

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
AUGUST 21, 2024 — 6:00 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. 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
- 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
- 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 Chiefs

II. 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.

III. 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

IV. APPROVAL OF MINUTES

- The Board of Directors will review, amend and approve prior months' Board meeting minutes.*
- A. Regular Board Meeting of July 17, 2024

(Continued on next page)

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

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V. 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

VI. 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
 - c. Ad Hoc Negotiations

VII. PUBLIC HEARING

- A. Presentation and Discussion on Final Budget FY 2024/2025 (1st Reading)
The Board will consider the final budget for FY 2024/2025 and set the second public hearing and budget adoption for September 18, 2024.


VIII. NEW BUSINESS

- A. Resolution R-2: Resolution Adopting Prop IV Limit for FY 2024/2025
The Board will consider adopting a \$9,078,109 Prop IV Limit for FY 2024/2025
- B. Consideration of Employment Agreement between the District and the Administrative Manager for July 1, 2024 – June 30, 2025
The Board will consider approving the wages, benefits and working conditions outlined in the employment agreement between the Rancho Adobe Fire District and the Administrative Manager
- C. Discussion on First Responder BLS Agreement with Sonoma County Fire District
The Board will review and consider signing an agreement with SCFD to provide BLS services within the District which will generate revenue of \$125,000 annually
- D. Discussion and Approval of Mechanics Position
The Board will review the job description and salary requirements and consider approving the hiring of one full-time fire mechanic

IX. DIRECTION ON FUTURE AGENDA ITEMS

X. 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 August 15, 2024.



Jennifer Bechtold, Clerk of the Board



Rancho Adobe Fire Protection District

Board of Directors Meeting

August 21, 2024

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APPROVAL OF MINUTES

Rancho Adobe Fire Protection District

11000 Main Street
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DRAFT

**MINUTES OF THE REGULAR BOARD MEETING
JULY 17, 2024 — 7:00 P.M.
COTATI FIRE STATION - #1 EAST COTATI AVE.
COTATI, CALIFORNIA**

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

President Mark Hemmendinger, called the Regular Board Meeting to order at 7:00 p.m. The agenda for this meeting was posted on July 12, 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.

II. 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.

III. APPROVAL OF MINUTES

A. Regular Board Meeting of June 19, 2024

Motion moved by Mr. Proteau to approve the minutes of June 19, 2024 and seconded by Mr. Herman.

Motion Carried: Aye 6 No 0 Abstain 1 (Mr. Peterson) Absent 0

IV. CONSENT CALENDAR

A. Ratification of Checks Issued

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

Motion Carried: Aye 7 No 0 Abstain 0 Absent 0

V. ADMINISTRATIVE COMMUNICATIONS

A. Firefighter's Union Report

No report filed.

B. Firefighters' Association Report

Engineer Daniel Ikalani mentioned the pancake breakfast was a success and everyone had a good time.

C. Chief's Report

Chief Veliquette reported the following items:

- 1.) District Activities: budget preparation, capital facilities ad-hoc committee meetings, labor negotiations, completed Captains promotional process, upcoming Engineers promotional process in early, 402 defensible space inspections completed, 202 violations found, 2nd inspections to begin soon, multiple strike team responses – Point Fire, Thompson Fire, Sites Fire, Shelley Fire.
- 2.) Information: Business Roundtable Initiative 1935 was struck down by CA Supreme Court, making it ineligible for ballot in November. Belief that this measure will be back in a different form in the future.
- 3.) Staff Vehicles: looking into the opportunity to procure several used vehicles being surplus by another fire department. Vehicles would be used for administrative support, fire prevention and the Fire Chief.
- 4.) Measure H – established ad-hoc capital facilities committee, prepare to implement fire mechanic program, firefighter paramedic trainee (academy) positions, overlay Measure H funding into budget categories for FY 24/25.
- 5.) Upcoming events – SCFDA meeting July 25, August 9 firefighter appreciation baseball game, August 11 open house and BBQ at Liberty station for community, family day for staff to follow.
- 6.) June Calls for Service: 7 hazardous, 9 false alarms, 11 fire, 14 service calls, 87 good intent and 104 EMS.

