will be a for-Rancho Adobe position and depending on availability, we could use this person to farm out services. We have already had reach-outs from local agencies to assist with their repair programs. This position will allow current staff to be more engaged in fire work rather than working on equipment. Additionally, we would have one person overseeing the fleet who would become a specialist at repairing our equipment.

Mr. Hemmendinger said he has gone through the job posting and has some suggested clarifying language. One additional change would be to include language in the job posting that we may farm out mechanic services to other agencies. He also suggested that we go through our own equipment to ensure it meets OSHA standards prior to hiring this position.

Motion moved by Mr. Proteau to approve the creation of the Fire Mechanics position and seconded by Mr. Gadoua.

Motion Carried: Aye   7   No   0   Abstain   0   Absent   0  

**IX. DIRECTION ON FUTURE AGENDA ITEMS**

- Discussion of capital improvements contractor
- Discussion on establishing a 115 Trust
- Final operating and capital budget adoption
- Battalion Chief and Union MOU approvals

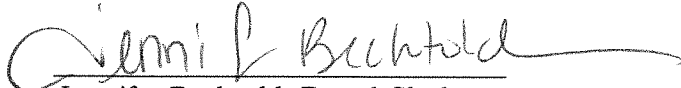
Final comments regarding the passing of Captain Heard: Mr. Hemmendinger remarked that Captain Heard was always positive and this had a huge impact on the organization. Mike Weihman noted that he worked alongside Captain Heard most of his career and read a statement. Captain DeJong said the amount of people that showed up on a moments notice was very powerful and thanked everyone. Chief Veliquette commented that he is incredibly proud of the organization and their care and compassion.



X. **ADJOURNMENT**

With no further business to discuss, the Regular Board meeting was adjourned at 8:32 p.m. in memory of Captain Heard.

Respectfully submitted,

  
Jennifer Bechtold, Board Clerk



# CONSENT CALENDAR



# Rancho Adobe Fire Protection District



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Penngrove, California 94951

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## RATIFICATION OF WARRANTS AND PAYROLL

FOR THE REGULAR MEETING OF SEPTEMBER 18, 2024

In accordance with Government Code Section 37208, ratification of the following warrant amounts are presented to the Fire District Board:

Regular Payable Checks:	\$ 36,308.81
Payroll Checks:	\$ 90,026.85
Total All Disbursements:	\$126,335.66

All individual warrants and warrant registers are available for review by the board members or the public upon request. Payroll registers are confidential and not available for individual review in accordance with State Law.

The necessary internal controls are in place to safeguard the District's in conformance with Generally Accepted Accounting Principles, sound business practices and prudent budgetary principles. Payroll documents and warrants invoices have been reviewed and approved by the appropriate Department Head, Fire Chief and Department Bookkeeper or Accountant before payment.

*Jeanne E. Bechtold*

9-11-24

Clerk of the Board

Date



Rancho Adobe Fire Protection District  
**Check Detail**  
 August 28, 2024

4:25 PM  
 08/28/24

Type	Num	Date	Name	Account	Paid Amount
ACH	ACH	08/28/2024	CaIPERS FISCAL SERVICES DIVISION	1035 · Summit State Bank - Operating	
			5923 · CalPERS		-41,391.68
					-41,391.68
ACH	ACH	08/28/2024	CaIPERS FISCAL SERVICES DIVISION	1035 · Summit State Bank - Operating	
			5923 · CalPERS		-35,507.15
					-35,507.15
ACH	ACH	08/28/2024	CaIPERS FISCAL SERVICES DIVISION	1035 · Summit State Bank - Operating	
			5923 · CalPERS		-1,193.36
					-1,193.36
ACH	ACH	08/28/2024	CaIPERS FISCAL SERVICES DIVISION	1035 · Summit State Bank - Operating	
			5923 · CalPERS		-2,233.16
					-2,233.16
ACH	ACH	08/28/2024	CALPERS SUPPLEMENTAL INCOME PLANS	1035 · Summit State Bank - Operating	
			5923 · CalPERS		-6,294.00
					-6,294.00

# Rancho Adobe Fire Protection District Check Detail August 28, 2024

Bill Pmt -Check	6300	08/28/2024	RANCHO ADOBE PAID FIREFIGHTERS	1035 - Summit State Bank - Operating	-3,407.50
Bill	August 2024	08/28/2024		5910 - Full-Time Personnel	-3,407.50

**TOTAL CHECKS ISSUED: 90,026.85**

**Authorized By:**

Jeff Verducci  
Print Name

Herbert R. Wandel  
Print Name

[Signature]  
Sign

[Signature]  
Sign

fire chief  
Title

[Signature]  
Title



# Rancho Adobe Fire Protection District

## Check Detail

September 5, 2024

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	6314	09/05/2024	Best Best & Krieger LLP	1035 · Summit State Bank - Operating	
Bill	Inv# 1005051	09/05/2024		6610 · Legal Services	-110.00
					-110.00
Bill Pmt -Check	6315	09/05/2024	CATHY DOOYES	1035 · Summit State Bank - Operating	
Bill	Aug. Classes	09/05/2024		6596 · CQI Expense	-935.00
					-935.00
Bill Pmt -Check	6316	09/05/2024	CHRISTOPHER FOSS	1035 · Summit State Bank - Operating	
Bill	Reimbursement	09/05/2024		6410 · Postage and Shipping	-61.91
					-61.91
Bill Pmt -Check	6317	09/05/2024	EMBROIDERY SCREEN PRINTING	1035 · Summit State Bank - Operating	
Bill	Inv# CAESP5550	09/05/2024		6020 · Uniforms	-5,281.78
					-5,281.78
Bill Pmt -Check	6318	09/05/2024	ENTENMANN ROVIN CO	1035 · Summit State Bank - Operating	
Bill	Inv# 0183174	09/05/2024		6020 · Uniforms	-966.10
					-966.10
Bill Pmt -Check	6319	09/05/2024	ERIC GROMALA	1035 · Summit State Bank - Operating	
Bill	Reimbursement	09/05/2024		7201 · Fuel	-146.51
					-146.51

**Rancho Adobe Fire Protection District**  
**Check Detail**  
 September 5, 2024

1:35 PM  
 09/05/24

Bill Pmt -Check	6320	09/05/2024	NICK BARBIERI TRUCKING INC.	1035 - Summit State Bank - Operating	
Bill	Inv# 0152091	09/05/2024		7201 - Fuel	-1,553.11
Bill Pmt -Check	6321	09/05/2024	NOVATO FIRE PROTECTION DISTRICT	1035 - Summit State Bank - Operating	
Bill	Tahoe Purchases	09/05/2024		9560 - New Equipment - Apparatus	-12,602.00
Bill Pmt -Check	6322	09/05/2024	PENNGROVE WATER CO	1035 - Summit State Bank - Operating	
Bill	Acc#P-549/P-554	09/05/2024		7320 - Utilities	-451.45
Bill Pmt -Check	6323	09/05/2024	PG&E	1035 - Summit State Bank - Operating	
Bill	Mult Accts	09/05/2024		7320 - Utilities	-3,602.28

**TOTAL CHECKS ISSUED: 25,710.14**

Authorized By:

*Jeff Vercorotte*  
 Print Name  
*Herbert R. Wende*  
 Print Name

*[Signature]*  
 Sign  
*[Signature]*  
 Sign

*Joe Carter*  
 Title  
*Berkley Clark*  
 Title

**Rancho Adobe Fire Protection District**  
**Check Detail**  
 August 29, 2024

11:10 AM  
 08/29/24

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	6301	08/29/2024	ATKINSON, ANDELSON, LOYA, RUIUD & ROMO 1035 · Summit State Bank - Operating		
Bill	Inv# 722279	08/29/2024	6610 · Legal Services		-3,677.63
					-3,677.63
Bill Pmt -Check	6302	08/29/2024	BAUER COMPRESSORS	1035 · Summit State Bank - Operating	
Bill	Inv# 325686	08/29/2024	6140 · Equipment Maintenance		-1,598.59
					-1,598.59
Bill Pmt -Check	6303	08/29/2024	BRADY INDUSTRIES	1035 · Summit State Bank - Operating	
Bill	Inv# 9184120	08/29/2024	6881 · Safety Equipment		-466.56
					-466.56
Bill Pmt -Check	6304	08/29/2024	CATHY DOOYES	1035 · Summit State Bank - Operating	
Bill	Inv# August 2024	08/29/2024	6596 · CQI Expense		-510.00
					-510.00
Bill Pmt -Check	6305	08/29/2024	DETAIL WERKZ	1035 · Summit State Bank - Operating	
Bill	Inv# 897	08/29/2024	6155 · Apparatus Maintenance		-600.00
					-600.00
Bill Pmt -Check	6306	08/29/2024	KYOCERA DOCUMENT SOLUTIONS NOR	1035 · Summit State Bank - Operating	
Bill	Inv# 5030985927	08/29/2024	6820 · Rent/Lease Equipment		-195.82
					-195.82

21



Rancho Adobe Fire Protection District  
Check Detail  
August 29, 2024

TOTAL CHECKS ISSUED: 10,598.67

Authorized By:

*Jess Vourant*  
Print Name

*Herbert R. Wandel*  
Print Name

*Jess*  
Sign

*Herbert*  
Sign

*Fire Chief*  
Title

*Battalion Chief*  
Title



**Account Summary**

Billing Cycle		08/30/2024
Days In Billing Cycle		30
Previous Balance		\$18,707.02
Purchases	+	\$15,163.11
Cash	+	\$0.00
Balance Transfers	+	\$0.00
Special	+	\$0.00
Credits	-	\$567.40-
Payments	-	\$18,707.02-
Other Charges	+	\$0.00
Finance Charges	+	\$0.00

**NEW BALANCE \$14,595.71**

**Credit Summary**

Total Credit Line	\$250,000.00
Available Credit Line	\$235,404.29
Available Cash	\$0.00
Amount Over Credit Line	\$0.00
Amount Past Due	\$0.00
Disputed Amount	\$0.00

**Account Inquiries**

- Call us at: (866) 777-9013  
Lost or Stolen Card: (866) 839-3485
- Go to [www.umpquabank.com](http://www.umpquabank.com)
- Write us at PO BOX 35142 - LB1181, SEATTLE, WA 98124-5142

**Payment Summary**

<b>NEW BALANCE</b>	<b>\$14,595.71</b>
<b>MINIMUM PAYMENT</b>	<b>\$14,595.71</b>
<b>PAYMENT DUE DATE</b>	<b>09/25/2024</b>

*NOTE: Grace period to avoid a finance charge on purchases, pay entire new balance by payment due date. Finance charge accrues on cash advances until paid and will be billed on your next statement.*

**Corporate Activity**

<b>TOTAL CORPORATE ACTIVITY</b>				<b>\$18,707.02-</b>
Trans Date	Post Date	Reference Number	Transaction Description	Amount
08/19	08/19	0000000LBX2408193305006	PAYMENT - THANK YOU	\$18,707.02-

**Cardholder Account Summary**

<b>VIRTUAL ACCT BECHTOLD</b> ##### 6806	<b>Payments &amp; Other Credits</b> \$567.40-	<b>Purchases &amp; Other Charges</b> \$4,411.65	<b>Cash Advances</b> \$0.00	<b>Total Activity</b> \$3,844.25
--	--	--	--------------------------------	-------------------------------------

**Cardholder Account Detail**

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
07/31	08/01	PPLN01	24492154214015652712050	MISSION LINEN 805-963-1841 CA	\$110.23
08/01	08/02	PPLN01	24071054214939155445127	CITY OF COTATI ONLINE 707-6653631 CA	\$659.74
08/01	08/04	PPLN01	24071054215939180705676	SP147 PENNGROVE STATIO 707-2290555 CA	\$293.00
08/11	08/11	PPLN01	24692164224105422132765	COMCAST CALIFORNIA 800-COMCAST CA	\$250.71

PLEASE DETACH COUPON AND RETURN PAYMENT USING THE ENCLOSED ENVELOPE - ALLOW UP TO 7 DAYS FOR RECEIPT - \*

UMPQUA BANK  
 PO BOX 35142 - LB1181  
 SEATTLE WA 98124-5142



**Account Number**  
 #####-####-6068

Check box to indicate name/address change on back of this coupon

AMOUNT OF PAYMENT ENCLOSED

<b>Closing Date</b>	<b>New Balance</b>	<b>Total Minimum Payment Due</b>	<b>Payment Due Date</b>
08/30/24	\$14,595.71	\$14,595.71	09/25/24

\$

BL ACCT 00002716-10000000  
 RANCHO ADOBE FIRE DIST  
 PO BOX 1029  
 PENNGROVE CA 94951

e-Statement

MAKE CHECK PAYABLE TO:  
  
 UMPQUA BANK COMMERCIAL CARD OPS  
 PO BOX 35142 - LB1181  
 SEATTLE WA 98124-5142

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**IMPORTANT INFORMATION**

Finance Charge Calculation Methods and Computation of Average Daily Balance Subject to Finance Charge: The Finance Charge Calculation Method applicable to your account for Cash Advances and Credit Purchases of goods and services that you obtain through the use of your card is specified on the front side of this statement and explained below:

**Method A - Average Daily Balance (including current transactions):** The Finance Charge on purchases begins on the date the transaction posted to your account. The Finance Charge on Cash Advances begins on the date you obtained the cash advance, or the first day of the billing cycle within which it is posted to your account, whichever is later. There is no grace period.

The Finance Charges for a billing cycle are computed by applying the Periodic Rate to the "average daily balance" of your account. To get the average daily balance, we take the beginning balance of your account each day, add any new purchases or cash advances, and subtract any payments, credits, non-accruing fees, and unpaid finance charges. This gives us the daily balance. Then we add up all the daily balances for the billing cycle and divide the total by the number of days in the billing cycle.

**Method E - Average Daily Balance (excluding current transactions):** To avoid incurring an additional Finance Charge on the balance of purchases (and cash advances if Method E is specified as applicable to cash advances) reflected on your monthly statement, you must pay the New Balance shown on your monthly statement on or before the Payment Due Date. The grace period for the New Balance of purchases extends to the Payment Due Date.

The Finance Charges for a billing cycle are computed by applying the Periodic Rate to the "average daily balance" of purchases (and if applicable, cash advances). To get the average daily balance, we take the beginning balance of your account each day and subtract any payments, credits, non-accruing fees, and unpaid finance charges. We do not add in any new purchases or cash advances. This gives us the daily balance. Then we add up all the daily balances for the billing cycle and divide the total by the number of days in the billing cycle.

**Method G - Average Daily Balance (including current transactions):** To avoid incurring an additional Finance Charge on the balance of purchases (and cash advances, if Method G is specified as applicable to cash advances) reflected on your monthly statement and, on any new purchases (and if applicable, cash advances) appearing on your next monthly statement, you must pay the New Balance, shown on your monthly statement, on or before the Payment Due Date. The grace period for the New Balance of purchases extends to the Payment Due Date.

The Finance Charges for a billing cycle are computed by applying the Periodic Rate to the "average daily balance" of purchases (and if applicable, cash advances). To get the average daily balance, we take the beginning balance of your account each day, add any new purchases or cash advances, and subtract any payments, credits, non-accruing fees, and unpaid finance charges. This gives us the daily balance. Then we add up all the daily balances for the billing cycle and divide the total by the number of days in the billing cycle.

**Payment Crediting and Credit Balance:** Payments received at the location specified on the front of the statement after the phrase "MAKE CHECK PAYABLE TO" will be credited to the account specified on the payment coupon as of the date of receipt. Payments received at a different location or payments that do not conform to the requirements set forth on or with the periodic statement (e.g. missing payment stub, payment envelope other than as provided with your statement, multiple checks or multiple coupons in the same envelope) may be subject to delay in crediting, but shall be credited within five days of receipt. If there is a credit balance due on your account, you may request in writing, a full refund. Submit your request to the Account Inquiries address on the front of this statement.

By sending your check, you are authorizing the use of the information on your check to make a one-time electronic debit from the account on which the check is drawn. This electronic debit, which may be posted to your account as early as the date your check is received, will be only for the amount of your check. The original check will be destroyed and we will retain the image in our records. If you have questions please call the customer service number on the front of this billing statement.

**Closing Date:** The closing date is the last day of the billing cycle; all transactions received after the closing date will appear on your next statement.

**Annual Fee:** If your account has been assessed an annual fee, you may avoid paying this annual fee by sending written notification of termination within 30 days following the mailing date of this bill. Submit your request to the Account Inquiries address on the front of this statement. You may use your card(s) during this 30 day period but immediately thereafter must send your card(s), which you have cut in half, to this same address.

**Negative Credit Reports:** You are hereby notified that a negative credit report reflecting on your credit record may be submitted to a credit reporting agency if you fail to fulfill the terms of your credit obligations.

**BILLING RIGHTS SUMMARY**

**In Case of Errors or Inquiries About Your Bill:** If you suspect there is an error on your account or you need information about a transaction on your bill, send your written inquiry to the Account Inquiries address on the front of this statement within 60 days of the date of the statement containing the transaction in question. You may telephone us, however a written request is required to preserve your rights.

In your letter, give us the following information:

- ◆ Your name and account number.
- ◆ The dollar amount of the suspected error.
- ◆ Describe the error and explain, if you can, why you believe there is an error. If you need more information, describe the item you are unsure about.

You do not have to pay any amount in question while we are investigating, but you are still obligated to pay the parts of your bill that are not in question. While we investigate your question, we cannot report you as delinquent or take any action to collect the amount you question.

Please provide a legal document evidencing your name change, such as a court document.  
Please use blue or black ink to complete form

<b>NAME CHANGE</b>	Last		
	First		Middle
<b>ADDRESS CHANGE</b>	Street		
	City		State
			ZIP Code
	Home Phone (     )     -		Business Phone (     )     -
	Cell Phone (     )     -		E-mail Address

**SIGNATURE REQUIRED TO AUTHORIZE CHANGES** Signature \_\_\_\_\_

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Cardholder Account Detail Continued					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
08/10	08/11	PPLN01	24755424223292238546124	PRIMO WATER FL 800-7285508 FL	\$73.91
08/06	08/13		74769334225122208749127	CREDIT VOUCHER	\$567.40-
				LIGHTHOUSE UNIFORMS INC 206-2825600 WA	
08/14	08/15	PPLN01	24492154228020360180024	MISSION LINEN 805-963-1841 CA	\$113.98
08/14	08/15	PPLN01	24906414227206804054102	TMX*Terminix Intl 800-8376464 TN	\$124.00
08/14	08/15	PPLN01	24906414227206804852216	TMX*Terminix Intl 800-8376464 TN	\$111.00
08/15	08/16	PPLN01	24692164228108910345325	VZWLSS*APOCC VISB 800-922-0204 FL	\$442.26
08/20	08/20	PPLN01	24692164233103101691382	GOOGLE *YouTube TV g.co/helppay# CA	\$102.98
08/20	08/21	PPLN01	24941664233028188004175	RECOLOGY SONOMA MARIN 415-875-1000 CA	\$278.54
08/20	08/21	PPLN01	24941664233028188013960	RECOLOGY SONOMA MARIN 415-875-1000 CA	\$583.78
08/20	08/21	PPLN01	24941664233028188016575	RECOLOGY SONOMA MARIN 415-875-1000 CA	\$118.07
08/22	08/23	PPLN01	24755424235292354366683	PRIMO WATER FL 800-7285508 FL	\$3.99
08/23	08/25	PPLN01	24055234237067588420086	ATT* BILL PAYMENT 800-331-0500 TX	\$428.39
08/24	08/25	PPLN01	24755424237292379695858	PRIMO WATER FL 800-7285508 FL	\$58.93
08/28	08/28	PPLN01	24692164241109775776235	COMCAST CALIFORNIA 800-COMCAST CA	\$260.17
08/28	08/29	PPLN01	24492154242025053183179	MISSION LINEN 805-963-1841 CA	\$125.23
08/30	08/30	PPLN01	24692164243101464756568	COMCAST CALIFORNIA 800-COMCAST CA	\$264.84
08/29	08/30	PPLN01	24275394242900019381767	LANGUAGE LINE, INC. 800-7526096 CA	\$7.90

Cardholder Account Summary					
<b>JAMES DEURLOO</b> ##### 6118		<b>Payments &amp; Other Credits</b> \$0.00	<b>Purchases &amp; Other Charges</b> \$923.68	<b>Cash Advances</b> \$0.00	<b>Total Activity</b> \$923.68

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
08/21	08/23	PPLN01	24427334235710001766731	ROTTEN ROBBIE #62 SEBASTOPOL CA	\$77.86
08/26	08/28	PPLN01	24692164240109123151975	IBS OF NORTH BAY SANTA ROSA CA	\$734.22
08/27	08/29	PPLN01	24427334241710001690917	ROTTEN ROBBIE #62 SEBASTOPOL CA	\$73.62
08/28	08/29	PPLN01	24941664241031728199950	NOAH'S BAGELS #2185 PETALUMA CA	\$18.99
08/29	08/30	PPLN01	24941664242032199266178	NOAH'S BAGELS #2185 PETALUMA CA	\$18.99

Cardholder Account Summary					
<b>TIM CALDWELL</b> ##### 2629		<b>Payments &amp; Other Credits</b> \$0.00	<b>Purchases &amp; Other Charges</b> \$384.79	<b>Cash Advances</b> \$0.00	<b>Total Activity</b> \$384.79

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
08/01	08/02	PPLN01	24055234215046541106251	WILCO FARM STORE PETALUMA CA	\$35.02
08/02	08/04	PPLN01	24034544215000393471089	76 - PETALUMA 88 INC PETALUMA CA	\$53.99
08/10	08/11	PPLN01	24034544223002106344777	76 - PETALUMA 88 INC PETALUMA CA	\$94.65
08/16	08/16	PPLN01	24011344229000012381251	LS TAP PLASTICS, INC 151-08958249 CA	\$7.21
08/16	08/18	PPLN01	24034544229003486253616	76 - PETALUMA 88 INC PETALUMA CA	\$59.42
08/15	08/18	PPLN01	24427334229120001589414	PETALUMA VALERO PETALUMA CA	\$64.82
08/27	08/28	PPLN01	24034544240006021198373	7-ELEVEN 33389 ROHNERT PARK CA	\$69.68

Cardholder Account Summary					
<b>ERIC GROMALA</b> ##### 1484		<b>Payments &amp; Other Credits</b> \$0.00	<b>Purchases &amp; Other Charges</b> \$19.50	<b>Cash Advances</b> \$0.00	<b>Total Activity</b> \$19.50

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
08/17	08/18	PPLN01	24011344231000000713503	AMAZON MARK* RU19H7X11 HTTPSAMAZON.C WA	\$19.50

Cardholder Account Summary					
HERB WANDEL #### #### #### 4009		Payments & Other Credits \$0.00	Purchases & Other Charges \$520.90	Cash Advances \$0.00	Total Activity \$520.90
Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
07/31	08/01	PPLN01	24692164213106334174518	CHEVRON 0212047 COTATI CA	\$87.42
08/01	08/04	PPLN01	24431054215020260186742	SANTA ROSA AUTO PARTS SANTA ROSA CA	\$18.73
08/05	08/06	PPLN01	24692164218100769305643	CHEVRON 0212047 COTATI CA	\$57.23
08/10	08/11	PPLN01	24692164223105013577981	CHEVRON 0212047 COTATI CA	\$94.81
08/12	08/13	PPLN01	24489934226001091020467	PETERSON TRUCKS 510-618-5550 CA	\$58.03
08/16	08/18	PPLN01	24137464230001801518709	WHOLEFDS SRS 10139 SANTA ROSA CA	\$32.00
08/17	08/18	PPLN01	24692164230100607996441	CHEVRON 0212047 COTATI CA	\$113.55
08/24	08/25	PPLN01	24692164237106931397779	CHEVRON 0212047 COTATI CA	\$59.13

Cardholder Account Summary					
JEFF VELIQUETTE #### #### #### 8935		Payments & Other Credits \$0.00	Purchases & Other Charges \$877.52	Cash Advances \$0.00	Total Activity \$877.52
Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
08/02	08/04	PPLN01	24316054216047706248264	SHELL OIL 57444218606 ROHNERT PARK CA	\$136.98
08/07	08/08	PPLN01	24036294220718250467923	ADOBE *ADOBE 408-536-6000 CA	\$155.88
08/09	08/11	PPLN01	24435244222027017471081	JAVAMORE CAFE PENNGROVE CA	\$9.60
08/13	08/15	PPLN01	24316054227058144699965	SHELL OIL 57444218606 ROHNERT PARK CA	\$141.74
08/17	08/18	PPLN01	24692164230101209099410	AMAZON MKTPL*RU3X90PJ0 Amzn.com/bill WA	\$21.68
08/19	08/19	PPLN01	24692164232102240505827	AMAZON MKTPL*RU57R68Y1 Amzn.com/bill WA	\$293.75
08/21	08/23	PPLN01	24034544235004834659373	SPEEDWAY 5124 COTATI CA	\$117.89

Cardholder Account Summary					
MICHAEL PORTER #### #### #### 2447		Payments & Other Credits \$0.00	Purchases & Other Charges \$620.20	Cash Advances \$0.00	Total Activity \$620.20
Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
08/15	08/16	PPLN01	24492164228000030045459	DOTY BELT LLC DOTYBELT.COM CA	\$194.78
08/19	08/21	PPLN01	24247604233300657703612	SIGNATURE PINS 800-953-3607 FL	\$425.42

Cardholder Account Summary					
JENNIFER BECHTOLD #### #### #### 5900		Payments & Other Credits \$0.00	Purchases & Other Charges \$7,230.91	Cash Advances \$0.00	Total Activity \$7,230.91
Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
08/06	08/08	PPLN01	24316054220051382802059	SHELL OIL 57444480206 PETALUMA CA	\$116.69
08/09	08/11	PPLN01	24559304222900011415837	FDAC 800-8294309 CA	\$1,275.00
08/14	08/15	PPLN01	24692164227108516171316	IN *CROWN TROPHY PETALUMA 707-7666820 CA	\$32.85
08/15	08/16	PPLN01	24137464229001641335226	USPS PO 0559220601 PENNGROVE CA	\$146.00
08/16	08/18	PPLN01	24692164229100256815333	B2B Prime*RU9J67852 Amzn.com/bill WA	\$194.22
08/16	08/18	PPLN01	24231684230060931511776	LABORATORY FIELD SERVICE RICHMOND CA	\$141.00
08/19	08/20	PPLN01	24769334233122337129337	LIGHTHOUSE UNIFORMS INC 206-2825600 WA	\$358.54
08/19	08/20	PPLN01	24769334233122337129436	LIGHTHOUSE UNIFORMS INC 206-2825600 WA	\$1,124.59
08/20	08/21	PPLN01	24801974233064363611312	NORTH BAY EQUIPMENT SERV SANTA ROSA CA	\$1,658.95
08/21	08/22	PPLN01	24559304234900011722527	CALIFORNIA FIRE CHIEFS AS 916-9239455 CA	\$1,508.00
08/28	08/29	PPLN01	24000774241000017788265	SONOMA SOU* SONOMA SOU WWW.SONOMASOU CA	\$76.66
08/29	08/30	PPLN01	24769334243122439014443	LIGHTHOUSE UNIFORMS INC 206-2825600 WA	\$399.80

**Cardholder Account Detail Continued**

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
08/28	08/30	PPLN01	24323004242031824333327	SONOMA SOURDOUGH SANDWIC PETALUMA CA	\$15.00
08/29	08/30	PPLN01	24000774242000018451995	SONOMA SOU* SONOMA SOU WWW.SONOMASOU CA	\$183.61

**Cardholder Account Summary**

RENE TORRES ##### 4930	Payments & Other Credits \$0.00	Purchases & Other Charges \$173.96	Cash Advances \$0.00	Total Activity \$173.96
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**Cardholder Account Detail**

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
08/03	08/04	PPLN01	24692164216109083193777	AMAZON MKTPL*RF6S09V72 Amzn.com/bill WA	\$130.18
08/08	08/09	PPLN01	24801974221052836833831	FRIEDMAN'S HOME IMPROVEM PETALUMA CA	\$43.78

**Finance Charge Summary / Plan Level Information**

Plan Name	Plan Description	FCM <sup>1</sup>	Average Daily Balance	Periodic Rate *	Corresponding APR	Finance Charges	Effective APR Fees **	Effective APR	Ending Balance
<b>Purchases</b>									
PPLN01 001	PURCHASE	E	\$0.00	0.06008%(D)	21.9900%	\$0.00	\$0.00	0.0000%	\$14,595.71
<b>Cash</b>									
CPLN01 001	CASH	A	\$0.00	0.06554%(D)	23.9900%	\$0.00	\$0.00	0.0000%	\$0.00

\* Periodic Rate (M)=Monthly (D)=Daily  
 \*\* includes cash advance and foreign currency fees  
<sup>1</sup> FCM = Finance Charge Method  
 Days In Billing Cycle: 30  
 APR = Annual Percentage Rate  
 (V) = Variable Rate If you have a variable rate account the periodic rate and Annual Percentage Rate (APR) may vary.