D. Director Reports

Mr. Peterson mentioned that the Governor had intended to take ERAF money from special districts, but this was pulled from legislation. We should keep an eye on this in the future.

E. Committee Reports

a. Finance/Budget

Mr. Hemmendinger mentioned that the finance/budget committee has not met recently but we will need to do so before the August meeting to finalize the budget for FY 24/25.

b. Ad Hoc Capital Improvements

Mr. Proteau commented that he and Chief Veliquette had a conversation with a construction management firm. He feels someone needs to manage these larger projects and take that pressure off Chief and Herb. This firm will provide a proposal for some of the upfront work, help with the RFP for architect and construction management firms.

c. Ad Hoc Negotiations

Mr. Hemmendinger noted that negotiations are ongoing.

VI. NEW BUSINESS

A. Discussion on Resolution R-1 Setting the Special Tax Rate for FY 2024/2025

Mr. Hemmendinger noted we have an annual CPI cap of 3% on our parcel tax. Yearly, we review CPI values on a regional basis as well as in the Santa Rosa area and found that inflation on a rolling 12-month basis is 3.1-3.8%. The suggestion is to increase our parcel tax by 3% for FY 24/25.

Motion moved by Mr. Howell to adopt Resolution R-1, setting the special tax rate at \$341.00 for FY 2024/2025, and seconded by Mr. Gadoua.

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. Discussion on Payment to CalPERS for FY 2024/2025 Unfunded Liability

Mr. Hemmendinger said our current policy is to keep our CalPERS accounts funded at 95%. The required unfunded liability payment for FY 24/25 is \$91,361 which maintains our plans at 91%. Chief Veliquette noted we will be bringing some new recommendations for our UAL policy and also a recommendation to invest funds in a Section 115 Trust at the August meeting.

Motion moved by Mr. Peterson to approve payment of \$91,361 from reserves to pay CalPERS and seconded by Mr. Herman.

Motion Carried: Aye 7 No 0 Abstain 0 Absent 0

VII. DIRECTION ON FUTURE AGENDA ITEMS

- CalPERS changes on policies
- Negotiations reports
- FY 24/25 final budget review
- Capital improvement committee report on construction management
- Prop 4 limit for FY 24/25
- FY 23/24 rollover funding suggestions
- Mechanics position approval
- Infrastructure funding presentation
- Approval of acquiring used vehicles if cost exceeds Chief's approval limit

VIII. ADJOURNMENT

With no further business to discuss, the Regular Board meeting was adjourned at 7:32 p.m.

Motion moved by Mr. Howell and seconded by Mr. Howell.

Motion Carried: Aye 7 No 0 Abstain 0 Absent 0

CONSENT CALENDAR

Rancho Adobe Fire Protection District



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RATIFICATION OF WARRANTS AND PAYROLL FOR THE REGULAR MEETING OF AUGUST 21, 2024

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

Regular Payable Checks:	\$307,070.47
Payroll Checks:	\$181,316.31
Total All Disbursements:	\$488,386.78

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.

Jennil Bechtold

8-13-24

Clerk of the Board

Date

Rancho Adobe Fire Protection District
 Check Detail
 July 26 - 30, 2024

4:39 PM
 07/26/24

Type	Num	Date	Name	Account	Paid Amount
ACH	ACH	07/26/2024	CaIPERS FISCAL SERVICES DIVISION	1035 · Summit State Bank - Operating	-1,117.42
				5923 · CalPERS	-1,117.42
ACH	ACH	07/26/2024	CaIPERS FISCAL SERVICES DIVISION	1035 · Summit State Bank - Operating	-2,233.16
				5923 · CalPERS	-2,233.16
ACH	ACH	07/26/2024	CALPERS SUPPLEMENTAL INCOME PLANS	1035 · Summit State Bank - Operating	-4,294.00
				5923 · CalPERS	-4,294.00
ACH	ACH	07/26/2024	CaIPERS FISCAL SERVICES DIVISION	1035 · Summit State Bank - Operating	-42,739.52
				5923 · CalPERS	-42,739.52
ACH	ACH	07/26/2024	CaIPERS FISCAL SERVICES DIVISION	1035 · Summit State Bank - Operating	-36,086.21
				5923 · CalPERS	-36,086.21
ACH	ACH	07/30/2024	CaIPERS FISCAL SERVICES DIVISION	1035 · Summit State Bank - Operating	-4,463.00
				9570 · CalPERS UAL	-4,463.00

Rancho Adobe Fire Protection District Check Detail July 26 - 30, 2024

ACH	ACH	07/30/2024	CaIPERS FISCAL SERVICES DIVISION	1035 · Summit State Bank - Operating	-4,965.00
				9570 · CalPERS UAL	-4,965.00
ACH	ACH	07/30/2024	CaIPERS FISCAL SERVICES DIVISION	1035 · Summit State Bank - Operating	-81,933.00
				9570 · CalPERS UAL	-81,933.00
Bill Pmt - Check	6277	07/26/2024	RANCHO ADOBE PAID FIREFIGHTERS	1035 · Summit State Bank - Operating	-3,485.00
Bill	July 2024	07/26/2024		5910 · Full-Time Personnel	-3,485.00

TOTAL CHECKS ISSUED: 181,316.31

Authorized By:

Jeff V. Liguette
Print Name

Jeff V. Liguette
Sign

Matthew Chief
Title

Matthew Chief
Sign

08/14/24

Rancho Adobe Fire Protection District Check Detail

August 14, 2024

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	6280	08/14/2024	ALLSTAR FIRE EQUIPMENT	1035 · Summit State Bank - Operating	
Bill	Inv# 257804	08/14/2024		6022 · Safety Clothing	-270.82
Bill Pmt -Check	6281	08/14/2024	AMERICAN RIVER BENEFIT ADMINISTRATORS	1035 · Summit State Bank - Operating	
Bill	Sept. 2024	08/14/2024		5933 · Life Insurance	-347.10
Bill Pmt -Check	6282	08/14/2024	AT&T	1035 · Summit State Bank - Operating	
Bill	9391035608/5607	08/14/2024		6040 · Communications	-233.06
Bill Pmt -Check	6283	08/14/2024	Best Best & Krieger LLP	1035 · Summit State Bank - Operating	
Bill	Inv# 1003330	08/14/2024		6610 · Legal Services	-137.50
Bill Pmt -Check	6284	08/14/2024	CYPRESS DENTAL ADMINISTRATORS	1035 · Summit State Bank - Operating	
Bill	Inv#20240810000886	08/14/2024		5932 · Dental Insurance	-2,855.40
Bill Pmt -Check	6285	08/14/2024	dmi NETWORKING	1035 · Summit State Bank - Operating	
Bill	Inv# 60978	08/14/2024		6889 · Computer Software and Equipment	-1,310.00
					-270.82
					-270.82
					-347.10
					-347.10
					-233.06
					-233.06
					-137.50
					-137.50
					-2,855.40
					-2,855.40
					-1,310.00
					-1,310.00

Rancho Adobe Fire Protection District
Check Detail
 August 14, 2024

08/14/24	Bill	6286	08/14/2024	EMERGENCY EQUIPMENT MANAGEMENT	1035 · Summit State Bank - Operating	
		Inv# 65873	08/14/2024		6020 · Uniforms	-254.04
						<u>-254.04</u>
	Bill	6287	08/14/2024	FAILSAFE TESTING	1035 · Summit State Bank - Operating	
		Inv# 13641	08/14/2024		6140 · Equipment Maintenance	-1,385.42
						<u>-1,385.42</u>
	Bill	6288	08/14/2024	FIRE APPARATUS SOLUTIONS	1035 · Summit State Bank - Operating	
		Inv# 01P1770/01P1746	08/14/2024		6155 · Apparatus Maintenance	-1,434.38
						<u>-1,434.38</u>
	Bill	6289	08/14/2024	IT HUB	1035 · Summit State Bank - Operating	
		Inv# 5944/5945/5946	08/14/2024		6889 · Computer Software and Equipment	-3,014.00
						<u>-3,014.00</u>
	Bill	6290	08/14/2024	KAISER PERMANENTE	1035 · Summit State Bank - Operating	
		September 2024	08/14/2024		5930 · Health Insurance	-28,696.00
						<u>-28,696.00</u>
	Bill	6291	08/14/2024	LIFE ASSIST	1035 · Summit State Bank - Operating	
		Inv# 1497172	08/14/2024		6260 · Medical Supplies	-602.70
						<u>-602.70</u>