# **ADMINISTRATIVE COMMUNICATIONS**



# **FINANCE/BUDGET COMMITTEE**





# Rancho Adobe Fire Protection District

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11000 Main Street  
P. O. Box 1029  
Penngrove, California 94951

Telephone: (707) 795-6011  
Fax: (707) 795-5177  
www.rafd.org

**MINUTES OF THE FINANCE COMMITTEE MEETING  
AUGUST 15, 2024 — 8:30 A.M.  
PENNGROVE FIRE STATION - 11000 MAIN STREET  
PENNGROVE, CALIFORNIA**

**I. CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE**

Committee Chairman, Mark Hemmendinger, called the Finance Meeting to order at 8:30 a.m. The agenda for this meeting was posted on August 8, 2024.

Directors Present: Mark Hemmendinger, Bob Moretti, Ray Peterson

Staff Present: Chief Veliquette, Herb Wandel, Tim Caldwell, Jennifer Bechtold, Eric Gromala

Minutes Conducted by: Jennifer Bechtold

**II. ORAL AND WRITTEN COMMUNICATIONS**

**A. Citizen Business/Public Comments on Items not appearing on Agenda**

There was no public comment.

**III. FINANCIAL OFFICERS REPORT**

**A. Presentation from Cameron Weist on Infrastructure Funding Options**

Cameron Weist presented options to the Finance Committee for consideration of funding needs on infrastructure. Two methods of incurring debt include private and public placement. Private placement means we have just one lender, versus public placement means the bond transaction is offered to anyone to bid on. Our current covenants in place cover the parity debt we have now have.

**B. Discussion on Section 115 Trust for CalPERS UAL**

Mr. Weist suggested the District consider opening a 115 Trust for future pension obligations. This trust allows the District to invest money outside of government codes that can be used only for pension purposes. We can also use these funds to pay normal pension costs if the account were to exceed needed funding levels. The 115 Trust ceiling is 105-108% funded. Mr. Weist will suggest several options for 115 Trust management.

**C. Discussion on Annual Pension Policy Compliance**

Mr. Weist will review the current District pension policy and make some suggested edits. One edit will include reducing our funding goal from 95% to 85%, which will help with the investment swings CalPERS experiences year to year. Having a funding goal at 95% is risky and decreases our resiliency to these swings.

*Financial Officers Report Continued:*

D. Discussion and Review of FY 24/25 Final Operating and Capital Budgets

Chief Veliquette reviewed the final budget with the committee and allowed for comment and questions. The final budget was agreed upon and will be presented to the full Board as a first reading at the August meeting.

E. Discussion on Allocations of FY 23/24 Carryover Funds

Chief Veliquette shared the rollover balance of \$674,719.50 and made suggestions on how the District can utilize these funds in coming years.

F. Discussion on Purchasing Policy Revision

Item will be discussed at a future meeting.

G. Discussion on First Responder BLS Agreement with SCFD

Chief Veliquette reviewed the proposed BLS agreement with SCFD that will be presented at the August Board meeting. Annual revenues from this contract will generate \$125,000.00.

**III. ADJOURNMENT**

With no further business to discuss, the finance committee meeting was adjourned at 11:35 a.m.

Motion moved by Mr. Hemmendinger and seconded by Mr. Moretti.

RANCHO ADOBE FIRE PROTECTION DISTRICT  
YEAR TO DATE BUDGET REPORT  
August 31, 2024

REVENUES - OPERATING BUDGET

SUB-OBJ.	DESCRIPTION	BUDGETED FOR FY '24 - '25'	AUGUST REVENUES	FY REVENUE TO 8/31/24	BALANCE REMAINING	BALANCE REMAINING (%)
1000	Property Taxes	\$ 4,660,261.00	\$ -	\$ -	\$ 4,660,261.00	100.00%
1001	CY Direct Charges	\$ 2,312,051.30	\$ -	\$ -	\$ 2,312,051.30	100.00%
1007	CY Direct Charges-July	\$ -	\$ -	\$ -	\$ -	
1008	RDA Increment - Credited amount of ad valorem taxes to Petaluma and Cotati redevelopment districts	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00	100.00%
1011	Property Tax Administration Fee	\$ (42,000.00)	\$ -	\$ -	\$ (42,000.00)	100.00%
1014	RDA Increment	\$ -	\$ -	\$ -	\$ -	
1015	RDA Pass-Through	\$ -	\$ -	\$ -	\$ -	
1016	RDA Allocation	\$ -	\$ -	\$ -	\$ -	
1017	Residual Property Tax (RDA Escrow Acct)	\$ -	\$ -	\$ -	\$ -	
1018	Property Tax - RDA Asset Distribution	\$ -	\$ -	\$ -	\$ -	
1020	CY Supplemental Tax	\$ 75,000.00	\$ -	\$ -	\$ 75,000.00	100.00%
1040	Unsecured Property Taxes	\$ 140,000.00	\$ -	\$ -	\$ 140,000.00	100.00%
1042	Cost Reimbursement - Collect	\$ -	\$ -	\$ -	\$ -	
1044	Unsecured Property Taxes - July	\$ -	\$ -	\$ -	\$ -	
1060	Property Taxes - PY Secured	\$ -	\$ -	\$ -	\$ -	
1061	PY Direct Charges	\$ 31,700.00	\$ -	\$ -	\$ 31,700.00	100.00%
1080	Property Taxes	\$ -	\$ -	\$ -	\$ -	
1100	Property Taxes - PY Unsecured	\$ -	\$ -	\$ -	\$ -	
1120	Property Tax Receivable	\$ -	\$ -	\$ -	\$ -	
	<b>TOTAL PROPERTY TAXES</b>	<b>\$ 7,277,012.30</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,277,012.30</b>	<b>100.00%</b>
1700	Interest on Pooled Cash	\$ 85,000.00	\$ 10,043.65	\$ 22,211.45	\$ 62,788.55	73.87%
1701	Interest Earned (on early payments of Prop. Taxes)		\$ -	\$ -	\$ -	
	<b>TOTAL USE OF PROPERTY</b>	<b>\$ 85,000.00</b>	<b>\$ 10,043.65</b>	<b>\$ 22,211.45</b>	<b>\$ 62,788.55</b>	<b>73.87%</b>
2081	State - Highway Rentals	\$ -	\$ -	\$ -	\$ -	
2404	State Reimbursements	\$ -	\$ -	\$ -	\$ -	
2440	HOPTR	\$ 22,600.00	\$ -	\$ -	\$ 22,600.00	100.00%
2500	State - Other (Grant Revenue)	\$ -	\$ -	\$ -	\$ -	#DIV/0!
2550	Sales Tax Revenue - Measure H	\$ 1,050,000.00	\$ -	\$ -	\$ 1,050,000.00	100.00%
2589	State Refunds - Strike Teams	\$ -	\$ 38,927.27	\$ 78,136.14	\$ (78,136.14)	#DIV/0!
	<b>TOTAL INTERGOV. REVENUES</b>	<b>\$ 1,072,600.00</b>	<b>\$ 38,927.27</b>	<b>\$ 78,136.14</b>	<b>\$ 994,463.86</b>	<b>92.72%</b>
3600	Misc. charges for Services - Fire Marshal Services	\$ 50,000.00	\$ 5,361.00	\$ 9,561.00	\$ 40,439.00	80.88%
3601	Finance Charges/Late Fees	\$ 1,000.00	\$ 239.07	\$ 296.48	\$ 703.52	70.35%
3641	Fire Services - Casino Contract	\$ 100,000.00	\$ 32,512.00	\$ 32,512.00	\$ 67,488.00	67.49%
3661	Fire Control Services - Cost Recovery	\$ 25,000.00	\$ 1,208.83	\$ 3,344.38	\$ 21,655.62	86.62%
3670	Weed Abatement	\$ 60,000.00	\$ -	\$ 4,218.75	\$ 55,781.25	92.97%
3700	Copy file fee	\$ 150.00	\$ 35.00	\$ 140.00	\$ 10.00	6.67%
3710	First Responder BLS Agreement - SCFD	\$ -	\$ -	\$ -	\$ -	#DIV/0!
3720	Fleet Maintenance Revenue	\$ 50,000.00	\$ -	\$ -	\$ 50,000.00	100.00%
	<b>TOTAL CHARGES FOR SERVICES</b>	<b>\$ 286,150.00</b>	<b>\$ 39,355.90</b>	<b>\$ 50,072.61</b>	<b>\$ 236,077.39</b>	<b>82.50%</b>
4040	Misc. Revenue	\$ 30,000.00	\$ 142,496.96	\$ 163,502.12	\$ (133,502.12)	-445.01%
4100	Workers' compensation reimbursement	\$ 60,000.00	\$ 8,625.04	\$ 16,153.79	\$ 43,846.21	73.08%
4102	Donations or reimbursements	\$ -	\$ -	\$ -	\$ -	
4109	Refunded Checks, outdated warrants	\$ -	\$ -	\$ -	\$ -	
4600	Sale of Fixed Assets (Surplus)	\$ 50,000.00				0.00%
	<b>TOTAL MISC. REVENUES</b>	<b>\$ 140,000.00</b>	<b>\$ 151,122.00</b>	<b>\$ 179,655.91</b>	<b>\$ (39,655.91)</b>	<b>-28.33%</b>
	<b>REVENUE TOTAL:</b>	<b>\$ 8,860,762.30</b>	<b>\$ 239,448.82</b>	<b>\$ 330,076.11</b>	<b>\$ 8,530,686.19</b>	<b>96.27%</b>

**RANCHO ADOBE FIRE PROTECTION DISTRICT  
YEAR TO DATE BUDGET REPORT**

**EXPENDITURES - OPERATING BUDGET**

SUB-OBJ.		BUDGETED FOR FY '24 - '25'	AUGUST EXPENSE	FY EXPENSE TO 8/31/24	BALANCE REMAINING	BALANCE REMAINING (%)
5910	Perm. Positions	\$ 3,810,000.00	\$ 280,561.77	\$ 519,638.10	\$ 3,290,361.90	86.36%
5911	Extra help: part time employees, non-benefited. Paid hourly	\$ 120,000.00	\$ 23,023.50	\$ 46,439.52	\$ 73,560.48	61.30%
5912	Overtime	\$ 917,000.00	\$ 87,170.13	\$ 202,810.84	\$ 714,189.16	77.88%
5913	BC Extra Shift Compensation	\$ 110,000.00	\$ -	\$ -	\$ 110,000.00	100.00%
5914	FLSA	\$ 88,000.00	\$ 6,389.35	\$ 12,175.48	\$ 75,824.52	86.16%
5922	Social Security Taxes	\$ 13,300.00	\$ 188.22	\$ 470.39	\$ 12,829.61	96.46%
5923	PERS contributions, Employee + Employer paid contributions	\$ 750,000.00	\$ 47,268.14	\$ 96,706.22	\$ 653,293.78	87.11%
5924	Medicare	\$ 70,000.00	\$ 5,550.96	\$ 10,912.35	\$ 59,087.65	84.41%
5930	Health Insurance	\$ 659,000.00	\$ 28,696.00	\$ 178,063.00	\$ 480,937.00	72.98%
5931	Disability Insurance	\$ 12,000.00	\$ 812.00	\$ 2,494.00	\$ 9,506.00	79.22%
5932	Dental Insurance	\$ 39,000.00	\$ 2,760.22	\$ 8,373.94	\$ 30,626.06	78.53%
5933	Life Insurance	\$ 5,000.00	\$ 347.10	\$ 1,041.30	\$ 3,958.70	79.17%
5934	Vision Insurance	\$ 5,600.00	\$ 806.53	\$ 1,202.69	\$ 4,397.31	78.52%
5935	Unemployment Insurance	\$ 10,161.00	\$ 39.78	\$ 103.90	\$ 10,057.10	98.98%
5936	Retiree Health Insurance	\$ 25,200.00	\$ -	\$ 5,400.00	\$ 19,800.00	78.57%
5940	Workers' Compensation	\$ 367,500.00	\$ -	\$ 319,558.89	\$ 47,941.11	13.05%
	<b>TOTAL WAGES/BENEFITS:</b>	<b>\$ 7,001,761.00</b>	<b>\$ 483,613.70</b>	<b>\$ 1,405,390.62</b>	<b>\$ 5,596,370.38</b>	<b>79.93%</b>
6020	Uniforms including paid and volunteers staff pants, shirts, station boots, badges, collar pins, name tags and business cards	\$ 28,500.00	\$ 254.04	\$ 12,649.08	\$ 15,850.92	55.62%
6022	Safety Clothing: turnouts, including boots	\$ 64,530.00	\$ 603.93	\$ 1,307.41	\$ 63,222.59	97.97%
6040	Communications including telephone, cable, internet, cell phones	\$ 26,780.00	\$ 2,128.74	\$ 2,128.74	\$ 24,651.26	92.05%
6045	Pagers and Radios	\$ 8,000.00	\$ -	\$ -	\$ 8,000.00	100.00%
6060	Food - at extended responses, approved meetings, examinations and trainings.	\$ 7,500.00	\$ 736.80	\$ (512.06)	\$ 8,012.06	106.83%
6080	Household expenses - Fishman Supply; detergent, towels etc.	\$ 11,000.00	\$ 1,578.59	\$ 1,578.59	\$ 9,421.41	85.65%
6100	Liability Insurance	\$ 299,000.00	\$ -	\$ 291,378.97	\$ 7,621.03	2.55%
6140	Equipment Maintenance: Office equipment and tool repair	\$ 10,000.00	\$ 3,039.37	\$ 9,931.30	\$ 68.70	0.69%
6155	Apparatus Maintenance	\$ 60,000.00	\$ 6,126.74	\$ 6,366.25	\$ 53,633.75	89.39%
6165	SCBA Maintenance	\$ 7,600.00	\$ -	\$ -	\$ 7,600.00	100.00%
6180	Building Maintenance - routine facility & grounds maintenance including repairs to maintain buildings and grounds. New projects ie. Construction to be considered for possible fixed asset expense 8510	\$ 30,000.00	\$ 3,839.49	\$ 4,202.49	\$ 25,797.51	85.99%
6260	Medical / Lab supply - O2, latex gloves, etc.	\$ 20,000.00	\$ 1,435.67	\$ 2,282.98	\$ 17,717.02	88.59%
6261	ALS Medical Expense	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00	100.00%
6280	Memberships and Professional Assoc. Fees: FDAC, SCFDA, SCFCA, CCAI, Costco, Cotati Chamber of Commerce.	\$ 18,000.00	\$ 500.00	\$ 644.00	\$ 17,356.00	96.42%
6400	Office Supplies: regular supplies such as paper, printer cartridges etc.	\$ 3,360.00	\$ 15.18	\$ 15.18	\$ 3,344.82	99.55%
6401	Office Expense - Inventory such as desktop/laptop computer purchases, printers, etc.	\$ 8,000.00	\$ -	\$ -	\$ 8,000.00	100.00%
6410	Postage and shipping	\$ 2,000.00	\$ 24.59	\$ 24.59	\$ 1,975.41	98.77%
6430	Printing Services	\$ 1,100.00	\$ 30.34	\$ 30.34	\$ 1,069.66	97.24%
6461	Operational Expenses	\$ 8,000.00	\$ -	\$ 734.10	\$ 7,265.90	90.82%
6463	FPO Expenses - public education materials	\$ 4,000.00	\$ -	\$ -	\$ 4,000.00	100.00%
6500	Payroll Fees	\$ 6,000.00	\$ 408.00	\$ 923.20	\$ 5,076.80	84.61%
6501	Professional Services	\$ -	\$ -	\$ -	\$ -	#DIV/0!
6526	Dispatch Services - REDCOM	\$ 86,000.00	\$ -	\$ -	\$ 86,000.00	100.00%
6587	LAFCO	\$ 8,000.00	\$ -	\$ 13,593.00	\$ (5,593.00)	-69.91%
6590	Contracted FM Services	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	100.00%
6596	CQI Expense	\$ 14,000.00	\$ 510.00	\$ 1,190.00	\$ 12,810.00	91.50%
6605	Hiring Expenses	\$ 12,500.00	\$ -	\$ -	\$ 12,500.00	100.00%
6610	Legal Services	\$ 25,000.00	\$ 3,815.13	\$ 3,815.13	\$ 21,184.87	84.74%
6630	Annual Audit	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00	100.00%
6635	Bank and Credit Card Fees	\$ 400.00	\$ 41.65	\$ 76.37	\$ 323.63	80.91%
6650	Health Services	\$ 6,240.00	\$ 115.00	\$ 115.00	\$ 6,125.00	98.16%
6654	Wellness Program	\$ 14,000.00	\$ 400.00	\$ 800.00	\$ 13,200.00	94.29%
6800	Public Legal Notices - publishing fees (ordinances, budget/Prop IV limit, elections, etc.)	\$ 1,224.00	\$ -	\$ 715.00	\$ 509.00	41.58%
6820	Rent / Lease Equipment	\$ 6,000.00	\$ 488.82	\$ 880.46	\$ 5,119.54	85.33%

**RANCHO ADOBE FIRE PROTECTION DISTRICT  
YEAR TO DATE BUDGET REPORT**

SUB-OBJ.	DESCRIPTION	BUDGETED FOR FY '24 - 25'	AUGUST EXPENSE	FY EXPENSE TO 8/31/24	BALANCE REMAINING	BALANCE REMAINING (%)
6823	Rental hydrants/ Water - hydrant use within Sonoma County Water Agency jurisdiction	\$ 750.00	\$ -	\$ -	\$ 750.00	100.00%
6880	Small tools: maintenance tools, hardware etc.	\$ 5,000.00	\$ 365.11	\$ 365.11	\$ 4,634.89	92.70%
6881	Safety Equipment: SCBA's, hose, nozzles etc.	\$ 39,000.00	\$ 466.56	\$ 466.56	\$ 38,533.44	98.80%
6889	Computer Software	\$ 72,050.00	\$ 4,623.00	\$ 15,543.95	\$ 56,506.05	78.43%
7000	Any Board related expense not otherwise accounted for (I.e., Special District Dinners)	\$ 750.00	\$ -	\$ 90.00	\$ 660.00	88.00%
7005	Election Expense - as determined by the County Elections Office	\$ -	\$ -	\$ -	\$ -	0.00%
7120	In-Service Training - required and continuing education for all personnel and Directors	\$ 40,000.00	\$ 1,490.00	\$ 4,790.00	\$ 35,210.00	88.03%
7201	Gas and Oil	\$ 73,500.00	\$ 5,244.04	\$ 7,355.68	\$ 66,144.32	89.99%
7300	Transportation and Travel to training out of County, use of personal vehicle for District errands.	\$ 7,276.00	\$ 1,995.37	\$ 1,995.37	\$ 5,280.63	72.58%
7320	Utilities - PG&E, garbage, water, sewage	\$ 66,150.00	\$ 6,985.45	\$ 6,985.45	\$ 59,164.55	89.44%
	<b>TOTAL SUPPLIES AND SERVICES:</b>	<b>\$ 1,131,210.00</b>	<b>\$ 47,261.61</b>	<b>\$ 392,462.24</b>	<b>\$ 738,747.76</b>	<b>65.31%</b>
7910	Long Term Loan - Princ. (2016 Ferrara)	\$ 59,292.75	\$ -	\$ 14,659.06	\$ 44,633.69	75.28%
7911	Long Term Loan Princ. (2023 Stat. 2)	\$ 46,672.00	\$ -	\$ 46,672.57	\$ (0.57)	0.00%
7930	Long Term Loan - Interest (2016 Ferrara)	\$ 4,424.05	\$ -	\$ 1,270.14	\$ 3,153.91	71.29%
7931	Long Term Loan Interest (2023 Stat. 2)	\$ 35,140.00	\$ -	\$ 23,899.43	\$ 11,240.57	31.99%
7940	Pension Obligation Bond - Principal	\$ 255,000.00	\$ -	\$ 255,000.00	\$ -	0.00%
7945	Pension Obligation Bond - Interest	\$ 128,003.00	\$ -	\$ 64,524.25	\$ 63,478.75	49.59%
	<b>TOTAL LONG TERM DEBT:</b>	<b>\$ 528,531.80</b>	<b>\$ -</b>	<b>\$ 406,025.45</b>	<b>\$ 122,506.35</b>	<b>23.18%</b>
8510	Buildings Improvements	\$ -	\$ -	\$ -	\$ -	#DIV/0!
8511	New Capital Equipment	\$ -	\$ -	\$ -	\$ -	#DIV/0!
8540	Durable Medical Equipment	\$ -	\$ -	\$ -	\$ -	#DIV/0!
8560	New Equipment - Apparatus	\$ -	\$ -	\$ -	\$ -	#DIV/0!
8561	Equipment New - Office	\$ -	\$ -	\$ -	\$ -	#DIV/0!
	<b>TOTAL EQUIPMENT:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>#DIV/0!</b>

Recap Report	BUDGETED FOR FY '24 - 25'	AUGUST TOTAL	FY TO 8/31/24	BALANCE REMAINING	BALANCE REMAINING (%)
<b>OPERATING REVENUES</b>	<b>\$ 8,860,762.30</b>	<b>\$ 239,448.82</b>	<b>\$ 330,076.11</b>	<b>\$ 8,530,686.19</b>	<b>96.27%</b>
<b>OPERATING EXPENDITURES</b>					
Wages/Benefits	\$ 7,001,761.00	\$ 483,613.70	\$ 1,405,390.62	\$ 5,596,370.38	79.93%
Supplies and Services	\$ 1,131,210.00	\$ 47,261.61	\$ 392,462.24	\$ 738,747.76	65.31%
Long Term Debt	\$ 528,531.80	\$ -	\$ 406,025.45	\$ 122,506.35	23.18%
Equipment	\$ -	\$ -	\$ -	\$ -	#DIV/0!
<b>Totals</b>	<b>\$ 8,661,502.80</b>	<b>\$ 530,875.31</b>	<b>\$ 2,203,878.31</b>	<b>\$ 6,457,624.49</b>	<b>74.56%</b>
<b>Revenues Less Expenditures</b>			<b>\$ (1,873,802.20)</b>		

RANCHO ADOBE FIRE PROTECTION DISTRICT  
YEAR TO DATE BUDGET REPORT

**CAPITAL IMPROVEMENTS BUDGET**

SUB-OBJ.		BUDGETED FOR FY '24 - '25'	AUGUST EXPENSE	FY EXPENSE TO 8/31/24	BALANCE REMAINING	BALANCE REMAINING (%)
9510	Buildings Improvements	\$ 115,000.00	0.00	\$ -	\$ 115,000.00	100.00%
9511	New Capital Equipment	\$ -	0.00	\$ -	\$ -	#DIV/0!
9540	Durable Medical Equipment	\$ -	0.00	\$ -	\$ -	#DIV/0!
9560	New Equipment - Apparatus	\$ 155,000.00	0.00	\$ 84,649.35	\$ 70,350.65	45.39%
9561	Equipment New - Office	\$ -	0.00	\$ -	\$ -	#DIV/0!
9570	CalPERS UAL	\$ 91,361.00	0.00	\$ 91,361.00	\$ -	0.00%
	<b>TOTAL EQUIPMENT:</b>	<b>\$ 361,361.00</b>	<b>\$ -</b>	<b>\$ 176,010.35</b>	<b>\$ 185,350.65</b>	<b>51.29%</b>

CURRENT ASSETS	
Summit State Bank Operating Account:	\$ 201,071.26
Summit State Bank ICS Account:	\$ 2,893,175.61
Summit State Bank Payroll Account:	\$ 2,461.45
CDARS:	\$ -
Petty Cash:	\$ 200.00
<b>Total:</b>	<b>\$ 3,096,908.32</b>
Remaining Operating Fund:	\$ 1,967,432.21
Designated Capital Reserve Accounts:	\$ 1,129,476.11
Interest Earned on Capital Reserves:	\$ 16,783.66
321 Future Liabilities - PERS UAL:	\$ 208,639.00
331 Apparatus Reserves:	\$ 320,350.65
332 Unrestricted Fund Reserves:	\$ 11,938.79
334 Buildings/Facility Reserves:	\$ 571,764.01

Rancho Adobe Fire Protection District

Trial Balance

As of August 31, 2024

	Aug 31, 24	
	Debit	Credit
1010 · County of Sonoma	0.00	
1030 · Wells Fargo Checking Account	0.00	
1035 · Summit State Bank - Operating	201,071.26	
1036 · Summit State Bank - ICS	2,893,175.61	
1037 · Summit State Bank - Payroll	2,461.45	
1038 · CDARS	0.00	
1041 · Capital Reserves-ICS	1,134,166.75	
1090 · Petty Cash	200.00	
107 · Accounts Receivable		3,424.01
12000 · Undeposited Funds	0.00	
170 · Land	74,634.00	
171 · Buildings and Improvements	1,185,360.97	
172 · Equipment	4,565,635.75	
178 · Accum. Depreciation - Building		603,437.69
179 · Accum. Depreciation - Equipment		2,056,611.53
195 · Due From Operating Fund	1,916,890.00	
325 · Deferred Outflows	8,457,066.00	
99999 · Prior Period Adjustment	0.00	
200 · Accounts Payable	0.00	
Chase Visa	0.00	
Umpqua Bank Credit Card	0.00	
2710 · Deferred Revenue		86,879.18
327 · Deferred Outflows-Liability Acc	0.00	
336 · Capital One Loan		0.07
337 · Accrued Interest Payable		2,129.35
338 · Capital Lease - Current		4.55
339 · Accrued Vacation - Current	0.00	
350 · Accrued Payroll	0.00	
145 · Deferred Inflow		5,637,113.00
300 · Compensated Absences		565,321.48
310 · Westamerica Bank Loan		550,218.21
340 · Bonds Payable - Current		0.10
342 · Notes Payable - Long Term		224,985.96
345 · Bonds Payable - Noncurrent		5,357,109.00
355 · Due To Capital Improvement Fund		1,916,890.00
744 · Net Pension Liability		4,196,252.00
30000 · Opening Balance Equity	1,566,111.26	
320 · Unreserved-Undesignated FD Bal		1,733,517.02
321 · Future Liabilities - PERS UAL		208,639.00
330 · Operational Reserves	0.00	
331 · Apparatus Reserves		320,350.65
332 · Emergency Reserves		11,938.79
333 · PPE Reserves	0.00	
334 · Cap Buildings/Facility Reserves		571,764.01
17 · Use of Money/Property:1700 · Interest on Cash		22,211.45
20 · Intergovernmental Revenues:2589 · State Refunds-Strike Team		78,136.14
30 · Charges/Fees for Services:3600 · Fire Marshal Services		9,561.00
30 · Charges/Fees for Services:3601 · Finance Charge/Late Fee		296.48
30 · Charges/Fees for Services:3641 · Fire Services - Casino Contract		32,512.00
30 · Charges/Fees for Services:3661 · Cost Recovery		3,344.38
30 · Charges/Fees for Services:3670 · Weed Abatement		4,218.75
30 · Charges/Fees for Services:3700 · Copy Fee		140.00
40 · Miscellaneous Revenues:4040 · Misc. Revenue		163,502.12
40 · Miscellaneous Revenues:4100 · Workers Comp. Reimbursement		16,153.79
50 · Salaries and Benefits:5910 · Full-Time Personnel	519,638.10	
50 · Salaries and Benefits:5911 · Part-Time Staffing	46,439.52	
50 · Salaries and Benefits:5912 · Overtime	202,810.84	
50 · Salaries and Benefits:5914 · FLSA	12,175.48	
50 · Salaries and Benefits:5922 · Social Security Payroll Taxes	470.39	
50 · Salaries and Benefits:5923 · CalPERS	96,706.22	
50 · Salaries and Benefits:5924 · Medicare	10,912.35	
50 · Salaries and Benefits:5930 · Health Insurance	178,063.00	
50 · Salaries and Benefits:5931 · Disability Insurance	2,494.00	
50 · Salaries and Benefits:5932 · Dental Insurance	8,373.94	
50 · Salaries and Benefits:5933 · Life Insurance	1,041.30	