14

08/14/24

Kancho Adobe Fire Protection District
Check Detail
August 14, 2024

Bill	6292	08/14/2024	NICK BARBIERI TRUCKING INC.	1035 - Summit State Bank - Operating	-2,350.89
Bill	Inv#0147343	08/14/2024		7201 - Fuel	-2,350.89
Bill	6293	08/14/2024	OPPERMAN & SON	1035 - Summit State Bank - Operating	-529.99
Bill	Inv# 01P74805	08/14/2024		6155 - Apparatus Maintenance	-529.99
Bill	6294	08/14/2024	PC & NETWORK CONSULTING	1035 - Summit State Bank - Operating	-299.00
Bill	Inv# 27791	08/14/2024		6889 - Computer Software and Equipment	-299.00
Bill	6295	08/14/2024	PENNGROVE WATER CO	1035 - Summit State Bank - Operating	-432.02
Bill	Acct#P-549/P-554	08/14/2024		7320 - Utilities	-432.02
Bill	6296	08/14/2024	PG&E	1035 - Summit State Bank - Operating	-4,605.88
Bill	Mult Accts	08/14/2024		7320 - Utilities	-4,605.88
Bill	6297	08/14/2024	REDWOOD LOCK	1035 - Summit State Bank - Operating	-1,868.67
Bill	Inv# 903387	08/14/2024		6180 - Building Maintenance	-1,868.67

Rancho Adobe Fire Protection District Check Detail August 14, 2024

Bill Pmt -Check	6298	08/14/2024	UMPQUA BANK	1035 - Summit State Bank - Operating	-18,707.02
Bill	July Visa	08/14/2024		Umpqua Bank Credit Card	-18,707.02
Bill Pmt -Check	6299	08/14/2024	VISION SERVICE PLAN	1035 - Summit State Bank - Operating	-410.10
Bill	August 2024	08/14/2024		5934 - Vision Insurance	-410.10

TOTAL CHECKS ISSUED: 69,743.99

Authorized By:

Jeff Velizquez
Print Name

Tina Caspwell
Print Name

[Signature]
Sign

[Signature]
Sign

Fire Chief
Title

Battalion Chief
Title

Rancho Adobe Fire Protection District Check Detail

July 24, 2024

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	6254	07/24/2024	AIR EXCHANGE INC	1035 · Summit State Bank - Operating	
Bill	Mult Inv's	07/24/2024		6140 · Equipment Maintenance	-6,891.93
Bill Pmt -Check	6255	07/24/2024	AMERICAN RIVER BENEFIT ADMINISTRATOR	1035 · Summit State Bank - Operating	
Bill	August 2024	07/24/2024		5933 · Life Insurance	-347.10
Bill Pmt -Check	6256	07/24/2024	CATHY DOOYES	1035 · Summit State Bank - Operating	
Bill	July 2024 Classes	07/24/2024		6596 · CQI Expense	-680.00
Bill Pmt -Check	6257	07/24/2024	CONCERN	1035 · Summit State Bank - Operating	
Bill	Inv# CN2501029	07/24/2024		5930 · Health Insurance	-5,000.00
Bill Pmt -Check	6258	07/24/2024	CYPRESS DENTAL ADMINISTRATORS	1035 · Summit State Bank - Operating	
Bill	August 2024	07/24/2024		5932 · Dental Insurance	-2,855.40
Bill Pmt -Check	6259	07/24/2024	dmi NETWORKING	1035 · Summit State Bank - Operating	
Bill	Inv# 60693	07/24/2024		6889 · Computer Software and Equipment	-1,310.00