Rancho Adobe Fire Protection District

Trial Balance

As of August 31, 2024

	Aug 31, 24	
	Debit	Credit
50 · Salaries and Benefits:5934 · Vision Insurance	1,202.69	
50 · Salaries and Benefits:5935 · Unemployment Insurance	103.90	
50 · Salaries and Benefits:5936 · Retiree Insurance	5,400.00	
50 · Salaries and Benefits:5940 · Workers Compensation	319,558.89	
60 · Supplies & Services:6020 · Uniforms	12,649.08	
60 · Supplies & Services:6022 · Safety Clothing	1,307.41	
60 · Supplies & Services:6040 · Communications	2,128.74	
60 · Supplies & Services:6060 · Food		512.06
60 · Supplies & Services:6080 · Household Expense	1,578.59	
60 · Supplies & Services:6100 · Property & Liability Insurance	291,378.97	
60 · Supplies & Services:6140 · Equipment Maintenance	9,931.30	
60 · Supplies & Services:6155 · Apparatus Maintenance	6,366.25	
60 · Supplies & Services:6180 · Building Maintenance	4,202.49	
60 · Supplies & Services:6260 · Medical Supplies	2,282.98	
60 · Supplies & Services:6280 · Memberships	644.00	
60 · Supplies & Services:6400 · Office Supplies	15.18	
60 · Supplies & Services:6410 · Postage and Shipping	24.59	
60 · Supplies & Services:6430 · Printing Services	30.34	
60 · Supplies & Services:6461 · Operational Expense	734.10	
60 · Supplies & Services:6500 · Payroll Fees	923.20	
60 · Supplies & Services:6587 · LAFCO	13,593.00	
60 · Supplies & Services:6596 · CQI Expense	1,190.00	
60 · Supplies & Services:6610 · Legal Services	3,815.13	
60 · Supplies & Services:6635 · Bank Fees	76.37	
60 · Supplies & Services:6650 · Health Services	115.00	
60 · Supplies & Services:6654 · Wellness Program	800.00	
60 · Supplies & Services:6800 · Public Legal Notices	715.00	
60 · Supplies & Services:6820 · Rent/Lease Equipment	880.46	
60 · Supplies & Services:6880 · Small Tools Expense	365.11	
60 · Supplies & Services:6881 · Safety Equipment	466.56	
60 · Supplies & Services:6889 · Computer Software and Equipment	15,543.95	
60 · Supplies & Services:7000 · Board Expense	90.00	
60 · Supplies & Services:7120 · Training Expense	4,790.00	
60 · Supplies & Services:7201 · Fuel	7,355.68	
60 · Supplies & Services:7300 · Transportation & Travel	1,995.37	
60 · Supplies & Services:7320 · Utilities	6,985.45	
75 · Other Charges:7910 · Long Term Loan-Principal	14,659.06	
75 · Other Charges:7911 · Long Term Loan-Prin. (St. 2)	46,672.57	
75 · Other Charges:7930 · Long Term Loan-Interest	1,270.14	
75 · Other Charges:7931 · Long Term Loan- Int. (St. 2)	23,899.43	
75 · Other Charges:7940 · Pension Obligation Bond - Prin.	255,000.00	
75 · Other Charges:7945 · Pension Obligation Bond - Int.	64,524.25	
95 · Capital Improvements - Assets:9560 · New Equipment - Apparatus	84,649.35	
95 · Capital Improvements - Assets:9570 · CalPERS UAL	91,361.00	
<b>TOTAL</b>	<b><u>24,377,173.77</u></b>	<b><u>24,377,173.77</u></b>



**Rancho Adobe Fire Protection District**  
**Balance Sheet Prev Year Comparison**  
As of August 31, 2024

09/10/24

Cash Basis

	Aug 31, 24	Aug 31, 23	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
1035 · Summit State Bank - Operating	201,071.26	70,813.63	130,257.63	183.9%
1036 · Summit State Bank - ICS	2,893,175.61	2,849,786.59	43,389.02	1.5%
1037 · Summit State Bank - Payroll	2,461.45	14,318.97	-11,857.52	-82.8%
1038 · CDARS	0.00	1,014,576.58	-1,014,576.58	-100.0%
1041 · Capital Reserves-ICS	1,134,166.75	0.00	1,134,166.75	100.0%
1090 · Petty Cash	200.00	200.00	0.00	0.0%
<b>Total Checking/Savings</b>	<b>4,231,075.07</b>	<b>3,949,695.77</b>	<b>281,379.30</b>	<b>7.1%</b>
<b>Accounts Receivable</b>				
107 · Accounts Receivable	-3,424.01	-3,214.00	-210.01	-6.5%
<b>Total Accounts Receivable</b>	<b>-3,424.01</b>	<b>-3,214.00</b>	<b>-210.01</b>	<b>-6.5%</b>
<b>Total Current Assets</b>	<b>4,227,651.06</b>	<b>3,946,481.77</b>	<b>281,169.29</b>	<b>7.1%</b>
<b>Fixed Assets</b>				
170 · Land	74,634.00	74,634.00	0.00	0.0%
171 · Buildings and Improvements	1,185,360.97	1,185,360.97	0.00	0.0%
172 · Equipment	4,565,635.75	4,565,635.75	0.00	0.0%
178 · Accum. Depreciation - Building	-603,437.69	-603,437.69	0.00	0.0%
179 · Accum. Depreciation - Equipment	-2,056,611.53	-2,056,611.53	0.00	0.0%
<b>Total Fixed Assets</b>	<b>3,165,581.50</b>	<b>3,165,581.50</b>	<b>0.00</b>	<b>0.0%</b>
<b>Other Assets</b>				
195 · Due From Operating Fund	1,916,890.00	1,916,890.00	0.00	0.0%
325 · Deferred Outflows	8,457,066.00	8,457,066.00	0.00	0.0%
<b>Total Other Assets</b>	<b>10,373,956.00</b>	<b>10,373,956.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>TOTAL ASSETS</b>	<b>17,767,188.56</b>	<b>17,486,019.27</b>	<b>281,169.29</b>	<b>1.6%</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Other Current Liabilities</b>				
2710 · Deferred Revenue	86,879.18	86,879.18	0.00	0.0%
336 · Capital One Loan	0.07	0.07	0.00	0.0%
337 · Accrued Interest Payable	2,129.35	2,129.35	0.00	0.0%
338 · Capital Lease - Current	4.55	4.55	0.00	0.0%
<b>Total Other Current Liabilities</b>	<b>89,013.15</b>	<b>89,013.15</b>	<b>0.00</b>	<b>0.0%</b>
<b>Total Current Liabilities</b>	<b>89,013.15</b>	<b>89,013.15</b>	<b>0.00</b>	<b>0.0%</b>
<b>Long Term Liabilities</b>				
145 · Deferred Inflow	5,637,113.00	5,637,113.00	0.00	0.0%
300 · Compensated Absences	565,321.48	565,321.48	0.00	0.0%
310 · Westamerica Bank Loan	550,218.21	0.00	550,218.21	100.0%
340 · Bonds Payable - Current	0.10	0.10	0.00	0.0%
342 · Notes Payable - Long Term	224,985.96	224,985.96	0.00	0.0%
345 · Bonds Payable - Noncurrent	5,357,109.00	5,357,109.00	0.00	0.0%
355 · Due To Capital Improvement Fund	1,916,890.00	1,916,890.00	0.00	0.0%
744 · Net Pension Liability	4,196,252.00	4,196,252.00	0.00	0.0%
<b>Total Long Term Liabilities</b>	<b>18,447,889.75</b>	<b>17,897,671.54</b>	<b>550,218.21</b>	<b>3.1%</b>
<b>Total Liabilities</b>	<b>18,536,902.90</b>	<b>17,986,684.69</b>	<b>550,218.21</b>	<b>3.1%</b>
<b>Equity</b>				
30000 · Opening Balance Equity	-1,566,111.26	-1,566,111.26	0.00	0.0%
320 · Unreserved-Undesignated FD Bal	1,733,517.02	2,452,517.00	-718,999.98	-29.3%
321 · Future Liabilities - PERS UAL	208,639.00	300,000.00	-91,361.00	-30.5%
331 · Apparatus Reserves	320,350.65	405,000.00	-84,649.35	-20.9%
332 · Emergency Reserves	11,938.79	11,938.79	0.00	0.0%
334 · Cap Buildings/Facility Reserves	571,764.01	21,545.80	550,218.21	2,553.7%

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09/10/24

Cash Basis

**Rancho Adobe Fire Protection District**  
**Balance Sheet Prev Year Comparison**  
**As of August 31, 2024**

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	<u>Aug 31, 24</u>	<u>Aug 31, 23</u>	<u>\$ Change</u>	<u>% Change</u>
Net Income	-2,049,812.55	-2,125,555.75	75,743.20	3.6%
Total Equity	-769,714.34	-500,665.42	-269,048.92	-53.7%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>17,767,188.56</u></b>	<b><u>17,486,019.27</u></b>	<b><u>281,169.29</u></b>	<b><u>1.6%</u></b>

**Rancho Adobe Fire Protection District  
Profit & Loss by Class  
August 2024**

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09/10/24  
Cash Basis

	Operating	Unclassified	TOTAL
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
17 · Use of Money/Property	10,043.65	0.00	10,043.65
1700 · Interest on Cash			
<b>Total 17 · Use of Money/Property</b>	<b>10,043.65</b>	<b>0.00</b>	<b>10,043.65</b>
20 · Intergovernmental Revenues			
2589 · State Refunds-Strike Team	38,927.27	0.00	38,927.27
<b>Total 20 · Intergovernmental Revenues</b>	<b>38,927.27</b>	<b>0.00</b>	<b>38,927.27</b>
30 · Charges/Fees for Services			
3600 · Fire Marshal Services	5,361.00	0.00	5,361.00
3601 · Finance Charge/Late Fee	239.07	0.00	239.07
3641 · Fire Services - Casino Contract	32,512.00	0.00	32,512.00
3661 · Cost Recovery	1,208.83	0.00	1,208.83
3700 · Copy Fee	35.00	0.00	35.00
<b>Total 30 · Charges/Fees for Services</b>	<b>39,355.90</b>	<b>0.00</b>	<b>39,355.90</b>
40 · Miscellaneous Revenues			
4040 · Misc. Revenue	142,496.96	0.00	142,496.96
4100 · Workers Comp. Reimbursement	8,625.04	0.00	8,625.04
<b>Total 40 · Miscellaneous Revenues</b>	<b>151,122.00</b>	<b>0.00</b>	<b>151,122.00</b>
<b>Total Income</b>	<b>239,448.82</b>	<b>0.00</b>	<b>239,448.82</b>
<b>Gross Profit</b>	<b>239,448.82</b>	<b>0.00</b>	<b>239,448.82</b>
<b>Expense</b>			
50 · Salaries and Benefits			
5910 · Full-Time Personnel	280,561.77	0.00	280,561.77
5911 · Part-Time Staffing	23,023.50	0.00	23,023.50
5912 · Overtime	87,170.13	0.00	87,170.13
5914 · FLSA	6,389.35	0.00	6,389.35
5922 · Social Security Payroll Taxes	188.22	0.00	188.22
5923 · CalPERS	47,268.14	0.00	47,268.14
5924 · Medicare	5,550.96	0.00	5,550.96
5930 · Health Insurance	28,696.00	0.00	28,696.00
5931 · Disability Insurance	812.00	0.00	812.00
5932 · Dental Insurance	2,760.22	0.00	2,760.22
5933 · Life Insurance	347.10	0.00	347.10
5934 · Vision Insurance	806.53	0.00	806.53
5935 · Unemployment Insurance	39.78	0.00	39.78
<b>Total 50 · Salaries and Benefits</b>	<b>483,613.70</b>	<b>0.00</b>	<b>483,613.70</b>
60 · Supplies & Services			
6020 · Uniforms	254.04	0.00	254.04

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## Rancho Adobe Fire Protection District Profit & Loss by Class August 2024

	Operating	Unclassified	TOTAL
6022 · Safety Clothing	603.93	0.00	603.93
6040 · Communications	2,128.74	0.00	2,128.74
6060 · Food	736.80	0.00	736.80
6080 · Household Expense	1,578.59	0.00	1,578.59
6140 · Equipment Maintenance	3,039.37	0.00	3,039.37
6155 · Apparatus Maintenance	6,126.74	0.00	6,126.74
6180 · Building Maintenance	3,839.49	0.00	3,839.49
6260 · Medical Supplies	1,435.67	0.00	1,435.67
6280 · Memberships	500.00	0.00	500.00
6400 · Office Supplies	15.18	0.00	15.18
6410 · Postage and Shipping	24.59	0.00	24.59
6430 · Printing Services	30.34	0.00	30.34
6500 · Payroll Fees	408.00	0.00	408.00
6596 · CQI Expense	510.00	0.00	510.00
6610 · Legal Services	3,815.13	0.00	3,815.13
6635 · Bank Fees	41.65	0.00	41.65
6650 · Health Services	115.00	0.00	115.00
6654 · Wellness Program	400.00	0.00	400.00
6820 · Rent/Lease Equipment	488.82	0.00	488.82
6880 · Small Tools Expense	365.11	0.00	365.11
6881 · Safety Equipment	466.56	0.00	466.56
6889 · Computer Software and Equipment	4,623.00	0.00	4,623.00
7120 · Training Expense	1,490.00	0.00	1,490.00
7201 · Fuel	5,244.04	0.00	5,244.04
7300 · Transportation & Travel	1,995.37	0.00	1,995.37
7320 · Utilities	6,985.45	0.00	6,985.45
<b>Total 60 · Supplies &amp; Services</b>	<b>47,261.61</b>	<b>0.00</b>	<b>47,261.61</b>
<b>Total Expense</b>	<b>530,875.31</b>	<b>0.00</b>	<b>530,875.31</b>
<b>Net Ordinary Income</b>	<b>-291,426.49</b>	<b>0.00</b>	<b>-291,426.49</b>
<b>Net Income</b>	<b>-291,426.49</b>	<b>0.00</b>	<b>-291,426.49</b>

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## Rancho Adobe Fire Protection District Profit & Loss Prev Year Comparison August 2024

	Aug 24	Aug 23	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
17 · Use of Money/Property				
1700 · Interest on Cash	10,043.65	9,066.18	977.47	10.8%
<b>Total 17 · Use of Money/Property</b>	10,043.65	9,066.18	977.47	10.8%
20 · Intergovernmental Revenues				
2589 · State Refunds-Strike Team	38,927.27	46,811.42	-7,884.15	-16.8%
<b>Total 20 · Intergovernmental Revenues</b>	38,927.27	46,811.42	-7,884.15	-16.8%
30 · Charges/Fees for Services				
3600 · Fire Marshal Services	5,361.00	1,050.00	4,311.00	410.6%
3601 · Finance Charge/Late Fee	239.07	0.00	239.07	100.0%
3641 · Fire Services - Casino Contract	32,512.00	0.00	32,512.00	100.0%
3661 · Cost Recovery	1,208.83	78.46	1,130.37	1,440.7%
3670 · Weed Abatement	0.00	7,200.00	-7,200.00	-100.0%
3700 · Copy Fee	35.00	0.00	35.00	100.0%
<b>Total 30 · Charges/Fees for Services</b>	39,355.90	8,328.46	31,027.44	372.6%
40 · Miscellaneous Revenues				
4040 · Misc. Revenue	142,496.96	2,448.00	140,048.96	5,721.0%
4100 · Workers Comp. Reimbursement	8,625.04	0.00	8,625.04	100.0%
<b>Total 40 · Miscellaneous Revenues</b>	151,122.00	2,448.00	148,674.00	6,073.3%
<b>Total Income</b>	239,448.82	66,654.06	172,794.76	259.2%
<b>Gross Profit</b>	239,448.82	66,654.06	172,794.76	259.2%
<b>Expense</b>				
50 · Salaries and Benefits				
5910 · Full-Time Personnel	280,561.77	253,049.58	27,512.19	10.9%
5911 · Part-Time Staffing	23,023.50	7,919.42	15,104.08	190.7%
5912 · Overtime	87,170.13	85,425.24	1,744.89	2.0%
5914 · FLSA	6,389.35	6,535.23	-145.88	-2.2%
5922 · Social Security Payroll Taxes	188.22	0.00	188.22	100.0%
5923 · CalPERS	47,268.14	47,875.66	-607.52	-1.3%
5924 · Medicare	5,550.96	5,117.47	433.49	8.5%
5930 · Health Insurance	28,696.00	24,963.68	3,732.32	15.0%
5931 · Disability Insurance	812.00	812.00	0.00	0.0%
5932 · Dental Insurance	2,760.22	2,538.20	222.02	8.8%
5933 · Life Insurance	347.10	0.00	347.10	100.0%
5934 · Vision Insurance	806.53	382.76	423.77	110.7%
5935 · Unemployment Insurance	39.78	0.00	39.78	100.0%
5936 · Retiree Insurance	0.00	600.00	-600.00	-100.0%
<b>Total 50 · Salaries and Benefits</b>	483,613.70	435,219.24	48,394.46	11.1%
60 · Supplies & Services				
6020 · Uniforms	254.04	3,419.47	-3,165.43	-92.6%
6022 · Safety Clothing	603.93	2,240.97	-1,637.04	-73.1%
6040 · Communications	2,128.74	2,448.27	-319.53	-13.1%
6045 · Pagers & Radios	0.00	611.60	-611.60	-100.0%
6060 · Food	736.80	-920.93	1,657.73	180.0%
6080 · Household Expense	1,578.59	313.71	1,264.88	403.2%
6140 · Equipment Maintenance	3,039.37	2,617.29	422.08	16.1%
6155 · Apparatus Maintenance	6,126.74	13,487.85	-7,361.11	-54.6%
6180 · Building Maintenance	3,839.49	648.10	3,191.39	492.4%
6181 · Station Maintenance for Remodel	0.00	1,752.50	-1,752.50	-100.0%
6260 · Medical Supplies	1,435.67	1,608.14	-172.47	-10.7%
6280 · Memberships	500.00	577.50	-77.50	-13.4%
6400 · Office Supplies	15.18	85.12	-69.94	-82.2%
6410 · Postage and Shipping	24.59	165.51	-140.92	-85.1%
6430 · Printing Services	30.34	67.26	-36.92	-54.9%
6461 · Operational Expense	0.00	1,866.16	-1,866.16	-100.0%
6500 · Payroll Fees	408.00	340.40	67.60	19.9%

## Rancho Adobe Fire Protection District Profit & Loss Prev Year Comparison August 2024

	Aug 24	Aug 23	\$ Change	% Change
6526 · Dispatch Service-Redcom	0.00	7,008.66	-7,008.66	-100.0%
6590 · Contracted FM Services	0.00	1,487.50	-1,487.50	-100.0%
6596 · CQI Expense	510.00	765.00	-255.00	-33.3%
6605 · Hiring Expense	0.00	1,504.00	-1,504.00	-100.0%
6610 · Legal Services	3,815.13	3,940.90	-125.77	-3.2%
6635 · Bank Fees	41.65	2.38	39.27	1,650.0%
6650 · Health Services	115.00	3,711.00	-3,596.00	-96.9%
6654 · Wellness Program	400.00	0.00	400.00	100.0%
6800 · Public Legal Notices	0.00	361.00	-361.00	-100.0%
6820 · Rent/Lease Equipment	488.82	415.61	73.21	17.6%
6880 · Small Tools Expense	365.11	0.00	365.11	100.0%
6881 · Safety Equipment	466.56	160.21	306.35	191.2%
6889 · Computer Software and Equipment	4,623.00	14,482.12	-9,859.12	-68.1%
7120 · Training Expense	1,490.00	1,434.00	56.00	3.9%
7201 · Fuel	5,244.04	6,433.35	-1,189.31	-18.5%
7300 · Transportation & Travel	1,995.37	-3,960.86	5,956.23	150.4%
7320 · Utilities	6,985.45	4,496.31	2,489.14	55.4%
<b>Total 60 · Supplies &amp; Services</b>	<b>47,261.61</b>	<b>73,570.10</b>	<b>-26,308.49</b>	<b>-35.8%</b>
<b>95 · Capital Improvements - Assets</b>				
9510 · Building Improvements	0.00	5,264.46	-5,264.46	-100.0%
<b>Total 95 · Capital Improvements - Assets</b>	<b>0.00</b>	<b>5,264.46</b>	<b>-5,264.46</b>	<b>-100.0%</b>
<b>Total Expense</b>	<b>530,875.31</b>	<b>514,053.80</b>	<b>16,821.51</b>	<b>3.3%</b>
<b>Net Ordinary Income</b>	<b>-291,426.49</b>	<b>-447,399.74</b>	<b>155,973.25</b>	<b>34.9%</b>
<b>Net Income</b>	<b>-291,426.49</b>	<b>-447,399.74</b>	<b>155,973.25</b>	<b>34.9%</b>

**PUBLIC HEARING:  
FY 2024/2025 FINAL  
BUDGET**





# Rancho Adobe Fire District Budget - FY 2024/2025

	DESCRIPTION	
CODE	REVENUE	2024/25 Proposed Final Budget
1000	PROPERTY TAXES	\$ 4,694,673.11
1001	CY DIRECT CHARGES	\$ 2,307,964.47
1008	RDA INCREMENT	\$ 175,000.00
1011	PROPERTY TAXES ADMIN FEE	\$ (41,000.00)
1014	PROPERTY TAXES - RDA INCREMENT	
1015	RDA PASS-THROUGH	
1016	RDA ALLOCATION	
1017	RDA ESCROW ACCOUNT	
1018	RDA ASSET DISTRIBUTION	
1020	CY SUPPLEMENTAL TAX	\$ 90,000.00
1040	UNSECURED PROP TAX	\$ 140,000.00
1061	PY DIRECT CHARGES	\$ 28,500.00
	<b>TOTAL PROPERTY TAXES</b>	<b>\$ 7,391,637.58</b>
1700	INTEREST ON POOLED CASH	\$ 120,000.00
	<b>USE OF PROPERTY:</b>	<b>\$ 120,000.00</b>
2081	STATE-HIGHWAY REIMBURSEMENTS	
2404	STATE REIMBURSEMENTS	
2440	STATE - HOPTR	\$ 20,000.00
2500	GRANT REVENUE	
2550	SALES TAX REVENUE - MEASURE H	\$ 804,706.00
2589	STATE REF - STRIKE TEAMS	
	<b>INTERGOV. REVENUES</b>	<b>\$ 824,706.00</b>
3600	OTHER MISC. REVENUES - FIRE MARSHAL SVC'S	\$ 50,000.00
3601	FINANCE/LATE CHARGE COST RECOVERY	\$ 1,000.00
3641	FIRE SERVICES - CASINO CONTRACT	\$ 100,000.00
3661	FIRE CONTROL SERVICES - COST RECOVERY	\$ 28,500.00
3670	WEED ABATEMENT	\$ 55,000.00
3682	CITY CONTRACTS (RP AUTO AID)	\$ -
3700	COPY FEES	\$ 255.00
3710	FIRST RESPONDER BLS AGREEMENT- SCFD	\$ 62,500.00
3720	FLEET MAINTENACE REVENUE	\$ 50,000.00
	<b>CHARGES FOR SERVICE:</b>	<b>\$ 347,255.00</b>
4040	MISC. REVENUE, OTHER	\$ 30,000.00
4100	WORKERS' COMP REIMB	\$ 60,000.00
4102	DONATIONS/REIMB	
4116	INSURANCE REIMBURSEMENTS	
4600	SALE OF FIXED ASSET	\$ 25,000.00
	<b>MISC. REVENUES</b>	<b>\$ 115,000.00</b>
	<b>TOTAL REVENUES:</b>	<b>\$ 8,798,598.58</b>

	<b>EXPENSES</b>	<b>2024/25 Proposed</b>
<b>CODE</b>	<b>ACCOUNT</b>	<b>Final Budget</b>
5910	Permanent Positions	\$ 3,725,000.00
	1 Fire Chief, 3BC's, 9 Captains, 9 Engineers, 6 FF/EMT's, 3 FF/EMT-P, 1 Admin Manager, 1 Fire Mech, 1 PT FM @24	
5911	Extra Help	\$ 312,500.00
5912	Overtime	\$ 852,610.00
5913	BC Extra Shift Compensation	\$ 150,000.00
5914*	FLSA	\$ 103,000.00
5922	Social Security Taxes 6.2% base	\$ 6,671.00
5923	PERS Retirement	\$ 680,000.00
5924	Medicare 1.45% base	\$ 65,731.00
5930	Health Insurance ass. 6% incr	\$ 606,650.00
5931	Disability Insurance	\$ 11,174.00
5932	Dental Insurance	\$ 36,071.00
5933	Life Insurance	\$ 4,512.00
5934	Vision Care Ins.	\$ 5,182.00
5935	Unemployment Ins.	\$ 7,325.00
5936	Retiree Insurance	\$ 27,000.00
5940	Worker's Comp Ins. (6%)	\$ 380,600.00
	<b>TOTAL SALARY/BENEFIT</b>	<b>\$ 6,974,026.00</b>
6020	Clothing/Personal Supplies	\$ 28,500.00
6022*	Safety Clothing	\$ 64,530.00
6040	Communications	\$ 26,780.00
6045	Pagers and Radios	\$ 12,000.00
6060	Food	\$ 7,500.00
6080	Household Expense	\$ 11,884.64
6100	Property and Liability Insurance	\$ 299,000.00
6140	Maintenance - Other Equipment	\$ 10,000.00
6150	Bad Debt Expense (A/R Write Offs)	
6155	Apparatus Maintenance	\$ 60,000.00
6165	SCBA Maintenance	\$ 7,600.00
6180	Building Maintenance	\$ 30,000.00
6181	Station Maint. related to remodel	
6260	Medical Supplies	\$ 20,000.00
6261	ALS Medical Expense	\$ 15,000.00
6280	Memberships	\$ 18,000.00
6400	Office Supplies	\$ 3,360.00
6401	Office Supplies - Equipment	\$ 9,000.00
6410	Postage and Shipping	\$ 2,000.00
6430	Printing Services	\$ 1,100.00
6461	Operational Expense	\$ 8,000.00
6463	Fire Prevention Expense	\$ 4,000.00
6500	Prof/Spcl Svcs - PAYROLL FEES	\$ 6,000.00
6501	Professional Services Fire Impact Fee	
6526	Dispatch Services - REDCOM	\$ 86,000.00
6587	LAFCO	\$ 15,000.00
6590	Contracted Fire Marshal Services	\$ 5,000.00
6596	CQI Expense	\$ 14,000.00
6605	New Hire Expenses	\$ 20,000.00
6610	Legal Services	\$ 25,000.00
6630	Audit Services	\$ 10,000.00
6635	Bank Fees (charges for customers using CCs)	\$ 725.00
6650	Health Services	\$ 6,240.00
6654	Wellness Program	\$ 14,000.00
6800	Public-Legal Notices	\$ 2,200.00

6820	Rent/Lease Equipment	\$	6,000.00
6823	Rental-Hydrants/Water	\$	750.00
6880	Small Tools	\$	20,000.00
6881	Safety Equipment	\$	39,000.00
6889	Computer Software	\$	65,000.00
7000	Special Dist. Expense	\$	750.00
7005	Election Expense	\$	20,000.00
7120	In-Service Training	\$	45,000.00
7201	Gas & Oil	\$	73,500.00
7300	Transportation/Travel	\$	7,276.00
7320	Utilities	\$	72,500.00
	<b>TOTAL SERVICE &amp; SUPPLY</b>	<b>\$</b>	<b>1,192,195.64</b>
7910	Long Term Loan Principal (2016 Ferrara)	\$	59,292.75
7911	Long Term Loan Principal (2023 Stat. 2)	\$	46,672.00
7930	Long Term Loan Interest (2016 Ferrara)	\$	4,424.05
7931	Long Term Loan Interest (2023 Stat. 2)	\$	35,140.00
7940	Pension Obligation Bond Principal	\$	255,000.00
7945	Pension Obligation Bond Interest	\$	128,003.00
*	<b>TOTAL OTHER EXPENSES</b>	<b>\$</b>	<b>528,531.80</b>
8510	Building Improvements (Measure H)		
8511	New Capital Equipment (Extractor)		
8540	Durable Medical Equipment		
8560	New Equipment - Apparatus		
8561	Office Equipment		
*	<b>TOTAL FIXED ASSETS</b>	<b>\$</b>	<b>-</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$</b>	<b>8,694,753.44</b>
* Denotes reduction from Prop IV Limits			
	<b>TOTAL REVENUES</b>	<b>\$</b>	<b>8,798,598.58</b>
	Revenues Less Expenses	<b>\$</b>	<b>103,845.15</b>
	Revenues - (Exp-debt svc)	\$	632,376.94
	Debt Service	\$	528,531.80
	Debt Service Ratio		1.20

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2024/2025 Proposed Capital Budget

Designated Reserve Account	2023/24 Closing Balance	2023/24 Proposed Fund Additions	2024/25 Opening Balance	Proposed Expenditures	Balance remaining
<b>321 Future Liabilities - PERS UAL:</b>	\$ 300,000.00	\$ 200,000.00	\$ 500,000.00		\$ 408,639.00
<i>PERS UAL Payment 7/20/2024</i>				\$ (91,361.00)	
<b>331 Apparatus Reserves:</b>	\$ 405,000.00	\$ 375,000.00	\$ 780,000.00		\$ -
<i>9132 Chassis replacement</i>				\$ (130,000.00)	
<i>Old 9132 Chassis conversion</i>				\$ (25,000.00)	
<i>Type 3 Engine replacement</i>				\$ (625,000.00)	
<b>332 Unrestricted Fund Reserves:</b>	\$ 11,938.79	\$ 719.50	\$ 24,079.31		\$ 24,079.31
<i>Rename "Emergency Fund"</i>		\$ 11,421.02			
<b>334 Buildings/Facility Reserves:</b>	\$ 571,764.01		\$ 571,764.01		\$ 456,764.01
<i>Facilities Master Plan</i>				\$ (58,000.00)	
<i>Extractor Replacement</i>				\$ (12,000.00)	
<i>Penngrove Landscape</i>				\$ (45,000.00)	
<b>***Fire &amp; EMS Equipment Replacement</b>		\$ 72,000.00	\$ 72,000.00		\$ 72,000.00
<b>*Interest Earned</b>	\$ 11,421.02		\$ 11,421.02	\$ (11,421.02)	\$ -
	\$ 1,300,123.82	\$ 659,140.52	\$ 1,959,264.34	\$ (997,782.02)	\$ 961,482.32
<b>***New Designated Reserve Account</b>					
<b>*Recommend moving interest income to E-Fund</b>					



# **NEW BUSINESS**





**APPROVAL OF PAID  
FIREFIGHTERS MOU  
FOR FY 2024/2025**





# Rancho Adobe Fire District

## Staff Report

**Date:** September 5, 2024

**Topic:** 2024/2025 Memorandum of Understanding – Rancho Adobe Paid Firefighters Association.

**Recommendation:**

The District's negotiations committee recommends that the Board of Directors approve the July 1, 2024, to June 30, 2025 Memorandum of Understanding between the Rancho Adobe Fire Protection District and the Rancho Adobe Paid Firefighters Association.

**Background:**

The existing Memorandum of Understanding has expired on June 30, 2024. The District's negotiations team has met and reached a tentative agreement with the Rancho Adobe Paid Firefighters Association for a one-year Agreement beginning July 1, 2024, and ending on June 30, 2025. The part-time firefighter pay is tied to step one of the Firefighter EMT pay schedule and will increase accordingly.

**Financial Impact:**

The Employment Agreement will result in base pay increases for all steps and members represented under this agreement. Funding has been allocated in the 2024-2025 preliminary budget.

**Approved by:**

Jeff Veliquette  
Fire Chief

Attachments: 2024/2025 Memorandum of Understanding – Rancho Adobe Paid Firefighters.



**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN**  
**RANCHO ADOBE FIRE PROTECTION DISTRICT**  
**AND THE**  
**RANCHO ADOBE PAID FIREFIGHTERS ASSOCIATION,**  
**Local 1401**  
**July 1, 2024 - June 30, 2025**

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## **ARTICLE 1 DESIGNATION OF THE PARTIES**

1.1 This Memorandum of Understanding Between Rancho Adobe Fire Protection District and The Rancho Adobe Paid Firefighters Association (together with all appendices attached hereto, this "**Agreement**") is entered into by and between the Rancho Adobe Fire Protection District ("District") and the Rancho Adobe Paid Firefighters' Association Local 1401, ("Union") (District and Union are collectively referred to herein as the "**Parties**" and individually as a "**Party**").

## **ARTICLE 2 RECOGNITION**

2.1 The District recognizes the Union as the exclusive representative of the firefighters employed by the District.

2.2 The term "Employee" or "Employees" as used herein shall refer only to Full-Time Benefit employees employed by the District in the classification of a Firefighter, Firefighter Paramedic, Fire Engineer, and Fire Captain.

## **ARTICLE 3 AUTHORIZED AGENTS**

3.1 For the express purpose of administering the terms and provisions of this Agreement:

A. District's principal authorized agent shall be the Chair of the Board or the Fire Chief (address: 11000 Main Street, P.O. Box 1029, Penngrove, California 94951, telephone: (707) 795 6011), except where a particular District representative is specifically designated in the Agreement.

B. The Union's principal authorized representative shall be its President or duly authorized representative (mailing address, P.O. Box 1051, Penngrove, California 94951, telephone: (707) 849-2395

## **ARTICLE 4 SEVERABILITY**

4.1 The provisions of this Agreement shall be subordinate to federal or, state laws or District provision.

4.2 If any court of competent jurisdiction finds any provision of this Agreement to be unenforceable or invalid, then such provision shall be ineffective to the extent of the court's finding without affecting the enforceability or validity of the Agreement's remaining provisions.



## **ARTICLE 5 FULL UNDERSTANDING, MODIFICATION, and WAIVER**

5.1 This Agreement sets forth the full and entire understanding of the Parties regarding the matters set forth herein and any other prior or existing understanding or agreements by the Parties, whether formal or informal, regarding any such matters are hereby superseded or terminated in their entirety.

5.2 It is agreed and understood that each Party hereto voluntarily and unqualifiedly waives its right to negotiate and agrees that the other Party shall not be required to negotiate, with respect to any matter covered herein.

It is agreed that only under an "emergency," as strictly defined by the Meyers-Milas Brown Act, will the District take action prior to a meet and confer with the employee representatives so long as that meet and confer is taken at the earliest practicable time following the adoption of any rule, resolution or regulation affecting employees.

5.4 No agreement, alteration, understanding, variation, waiver, or modification of any of the terms or provisions contained herein shall in any manner be binding upon the parties hereto unless made and executed in writing by all Parties hereto, approved by the District and ratified by the membership of the Union.

5.5 The waiver of any breach of any term, or condition of this Agreement by either Party shall not constitute a precedent in the future enforcement of all its terms and provisions.

## **ARTICLE 6 RENEGOTIATIONS**

6.1 In the event either Party desires to renegotiate a successor Agreement, such party shall serve upon the other during the period July 1, 2024, to June 30, 2025 its written request to begin negotiations.

6.2 Formal negotiations shall begin no later than April 1, 2025.

## **ARTICLE 7 TERM**

7.1 This Agreement shall become effective on July 1, 2024, except as otherwise specifically provided herein and shall expire on June 30, 2025, unless otherwise agreed in writing between the Parties.

## **ARTICLE 8 RULES AND REGULATIONS**

8.1 The following Rules and Regulations, as they exist now or as they may be amended through the meet and confer process, shall be applicable unless superseded by any provision of this Agreement:

A. Rancho Adobe Policy Procedure Manual available on **Lexipol**

8.2 District shall not change the Rules and Regulations listed herein without first meeting and conferring with the Union.

## **ARTICLE 9 MUTUAL RESPONSIBILITIES**

9.1 District and Union recognize their mutual responsibility to provide the citizens fire services as deemed appropriate by the District.

## **ARTICLE 10 WORK CURTAILMENTS**

10.1 Under no conditions or circumstances shall the Union or any of the Employees it represents individually or collectively cause, sanction, honor or engage in any strike, sit-down, stay-in, sick-out, slow-down, speed-up, work to rule or in any other type of job action, curtailment of work, restriction of production or restriction of service during the term of this Agreement.

## **ARTICLE 11 EMPLOYEE RIGHTS**

11.1 Employees shall be free to participate in Union activities described in Government Code Section 3500, et seq, except those precluded by this Agreement, without interference, intimidation or discrimination in accordance with State Law and the Rancho Adobe Policy Procedure Manual available on **Lexipol**.

## **ARTICLE 12 DISTRICT RIGHTS**

12.1 The District reserves, retains, and is vested with any management rights not expressly granted to the Union under Article 8 of this Agreement. These District rights include the right to:

A. Determine and modify the organization of District government and its constituent work units.

B. Determine the nature, standard, levels, and mode of delivery of District services.

C. Determine the methods, means, number, and kind of personnel by which services are provided.

D. Lay off Employees subject to the limitations of Article 8 of this Agreement.

12.2 The District agrees that in the event the District desires to exercise any of the rights outlined in Article 12.1 (A-D), it shall, except in cases of an "emergency," as strictly defined by the Meyers-Milas Brown Act, give the Union advance, written notice of its intentions thereof and shall afford the Union the opportunity to meet and confer on the impact of the exercise of such right upon the represented employee before the decision is implemented. If such exercise of District rights is carried out under the MMBA and its strict definitions, a meet and confer is taken at the earliest practicable time following the adoption of any rule, resolution or regulation affecting employees.

### **ARTICLE 13 SALARIES**

13.1 Effective January 1, 2025, newly hired or promoted employees to the rank of Firefighter, Firefighter Paramedic, Fire Engineer, and Fire Captain class, will be eligible to advance from Step 1 to Step 2 after one (1) year of employment, and shall serve in each succeeding Step for a period of one (1) year before advancing to the next step on their anniversary date.

Salaries are set forth in the Salary Schedule attached to this document as Appendix A.

13.2 Advancement to the next pay Step Class will be based on the following two factors: (i) time served and (ii) receipt of a satisfactory performance evaluation.

13.3 If advancement of a step is denied due to an unsatisfactory performance evaluation, a written petition can be submitted to the department Chief within fifteen (15) business days after the promotional step advance has been denied ("Appeal"). If the Appeal has not been settled, it may lead to the grievance resolution procedure as outlined in Article 33.

13.4 Effective August 1, 2019, all ranks shall have an equal amount of five (5) Step Classes per rank.

13.5 Effective August 1, 2019, the District shall adjust the salary of the Employees that were hired prior to July 1, 2019 as follows: The Employee shall be approved to the appropriate Step Class according to the years in service on their current rank.

13.6 Effective August 1, 2019, the District shall add the compensation of the new rank of Firefighter and Firefighter Paramedic to the corresponding salaries defined in Appendix C when positions are filled.

13.7 Effective August 1, 2019, the salaries of all employees covered in this Memorandum of Understanding shall be as stated in Appendix C. The basis of this computation shall be as follow:

13.8.1 Hourly rates for 56.15-hour Employees shall be calculated by dividing an employee's annual salary by 2920.

13.8.2 Hourly rates for 40-hour employees shall be calculated by dividing an employee's annual salary by 2080.

13.9 13.7.2 Hourly rates for 40-hour employees shall be calculated by dividing an employee's annual salary by 2080.

13.8 Effective July 1, 2021, the District shall compensate the salary of the all employees in the Firefighter classification with a 6% pay increase. The change in compensation is reflected in the attached Appendix C. (2021)

13.9 Effective July 1, 2021, the District shall compensate the salary of the all employees in the Engineer classification with a 4% pay increase. The change in compensation is reflected in the attached Appendix C. (2021)

13.10 Effective July 1, 2021, the District shall compensate the salary of the all employees in the Captain classification with a 4% pay increase. The change in compensation is reflected in the attached Appendix C. (2021)

13.11 Effective July 1, 2022, the District shall compensate the salary of the Employees in the Firefighter classification with a 4% pay increase. The change in compensation is reflected in the attached Appendix C. (2022)

13.12 Effective July 1, 2022, the District shall compensate the salary of the Employees in the Engineer and Captain classification with a 3% pay increase. The change in compensation is reflected in the attached Appendix C. (2022)

13.13 Effective July 1, 2023, the District shall compensate the salary of the Employees covered in this Memorandum of Understanding with a 5% pay increase. The change in compensation is reflected in the attached Appendix C. (2023)

13.14 Effective January 1, 2025, all ranks shall have an equal amount of four (4) Step Classes per rank.

13.15 Effective January 1, 2025, Firefighter Paramedic salary will be equal to 10% above Firefighter in all pay steps.

13.16 Effective January 1, 2025, personnel promoting to the next rank will begin at the first base salary step that is above their current base salary step. This will ensure that personnel do not receive a reduced salary when promoted to a new rank. This is non-inclusive of paramedic incentive pay.

#### **ARTICLE 14 INCENTIVE PAY**

Bi-lingual – 2%

Hazardous Material Technician – 1%

CVEMSA Accredited Paramedic holding the rank of Firefighter – 10%

CVEMSA Accredited Paramedic holding the rank of Engineer – 10%

CVEMSA Accredited Paramedic holding the rank of Captain – 5%

14.1 This pay shall be considered “Special compensation” and shall be considered to be part of the base pay of all members of this employees group for services rendered on a full-time basis during normal working hours, as well as being reflected on the overtime rate. This “Pensionable Compensation” shall have all appropriate employee CalPERS contributions deducted and forwarded to CalPERS along with the District’s contributions and conforms with CCR Title 2, §571.

#### **ARTICLE 15 UNIFORMS**

15.1 Employees provided uniforms by the District shall wear them while at work and shall be responsible for their normal maintenance and upkeep in accordance with District policy.

15.2 The District shall replace uniforms as needed, for normal wear and tear resulting from District work activities.

#### **15.3 Fiscal Year Uniform Allowance:**

Uniform Shirt	3
---------------	---

Uniform Pants	4
Uniform Belt	1
Uniform Nametag	2
Badge	2
Hat (Ball Cap)	3
T-Shirts Short Sleeve	6
T-Shirts Long Sleeve	2
Socks	6 Pair
Uniform Jacket	1
Sweatpants	1
Sweat Shorts	1
Sweatshirt	2 (1 Crew Neck / 1 quarter zip)
Rain/Foul Weather Jacket	1
Bedding	Up to \$40.00
Boots	Station Boot / Wildland Boot as needed with BC Approval

**ARTICLE 16 OVERTIME**

16.1 Work performed by an Employee in addition to their regularly scheduled shift shall be compensated at one and one-half (1.5) times the employee’s regular rate of pay (see also Article 18.2).

**ARTICLE 17 ACTING ASSIGNMENTS**

17.1 Any Employee who works out of classification for any portion of their work shift shall be compensated as follows:

- A. Firefighters assigned as Acting Firefighter Paramedic shall receive the first Step Class of Firefighter Paramedic compensation while so assigned.
- B. Firefighters assigned as Acting Fire Engineers shall receive the first Step Class of Fire Engineer compensation while so assigned.
- C. Fire Engineers assigned as Acting Fire Captains shall receive the first Step Class of Fire Captain compensation while so assigned.
- D. Fire Captains assigned, as Acting Battalion Chief shall receive the first Step Class of Battalion Chief compensation while so assigned.

The above temporary upgrade pay is reportable to CalPERS as compensation pursuant to CCR Title 2, §571(a)(3).

## **ARTICLE 18 CALL BACK**

18.1 Employees who have completed their work shift and have gone home and are required to return to work or return to work for an alarm response shall receive a minimum of one (1) hours pay at the overtime rate. Hours worked more than the one (1) hour shall be paid at the overtime rate and after one hour (1) will be paid in half-hour increments.

18.2 Employees who are scheduled to work overtime and are told that they are not needed and therefore leave without working shall be paid one (1) hour at time and one-half if they were given less than 12 hours' notification of the cancelation. Employees required to hold over following the completion of their shift shall be paid a minimum of one (1) hour's pay at the overtime rate. Hours worked more than the one (1) hour shall be paid at the overtime rate as stated in Article 17.1.

## **ARTICLE 19 COURT APPEARANCES**

19.1 Employees subpoenaed by the District to appear in court during off-duty hours shall receive a minimum of two (2) hours' pay at the overtime rate.

19.2 If the Employee is scheduled to work at the time of the summons, the Employee will be paid at his/her regular rate. If the Employee is off duty overtime rate shall be used to compute pay.

19.3 No vacation or sick time should be used when subpoenaed by the court.

## **ARTICLE 20 VOLUNTARY RESPONSE**

20.1 Employees who voluntarily respond to a fire during their off-duty hours and who are directed by the responsible authority on the scene to commence work shall be paid at the overtime rate.

## **ARTICLE 21 FAIR LABOR STANDARDS ACT**

21.1 Effective July 1, 2017, the District adopted a 24-day work period which applies to sworn, non-management fire employees pursuant to Section 7(K) of the Fair Labor Standards Act. Bargaining unit members' pay will be based on 182 hours in a 24-day work period.

Additionally, regularly scheduled FLSA overtime pay (at one-half the member's base hourly rate) compensates a member for 6.34 hours per semi-monthly pay period for all hours worked between 182 and 192 in a 24-day work period. This number is derived from the following calculation:

365 days per year / 24-day work period \* 10 hours of overtime per work period / 24 semi-monthly pay periods per year

The compensation paid for these hours shall be reported to CalPERS as a part of the employee's total compensation for retirement calculations. (CCR Title 2, §571.1(4)) The 6.34 hours per semi-monthly pay period shall not be affected by vacation, sick, worker's compensation leave or any other for calculation purposes, so that employee's share of CalPERS is deducted from FLSA premium pay, the 6.34 hours will be paid separately from the semi-monthly pay. This number is computed in the following way:

Base hourly rate x 0.5 x 6.34 hours = A. A is then deducted from the member's semi-monthly rate to equal B, FLSA premium pay. A and B will total back to the scheduled semi-monthly pay rate hours taken off from regularly scheduled time.

21.2 All other overtime hours outside of regularly scheduled hours will be paid at time and one-half of a member's regular rate of pay. For purposes of determining eligibility for FLSA overtime pay, absences (i.e., sick leave, vacation leave, etc.), whether compensated or uncompensated, shall not be counted as hours worked for the purposes of determining eligibility for overtime pay.

21.3 When a shift employee is assigned to a forty (40) hours work week assignment, the District will provide the employee with the equivalent hourly rate so that the employee's compensation will not be impacted by the missed FLSA over-max payments.

21.4 Holliday Pay has and will continue to be included in the FLSA calculation.

## **ARTICLE 22 VACATION**

22.1 Employees shall earn and may accumulate vacation time as indicated below:

- A. Upon completion of one (1) year, six (6) shifts or one hundred forty-four (144) hours,
- B. Upon completion of five (5) years, eight (8) shifts or one hundred ninety-two (192) hours,
- C. Upon completion of ten (10) years, nine (9) shifts or two hundred sixteen (216) hours,



- D. Upon completion of fifteen (15) years, eleven (11) shifts or two hundred forty (240) hours,
- E. Upon completion of twenty (20) years, twelve (12) shifts or two hundred sixty-four (264) hours.

22.2 Employees may accumulate, but not exceed, two and a half times the total amount of vacation time earned annually.

22.3 Vacation time may be used for any unplanned, urgent personal situation without a two-week notice as stated in the Policy & Procedure Manual available on **Lexipol**. The intent is to allow an employee time off when a situation occurs that is unavoidable. In such situations, accumulated vacation time may be used in four (4) hour increments.

22.4 Employees shall be employed by the District for one (1) complete year prior to using any vacation. However, in unusual circumstances, the District may approve the use of vacation time before the Employee completing one (1) complete year with the District.

22.5 Vacation time used for bereavement leave or unplanned urgent personal situations are not subject to restrictions.

**ARTICLE 23 HOLIDAYS**

23.1 The District recognizes the following fourteen (14) holidays:

- New Year's Day
- Dr. Martin Luther King, Jr., Day
- Lincoln's Birthday
- Presidents' Day
- Cesar Chavez Day
- Memorial Day
- Independence Day
- Labor Day
- Admission Day
- Columbus Day
- Veterans' Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas Day.

23.2 All other holidays proclaimed by the Governor will be subject to the meet and confer process.

23.3 All members represented by this Agreement that works 24-hour shift schedule shall receive their base hourly rate plus (8) eight additional hours for each of the above holidays defined as "Holiday Pay".

23.4 This "Holiday Pay" shall be paid on June 15 and December 15 for the previous six months of holidays.

23.5 This pay shall be considered "Special Compensation" and shall be considered to be part of the base pay of all members of this employees group for services rendered on a full-time basis during normal working hours pursuant to Title 2 CCR §571.1(4). This "Pensionable Compensation" shall have all appropriate Employee CalPERS contributions deducted and forwarded to CalPERS along with the District's contributions.

23.6 All members represented by this Agreement that work a standard 40-hour schedule shall take the above holidays off as opposed receiving the "Holiday Pay."

#### **ARTICLE 24 SICK LEAVE**

24.1 Sick leave will accrue at the rate of six (6) shifts or one hundred forty-four (144) hours annually.

24.2 Sick leave time may be accumulated with no limit on maximum accrual. An Employee whom retirees or an Employee whose position is eliminated and who has completed ten (10) consecutive years of employment with the District may receive payment for one-quarter (.25) of any accumulated but unused sick leave up to a maximum of seven hundred twenty (720) hours. The rate of pay shall be the regular hourly rate of pay at the time the employee retires, or his/her position is eliminated.

24.3 Accrued sick leave hours not paid to an Employee at the time of retirement may be converted to additional service upon retirement per the contract between Rancho Adobe Fire Protection District and the California Public Employees' Retirement System (CalPERS).

24.4 Sick leave shall not be considered as a right which Employee may use at their discretion and shall be allowed only in case of actual sickness or disability. No punitive actions shall be imposed on Employees for taking justifiable sick leave.

24.5 For the purpose of charging sick leave, the minimum sick leave chargeable shall be one quarter (.25) working hour.

24.6 On taking sick leave time, Employees shall notify their appropriate department either prior to or within one (1) hour after the time set for beginning daily duties.

24.7 Sick leave shall continue to be earned while an Employee is on vacation or sick leave.

24.8 The District may allow a probationary Employee to use sick leave before it has been earned. This section does not apply to promotional or disciplinary probationary periods.

24.9 Employees may use hours of accumulated sick leave for the illness or injury of those family members identified in the California Labor Code.

24.10 If an Employee dies, then all of the Employee's accumulated sick leave shall be paid at the regular hourly rate of pay at the time of the Employee's death. Such payment shall be made to the person named by the Employee as a beneficiary in the Employee's District provided life insurance policy.

## **ARTICLE 25 INDUSTRIAL INJURY OR ILLNESS**

25.1 Benefits for Employees shall be provided for under Section 4850 of the Labor Code and District policies. Sick leave shall not be used for an industrial injury or illness.

25.2 A shift Employee assigned to a forty (40) Hour work week light duty assignment shall continue to receive the same benefits he or she received as a fifty-six (56) hour employee except as set forth herein. Holiday pay will be governed by Article 23.

## **ARTICLE 26 LEAVE OF ABSENCE**

26.1 Employees may request a leave of absence, without pay, in writing to the District upon the exhaustion of their accumulated paid leave.

26.2 The requirement to use all accrued sick leave or vacation leave does not apply in situations where state or federal law does not allow the employer to require the use of vacation or sick leave prior to granting an unpaid leave of absence. As of the date of adoption of this agreement, exceptions exist for state pregnancy disability leave and leave for military duty. When an employee requests to take a leave of absence

without pay and is currently within the period of time covered by state pregnancy disability leave (CCR Title 2 Division 4 Section 7291.2 et seq.), the employee is not required to exhaust accrued vacation prior to taking the leave of absence. An employee who is absent from work for military duty, including weekend training drills, is not required to exhaust accrued vacation prior to taking the leave of absence. (Uniformed Services Employment and Re-Employment Rights Act of 1994, 38 USC 4301 et seq.).

These requests may be approved as follows:

- A. By the on-duty Battalion Chief for a time not exceeding twenty-four (24) working hours.
- B. By the Chief of the Department for any time exceeding twenty-four (24) working hours.

#### **ARTICLE 27 JURY LEAVE**

27.1 Employees who are required to serve as jurors shall be provided jury leave for the duration of the jury duty.

27.2 Employees serving as jurors shall receive full salary and benefits for the duration of the jury leave provided all money, less travel expenses, received by the employee for the jury duty be remitted to the District.

#### **ARTICLE 28 BEREAVEMENT LEAVE**

28.1 The District shall allow up to three (3) twenty-four (24) hour shifts or five (5) eight (8) hour shifts off with pay for the death of an immediate family member identified as one of the following: spouse, father, father-in-law, mother, mother-in-law, brother, brother-in-law, sister, sister-in-law, child, step-child, step-parents, grandparents and grandchildren.

In the event of a death to a member of an employee's family who is not specifically listed above, the district shall allow the employee (1) twenty-four (24) hour shift off with pay.

#### **ARTICLE 29 MILITARY LEAVE**

29.1 An Employee may be absent on military leave as authorized in Section 395 through 395.8 of the Military and Veterans Code of California, Federal Uniformed Services Employment and Re-Employment Rights Act and policies. The Employee shall furnish to the District satisfactory proof of orders to report for duty and of actual service pursuant to such orders. Employees with less than one-year District service

shall take such leave without compensation from the District as provided in the Military and Veterans Code.

### **ARTICLE 30 CATASTROPHIC LEAVE**

30.1 Employees may donate accrued sick leave or accumulated vacation leave to other employees who suffer a catastrophic illness or injury or to care for a spouse, qualified domestic partner, a parent or a dependent minor child who suffers from a catastrophic illness.