Rancho Adobe Fire Protection District Check Detail

July 24, 2024

Check Type	Check #	Inv#	Date	Payee	Account	Amount
Bill Pmt -Check	6260		07/24/2024	EMBROIDERY SCREEN PRINTING	1035 - Summit State Bank - Operating	
Bill		Inv# CAESP5710	07/24/2024	6020 - Uniforms		-12,395.04
						<u>-12,395.04</u>
Bill Pmt -Check	6261		07/24/2024	EMERGENCY EQUIPMENT MANAGEMENT	1035 - Summit State Bank - Operating	
Bill		Inv# 65848	07/24/2024	6022 - Safety Clothing		-103.48
						<u>-103.48</u>
Bill Pmt -Check	6262		07/24/2024	JAKE MCCLENDON	1035 - Summit State Bank - Operating	
Bill		Reimbursement	07/24/2024	6022 - Safety Clothing		-300.00
						<u>-300.00</u>
Bill Pmt -Check	6263		07/24/2024	KAISER PERMANENTE	1035 - Summit State Bank - Operating	
Bill		August 2024	07/24/2024	5930 - Health Insurance		-28,696.00
						<u>-28,696.00</u>
Bill Pmt -Check	6264		07/24/2024	KYOCERA DOCUMENT SOLUTIONS NOR	1035 - Summit State Bank - Operating	
Bill		Inv# 5030604670	07/24/2024	6820 - Rent/Lease Equipment		-195.82
						<u>-195.82</u>
Bill Pmt -Check	6265		07/24/2024	LIFE ASSIST	1035 - Summit State Bank - Operating	
Bill		Inv# 1452082	07/24/2024	6260 - Medical Supplies		-569.63
						<u>-569.63</u>

Rancho Adobe Fire Protection District
Check Detail
July 24, 2024

Bill Pmt -Check	6266		07/24/2024	MATHESON TRI-GAS INC.	1035 · Summit State Bank - Operating	
Bill	Inv#30015782/30015567		07/24/2024		6260 · Medical Supplies	-277.68
Bill Pmt -Check	6267		07/24/2024	MIKE PORTER	1035 · Summit State Bank - Operating	
Bill	Reimbursement		07/24/2024		6022 · Safety Clothing	-300.00
Bill Pmt -Check	6268		07/24/2024	NICK BARBIERI TRUCKING INC.	1035 · Summit State Bank - Operating	
Bill	Inv# 0141933		07/24/2024		7201 · Fuel	-2,111.64
Bill Pmt -Check	6269		07/24/2024	OPPERMAN & SON	1035 · Summit State Bank - Operating	
Bill	Inv# 01P73942		07/24/2024		6155 · Apparatus Maintenance	-239.51
Bill Pmt -Check	6270		07/24/2024	REDWOOD LOCK	1035 · Summit State Bank - Operating	
Bill	Inv# 903321		07/24/2024		6180 · Building Maintenance	-363.00
Bill Pmt -Check	6271		07/24/2024	SONOMA CO. FIRE DISTRICTS ASSOCIATION	1035 · Summit State Bank - Operating	
Bill	7/25/24 Mtg/Dues		07/24/2024		7000 · Board Expense	-90.00
					6280 · Memberships	-144.00
Bill Pmt -Check	6272		07/24/2024	SONOMA COUNTY ACTTC OFFICE - LAFCO	1035 · Summit State Bank - Operating	
						-234.00

Rancho Adobe Fire Protection District Check Detail July 24, 2024

Bill	FY 24/25	07/24/2024	6587 · LAFCO	-13,593.00
Bill Pmt -Check	6273	07/24/2024	1035 · Summit State Bank - Operating	-13,593.00
Bill	Inv# AR 15004	07/24/2024	6461 · Operational Expense	-734.10
Bill Pmt -Check	6274	07/24/2024	1035 · Summit State Bank - Operating	-734.10
Bill	August 2024	07/24/2024	5931 · Disability Insurance	-841.00
Bill Pmt -Check	6275	07/24/2024	1035 · Summit State Bank - Operating	-841.00
Bill	Inv# 99915	07/24/2024	6889 · Computer Software and Equipment	-3,666.80
Bill Pmt -Check	6276	07/24/2024	1035 · Summit State Bank - Operating	-3,666.80
Bill	Inv#301	07/24/2024	6654 · Wellness Program	-400.00
				-400.00