30.2 Catastrophic leave is a paid leave of absence due to verifiable, long-term illness or injury.

30.3 Employees who have successfully completed one (1) year in paid status shall be eligible for catastrophic leave due to their serious illness or injury or serious illness or injury to a spouse, qualified domestic partner, parent or dependent minor child.

30.4 The Employee must first exhaust all accrued sick leave and vacation leave before qualifying for catastrophic leave.

30.5 Catastrophic leave shall be additional paid leave available from vacation, sick leave or administrative leave hours donated by other employees to a specific qualified employee.

30.6 Employees donating vacation, sick leave or administrative leave must donate in increments of whole hours. The donating Employee must have a vacation leave or sick leave balance of at least forty (40) hours after the donation of sick/vacation time. Employees may donate all of their accrued administrative leave.

30.7 An Employee requesting catastrophic leave must receive the recommendation of the department head and the approval of the District. Such leave may initially be approved up to a maximum of three hundred forty (340) donated hours. If the catastrophic illness or injury continues, up to an additional three hundred forty (340) donated hours may be recommended and approved.

30.8 All-time donated will be credited on an hour-to-hour basis regardless of hourly pay differentials between donating Employee and recipient.

30.9 Catastrophic leave shall not be used in conjunction with any long or short-term disability benefits or Workers' Compensation Leave.

30.10 While an Employee is on catastrophic leave, using donated hours, the employee shall not accrue any vacation or sick leave.

### **ARTICLE 31 INSURANCE PROGRAM**

31.1 Through the term of this Agreement, the District shall provide to the Employee and their dependent, at no cost to employees, the insurance programs in effect during the preceding Memorandum of Understanding.

31.2 At a minimum, these include medical, dental (including orthodontic coverage) vision, life, and long-term disability coverage.

31.3 No change will be made to the current carrier or the current level of coverage during the term of this Agreement without the mutual agreement of both the District and the Union.

31.4 The District also provides, at no cost to the Employee, the "Employee Assistance Program," sponsored by the District's insurance carrier.

31.5 Individuals who experience a "qualifying event" (such as termination or retirement) may be eligible for benefits continuations under state or federal law (known as COBRA). Notice of right, if any, to this coverage, will be provided at or near the time of the qualifying event

31.6 Employees that retire with good standing from Rancho Adobe Fire District after twenty years of service under the Public Employees Retirement System may receive reimbursement for health insurance coverage up to \$300.00 per month, for the employee only, per Rancho Adobe Fire District Resolution R-6 200212003 dated November 20, 2002

31.7 Medical retirement benefits are available pursuant to term adopted by the Board of Directors of the District.

31.8 H.S.A. accounts are funded in six-month increments, in January and July of each year. HSA funds will be deposited by the District into enrolled participants qualified Health Savings Accounts. If an employee leaves the District after payment, those months of paid HSA applied to time not to be worked by the employee must be compensated to the District. Compensation can be through cash reimbursement to the District or deduction from final pay, at the employee's election.

31.9 Employees that become eligible to enroll after January 1 will receive a pro-rated amount based on the remaining months in that calendar year.

31.10 All H.S.A. accounts will be opened by the District with Patelco Credit Union.

31.10.1 If a participant is unable to open a qualified HSA account, the participant will be provided 60 days to address any such issues with Patelco.

31.10.2 If the issue is resolved, the District will add the missed payments, retroactively, no later than the next scheduled disbursement; or sooner at the District's discretion.

31.10.3 The District is under no obligation to compensate that participant in any other manner.

31.11 Employees that leave or are terminated prior to June 30 or December 31 will be required to reimburse the District the pro-rated portion based on the first full calendar month following their date of separation.

31.11.1 To calculate that amount, the District will divide the full funding received on January 1 by 12 months in the year, times the number of full calendar months remaining in the period that has been pre-funded.

31.11.2 This will be withheld from the final paycheck, to the extent funds are sufficient to cover the outstanding balance or by other reimbursement to make the District whole.

31.12 Eligible employees enrolled in the District's HSA compatible health insurance plan(s) shall receive funding of up to \$3,550 for Single and \$7,100 per Family per calendar year, beginning January 1, 2020.

## **ARTICLE 32 RETIREMENT**

32.1 The District shall continue to provide the Cal PERS "2%@50" retirement plan for "Classic\*" Employees. This plan is more specifically known as Public Employees Retirement System, Local Safety Members 2% at 50 Full Formula.

Union members covered by this Article 32 shall retain member contributions made by the District ("EPMC") to members' CalPERS accounts made prior to January 31, 2014, as additional compensation for retirement purposes as provided in CalPERS code Sections 20636 and 20691.

In accordance with the 2012 Public Employee's Pension Reform Act (PEPRA) any employee new to the PERS system (hired or PERS eligible after January 1, 2013) will be enrolled into the new 2.7% at 57 programs. Once enrolled in this program the employee will be responsible to pay 50% of the normal cost as directed by CalPERS. Employees with prior PERS service credit will be enrolled in the appropriate PERS formula based on Cal PERS regulations.

“Classic” Employees are defined by Cal PERS as, members who were hired prior to December 31, 2012 and will contribute 12% of compensable income as a retirement contribution.

32.2 The District acknowledges Labor Code section 4856 which declares the employer will provide to the spouse and dependents of a Firefighter or Peace Officer who dies in the line of duty, health benefits as prescribed by law.

### **ARTICLE 33 GRIEVANCE**

33.1 Definitions: A "grievant" is an Employee, a group of Employees or the Union with a grievance. A "Grievance" is a claimed violation, dispute, misinterpretation, inequitable application or non-compliance with any provision of this Agreement, or any District ordinance, resolution, rule or regulation affecting working conditions; including disputes over Punitive actions.

33.2 In the event of a Grievance the District and the Union agree to adhere to the grievance resolution procedure identified in Section 1020 of the Rancho Adobe Policy Procedure Manual. (Lexipol)

### **ARTICLE 34 MINIMUM STAFFING**

34.1 Effective July 1, 2019, the District will maintain a minimum of nine (9) full time benefited Captains and nine (9) full time benefited Engineers. The rest of the positions may be filled by part-time employees until the positions are filled by Full-Time Firefighter and Firefighter Paramedic. The daily on-duty staffing will consist of nine (9) suppression personnel on duty (as listed below). In determining minimum staffing, Battalion Chief shall not be counted.

#### **Cotati Station 1:**

Captain

Engineer

Firefighter (Shall be Firefighter Paramedic when paramedic program starts)

#### **Penngrove Station 2:**

Captain

Engineer

Firefighter

#### **Liberty Station 3:**

Captain



Engineer

Firefighter

34.2 Effective December 1, 2019, the District shall maintain a minimum of six (6) full time benefited Firefighters.

34.3 If a suppression position in Article 34 becomes vacant due to illness, vacation or for any other reason. The position will be filled in accordance with the District "Hire Back Practice". The Hire Back Practice is defined as the vacant position being filled through the following steps: first on a volunteer bases, second by qualified actor and third by mandatory. Before imposing a Mandatory Overtime shift. The position can be filled voluntary by going to another qualified rank.

### **ARTICLE 35 EDUCATIONAL INCENTIVE**

35.1 The District has agreed to pay for the approved classes as listed under the attached **Appendix D**. Any classes beyond the standard State Fire Marshal Certificate Program shall be reimbursed to the employee with the pre-approval by the Chief of the Department, as long as the class applies to the Employee's regular duties. In order to qualify for reimbursement of tuition fees, the class must be completed with a passing grade.

35.2 Additions or deletions to the class list in **Appendix D** shall be by mutual agreement of the District and the Union.

35.3 If the classes listed in **Appendix D** (or as otherwise mutually agreed upon) are not available and/or the Employee is unable to take the class(es) due to reasons out of the Employee's control, class(es) may be taken outside Sonoma County. If a class is taken outside of Sonoma County hotel and mileage compensation shall be reimbursed by the District at the IRS mileage standard of rate, with pre-approval by the Chief of the Department. If a District vehicle is utilized, the mileage compensation will be voided.

### **ARTICLE 36 LABOR/MANAGEMENT COMMITTEE**

36.1 Quarterly meetings shall be held between the Union and Management/the Board of the District to promote a positive relationship between the parties.

36.2 The District shall allow the Union one (1) seat on any committee whose actions could affect working conditions.

## **ARTICLE 37 Tobacco Use**

37.1 The District does not permit the use of Tobacco in any of its buildings or apparatus. The District shall provide the necessary assistance through the Employee Assistance Program to stop the usage of Tobacco if needed.

## **ARTICLE 38 OCCUPATIONAL SAFETY/HEALTH**

38.1 Twenty-four (24) hour shift Employees are allowed to spend one (1) hour per day in physical fitness training as long as the time does not interfere with Department duties and responsibilities.

38.2 The District shall supply Employees with the appropriate safety equipment required to accomplish their tasks safely.

38.3 In addition to the Uniform requirements of Article 14.3, the District shall supply to all paid line personnel a second set of turn out gear that is in good, safe and serviceable condition.

## **ARTICLE 39 PERSONAL EQUIPMENT REPLACEMENT**

39.1 The District shall replace personal equipment that is lost or damaged during District activities as long as the damage was not caused by abuse or misuse.

## **ARTICLE 40 SPECIAL PROJECTS**

40.1 Any project that is not within the normal day to day operation of the district regarding building /vehicle maintenance is considered a special project. The District will hold a meet and confer with the union before any special project is started to ensure that all safety issues, concerns, or equipment needed for the said project are addressed.

## **ARTICLE 41 Seniority**

41.1 Seniority is defined as the total length of continuous service as a full-time, paid Employee with the District. Date of hire as a full-time Employee either by Cotati, Penngrove or Rancho Adobe Fire Districts. In determining an Employees' seniority, the continuity of his/her service will be deemed broken by the termination of employment by reason of 1. Resignations; 2. Discharge of cause; 3. a lay off for more than 18 months. 4. Failure to return immediately on the expiration of a leave of absence of acceptance of other employment while on a leave of absence.

Continuity of service will not be broken, and seniority will continue to accrue when an Employee; 1. is inducted, enlists or is called to active service in the armed forces of the United States, the Merchant Marines, or pursuant act of Congress which provides that the Employee is entitled to reemployment rights; 2. is on duty with the National Guard; 3. is absent due to a layoff for a period of less than 18 months. For those hired on the same date, length of volunteer service with Cotati, Penngrove, and Rancho Adobe Fire prior to full-time employment shall be used to determine seniority.

## **ARTICLE 42 UNION BUSINESS LEAVE**

42.1 The Union Time Bank shall be established, allowing members of the Union designated by the Union's President, to utilize the time bank for Union activities. The District shall count the time Union unit members take off for Union business leave as "time worked" for calculating overtime as described in Article 15. The District shall count the time Union members take off for Union Business as time in paid status for the purpose of determining any other employment benefits.

### 42.2 District Approval of Union Business Leave

Use of Union Business Leave is subject to approval by the District, but the District shall not unreasonably deny such leave, including, but not limited to, any period of time when the Time Bank is exhausted.

### 42.3 Contributions to the Union Time Bank

The Union shall maintain the Time Bank and account for the donation and disbursement of Union Business Leave hours. All vacation hours contributed by unit members to the Union Bank shall be credited on an hour for hour basis regardless of hourly pay differentials between contributing unit members.

42.4 Participating unit members shall contribute vacation hours to the Time Bank at the following rate:

48-hour shift = 15 minutes biweekly for a total of 30 minutes per month

Any Employee reaching their maximum vacation allowance shall contribute the additional hours to the Union Bank.

42.5 To contribute vacation hours to the Union Time Bank, a union member must submit a "Voluntary Authorization for Deduction of Vacation Hours" form provided by the Union. The District shall begin deduction of vacation hours no later than ten days following receipt of completed authorization form. There shall be no retroactive deductions, payoffs, or use of these hours for non-Union business.

### 42.6 Union Business Leave Charged to Union Time Bank

When a member takes Union Business Leave, the leave shall be charged to the Union Time Bank described in Section 18.1. The leave shall be deducted from the Union Time Bank of vacation hours on an hour for hour basis. To the extent possible, the Union shall avoid taking Union Business Leave when the use of the leave would require overtime backfill.

#### 42.7 District-Initiated Meetings

The Time Bank shall not be charged for one Union representative to attend District-initiated meetings. If the Union wishes to have more than one Union representative attend District-initiated meetings, the additional representatives shall charge their time to the Time Bank.

#### 42.8 Insufficient Hours in Time Bank

The Union is responsible for ensuring that Union Business Leave does not exceed the Union Time Bank. In the event the hours of Union Business Leave exceed the balance in the Union Time Bank, no additional Union Business Leave will be allowed until one pay period following the pay period in which the Union Time Bank returns to a positive balance. The Union Time Bank shall not maintain a negative balance. For each month, the District shall report the number of hours remaining in the Union Time Bank and post it with the Vacation and Sick Hours Reports.

#### 42.9 The District Liability

The District shall not be liable to the Union by reason of the requirements of this Article for the remittance or payment of any sum other than that constituting actual deductions made from the pay earned by the unit members.

## **Recommendation**

The Union Negotiation Committee shall recommend the ratifications of this Agreement to the Union Membership. The Board of Directors' Negotiation Committee shall recommend the ratifications of this Agreement to the Rancho Adobe Fire Protection Board of Directors.

This agreement was ratified by the Rancho Adobe Fire Protection District Board of Director's on September 18, 2024 at the regular Board of Director's Meeting.

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Eric Gromala  
President, Rancho Adobe Paid Firefighters Association, Local 1401

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Mark Hemmendinger  
President, Board of Director – Rancho Adobe Fire Protection District

# Appendix A

(56.15 Hrs. Shift Week/2920 Hours per Year)  
 (40 Hrs. Shift Week/2080 Hours per Year)  
 Effective July 1, 2024

Rank	Per	1 <sup>st</sup> Step (7-24)
FF/Paramedic Trainee	Year	\$62,489.77
	Month	\$5,207.48
	Semi-Monthly	\$2,603.74
	Hour	\$21.40
40 Hrs.	Hour	\$30.04

Rank	Per	1 <sup>st</sup> Step (7-24)	2 <sup>nd</sup> Step (7-24)	3 <sup>rd</sup> Step (7-24)	4 <sup>th</sup> Step (7-24)	5 <sup>th</sup> Step (7-24)
Firefighter	Year	\$65,778.70	\$69,164.35	\$72,590.94	\$76,245.30	\$80,037.43
	Month	\$5,481.56	\$5,763.70	\$6,049.25	\$6,353.78	\$6,669.79
	Semi-Monthly	\$2,740.78	\$2,881.85	\$3,024.62	\$3,176.89	\$3,334.89
	Hour	\$22.53	\$23.69	\$24.86	\$26.11	\$27.41
40 Hrs.	Hour	\$31.62	\$33.25	\$34.90	\$36.66	\$38.48

Rank	Per	1 <sup>st</sup> Step (7-24)	2 <sup>nd</sup> Step (7-24)	3 <sup>rd</sup> Step (7-24)	4 <sup>th</sup> Step (7-24)	5 <sup>th</sup> Step (7-24)
Firefighter Paramedic	Year	\$78,934.43	\$82,997.22	\$87,109.13	\$91,494.36	\$96,044.91
	Month	\$6,577.87	\$6,916.44	\$7,259.09	\$7,624.53	\$8,003.74
	Semi-Monthly	\$3,288.93	\$3,458.22	\$3,629.55	\$3,812.27	\$4,001.87
	Hour	\$27.03	\$28.42	\$29.83	\$31.33	\$32.89
40 Hrs.	Hour	\$37.95	\$39.90	\$41.88	\$43.99	\$46.18

Rank	Per	1 <sup>st</sup> Step (7-24)	2 <sup>nd</sup> Step (7-24)	3 <sup>rd</sup> Step (7-24)	4 <sup>th</sup> Step (7-24)	5 <sup>th</sup> Step (7-24)
Engineer	Year	\$81,678.09	\$84,917.97	\$88,336.38	\$91,887.37	\$95,597.80
	Month	\$6,806.51	\$7,076.50	\$7,361.37	\$7,657.28	\$7,966.48
	Semi-Monthly	\$3,403.25	\$3,538.25	\$3,680.68	\$3,828.64	\$3,983.24
	Hour	\$27.97	\$29.08	\$30.25	\$31.47	\$32.74
40 Hrs.	Hour	\$39.27	\$40.83	\$42.47	\$44.18	\$45.96

Rank	Per	1 <sup>st</sup> Step (7-24)	2 <sup>nd</sup> Step (7-24)	3 <sup>rd</sup> Step (7-24)	4 <sup>th</sup> Step (7-24)	5 <sup>th</sup> Step (7-24)
Captain	Year	\$99,389.15	\$103,180.83	\$107,469.13	\$111,774.22	\$114,484.30
	Month	\$8,282.43	\$8,598.40	\$8,955.76	\$9,314.52	\$9,540.36
	Semi-Monthly	\$4,141.21	\$4,299.20	\$4,477.88	\$4,657.26	\$4,770.18
	Hour	\$34.04	\$35.34	\$36.80	\$38.28	\$39.21
40 Hrs.	Hour	\$47.78	\$49.61	\$51.67	\$53.74	\$55.04

# Appendix A

(56.15 Hrs. Shift Week/2920 Hours per Year)  
 (40 Hrs. Shift Week/2080 Hours per Year)  
 Effective January 1, 2025

Rank	Per	1 <sup>st</sup> Step (1-25)
FF/Paramedic Trainee	Year	\$77,559.52
	Month	\$6,463.29
	Semi-Monthly	\$3,231.65
	Hour	\$26.56
40 Hrs.	Hour	\$37.29

Rank	Per	1 <sup>st</sup> Step (1-25)	2 <sup>nd</sup> Step (1-25)	3 <sup>rd</sup> Step (1-25)	4 <sup>th</sup> Step (1-25)
Firefighter	Year	\$81,641.60	\$85,686.35	\$89,999.95	\$94,476.18
	Month	\$6,803.47	\$7,140.53	\$7,500.00	\$7,873.02
	Semi-Monthly	\$3,401.73	\$3,570.26	\$3,750.00	\$3,936.51
	Hour	\$27.96	\$29.34	\$30.82	\$32.35
40 Hrs.	Hour	\$39.25	\$41.20	\$43.27	\$45.42

Rank	Per	1 <sup>st</sup> Step (1-25)	2 <sup>nd</sup> Step (1-25)	3 <sup>rd</sup> Step (1-25)	4 <sup>th</sup> Step (1-25)
Firefighter Paramedic	Year	\$89,805.76	\$94,254.98	\$98,999.95	\$103,923.80
	Month	\$7,483.81	\$7,854.58	\$8,250.00	\$8,660.32
	Semi-Monthly	\$3,741.91	\$3,927.29	\$4,125.00	\$4,330.16
	Hour	\$30.76	\$32.28	\$33.90	\$35.59
40 Hrs.	Hour	\$43.18	\$45.31	\$47.60	\$49.96

Rank	Per	1 <sup>st</sup> Step (1-25)	2 <sup>nd</sup> Step (1-25)	3 <sup>rd</sup> Step (1-25)	4 <sup>th</sup> Step (1-25)
Engineer	Year	\$97,171.63	\$101,083.32	\$105,146.72	\$109,392.56
	Month	\$8,097.64	\$8,423.61	\$8,762.23	\$9,116.05
	Semi-Monthly	\$4,048.82	\$4,211.81	\$4,381.11	\$4,558.02
	Hour	\$33.28	\$34.62	\$36.01	\$37.46
40 Hrs.	Hour	\$46.72	\$48.60	\$50.55	\$52.59

Rank	Per	1 <sup>st</sup> Step (1-25)	2 <sup>nd</sup> Step (1-25)	3 <sup>rd</sup> Step (1-25)	4 <sup>th</sup> Step (1-25)
Captain	Year	\$117,522.97	\$122,407.34	\$127,310.84	\$130,397.62
	Month	\$9,793.58	\$10,200.61	\$10,609.24	\$10,866.47
	Semi-Monthly	\$4,896.79	\$5,100.31	\$5,304.62	\$5,433.23
	Hour	\$40.25	\$41.92	\$43.60	\$44.66
40 Hrs.	Hour	\$56.50	\$58.85	\$61.21	\$62.69

# Appendix D

## Firefighter

- Fire Apparatus Driver/Operator 1A - Driver/Operator Course Plan
- Fire Apparatus Driver/Operator 1B - Pumping Apparatus Operations Course Plan
- Water Tender Operations Course Plan
- Wildland Fire Apparatus Operations Course Plan

## Engineer

- Trench Rescue
- Rescue Systems 1
- ICS 300
- S 230/231
- SFM Instructor for Fire Apparatus
- Company Officer 2A: HR Management Course Plan
- Company Officer 2B: General Administrative Functions Course Plan
- Company Officer 2C: Fire Inspections and Investigation Course Plan
- Company Officer 2D: All-Risk Command Operations Course Plan
- Company Officer 2E: Wildland Incident Operations Course Plan
- Instructor I: Instruction Methodology Course Plan

## Captain

- Chief Fire Officer 3A: Human Resources Management Course Plan
- Chief Fire Officer 3B: Budget and Fiscal Responsibilities Course Plan
- Chief Fire Officer 3C: General Administration Functions Course Plan
- Chief Fire Officer 3D: Emergency Service Delivery Responsibilities Course Plan
- Fire 76 Building Construction
- ICS 400
- S234 Ignition Operation
- S390 Intro to Wildland Fire Behavior Calculations
- S270 Basic Aircraft Operation Designation of the Parties



**APPROVAL OF  
BATTALION CHIEFS  
MOU FOR  
FY 2024/2025**





# Rancho Adobe Fire District

## Staff Report

**Date: September 5, 2024**

**Topic: 2024/2025 Employment Agreement – Battalion Chiefs**

**Recommendation:**

The District's negotiations committee recommends that the Board of Directors approve the July 1, 2024 to June 30, 2025 Employment Agreement between the Rancho Adobe Fire Protection District and the Battalion Chiefs.

**Background:**

The existing Employment Agreement will have expired on June 30, 2024. The District's negotiations team has met and reached a tentative agreement with the Battalion Chiefs for a one-year Employment Agreement beginning July 1, 2024, and ending on June 30, 2025.

**Financial Impact:**

The Employment Agreement will result in a raise in base pay for all steps and members represented under this agreement. Funding has been allocated in the 2024-2025 preliminary budget.

**Approved by:**

Jeff Veliquette  
Fire Chief

Attachments: 2024/2025 Battalion Chiefs Employment Agreement.



RANCHO ADOBE FIRE PROTECTION DISTRICT  
*Battalion Chiefs' Employment Agreement*

**RANCHO ADOBE  
FIRE PROTECTION DISTRICT**

**BATTALION CHIEFS  
(Memorandum of Understanding)**

July 1, 2024 THROUGH JUNE 30, 2025

BATTALION CHIEFS EMPLOYMENT AGREEMENT

Approved by Board:

RANCHO ADOBE FIRE PROTECTION DISTRICT  
*Battalion Chiefs' Employment Agreement*

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RANCHO ADOBE FIRE PROTECTION DISTRICT  
*Battalion Chiefs' Employment Agreement*

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RANCHO ADOBE FIRE PROTECTION DISTRICT  
*Battalion Chiefs' Employment Agreement*

SECTION I DEFINITIONS

- A. "District" shall mean the Rancho Adobe Fire District.
- B. "Board" shall mean the Board of Directors of the Rancho Adobe Fire District.
- C. "Employer" also referred to as "District" shall mean the Rancho Adobe Fire District.
- D. "Chief" shall mean the Fire Chief of the District.
- E. "Employee" or "Employees," as used herein shall mean all Battalion Chiefs who are employed by the District.
- F. "Anniversary Date" shall mean the first day of the month an employee is employed in any position.
- G. "Retirement" shall mean a condition by which an employee has terminated their employment with the District by retiring through the California Public Employees Retirement System.
- H. "Disability Retirement" shall mean the cause of the disability does not need to be related to your employment.
- I. "Industrial Disability Retirement" Shall mean the inability to perform the job duties are due to a job-related injury or illness.
- J. "Disabled and disability" means unable or inability, because of disease or injury, to render useful and efficient service in the employee's current position, or in a vacant position in the same agency at the same grade or pay level for which the individual is qualified for reassignment.
- K. "Medical condition" means a health impairment resulting from a disease or injury, including a psychiatric disease.

SECTION 2 CLASSIFICATION OF BATTALION CHIEFS

- A. Battalion Chiefs while working the majority of the time of the 24-day overtime period out of a command vehicle shall be considered an "exempt" employee and shall subject to all of the following provisions identified as "exempt".



RANCHO ADOBE FIRE PROTECTION DISTRICT  
*Battalion Chiefs' Employment Agreement*

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SECTION 3      SALARIES

- A. The salary range for Battalion Chiefs is divided into Five (5) steps which are represented in Appendix A
- B. Salaries are set forth in the Salary Schedule attached to this document as Appendix A.
- C. Battalion Chiefs while in "exempt" status shall be paid according to the forty (40) hour pay schedule
- D. Normally, a Battalion Chiefs beginning pay scale will be at Step 1. The Chief may recommend an appointment to a higher step in his discretion. Such recommendation must meet with approval of the Board of Directors. This action would be based on previous experience and other qualifications shown by the appointed employee.
- E. Battalion Chiefs shall serve in each of the first 2 salary steps for a minimum period of six (6) months before advancing to the next salary step. At the completion of step 2 (completion of 1 year), the Battalion Chief shall advance through the remaining salary steps after serving in each for a minimum of 1 year per step, subject to a probation period, evaluation, completion of all training assignments, and the recommendation and approval of the Chief.
- F. Effective July 1, 2024, Acting Battalion Chiefs while assigned in that position will receive Step 1 Battalion Chief pay in accordance with Appendix A.
- G. **Incentive Pay:** Effective February 1, 2015 the following Educational/Specialty incentive pay is available to all members of the employee class, once they have fulfilled the educational requirements. This incentive pay will be added to the qualifying member's base pay as outlined in Appendix A of this MOU. This "Incentive Pay" shall be considered "Special Compensation" and shall be considered part of the base pay of all members of this employees' group for services rendered on a full-time basis during normal working hours. This "Pensionable Compensation" shall have all appropriate employee CalPERS contributions deducted and forwarded to CalPERS along with the required District's contributions.

The Incentives are available:

- 1. Hazardous Materials Technician - 1%
- 2. Rescue System Specialist (RS1 - 3, Con Space, and Trench) - 1%
- 3. Employees designated as proficient in the Spanish language shall receive two (2%) percent additional pay.

RANCHO ADOBE FIRE PROTECTION DISTRICT  
*Battalion Chiefs' Employment Agreement*

SECTION 4      HOURS OF WORK

- A. Battalion Chief in "exempt" status. The monthly, weekly, and hourly pay schedule for Battalion Chiefs in this classification is based on the 40-hour work week pay schedule. The normal working hours for a Battalion Chief in this status is 2920 hours annually. Vacation, 4850 and sick time count towards this annual total.
  - 1. Each 24-hour shift is worked in its entirety, including administrative assignments, primarily at a station. Battalion Chiefs remain at any of the RAFD stations for the entire 24 hour shift, including meal and sleep times, subject to incident response and command.

SECTION 5      OVERTIME

- A. Battalion Chiefs while in "exempt" status are not entitled to overtime and are subject to the Administrative Leave section of this agreement and are considered to have "normal work hours" of 24/7 when necessary.

RANCHO ADOBE FIRE PROTECTION DISTRICT  
*Battalion Chiefs' Employment Agreement*

SECTION 6      COMP TIME and ADMINISTRATIVE LEAVE  
(Applies to Battalion Chiefs in Exempt Status)

A. COMP TIME - To complete the responsibilities and tasks associated with their positions, Battalion Chiefs may be required to work hours while off duty attending meetings or training sessions etc. Any of these types of events shall not be monetarily compensated for if the event(s) last under two consecutive hours. In order to compensate Battalion Chiefs for this time, on January 1st of each year the District will grant annually to those employees eighty (80) hours of Comp time. This comp time cannot be cashed out and is forfeited by the Battalion Chief if not used by December 31<sup>st</sup>.

B. ADMINISTRATIVE LEAVE - During the course of the year it may become necessary for a Battalion Chief to perform work over and above their "normal working hours" of 2920 annually. In such cases, the District will compensate the employee with Administrative Leave hours as outlined in this Section 6, paragraph C.

Examples of this would include: Battalion Chief Coverage or engine company coverage to maintain minimum staffing levels on a day a Battalion Chief would normally be scheduled to be off duty or during major fire operations either at RAFD or mutual aid around the State, or to complete special projects and/or additional administrative/operational responsibilities as assigned and authorized by the Chief.

C. Administrative leave Accrual rates - As Battalion Chiefs work additional shifts during their off hours (as contemplated by this Section 6, paragraph C), hours shall be added to their administrative leave hours according to the following schedule:

1. Battalion Chiefs working standard 56-hour work week: accrue 24 hours per shift.
2. Battalion Chiefs working administrative assignments during their off hours in excess of 2 hours shall accrue hour for hour; while conducting district business.

D. Cash out of Administrative Leave

Cash-Out of Administrative Leave shall occur annually. Battalion Chiefs have the option of electing cash payment of any accrued administrative leave hours in June and December. Any balance of Administrative Leave will automatically be cashed out annually in December. Such pay-out will be made at the Battalion Chiefs then current straight time rate equivalent. Any cash-out of administrative leave shall NOT be counted towards CalPERS retirement.

E. Administrative employees terminating their employment with the District will only be entitled to compensation for their balance of unused "Administrative Leave" only.

F. DUTY CHIEF PAY: Battalion Chiefs assigned to an on-call position (Duty Chief, Investigator, etc) on their routine day off, shall receive four hours of Comp Time for each day that they are working a on-call position. Any hours worked beyond four hours shall be compensated on a hour by hour basis.

RANCHO ADOBE FIRE PROTECTION DISTRICT  
*Battalion Chiefs' Employment Agreement*

SECTION 7 HEALTH, DENTAL, VISION CARE INSURANCE AND EMPLOYEE ASSISTANCE PROGRAM

- A. Through the term of this agreement, the District shall provide to Employees and their dependent(s), at no cost to Employees, the types of insurance programs in effect during the preceding Memorandum of Understanding. At a minimum, these include medical, dental (including orthodontic coverage) vision, life and long-term disability coverage. The District may offer alternative plans based upon advice of the District Broker or Insurance affiliate, as long as there is at least two plans to choose from. Failure for any employee group to meet the minimum requirements for enrollment will result that the whole employee group be enrolled into the majority health plan group.
- B. The District also provides, at no cost to the Employee, the "Employee Assistance Program," sponsored by the District's insurance carrier.
- C. Individuals who experience a "qualifying event" (such as termination or retirement) may be eligible for benefits continuation under state or federal law (known as COBRA). Notice of rights, if any, to this coverage will be provided at or near the time of the qualifying event
- D. Employees that retire with good standing from the Rancho Adobe Fire District after twenty years of service under the Public Employees Retirement System may receive reimbursement for health insurance coverage up to \$300 per month, for the employee only, per Rancho Adobe Fire District Resolution R-6 2002/2003 dated November 20, 2002.
- E. Medical retirement benefits are available pursuant to terms adopted by the Board of Directors of the District.
- F. H.S.A. accounts are funded in six-month increments, in January and July of each year. By January 1, HSA funds will be deposited by the District into enrolled participants qualified Health Savings Accounts. Employees that become eligible to enroll after January 1 will receive a pro-rated amount based on the remaining months in that calendar year. All H.S.A. accounts will be opened by the District with Patelco Credit Union. If a participant is unable to open a qualified HSA account, the District is under no obligation to compensate that participant in any other manner. Employees that leave or are terminated prior to June 30 or December 31 will be required to reimburse the District the pro-rated portion based on the first full calendar month following their date of separation. To calculate that amount, the District will divide the full funding received on January 1 by 12 mos. in the year, times the number of full calendar months remaining in the period that has been pre-funded. This will be withheld from the final paycheck, to the extent funds are sufficient to cover the outstanding balance or by other reimbursement to make the District whole.
- G. Eligible employees enrolled in the District's HSA compatible health insurance plan(s) shall receive funding of up to \$3,550 for Single and \$7,100 per Family per calendar year, beginning January 1, 2020..
- H. Each subsequent year will be funded on a semi-annual basis by paying 1/2 the current deductible in January and July hereby known as the "Funding Period."
- I. Eligible employees that leave or are terminated prior to during the year will be required to reimburse the District the remaining portion of the HSA funding, based on date of separation until the end of the funding period.
- J. On or around July 1, 2017 representatives from the Board and Labor groups will begin meeting and research to find a solution to the increasing heath care costs to the district.

RANCHO ADOBE FIRE PROTECTION DISTRICT  
*Battalion Chiefs' Employment Agreement*

SECTION 8 CATASTROPHIC LEAVE

- A. Employees may donate accrued sick leave or accumulated vacation leave to other Employees who suffer a catastrophic illness or injury or to care for a spouse, qualified domestic partner, a parent or a dependent minor child who suffers from a catastrophic illness.
- B. Catastrophic leave is a paid leave of absence due to verifiable, long-term illness or injury.
- C. Employees who have successfully completed one (1) year in paid status shall be eligible for catastrophic leave due to their own serious illness or injury or serious illness or injury to spouse, qualified domestic partner, parent or dependent minor child.
- D. The employee must first exhaust all accrued sick leave and vacation leave before qualifying for catastrophic leave.
- E. Catastrophic leave shall be additional paid leave available from vacation, sick leave or administrative leave hours donated by other Employees to a specific qualified Employee.
- F. Employees donating vacation, sick leave or administrative leave must donate in increments of whole hours. The donating Employee must have a vacation leave or sick leave balance of at least forty (40) hours after the donation of sick/vacation time. Employees may donate all of their accrued administrative leave.
- G. An employee requesting catastrophic leave must receive the recommendation of the department head and the approval of the District. Such leave may initially be approved up to a maximum of three hundred forty (340) donated hours. If the catastrophic illness or injury continues, up to an additional three hundred forty (340) donated hours may be recommended and approved.
- H. All time donated will be credited on an hour to-hour basis regardless of hourly pay differentials between the donating Employee and the recipient.
- I. Catastrophic leave shall not be used in conjunction with any long or short-term disability benefits or Workers Compensation Leave.
- J. While an Employee is on catastrophic leave, using donated hours, the Employee shall not accrue any vacation or sick leave. Catastrophic leave may not be cashed out by the recipient Employee if unused for any reason. Unused and donated accrued sick leave or accumulated vacation leave donated to another Employee as catastrophic leave shall be returned to the donating Employee. If more than One Employee has donated accrued sick leave or accumulated vacation leave, that leave shall be equally distributed among those donating Employees regardless of the amount of accrued sick leave or accumulated vacation leave originally donated.

SECTION 9 INDUSTRIAL INJURY OR ILLNESS

Benefits for Employees shall be provided for under Section 4850 of the Labor Code and District policies. Sick leave shall not be used for an industrial injury or illness.

RANCHO ADOBE FIRE PROTECTION DISTRICT  
*Battalion Chiefs' Employment Agreement*

SECTION 10 VACATION

- A. Vacation accruals for Battalion Chiefs are as follows:
- |               |                    |
|---------------|--------------------|
| One Year      | 144 hours annually |
| Five Years    | 192 hours annually |
| Ten Years     | 216 hours annually |
| Fifteen Years | 264 hours annually |
| Twenty Years  | 288 hours annually |
- B. Employees must work continuously from year to year to accrue vacation hours pursuant to the following schedule:
- C. In the event that the District fills a position with an individual not previously employed as a full time Employee with the District, the Board of Directors has the authority to begin annual vacation accrual at any level listed above.
- D. Employees accrue vacation leave on a semi-monthly basis
- E. Cap on Benefits: Employees are encouraged to use all earned vacation leave each year. The maximum benefits an employee may have at any time shall be equal to, two and a half years' vacation accrual. If the Employee's earned but unused vacation leave reaches the maximum, the Employee will not accrue any additional benefits. If the Employee later uses enough vacation leave to fall below the maximum, she/he will resume earning vacation benefits from that day forward. In such a case, no benefits will be earned for the period in which the employee's benefits were at the maximum.
- F. Accrued vacation hours not paid to an Employee at time of retirement may be converted to additional service upon retirement per the contract between Rancho Adobe Fire Protection District and the California Public Employees' Retirement System (CalPERS).
- G. Upon termination of employment or retirement, an Employee will be paid for their accrued and unused vacation leave.
- Vacation time used for bereavement leave or unplanned urgent personal situations are not subject to restrictions. During these types of situations the accumulated vacation time may be used in 4 hour increments.
- H. Vacation requests shall be made as outlined in District procedures. Use of vacation time shall be charged to each employee as follows:
1. Battalion Chiefs working standard 56 hour work week: deduct 24 hours per shift.
  2. Vacation time used for bereavement leave or unplanned urgent personal situations are not subject to these restrictions. During these types of situations the accumulated vacation time may be used in four (4) hour increments.
- I. Cash out of up to 48 hours of vacation time will be allowed to coincide with the issuing of the "Holiday Checks," Currently June and December, not to exceed 96 hours in any one calendar year.

RANCHO ADOBE FIRE PROTECTION DISTRICT  
*Battalion Chiefs' Employment Agreement*

SECTION 11      HOLIDAYS

Recognized Holidays include:

- New Years' Day- January 1<sup>st</sup>
  - Dr. Martin Luther King Jr. Day - third Monday of January
  - Lincoln's Birthday - February 12<sup>th</sup>
  - Presidents' Day -third Monday of February
  - Cesar Chavez Day - March 31<sup>st</sup>
  - Memorial Day - last Monday of May
  - Independence Day - July 4<sup>th</sup>
  - Labor Day - first Monday of September
  - California Admission Day - September 9<sup>th</sup>
  - Columbus Day - October 9<sup>th</sup>
  - Veterans Day- November 11<sup>th</sup>
  - Thanksgiving Day - fourth Thursday of November
  - Day after Thanksgiving Day
  - Christmas Day - December 25<sup>th</sup>
- Additional holidays may be added through the regular negotiation process.*

All members represented by this MOU that work the 24 hour shift schedule shall receive in cash the sum equal to eight (8) hours compensation at their normal straight pay rate for each of the above holidays. This "Holiday pay" shall be paid in December and in June for the holidays that occurred in the previous six months. This pay shall be considered "Special Compensation" and shall be considered to be part of the base pay of all members of this employees' group for services rendered on a full-time basis during normal working hours. This "Pensionable Compensation" shall have all appropriate employee CalPERS contributions deducted and forwarded to CalPERS along with the required District's contributions.

All members represented by this MOU that work a standard 40 hour schedule shall take the above holidays off as opposed to the "Holiday Pay."

RANCHO ADOBE FIRE PROTECTION DISTRICT  
*Battalion Chiefs' Employment Agreement*

SECTION 12      SICK LEAVE

- A. Sick leave will accrue at the rate of Six (6) shifts or one hundred twenty (144) hours annually. Sick leave time may be accumulated with no limit on maximum accrual. An Employee who retires or an Employee whose position is eliminated and who has completed ten (10) consecutive years of employment with the District shall receive payment for one-quarter (.25) of any accumulated by unused sick leave up to a maximum of seven hundred twenty (720) hours. The rate of pay shall be the regular hourly rate of pay at the time the Employee retires or his/her position is eliminated.
- B. Accrued sick leave hours not paid to an Employee at time of retirement may be converted to additional service upon retirement per the contract between Rancho Adobe Fire Protection District and the California Public Employees' Retirement System (CalPERS).
- C. Sick leave shall not be considered as a right which Employees may use at their discretion and shall be allowed only in case of actual sickness or disability. No punitive actions shall be imposed on Employees for taking justifiable sick leave.
- D. For the purpose of charging sick leave, the minimum sick leave chargeable shall be one quarter (.25) working hour.
- E. On taking sick leave time, Employees shall notify their appropriate department prior to 6AM of the employee's duty day.
- F. Sick leave shall continue to be earned while an Employee is on vacation or sick leave.
- G. The District may allow a probationary employee to use sick leave before it has been earned. This section does not apply to promotional or disciplinary probationary periods.
- H. Employees may use hours of accumulated sick leave for the illness or injury of those family members identified in the California Labor Code.
- I. If an Employee dies, then all of the Employee's accumulated sick leave shall be paid at the regular hourly rate of pay at the time of the employee's death. Such payment shall be made to the person named by the Employee as beneficiary in the Employee's District provided life insurance policy.
- J. Use of sick time shall be charged to each Employee as follows:
  - i. Battalion Chiefs working standard 56 hour work week: deduct 24 hours per shift.



RANCHO ADOBE FIRE PROTECTION DISTRICT  
*Battalion Chiefs' Employment Agreement*

SECTION 13 FUNERAL LEAVE

The District shall allow up to three (3) twenty-four (24) hour shifts or five (5) eight (8) hour shifts off with pay for the death of an immediate family member identified as one of the following: spouse, father, father-in-law, mother, mother-in-law, brother, brother-in-law, sister, sister-in-law, child, step-child, step-parents, grandparents and grandchildren.

In the event of a death to a member of an employee's family who is not specifically listed above, the District shall allow the employee one (1) twenty-four (24) hour shift off with pay.

SECTION 14 UNIFORM REPLACEMENT PROGRAM

- A. Employees covered by this Agreement who customarily and regularly wear uniforms prescribed by the Chief during scheduled duty hours shall be covered by this "Uniform Replacement Program." Battalion Chiefs may decide for themselves which uniform items need replacing pursuant to this paragraph. The District shall replace worn or damaged articles of uniform in kind up to the following maximum amounts each year as necessary, except as stated in this Section, paragraph B:

	Battalion Chiefs:
Uniform Shirt or Polo Shirt	3 each
Uniform Pants	4
Uniform Belt & Buckle	
Uniform Name Tag	2
Badge	2
Hat(Ball Cap)	1
Hat (Campaign Style)	1
T-shirt short sleeve	6
T-shirt Long Sleeve	2 each
Socks	6 Pair good quality boot type
Boots	2 Pair: 1 Station and 1 Wildland
Uniform Jacket	1
Sweat Pants	1
Sweat Shorts	1

- B. Uniform articles purchased within the prior twelve months which, in the judgment of the Chief, have been damaged or destroyed as a result of unusual circumstances beyond the control of the employee incurred in the performance of his/her official duties, will be replaced in kind by the District
- C. Articles of uniform provided under this program shall remain the property of the District and shall be turned into the Chief when replaced in kind or when the Employee retires or terminates his/her employment with the District for any reason.

RANCHO ADOBE FIRE PROTECTION DISTRICT  
*Battalion Chiefs' Employment Agreement*

SECTION 15 LAYOFF AND REHIRE

- A. Battalion Chiefs departmental seniority date shall be established when the Employee is designated as having regular status (as opposed to probationary or temporary status) within the District. Where different Employees are hired or promoted on the same date, the order of seniority in either department or classification shall be based on the respective position each such Employee was assigned on the eligibility list (e.g., the Employee highest on the eligibility list will be granted the most seniority).
- B. Lay-offs or position eliminations shall be done in accordance with the District's Lay-Off Policy per the Employee Handbook.

SECTION 16 RETIREMENT PLAN

The District shall continue to provide the CalPERS "2%@ 50" retirement plan for "Classic"\* Safety Employees. This plan is more specifically known as Public Employees Retirement System, Local Safety Members 2% at 50 Full Formula.

In accordance with the 2012 Public Employee's Pension Reform Act (PEPRA) any employee new to the PERS system (hired or PERS eligible after January 1, 2013) will be enrolled into the new 2.7% at 57 program. Once enrolled in this program the employee will be responsible for 50% of their PERS costs. Employees with prior PERS service credit will be enrolled into the appropriate PERS program according to PEPRA.

\* "Classic" employees are defined in the PEPRA. The PEPRA calls for all "Classic" Safety employees to be paying 12% of salary towards their CalPERS Safety retirement by January of 2018. In order to make a major step towards this goal, as of February 1st, 2014, the current 9% of salary that the District pays towards the employee's share of CalPERS retirement, **as negotiated in previous years in lieu of wage increases**, shall be transferred to the employee pay scales. On this same date, all eligible "Classic" Safety employees will take over payment of 75% (9% of salary) of the 12% of salary retirement contribution. This will result in a "revenue neutral" condition where all "Classic" Safety employees are covering 28.66% of their current retirement costs.

Battalion Chiefs covered by this Article 16 shall retain member contributions made by the District ("EPMC") to members' CalPERS accounts made prior to January 31, 2014 as additional compensation for retirement purposes as provided in CalPERS code Sections 20636 and 20691

Starting January 1, 2017 the employees working under this MOU will increase their contribution to CalPERS by 3% to a total of 12% as requested by PEPRA. Exceeding the PEPRA goal of January 1, 2018.

SECTION 17 PROMOTIONS

All positions within the District shall be filled per standard promotional and hiring standards. Promotional examinations shall be first offered to qualified District employees. Only in the event that there are not enough qualified candidates, in the discretion of the Chief and the Examination Committee, to create a competitive promotional examination shall the District open the position to applicants outside the District to fill said position.

SECTION 18 STAFF VEHICLES

- A. The Board recognizes the value of the Battalion Chiefs and the Chief having individually assigned department vehicles. The value is inherent in the added depth of coverage during day to day operations and the depth of response during significant incidents.
- B. The use of District Vehicles shall be in accordance with District Policy as outlined in Lexipol.

RANCHO ADOBE FIRE PROTECTION DISTRICT  
*Battalion Chiefs' Employment Agreement*

SECTION 19 USE OF PRIVATE VEHICLES

- A. The use of private vehicles by Battalion Chiefs for conducting District business shall be limited to those situations approved by the Fire Chief

Those situations can include: off-duty recall, an emergency where a staff vehicle is not available; extended absences from the District due to attendance at a school, seminar or other training event; or other situations where the absence of a staff vehicle from the District would create a hardship for the District.

- B. Battalion Chiefs who use a private vehicle for District business as outlined in the paragraph above will be reimbursed on a per mile basis as outlined in District Policy in accordance with IRS Regulations.
- C. The use of private vehicles for District business shall be in accordance with District policy as outlined in the Operations Manual

SECTION 20 JURY DUTY

- A. Refer to the Jury Duty Policy in Lexipol.

SECTION 21 [SECTION LEFT BLANK]

SECTION 22 PROBATIONARY PERIOD

All Battalion Chiefs shall serve a probation period. In the case of a new-hire into a Battalion Chief position, the probationary period shall be eighteen (18) months. For existing District employees promoted to a Battalion Chief position, the probationary period shall be twelve (12) months.

SECTION 23 AUTHORIZED AGENTS

For the express purpose of administering the terms and provisions of this Agreement:

- A. Management's principal authorized agent shall be the Chair of the Board or duly authorized representative (address: 11000 Main Street, P.O. Box 1029, Penngrove, California 94951, telephone: (707) 795-6011), except where a particular management representative is specifically designated in the Agreement.
- B. The Battalion Chiefs principal authorized representative shall be the duly authorized Battalion Chief representative (address: 11000 Main Street, P.O. Box 1029, Penngrove, California 94951, telephone: (707)795-6011 ). Notification sent to individual Battalion Chiefs shall be addressed to that Employee at the address stated in this section. Each BC specifically authorizes the District to provide copies of any such notices to the duly authorized Battalion Chief representative, and hereby waives any claim based on provisions of such notice.

SECTION 24

SEVERABILITY

- A. The provisions of this Agreement shall be subordinate to any present or subsequent federal law, state law or District provision.
- B. Should any part of this Agreement be rendered or declared illegal or invalid by statute or decree of a court of competent jurisdiction, this invalidation shall not affect the remaining portions of this Agreement.

RANCHO ADOBE FIRE PROTECTION DISTRICT  
*Battalion Chiefs' Employment Agreement*

SECTION25 FULL UNDERSTANDING, MODIFICATION WAIVER

This Agreement sets forth the full and entire understanding of the parties regarding the matters set forth herein and any other prior or existing understanding or agreements by the parties, whether formal or informal, regarding any such matters are hereby superseded or terminated in their entirety.

It is agreed and understood that each party hereto voluntarily and unqualifiedly waives its right to negotiate and agrees that the other party shall not be required to negotiate, with respect to any matter covered herein.

The waiver of any breach of any term, or condition of this Agreement by either party shall not constitute a precedent in the future enforcement of all its terms and provisions.

SECTION 26 RENEGOTIATIONS

In the event either party desires to renegotiate a successor Agreement, such party shall serve upon the other during the period July 1, 2024 to June 30, 2025 its written request to begin negotiations.

Formal negotiations should begin no later than March 1, 2025.

SECTION27 TERM

This Agreement shall become effective July 1, 2024 except as otherwise specifically provided herein, and shall expire when replaced with a successor agreement.

SECTION 28 RULES AND REGULATIONS

The following rules and regulations, as they exist now or as they may be amended through the meet and confer process, shall be applicable unless superseded by any provision of this Agreement:

1. All Policies in Lexipol.

The District shall not change the rules and regulations listed herein without first meeting and conferring with the Battalion Chiefs and Union.

SECTION 29

SECTIONS 30

RANCHO ADOBE FIRE PROTECTION DISTRICT  
*Battalion Chiefs' Employment Agreement*

SECTION 31 LEAVE OF ABSENCE

- A. Employees may request a leave of absence, without pay, in writing to the District upon the exhaustion of their accumulated paid leave.
- 8. The requirement to use all accrued sick leave or vacation leave does not apply in situations where state or federal law does not allow the employer to require use of vacation or sick leave prior to granting an unpaid leave of absence.
- B. A leave of absence may be approved as follows:
  - I. By the department head for a time not exceeding twenty-four (24) working hours.
  - 2. By the District Office for any time exceeding twenty-four (24) working hours.

SECTION 32 MILITARY LEAVE

The Rancho Adobe Fire Protection District shall comply with all applicable federal and state laws relating to an Employee's absence due to military leave or duty.

SECTION 33 GREIVANCE

Definitions:

- A. A "grievant" is an employee, or a group of employees.
- 8. A "grievance" is a claimed violation, dispute, misinterpretation, inequitable application or non-compliance with any provision of this memorandum of understanding, or any District ordinance, resolution, rule or regulation affecting working conditions; including disputes over discipline, limited to suspensions, reductions in salary, demotions and terminations.
- C. Grievances shall follow the Grievance Policy in Lexipol..

SECTION 34 RETROACTIVE APPLICATION

This MOU once ratified shall be retroactive to July 1, 2024

RANCHO ADOBE FIRE PROTECTION DISTRICT  
*Battalion Chiefs' Employment Agreement*

IN WITNESS WHEREOF, the parties have executed this Agreement on the respective dates set forth below.

Dated: August 21, 2024

Rancho Adobe Fire District

\_\_\_\_\_  
Director: Hemmendinger

Dated: August 21, 2024

Represented Employees:

\_\_\_\_\_  
Tim Caldwell

\_\_\_\_\_  
James Deurloo

\_\_\_\_\_  
Herb Wandel

All parties listed above agree to the terms and conditions of the MOU.

## APPENDIX A

### BC Salaries Schedule - July 1, 2024 - June 30, 2025

Effective: July 1, 2024 through 12/31/24

RANK	PER	Acting BC	1st Step	2nd Step	3rd Step	4th Step	5th Step
BATT CHIEF	Year	\$ 120,467.24	\$ 137,332.70	\$141,452.55	\$145,696.13	\$148,600.28	\$154,569.08
	Month	\$ 10,038.94	\$ 11,444.39	\$ 11,787.71	\$ 12,141.34	\$ 12,383.36	\$ 12,880.76
	Semi-Month	\$ 5,019.47	\$ 5,722.20	\$ 5,893.86	\$ 6,070.67	\$ 6,191.68	\$ 6,440.38
	56-Hour	\$ 41.26	\$ 47.03	\$ 48.44	\$ 49.90	\$ 50.89	\$ 52.93
	40-Hour	\$ 57.92	\$ 66.03	\$ 68.01	\$ 70.05	\$ 71.44	\$ 74.31

Effective: January 1, 2025 through June 30, 2025

RANK	PER	Acting BC	1st Step	2nd Step	3rd Step	4th Step	5th Step
BATT CHIEF	Year		\$ 164,249.07	\$169,176.59	\$174,252.42	\$177,725.60	\$184,864.52
	Month	\$ -	\$ 13,687.42	\$ 14,098.05	\$ 14,521.04	\$ 14,810.47	\$ 15,405.38
	Semi-Month	\$ -	\$ 6,843.71	\$ 7,049.02	\$ 7,260.52	\$ 7,405.23	\$ 7,702.69
	56-Hour	\$ -	\$ 56.25	\$ 57.94	\$ 59.68	\$ 60.86	\$ 63.31
	40-Hour	\$ -	\$ 78.97	\$ 81.33	\$ 83.78	\$ 85.45	\$ 88.88

## APPENDIX B

### Historic Agreements from BC's MOU As of 7/1/2024

Effective July 1, 2024 the following excerpts have been removed from the "working" section of the MOU and placed in the "Historic Agreement" addendum for reference.

#### SECTION 2 CLASSIFICATION OF BATTALION CHIEFS

- A. Battalion Chiefs while working over half of the District's 24 day overtime period on an engine shall be considered to be an "on engine" employee. Battalion Chiefs while working "on an engine" shall receive a 7% override above the pay schedule and shall be subject to all of the following provisions identified as "on engine" per schedule A.

It is at the discretion of the Chief as to when a Battalion Chief shall be primarily part of an engine company, or respond primarily with the command vehicle. The Chief shall not exercise the discretion granted under this Section in an arbitrary or capricious manner.

#### SECTION 3 SALARIES

##### A

1. Effective July 1, 2023, base pay of all Battalion Chiefs' will increase 5% from the salary schedule in place during 2022/23 Fiscal Year and be held for the duration of the 2023/24 Battalion Chiefs' MOU.
  2. Normal step increases for the battalion chief shall not be affected by this agreement.
  - 3.
- B. Battalion Chiefs while in "exempt" status shall be paid according to the forty (40) hour pay schedule., while Battalion Chiefs in the "on engine" non-exempt status shall be paid in accordance with the fifty six (56) hour pay schedule.

E. MANAGEMENT INCENTIVE PAY (MIP Eliminated (Jan 1, 2013))

F. MIP will be eliminated. The Battalion Chief is required to perform additional hours, above what was originally intended in the 2009-2010 contract year. Because of this, the amount previously compensated as MIP will now be considered part of the Base Salary for Permanently Assigned - Exempt Battalion Chiefs.



SECTION 4 HOURS OF WORK

The schedule can be performed in one of the two following ways and is the choice of the individual Battalion Chief, while primarily responding in the command vehicles. This choice only applies to the Battalion Chiefs that were signatory to the Agreement. (July 28, 2007)

2. The modified Admin schedule: Each 24 hour shift includes 8 hours on-duty (working at the office or other assigned location) and 16 hours on call (available to respond to calls, but not required to be at the office). Weekdays falling between two 24-hour shift days are "administrative" on-duty days. When this work schedule is chosen, the Battalion Chief is allowed to complete his/her response duties from home after standard office hours. These administrative hours do not apply towards the 2920 annual work hours required by this MOU. (Not enforceable with the 2 x 4 schedule)

A. Battalion Chief in "on-engine" Status

1. The monthly, weekly, and hourly pay schedule for Battalion Chiefs in this mode is based on the 56 hour pay schedule and the duty schedule is based upon the twenty four (24) hour shift three platoon system and the standard 56 hour work week schedule must be utilized.

SECTION 5 OVERTIME

A. Battalion Chiefs while in "non-exempt" status are subject to the following provisions

1. Work performed by the Battalion Chief in addition to their regularly scheduled shift shall be compensated at one and one-half (1.5) times the employee's regular rate of pay, and shall be paid in accordance with the 24 day work period that the District has adopted to comply with the Fair Labor Standards Act (FLSA).
2. Call Back
  - a. Employees who have completed their work shift and have gone home and then are required to return to work or return to work for an alarm response shall receive a minimum of one (1) hours pay at the overtime rate. Hours worked in excess of the one (1) hour shall be paid at the overtime rate and after one

hour (1) will be paid in half hour increments. This Extra Work shall not be PERS income

- b. Employees who are scheduled to work overtime and upon arriving as agreed are told that they are not needed and therefore leave without working shall be paid one (1) hour at time and one-half.
- c. Employees required to hold over following the completion of their shift shall be paid a minimum of one (1) hour's pay at the overtime rate. Hours worked in excess of the one (1) hour shall be paid at the overtime rate.

SECTION 6 COMP TIME and ADMINISTRATIVE LEAVE  
(Applies to Battalion Chiefs in Exempt Status)

A. Administrative leave Accrual rates - As Battalion Chiefs work additional shifts during their off hours (as contemplated by this Section 6, paragraph C), hours shall be added to their administrative leave hours according to the following schedule:

- 1. Battalion Chiefs working standard 56 hour work week: accrue 24 hours per shift.
- 11. Battalion Chiefs working modified 56 hour work week: accrue 20 hours for working a 24--hour shift (8 hours for days/ 12 hours for nights)

SECTION 10 VACATION

H Vacation requests shall be made as outlined in District procedures. Use of vacation time shall be charged to each employee as follows:

- 1. Battalion Chiefs working modified 56 hour work week: deduct 6 hours for each Administrative day; deduct 20 hours for each -24-hour shift (8 hours for days - 12 hours for nights).

SECTION 12 SICK LEAVE

J Use of sick time shall be charged to each Employee as follows:

- 2. Battalion Chiefs working modified 56 hour work week: deduct 6 hours for each Administrative day; deduct 20 hours for each 24-hour shift (8 hours for days - 12 hours for nights).

SECTION 29 COURT APPEARANCE FOR ON-ENGINE BATTALION CHIEFS

- A. Battalion Chiefs subpoenaed to court, litigation or investigation due to employment with District during off-duty hours shall receive a minimum of Two (2) hours pay at their current rate.
- B. Court appearances in excess of two (2) hours shall be compensated at regular hourly rate of pay. If, however, a Battalion Chief has completed a regularly scheduled shift and then is required to be in court on the same day, the overtime rate shall be used to compute pay.

SECTION 30 – BILINGUAL PAY – relocated to SECTION 3G “Incentive Pay”

## APPENDIX C

### PERS DOCUMENTATION OF OCTOBER 25, 2017

**From:** Brown, Patricia [mailto:Patricia\_Brown@CalPERS.CA.GOV]  
**Sent:** Tuesday, October 20, 2009 9:23 AM  
**To:** 'Andy Taylor'  
**Cc:** 's davidson@RANCHO-ADOBE-FIRE.ORG'; Fama, Edward  
**Subject:** RE: Updated MOU

Hello gentlemen:

Sorry it has taken so long to get back with you, we have reviewed the revised language for the MOU for the Battalion Chief and the language regarding the Management Incentive Pay does meet the definition.

Thank you for your patience.

Patricia Brown

**From:** AndyTaylor[mailto:ataylor@RANCHO-ADOBE-FIRE.ORG]  
**Sent:** Wednesday, September 30, 2009 9:56 AM  
**To:** Brown, Patricia  
**Subject:** Updated MOU

Patricia, Thank-You for your observations. We see that the way we were writing this is misleading. We believe we have clarified things in this rewrite. Simply Comp time and Admin leave are for above and beyond the required normal working hours of 3200 per year and we now understand and are resolved to the fact that these hours cannot apply to PERS retirement. Our salary and management incentive pay is what compensates us for the 3200 required hours worked by this contract.

Steve and Andy

CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM  
Pension Contract Management Services & Prefunding Programs  
P.O. Box 942703

RANCHO ADOBE FIRE PROTECTION DISTRICT  
Battalion Chiefs' Employment Agreement

Sacramento, CA 94229-2703  
888 CalPERS (or 888-225-7377)

CERTIFICATION  
OF  
FINAL ACTION OF GOVERNING BODY

I hereby certify that the Board of Directors of the  
(governing body)  
Rancho Adobe Fire Protection District  
(public agency)  
considered and adopted on October 25, 2017, by an affirmative vote of a  
(date)  
majority of the members of said Governing Body, Ordinance / Resolution No. R-4  
approving the attached contractual agreement between the Governing Body of said Agency  
and the Board of Administration of the California Public Employees' Retirement System, a  
certified copy of said Ordinance / Resolution in the form furnished by said Board of  
Administration being attached hereto.

Adoption of the retirement benefit increase/change was not placed on the consent  
calendar.

Jennifer Obe  
Clerk/Secretary

Board Clerk  
Title

Date 10-25-17

PERS-COH-5 (Rev. 0/1/2016)

Fy 2017/2018

**RESOLUTION  
AUTHORIZING AN AMENDMENT TO THE CONTRACT**

No. R-4


WHEREAS, the Board of Administration of the California Public Employees' Retirement System and the \_\_\_\_\_ of the \_\_\_\_\_ entered into a contract effective on \_\_\_\_\_ providing for the participation of said public agency in the California Public Employees' Retirement System; and

WHEREAS, it is now desirable to take advantage of certain benefits provided under said Retirement System and not included in said contract;

NOW, THEREFORE, BE IT RESOLVED, that said governing body authorized, and it does hereby authorize, an amendment to said contract, a copy of said amendment attached hereto and by such reference made a part hereof as though herein set out in full; and

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the presiding officer of said governing body is hereby authorized, empowered and directed to execute said amendment for and on behalf of said public agency.

Adopted this 26<sup>th</sup> day of October, 2017

  
\_\_\_\_\_  
Presiding Officer

Attest:

  
\_\_\_\_\_  
Clerk/Secretary


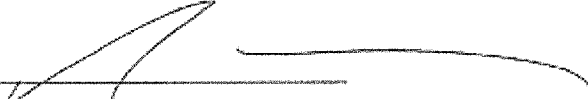
RANCHO ADOBE FIRE PROTECTION DISTRICT  
*Battalion Chiefs' Employment Agreement*

Side Letter to Battalion Chief's MOU

Effective Date: 1-1-2017

As soon as administratively possible, CalPERS shall note the following language changes in the Battalion Chief's MOU, Section 16, Retirement:

Classic Tier 1 and Tier 2 Safety Members have agreed to pay 3% towards cost-sharing in addition to the 9% normal member rate, for a total of 12%.

  
\_\_\_\_\_  
Andy Taylor, Battalion Chief  
\_\_\_\_\_  
Herb Wandel, Battalion Chief  
\_\_\_\_\_  
Mike Weihman, Battalion Chief  
\_\_\_\_\_  
Greg Karraker – Board President, Rancho Adobe Fire Protection District





**DISCUSSION ON  
AMENDMENTS TO  
RESERVE ACCOUNTS**





# Rancho Adobe Fire District

## Staff Report

**Date:** September 5, 2024

**Topic:** Fund Balance changes to Designated Reserve Accounts

**Recommendation:**

The Finance Committee has reviewed and recommends Board action of the following changes to the Designated Reserve Accounts:

1. Retitle Account 332 from "Unrestricted" to "Emergency Fund".
2. Increase "Emergency Fund" by \$719.50.
3. Move interest earnings in the amount of \$11,421.02 into Emergency Fund
4. Add Designated Reserve Account titled "Fire & EMS Equipment Replacement" and fund with \$72,000.
5. Increase Designated Reserve Account 321 "Future Liabilities/PERS UAL" by \$200,000.
6. Increase Designated Reserve Account 331 "Apparatus Reserves" by \$375,000

**Approved by:**

Jeff Veliquette  
Fire Chief



**RESOLUTION R-3:  
APPROVAL OF FINAL  
BUDGET FOR  
FY 2024/2025**





# Rancho Adobe Fire District

## Staff Report

**Date:** September 5, 2024

**Topic:** Adoption of Proposed Final Budget for Fiscal Year 2024/2025

### Recommendation:

The Finance Committee has reviewed and recommends Board adoption of the Final Operating & Capital Budgets for Fiscal Year 2024/2025.

### Operating Budget

Total Revenues:	\$8,798,598.59
Total Expenditures:	<u>\$8,694,753.44</u>
Difference:	\$103,845.15

### Capital Budget

Beginning Balance	\$1,300,123.82
Additions from FY23/24	\$647,719.50
Proposed Expenditures	<u>\$(986,361.00)</u>
Remaining Balance	\$961,482.32

**Approved by:**

Jeff Veliquette  
Fire Chief

**Attachments:**

1. Proposed Final Budget FY2024/2025
2. Proposed Capital Budget 2024/2025





RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
RANCHO ADOBE FIRE PROTECTION DISTRICT  
OF SONOMA COUNTY, STATE OF CALIFORNIA,  
ADOPTING A FINAL BUDGET FOR THE 2024/2025 FISCAL YEAR

---

**WHEREAS**, the FY 2024/2025 Final Budget has been presented to the Board of Directors of the Rancho Adobe Fire Protection District of Sonoma County; and

**WHEREAS**, said Final Budget has been reviewed and established as of this date as being the Final Budget of the District, and

**NOW, THEREFORE, BE IT RESOLVED** that the Final Budget in the amount of \$8,694,753.44, attached hereto, is found and determined to be the 2024/2025 Final Budget of the District, and any interested taxpayer may review the budget at 11000 Main Street, Penngrove, between the hours of 9:00 a.m. and 6:00 p.m. Tuesday through Friday.

The foregoing resolution was introduced this 18th day of September 2024, by Director \_\_\_\_\_ who moved its adoption, and seconded by Director \_\_\_\_\_, and adopted on a roll call vote by the following vote:

Director Herman \_\_\_\_\_ Director Moretti \_\_\_\_\_ Director Peterson \_\_\_\_\_  
Director Howell \_\_\_\_\_ Director Hemmendinger \_\_\_\_\_  
Director Proteau \_\_\_\_\_ Director Gadoua \_\_\_\_\_

AYES: \_\_\_\_\_ NOES: \_\_\_\_\_ ABSTAIN: \_\_\_\_\_ ABSENT: \_\_\_\_\_

WHEREUPON, the Chair declared the foregoing resolution adopted, and SO ORDERED.

\_\_\_\_\_  
CHAIR

Attest: \_\_\_\_\_  
Clerk of the Board



## Rancho Adobe Fire District Budget - FY 2024/2025

	DESCRIPTION	
CODE	REVENUE	2024/25 Proposed Final Budget
1000	PROPERTY TAXES	\$ 4,694,673.11
1001	CY DIRECT CHARGES	\$ 2,307,964.47
1008	RDA INCREMENT	\$ 175,000.00
1011	PROPERTY TAXES ADMIN FEE	\$ (41,000.00)
1014	PROPERTY TAXES - RDA INCREMENT	
1015	RDA PASS-THROUGH	
1016	RDA ALLOCATION	
1017	RDA ESCROW ACCOUNT	
1018	RDA ASSET DISTRIBUTION	
1020	CY SUPPLEMENTAL TAX	\$ 90,000.00
1040	UNSECURED PROP TAX	\$ 140,000.00
1061	PY DIRECT CHARGES	\$ 28,500.00
	<b>TOTAL PROPERTY TAXES</b>	<b>\$ 7,391,637.58</b>
1700	INTEREST ON POOLED CASH	\$ 120,000.00
	<b>USE OF PROPERTY:</b>	<b>\$ 120,000.00</b>
2081	STATE-HIGHWAY REIMBURSEMENTS	
2404	STATE REIMBURSEMENTS	
2440	STATE - HOPTR	\$ 20,000.00
2500	GRANT REVENUE	
2550	SALES TAX REVENUE - MEASURE H	\$ 804,706.00
2589	STATE REF - STRIKE TEAMS	
	<b>INTERGOV. REVENUES</b>	<b>\$ 824,706.00</b>
3600	OTHER MISC. REVENUES - FIRE MARSHAL SVC'S	\$ 50,000.00
3601	FINANCE/LATE CHARGE COST RECOVERY	\$ 1,000.00
3641	FIRE SERVICES - CASINO CONTRACT	\$ 100,000.00
3661	FIRE CONTROL SERVICES - COST RECOVERY	\$ 28,500.00
3670	WEED ABATEMENT	\$ 55,000.00
3682	CITY CONTRACTS (RP AUTO AID)	\$ -
3700	COPY FEES	\$ 255.00
3710	FIRST RESPONDER BLS AGREEMENT- SCFD	\$ 62,500.00
3720	FLEET MAINTENACE REVENUE	\$ 50,000.00
	<b>CHARGES FOR SERVICE:</b>	<b>\$ 347,255.00</b>
4040	MISC. REVENUE, OTHER	\$ 30,000.00
4100	WORKERS' COMP REIMB	\$ 60,000.00
4102	DONATIONS/REIMB	
4116	INSURANCE REIMBURSEMENTS	
4600	SALE OF FIXED ASSET	\$ 25,000.00
	<b>MISC. REVENUES</b>	<b>\$ 115,000.00</b>
	<b>TOTAL REVENUES:</b>	<b>\$ 8,798,598.58</b>

	<b>EXPENSES</b>	<b>2024/25 Proposed</b>
<b>CODE</b>	<b>ACCOUNT</b>	<b>Final Budget</b>
5910	Permanent Positions	\$ 3,725,000.00
	1 Fire Chief, 3BC's, 9 Captains, 9 Engineers, 6 FF/EMT's, 3 FF/EMT-P, 1 Admin Manager, 1 Fire Mech, 1 PT FM @24	
5911	Extra Help	\$ 312,500.00
5912	Overtime	\$ 852,610.00
5913	BC Extra Shift Compensation	\$ 150,000.00
5914*	FLSA	\$ 103,000.00
5922	Social Security Taxes 6.2% base	\$ 6,671.00
5923	PERS Retirement	\$ 680,000.00
5924	Medicare 1.45% base	\$ 65,731.00
5930	Health Insurance ass. 6% incr	\$ 606,650.00
5931	Disability Insurance	\$ 11,174.00
5932	Dental Insurance	\$ 36,071.00
5933	Life Insurance	\$ 4,512.00
5934	Vision Care Ins.	\$ 5,182.00
5935	Unemployment Ins.	\$ 7,325.00
5936	Retiree Insurance	\$ 27,000.00
5940	Worker's Comp Ins. (6%)	\$ 380,600.00
	<b>TOTAL SALARY/BENEFIT</b>	<b>\$ 6,974,026.00</b>
6020	Clothing/Personal Supplies	\$ 28,500.00
6022*	Safety Clothing	\$ 64,530.00
6040	Communications	\$ 26,780.00
6045	Pagers and Radios	\$ 12,000.00
6060	Food	\$ 7,500.00
6080	Household Expense	\$ 11,884.64
6100	Property and Liability Insurance	\$ 299,000.00
6140	Maintenance - Other Equipment	\$ 10,000.00
6150	Bad Debt Expense (A/R Write Offs)	
6155	Apparatus Maintenance	\$ 60,000.00
6165	SCBA Maintenance	\$ 7,600.00
6180	Building Maintenance	\$ 30,000.00
6181	Station Maint. related to remodel	
6260	Medical Supplies	\$ 20,000.00
6261	ALS Medical Expense	\$ 15,000.00
6280	Memberships	\$ 18,000.00
6400	Office Supplies	\$ 3,360.00
6401	Office Supplies - Equipment	\$ 9,000.00
6410	Postage and Shipping	\$ 2,000.00
6430	Printing Services	\$ 1,100.00
6461	Operational Expense	\$ 8,000.00
6463	Fire Prevention Expense	\$ 4,000.00
6500	Prof/Spcl Svcs - PAYROLL FEES	\$ 6,000.00
6501	Professional Services Fire Impact Fee	
6526	Dispatch Services - REDCOM	\$ 86,000.00
6587	LAFCO	\$ 15,000.00
6590	Contracted Fire Marshal Services	\$ 5,000.00
6596	CQI Expense	\$ 14,000.00
6605	New Hire Expenses	\$ 20,000.00
6610	Legal Services	\$ 25,000.00
6630	Audit Services	\$ 10,000.00
6635	Bank Fees (charges for customers using CCs)	\$ 725.00
6650	Health Services	\$ 6,240.00
6654	Wellness Program	\$ 14,000.00
6800	Public-Legal Notices	\$ 2,200.00

6820	Rent/Lease Equipment	\$	6,000.00
6823	Rental-Hydrants/Water	\$	750.00
6880	Small Tools	\$	20,000.00
6881	Safety Equipment	\$	39,000.00
6889	Computer Software	\$	65,000.00
7000	Special Dist. Expense	\$	750.00
7005	Election Expense	\$	20,000.00
7120	In-Service Training	\$	45,000.00
7201	Gas & Oil	\$	73,500.00
7300	Transportation/Travel	\$	7,276.00
7320	Utilities	\$	72,500.00
	<b>TOTAL SERVICE &amp; SUPPLY</b>	<b>\$</b>	<b>1,192,195.64</b>
7910	Long Term Loan Principal (2016 Ferrara)	\$	59,292.75
7911	Long Term Loan Principal (2023 Stat. 2)	\$	46,672.00
7930	Long Term Loan Interest (2016 Ferrara)	\$	4,424.05
7931	Long Term Loan Interest (2023 Stat. 2)	\$	35,140.00
7940	Pension Obligation Bond Principal	\$	255,000.00
7945	Pension Obligation Bond Interest	\$	128,003.00
*	<b>TOTAL OTHER EXPENSES</b>	<b>\$</b>	<b>528,531.80</b>
8510	Building Improvements (Measure H)		
8511	New Capital Equipment (Extractor)		
8540	Durable Medical Equipment		
8560	New Equipment - Apparatus		
8561	Office Equipment		
*	<b>TOTAL FIXED ASSETS</b>	<b>\$</b>	<b>-</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$</b>	<b>8,694,753.44</b>
* Denotes reduction from Prop IV Limits			
	<b>TOTAL REVENUES</b>	<b>\$</b>	<b>8,798,598.58</b>
	Revenues Less Expenses	<b>\$</b>	<b>103,845.15</b>
	Revenues - (Exp-debt svc)	\$	632,376.94
	Debt Service	\$	528,531.80
	Debt Service Ratio		1.20

#####



2024/2025 Proposed Capital Budget

Designated Reserve Account	2023/24 Closing Balance	2023/24 Proposed Fund Additions	2024/25 Opening Balance	Proposed Expenditures	Balance remaining
<b>321 Future Liabilities - PERS UAL:</b>	\$ 300,000.00	\$ 200,000.00	\$ 500,000.00		\$ 408,639.00
<i>PERS UAL Payment 7/20/2024</i>				\$ (91,361.00)	
<b>331 Apparatus Reserves:</b>	\$ 405,000.00	\$ 375,000.00	\$ 780,000.00		\$ -
<i>9132 Chassis replacement</i>				\$ (130,000.00)	
<i>Old 9132 Chassis conversion</i>				\$ (25,000.00)	
<i>Type 3 Engine replacement</i>				\$ (625,000.00)	
<b>332 Unrestricted Fund Reserves:</b>	\$ 11,938.79	\$ 719.50	\$ 24,079.31		\$ 24,079.31
<i>Rename "Emergency Fund"</i>		\$ 11,421.02			
<b>334 Buildings/Facility Reserves:</b>	\$ 571,764.01		\$ 571,764.01		\$ 456,764.01
<i>Facilities Master Plan</i>				\$ (58,000.00)	
<i>Extractor Replacement</i>				\$ (12,000.00)	
<i>Penngrove Landscape</i>				\$ (45,000.00)	
<b>***Fire &amp; EMS Equipment Replacement</b>		\$ 72,000.00	\$ 72,000.00		\$ 72,000.00
<b>*Interest Earned</b>	\$ 11,421.02		\$ 11,421.02	\$ (11,421.02)	\$ -
	\$ 1,300,123.82	\$ 659,140.52	\$ 1,959,264.34	\$ (997,782.02)	\$ 961,482.32
<b>***New Designated Reserve Account</b>					
<b>*Recommend moving interest income to E-Fund</b>					





**DISCUSSION ON  
PURCHASE OF  
TURNOUT GEAR  
EXTRACTOR**





# Rancho Adobe Fire District

## Staff Report

**Date:** September 5, 2024,

**Topic:** Purchase of NFPA 1851 Compliant Turnout Gear Extractor

**Recommendation:**

Board approval is requested to purchase a Circul-Air CACSM-35-pro Turnout Gear extractor and accessories in an amount not to exceed \$12,000.

**Background:**

The National Fire Protection Association (NFPA) Standard 1851, Standard on Selection, Care and Maintenance for Structural Firefighting outlines specific inspection timelines and cleaning methods required to reduce health and safety risks to firefighters.

One component of the care and maintenance of PPE is the cleaning and decontamination process. Programable Turnout Gear Extractors are required specifically for this cleaning and decontamination.

Additional components of NFPA 1851 are the regular inspection, repair, documentation and annual "Advanced Inspection" completed by a third-party vendor. Together this maintenance program assures that our Personal Protective Equipment is in serviceable condition and free of harmful contaminants.

**Financial Impact:**

Funding is identified in the Capital account 334- Buildings/Facility

**Options:**

1. Approve the purchase
2. Direct staff to completed additional analysis.

**Approved by:**

Jeff Veliquette  
Fire Chief

**Attachments:**

1. Circul-Air CACSM-35-Pro specifications



## EXPRESS PRO – 35 LB. – COMMERCIAL GRADE SOFT MOUNT EXTRACTOR (CACSM-35-PRO)

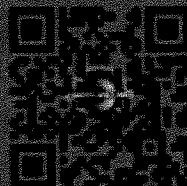


Mount Method	Soft Mount
Unit Capacity (lbs/pieces)	35/7
Dimensions (wxdxh in inches)	29x32x40.8
Unit Weight (lbs)	222
Unit Door Opening (in)	16.5
Unit Floor to Door (in)	15
Electrical Configuration	120v/60/1
Electrical Circuit Breaker	15
Water Supply Inlets	2@3/4
Water Supply Flow (gpm)	8
Water Supply (psi)	15-60
Water Drain (method/size)	Pumped Wall/2"
Unit Drum Volume (ft <sup>3</sup> )	5.2

The CACSM-35-Pro "Express Series" has everything that the 22 capacity pro series has with the added capability to run extended rinse / spin cycles to remove more toxins from your gear and lessen the dry-time. This extractor will wash 3 sets of liners and hoods or 3 sets of outer shells (7 pieces of gear). Includes pre-configured wash cycles to conform to NFPA 1851:2020 recommended wash cycles for outer shells, thermal liners/moisture barriers and disinfection.

- Dedicated Fire PPE Wash Cycles as per NFPA-1851 2020 edition
- Features the "Circul-Air Fire Package"
- Cleans 7 pieces of gear
- Commercial grade construction and stainless steel drum for heavy-duty washing
- Optimal for standard stations
- Easy and ready-to-use installation
- 2-year warranty

call: 800-795-1150 option 2  
 email: [sales@circul-air-corp.com](mailto:sales@circul-air-corp.com)  
 or visit: [Circul-Air-Corp.com](http://Circul-Air-Corp.com)





**DISCUSSION ON RFP  
FROM VAN PELT  
CONSTRUCTION  
SERVICES**







# Rancho Adobe Fire District

## Staff Report

**Date:** September 3, 2024

**Topic:** Facilities Master Planning with VanPelt Construction Services.

### **Recommendation:**

Board approval is requested to engage VanPelt Construction Services to provide a Facility Condition Assessment and Funding and Cash Flow analysis in creation of the Districts Facilities Master Plan in an amount not to exceed \$58,000.00.

### **Background:**

As the District begins preparation for infrastructure improvements at all facilities, a Construction Management technical expert is necessary to assist in developing a Facilities Master Plan that can translate the Districts vision into a ready- for-bid document for issuance in a Request for Proposal for construction services.

This step in developing our Facilities Master Plan is important from a timing, financing and prioritizing perspective and provides for a bid ready document.

The services provided includes; project team meetings, facility condition assessment, funding & cash flow analysis and presentation to the Board of Directors.

### **Financial Impact:**

The funds have been identified in Account 334- Buildings/Facilities Reserves .

### **Options:**

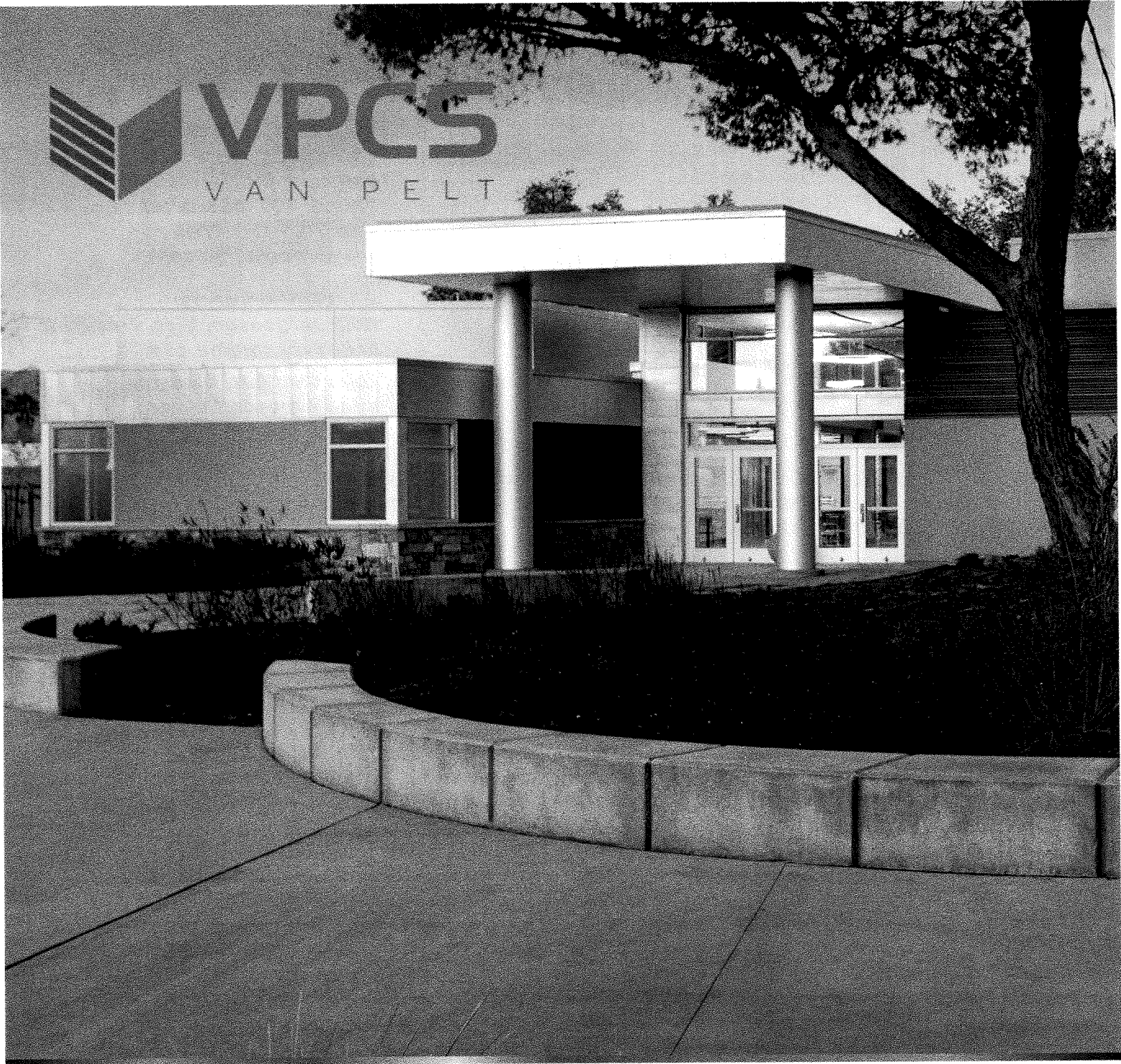
1. Approve the Agreement
2. Direct Staff to provide additional research

### **Approved by:**

Jeff Veliquette  
Fire Chief

Attachments: Scope of Work & Fee Proposal from VANPELT Construction services.





**RANCHO ADOBE FIRE DISTRICT**

PENNGROVE, CALIFORNIA

*REQUEST FOR PROPOSAL -  
CONSTRUCTION MANAGEMENT SERVICES*

*August 22, 2024*

August 22, 2024

Rancho Adobe Fire District  
11000 Main Street  
Penngrove, CA 94951

VPCS Firm Informational Packet

Rancho Adobe Team,

**Van Pelt Construction Services**  
**450 Chadbourne Road, Ste. B**  
**Fairfield, California 94534**  
**Phone: 707-438-3790**  
**Fax: 707-438-3793**  
**[www.vpcsonline.com](http://www.vpcsonline.com)**

**Principal Contacts:**  
**Kelli Jurgenson, Vice President**  
**[kelli@vpcsonline.com](mailto:kelli@vpcsonline.com)**  
**Mike Van Pelt, Director**  
**[mike@vpcsonline.com](mailto:mike@vpcsonline.com)**

Thank you for the opportunity to submit our informational packet. We hope the enclosed information provides a brief insight into our firm and invites further conversation on how VPCS can support your bond program.

A successful facility program involves more than simple building. It requires a delicate balance of technical expertise, critical thought and human interaction. The collective experience Van Pelt Construction Services brings to each project is unique. Our background, with few exceptions, exclusively includes public works facilities.

Our management program is both aggressive and streamlined. With years of experience in project estimating, budgeting and cost control, we can ensure all monetary issues will be handled expeditiously and fairly. Our background in multi-structure institutional construction enhances our ability to produce, monitor and manage program schedules. Our familiarity with a variety of public agencies provides a basis for Van Pelt Construction Services in the coordination required for project delivery.

Van Pelt Construction Services maintains an open-door policy, always available to answer questions, attend group discussions, and interface with the surrounding community. With our combined backgrounds in general contracting, architecture and engineering, and school finance we can provide a comprehensive resource to the fire district and the community it serves. Van Pelt Construction Services knows that involvement in our clients' community is an important part of our role as project managers, and essential to understanding the needs of our clients and their projects. We pride ourselves on our accessibility to the districts we service.

We encourage you to contact representatives of projects we have completed, the majority of which are repeat clients. Our references will confirm not only that we deliver, but that we do so on time and under budget. Most importantly, the people with whom we have worked will attest to our integrity and that, in our opinion, is the most valuable resource we can provide. In an industry that sometimes forgets the value of a handshake, Van Pelt Construction Services builds on a foundation of trust. We are confident our team will play a crucial role in the success of your project.



Kelli Jurgenson, Vice President  
(T) 707-695-1603 (E) [kelli@vpcsonline.com](mailto:kelli@vpcsonline.com)  
450 Chadbourne Road, Ste. B | Fairfield, CA 94534

[WWW.VPCSONLINE.COM](http://WWW.VPCSONLINE.COM)

## BUSINESS INFORMATION

When Van Pelt Construction Services (VPCS) opened their doors in 1996, principals Michael and Mark Van Pelt had a singular goal in mind. They wanted to provide California with a superior level of service in the area of Construction Management. Since that time, we have enjoyed steady, carefully controlled growth and have built an impressive roster of satisfied clients within PreK-12 school districts, universities, community colleges, emergency facilities, health care, and the private sector. Currently, VPCS is managing approximately \$3.5 billion in construction programs/projects throughout California, as well as providing Cost Estimating and Constructibility Reviews for several PreK-12 school districts and Architectural firms. Approximately 95% of our business is Program/Project/Construction Management and of that, approximately 90% is services performed for PreK-12 School Districts.

EST.  
1996

90%  
REPEAT  
CLIENTELE

When Michael and Mark Van Pelt founded VPCS, they already had a lifetime of experience in the construction industry. Raised in a family well known in the trade for its commitment to quality and ethics, the brothers now gauge their firm's success on how true they stay to those ideals. Mark's managerial skills and Mike's field experience form a strong foundation for the entire company. They also bring a philosophy about building in particular and business in general taught to them by their father. From him, the Van Pelt's learned the value of honesty and the utility of excellence.

90% of our current public works contracts are with repeat clientele. We believe this to be a tribute to our durability and performance. VPCS's work includes extensive coordination with administration, maintenance, operations and facility departments. Our knowledge of the coordination and sensitivity necessary to manage a project on an active campus is what sets us apart.

By far, the greatest asset we can provide is personal attention. VPCS makes a very serious commitment to each of our clients, in an effort to form a relationship that goes beyond service provider and client. Our firm leaders stay personally involved in each project, ensuring the quality of our service.

CURRENTLY  
MANAGING  
OVER  
\$3.5 BILLION

VPCS's headquarters are in Fairfield, California with two regional offices in Santa Rosa and Berkeley, as well as site offices in San Jose, San Rafael, Winters, Marysville, Pleasanton, Hayward, Redwood City, San Diego, Napa and Windsor, California. Our team is open to work from any location that best suites the District at any phase. We are happy to work remote from our offices, or at the District Office, or at a school site.



450 Chadbourne Road, Ste. B  
Fairfield, California 94534  
Phone: 707-438-3790  
Facsimile: 707-438-3793  
www.vpcsonline.com

Organization  
California Corporation  
Federal Tax ID:  
91-1755675

Certification  
CA Contractor, 871147  
(Mark Van Pelt)  
Never revoked or suspended  
Issued: 01/19/2006  
Exp: 01/31/2026

Ownership  
Michael Van Pelt  
Director  
mike@vpcsonline.com  
Mark Van Pelt  
President  
mark@vpcsonline.com

VPCS Staff  
50 Staff Members  
Licensed Staff:  
Civil Engineering  
Contracting  
Notary Public  
Architect



2565

0967

**MICHAEL VAN PELT**  
**FIRM PRINCIPAL**



Michael Van Pelt has been in the hands-on construction service business since 1976. He has overseen an extensive number of complex institutional projects and his field work has taken him from project superintendent to project manager to firm owner, for the past 25 years. His skills include:

- Site supervision
- Project scheduling
- Coordination of subcontractors
- Supervision of labor resources
- Coordination and procurement of materials
- Coordination with architects and owner agents
- Coordination with public entities
- Project billing
- Coordination with project inspectors
- Safety
- Office and contract administration.

Michael has extensive experience with a variety of projects, many of which required maintaining operability throughout construction. Additionally, Michael has worked with all industry standard delivery methods, including lease-leaseback, design-build, design-bid build, CM at risk and multiple prime. His management of these delivery methods over the last four decades, from design through construction, has focused primarily on educational and healthcare facilities.

**EDUCATION & PROFESSIONAL CERTIFICATIONS**

- Construction Technology -  
Diablo Valley College
- Carpenter's Union -  
Apprenticeship Program

**SELECTED PROJECT EXPERIENCE**

- California State University, Cal Maritime -  
New Laboratory Building  
New Phys Ed Bldg & Pool  
New Dining Hall  
New Simulation Center  
Dwyer Hall Engineering  
Lecture Hall and Laboratory
- California State University, Stanislaus -  
Science II Laboratory Building  
New Student Union
- California State University, East Bay -  
New Library Project
- North Bay Healthcare -  
NBMC Fairfield Bed-Tower



- East Side UHSD -  
WC Overfelt HS Building L Modernization  
WC Overfelt HS Admin/Theater Project  
Yerba Buena HS Theatre Modernization
- Dixon USD, All New High School
- San Jose USD -  
PIC, project management team
- Sacramento City USD -  
Luther Burbank High, New Stadium
- Vallejo City USD -  
Steffan Manor Elementary Temporary School

**RAY GREEN**  
**SENIOR PROJECT MANAGER**



Ray Green has over 30 years of experience in the construction industry. Starting out as a union trained carpenter, Ray utilized his skills in the field and in the office to move from carpenter, to foreman, to superintendent, to project manager. As our leading expert at both design review and construction management, he has an outstanding record keeping designers on target and end users happy. Prior to his work with VPCS, Ray worked for two general contractors that are very active in Northern California institutional work.

Having managed projects as both superintendent and project manager under the jurisdiction of OSHPD or DSA, Ray knows how to work successfully and be accountable to the most stringent levels of oversight.

Owners benefit from his ability to communicate with ease both on the job site and in the office. Ray worked with our management team at Napa Valley School District on the successful completion of a summer modernization program which had a tight budget and an even tighter schedule. He has also worked on OSHPD projects managing both modernizations and new construction.

**EDUCATION & PROFESSIONAL CERTIFICATIONS**

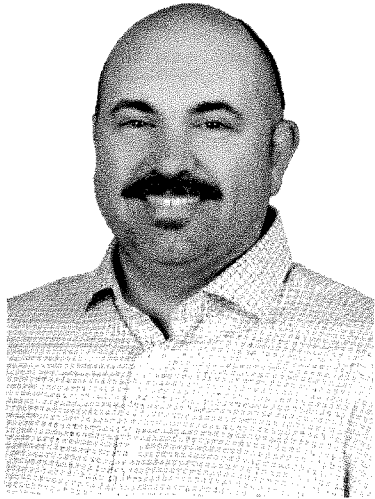
- Carpenter's Union Northern California:  
 TRAINING COMMITTEE BOARD
- Carpenter's Local #751 -  
 Union Journeyman Carpenter
- California Licensed General Contractor

**SELECTED PROJECT EXPERIENCE**

- Napa Valley USD -  
 New River Middle School  
 New Irene Snow Elementary  
 New Central Kitchen  
 New Napa Junction Elementary
- Mill Valley SD -  
 Edna Maguire Elementary, New Campus
- Alameda USD -  
 Lum Elementary, Seismic Retrofit/Mod.  
 Will C. Wood Middle - Seismic Retrofit/Mod.
- Sonoma Valley USD -  
 Sonoma Valley High School - Modernization
- Vallejo City USD -  
 Vallejo Middle School - Modernization  
 Vallejo High School - Cafeteria Modernization
- Mendocino Coast District Hospital - New Pharmacy
- NorthBay Healthcare -  
 Occupational Health Clinic  
 Wellness Center  
 NorthBay Hospital Expansion Project  
 Vacaville MRI Unit  
 Orthopedic Clinic
- Santa Rosa Memorial Hospital -  
 Emergency Dept. Renovation/Expansion
- Solano Community College -  
 Bldg. 700, 800 & Annex, Remodel  
 Bldg. 1400, Remodel



**ERIC ONICK**  
**PROJECT MANAGER**



Although Eric is relatively new to Van Pelt Construction Services, he is not new to the construction industry. Eric has almost 20 years experience as a project manager or engineer for well known general contractors, prior to coming over to Van Pelt Construction Services.

Eric is a results-driven Project Manager with 16 years of direct experience in overseeing construction projects from inception to completion. His proven ability to manage multiple projects concurrently while maintaining strong client relationships and delivering value through effective project execution is invaluable. Eric is skilled in financial management, risk assessment, and team development within both public and private sectors.

Established and defined the Project Executive role within Alten Construction, fostering strategic collaboration with senior leadership to enhance business operations and project success. Developed and implemented strategic plans for project operations, leading to increased efficiency and cost savings across multiple concurrent projects. Managed a diverse range of projects, ensuring adherence to timelines, budgets, and quality standards while maintaining strong client relationships.

**EDUCATION & PROFESSIONAL CERTIFICATIONS**

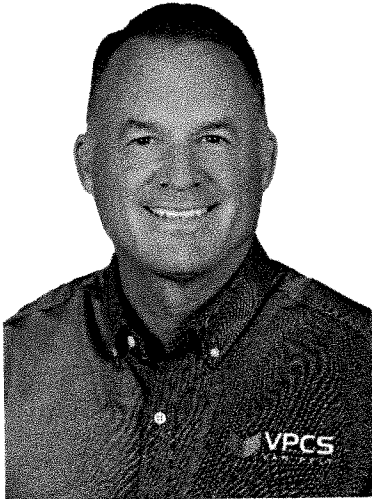
- B.S. Construction Management - Cal State Chico - 2007

**SELECTED PROJECT EXPERIENCE**

- San Rafael Public Safety Facility & Fire Station #51  
3,000sf, Value= \$35.3M  
(Included Fire Station #51, Emergency Operations Office, and Police Station)
- San Rafael Fire Stations #52 & 57  
Value= \$21.1M  
(52= 14,000sf Fire Station + Training Tower + classroom, 57= 10,000sf Fire Station)
- Alameda Fire Station #3 & Emergency Operations Center  
Value= \$12M , 12,400 square feet.  
(Included Fire Station and Emergency Operations Center)
- San Pablo Fire Station #70  
\$14M, 14,000SF



**SCOTT MARSHALL**  
**PROJECT MANAGER - TECHNICAL ADVISOR**



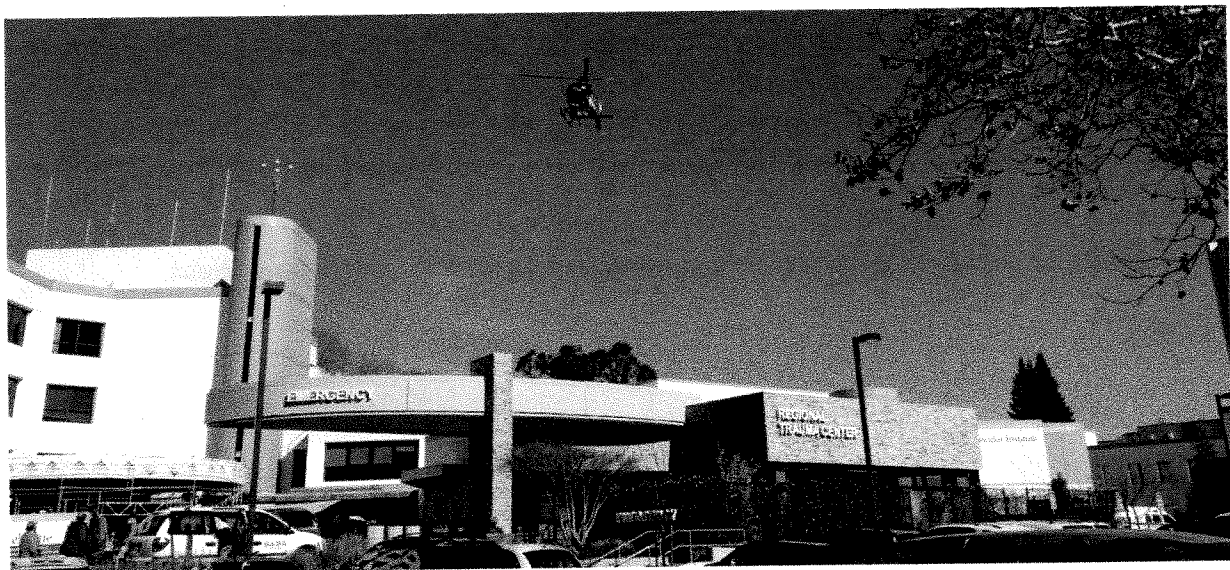
For 35 years, Scott was an employee of the San Bruno Fire Department. He worked in both operations, and management, with increasing levels of supervisory and program management responsibilities. During this time he served as both fire suppression officer, Fire Marshal and emergency response operations Fire Battalion chief. His responsibilities included Facilities management, restoration, modernization, and replacement planning; as well as Employee training, succession planning, and hiring committee work with City Staff members.

After retiring from the San Bruno Fire Department, he was invited to join Van Pelt Construction Services. As a long time friend and associate with many here at VPCS, his addition to our staff has only strengthened our available employees we offer our clients.

Since joining VPCS, Scott has been in handling company logistics support and asset management. Additionally, he has provided support for our business development, program management, and main office staff. Most recently, Scott implemented the company's Injury and Illness Prevention Program in cooperation with Human Resources.

**EDUCATION & PROFESSIONAL CERTIFICATIONS**

- Santa Rosa Junior College
- California State Fire and Chief Officer programs
- Cal OSHA Safety certifications



# Berkeley PUBLIC SCHOOLS

Berkeley Unified School District

1005 Parker Street, Berkeley, CA 94710  
(510) 644-6066 Fax: (510) 644-8983  
[www.berkeleyschools.net](http://www.berkeleyschools.net)

John Calise, Executive Director  
Facilities Division

Mar 13, 2024

Re: Van Pelt Construction Services

The following letter of recommendation is being submitted for your consideration regarding Van Pelt Construction Services' (VPCS) response to your District's RFP. Berkeley Unified School District has worked with VPCS for the past twelve years, and based on the experience that I have personally had for over five years, I can attest to the quality of service that VPCS has and continues to provide.

In the last twelve years, VPCS has supported BUSD while we have worked through several bonds in excess of five hundred million dollars; the success of all of these bond programs is largely in part attributed to the partnership that we have developed with VPCS.

For the past three years, VPCS has performed both the Program and Construction management for Berkeley Unified. This decision was made after an extensive RFQ/P process for both of these services was initiated following the successful passage of a three-hundred-and-eighty million dollar bond in March 2020. The decision to award both of these contracts to VPCS has proven to be the right decision as it has streamlined the implementation of the bond and also ensured absolute collaboration between the program and construction sides. This has allowed for program and project success in a very fluid market.

While I can offer many reasons for this recommendation, in the interest of brevity I will limit my recommendation to the statements above and also offer this in closing. As District leaders, we look to our consultants to provide services as contracted. With VPCS, it has been my experience that we always get more. VPCS staff has become an integral part of the District and is always willing to assist the District with any challenge to help the District succeed regardless of contract scope. In closing, when forging a relationship with VPCS you get more than a quality CM firm, you will gain a partner in success.

Please contact me for further praise or to follow up on any specific questions.

Sincerely,

*John Calise*

John Calise  
Executive Director  
Facilities Division



March 11, 2024

Van Pelt Construction Services  
4707 Mangels Ave.  
Fairfield, CA 94534

To Whom It May Concern,

I am writing to offer my highest recommendation for Van Pelt Construction Services.

Throughout our over twenty-year professional interactions with Van Pelt Construction Services, it has become abundantly clear that their communication practices are exemplary, and their team consistently demonstrates an unparalleled ability to maintain open lines of communication, ensuring that all stakeholders are informed and involved every step of the way. Their proactive approach to addressing program challenges and providing regular updates fosters a collaborative and transparent working environment, which ultimately contributes to the success of the projects.

One of the key strengths of VPCS lies in their commitment to staff consistency. Their team comprises dedicated professionals who possess a wealth of knowledge and experience. This consistency not only ensures the delivery of high-quality work but also cultivates a sense of trust and reliability among clients.

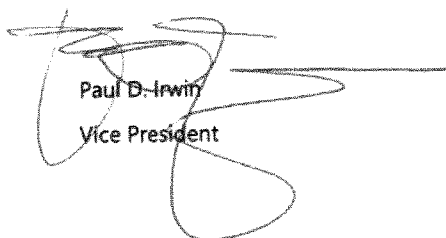
In addition to their strong communication and consistent staffing, VPCS excels in the efficient management of schedules, and they understand the importance of adhering to timelines and milestones. VPCS have in the past employed effective strategies to ensure that projects are completed on schedule without compromising quality.

Furthermore, integrity is at the core of VPCS' business practices, they operate with honesty, transparency, and a commitment to ethical conduct. Their integrity shines through in their interactions with both clients and subcontractors, and team members alike, fostering strong relationships built on trust and mutual respect.

In conclusion, I wholeheartedly recommend Van Pelt Construction Services for any construction project, large or small. Their exceptional communication, staff consistency, proficient management of schedules, and integrity set them apart as a trusted partner in the construction industry. It has been a privilege to collaborate with them, and I am confident that they will continue to be a leader in educational facility construction management.

Should you require any further information or assistance, please do not hesitate to contact me.

Sincerely,



Paul D. Irwin  
Vice President



P.O. BOX 396  
722 Soscol Avenue  
Napa, California 94559  
Telephone (707) 255-1811  
Fax (707) 255-1908  
www.bellproducts.com



QUATTROCCHI KWOK  
ARCHITECTS

March 11, 2024

RE: Letter of Recommendation for Van Pelt Construction Services

To Whom it May Concern,

For more than 20 years Quattrocchi Kwok Architects has had the pleasure of working alongside Van Pelt Construction Services (VPCS) on a wide variety of school construction projects throughout Northern California. Our working relationships have encompassed hundreds of successful projects across dozens of school districts. Throughout that time, we have always enjoyed working with VPCS as a true partner in the success of our projects.

The VPCS team has a deep level of technical expertise that they bring to every project. This spans all areas of the project from technical aspects of construction to state agency regulations to managing project inspectors. VPCS knows how to handle every type and size of school project and the many challenging situations that come with them. This expertise comes from their knowledgeable and experienced staff. Many members of the VPCS team have decades of experience in school construction and many years with VPCS. This long tenure and commitment to the projects, team and the company goes a long way towards making sure projects are completed successfully. They also take a collaborative approach to projects and to working with all members of the project team. We always appreciate that the VPCS team values and understands our contribution to a project's success as well as other partners from engineers to inspectors. This aligns with our belief at QKA that we provide the best service to School Districts when we are working together with all members of the team for the benefit of the project.

At Vallejo City Unified School District we have worked with VPCS for over a decade on a wide variety of successful projects. We first teamed up on a Facilities Master Plan where the long history VPCS already had with Vallejo and their expertise proved vital in managing an inclusive process, identifying impactful projects and providing accurate cost information. We then worked together with the District to implement projects ranging from new classroom buildings to emergency repairs to multi-phase campus modernization projects. Each of these projects presented unique challenges and for each one the VPCS team had the right expertise and staff to provide the District

Main: 636 5th Street, Santa Rosa, CA 95404  
East Bay: 55 Harrison Street, Suite 525, Oakland, CA 94607  
T (707) 576-0829 | F (707) 576-0295 | W [www.QKA.com](http://www.QKA.com)

(Continued

with the support they needed to get the project done successfully. Recently, the District had two closed sites severely vandalized and called on VPCS to help manage the repair project. VPCS was able to respond quickly with a qualified team to make sure the complicated project was completed successfully.

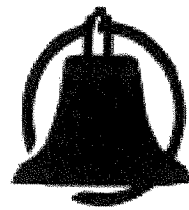
More recently VPCS stepped up to help a mutual client at Middletown Unified School District. This small, rural District has some unique and challenging facilities needs. They have also been challenged by the staff instability and lack of bandwidth that can be an issue for small districts. After some time without an outside CM firm they hired VPCS. The impact was immediate. The expertise and commitment of the VPCS team has brought additional stability and efficiency to the team that has helped move projects forward with greater speed and certainty. As a result multiple new projects are moving toward construction and having a positive impact on the community.

These are just two of many examples where our QKA team has seen the positive impact of VPCS on our projects. We value their expertise, experience and collaboration and see VPCS as one of the top construction management firms in our business. We are always happy to see VPCS on projects because we know that they will be a collaborative partner and that we will be able to work together to make the project a success and have a positive impact in the communities we serve. We would highly recommend VPCS as a Program or Construction Manager for your projects.

Sincerely,



Aaron Jobson, AIA, ALEP  
President/CEO



**WUSD**.org

WINDSOR UNIFIED SCHOOL DISTRICT  
"STRONG SCHOOLS. STRONG COMMUNITY"

Jeremy Decker  
Superintendent

March 16<sup>th</sup>, 2024

**BOARD OF TRUSTEES**

Malinalli Lopez  
Stephanie Ahmad  
Bill Adams  
Rich Carnation  
Paul Cogorno

To Whom It May Concern,

Austin Matzaganian  
Chief Business Officer

I am writing to enthusiastically recommend Van Pelt Construction Services (VPCS) for their exceptional services in the field of program and construction management.

I have had the pleasure of working with VPCS for over a decade on multiple programs in two K-12 districts, and I can confidently attest to their expertise, professionalism, and dedication.

Brian Williams  
Assistant Superintendent of  
Educational Services

Throughout our relationship, VPCS has consistently demonstrated their commitment to delivering high-quality results. Their extensive knowledge in program and construction management, coupled with their deep understanding of the unique requirements of K-12 schools, sets them apart from their competitors.

Debra Ryan  
Director of Special  
Education

Their team members excel in all aspects of K-12 management; Needs Assessments, Master Plan Coordination, CEQA, Budgeting, Scheduling, Agency Approval, Design Management and Construction Management .

Pete Sullivan  
Director of Human  
Resources

They are excellent communicators and have attended our school Board meetings as needed.

Brad Rigney  
Instructional and  
Information Technology  
Services Director

One of the key strengths is their ability to foster strong relationships with districts, architects, contractors, and other project team members. Their collaborative nature and open communication style create a positive and productive working environment, resulting in successful project outcomes.

I wholeheartedly recommend VPCS to any educational institution or organization seeking a reliable and experienced program and construction management firm. They have consistently demonstrated their ability to deliver outstanding results and have become an invaluable partner in both districts.



Should you require any further information or have any questions, please do not hesitate to contact me.

Windsor Unified School  
District  
1291 Old Redwood Highway  
Building 500  
Windsor, CA 95492-9217  
P: 707.837.7700  
F: 707.838.4031  
www.wusd.org

Yours faithfully,

Jeremy Decker,  
Superintendent

# WE ARE .... VAN PELT CONSTRUCTION SERVICES



*Scan QR Code link to a 25 year anniversary video*



*Scan QR Code link to meet our Team*



*Scan QR Code link to a video testimonial*

# Fee Proposal

Scope of Work	\$200	\$150	\$200	\$175
	Design	Subject Matter Expert (retired Fire Chief)	Finance & Program Planning	Project Planning
Facilities Master Planning Committee Meetings	5	5	5	10
Agency Discovery	4	0	0	4
Facility Condition Assessment	20	20	0	20
Funding / Cash Flow	0	0	20	0
Scheduling	5	0	0	5
Project Team Meetings	12	12	24	24
Prepare Facility Masterplan	12	3	24	12
Presentation to District Board of Directors	6	6	6	6
<b>Sub-Total Hours</b>	<b>64</b>	<b>46</b>	<b>79</b>	<b>81</b>
<b>Sub-Total Dollars</b>	<b>\$12,800</b>	<b>\$6,900</b>	<b>\$15,800</b>	<b>\$14,175</b>
<b>Total Contract:</b>	<b>\$49,675</b>			
<b>Potential Additional Scope of Work</b>				
<i>Other</i>	6	6	6	6
<i>Community Outreach Events</i>	4	4	4	8
<b>Sub-Total Hours</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>14</b>
<b>Sub-Total Dollars</b>	<b>\$2,000</b>	<b>\$1,500</b>	<b>\$2,000</b>	<b>\$2,450</b>
<b>Additional Sub-Total:</b>	<b>\$7,950</b>			
<b>Total:</b>	<b>\$57,625</b>			