TOTAL CHECKS ISSUED: 82,105.13

Authorized By:

Jeff Veliquette
Print Name

James Dewarloo
Print Name

[Signature]
Sign

[Signature]
Sign

File Chief
Title

Battalion Chief
Title

Rancho Adobe Fire Protection District

Check Detail

July 29 - 30, 2024

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	6278	07/29/2024	WESTAMERICA BANK	1035 · Summit State Bank - Operating	
Bill	#1801510104-52601304	07/29/2024		7911 · Long Term Loan-Prin. (St. 2)	-46,672.57
				7931 · Long Term Loan- Int. (St. 2)	-23,899.43
					-70,572.00
Bill Pmt -Check	6279	07/30/2024	HANSEL FORD	1035 · Summit State Bank - Operating	
Bill	Deal# 196342	07/30/2024		8560 · New Equipment - Apparatus	-84,649.35
					-84,649.35

TOTAL CHECKS ISSUED: 155,221.35

Authorized By:

Jeff Veliquet
Print Name

Herbert Rhoads
Print Name

[Signature]
Sign

[Signature]
Sign

Fire Chief
Title

Retirement Chief
Title

**Account Summary**




Billing Cycle		07/31/2024
Days In Billing Cycle		31
Previous Balance		\$20,797.86
Purchases	+	\$18,896.89
Cash	+	\$0.00
Balance Transfers	+	\$0.00
Special	+	\$0.00
Credits	-	\$189.87-
Payments	-	\$20,797.86-
Other Charges	+	\$0.00
Finance Charges	+	\$0.00

NEW BALANCE **\$18,707.02**

Credit Summary

Total Credit Line	\$250,000.00
Available Credit Line	\$231,292.98
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
-  Write us at PO BOX 35142 - LB1181, SEATTLE, WA 98124-5142

Payment Summary

NEW BALANCE	\$18,707.02
MINIMUM PAYMENT	\$18,707.02
PAYMENT DUE DATE	08/25/2024

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

				TOTAL CORPORATE ACTIVITY	\$20,797.86-
Trans Date	Post Date	Reference Number	Transaction Description	Amount	
07/15	07/16	70005604198555198210165	PAYMENT - THANK YOU SPOKANE WA	\$20,797.86-	

Cardholder Account Summary

VIRTUAL ACCT BECHTOLD ####-####-####-6806	Payments & Other Credits \$0.00	Purchases & Other Charges \$3,971.12	Cash Advances \$0.00	Total Activity \$3,971.12
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Cardholder Account Detail

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
06/30	07/01	PPLN01	24692164182102219394898	COMCAST CALIFORNIA 800-COMCAST CA	\$264.61
07/01	07/03	PPLN01	24071054184939137021208	SP147 PENNGROVE STATIO 707-2290555 CA	\$293.00
07/01	07/03	PPLN01	24071054184939131610980	CITY OF COTATI ONLINE 707-6653631 CA	\$564.83
07/03	07/04	PPLN01	24492154186006260176238	MISSION LINEN 805-963-1841 CA	\$117.73

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

Closing Date	New Balance	Total Minimum Payment Due	Payment Due Date
07/31/24	\$18,707.02	\$18,707.02	08/25/24

\$ **18,707.02**

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

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

NAME CHANGE

Last
First Middle

ADDRESS CHANGE

Street

City State ZIP Code

Home Phone () - Business Phone () -

Cell Phone () - E-mail Address

SIGNATURE REQUIRED TO AUTHORIZE CHANGES

Signature

Cardholder Account Detail Continued					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
07/11	07/11	PPLN01	24692164193101399994375	COMCAST CALIFORNIA 800-COMCAST CA	\$235.71
07/10	07/11	PPLN01	24906414192204308664519	TMX*Terminix Intl 800-8376464 TN	\$124.00
07/13	07/14	PPLN01	24755424195291958618315	PRIMO WATER FL 800-7285508 FL	\$103.87
07/15	07/16	PPLN01	24692164197101859975399	VZWRLSS*APOCC VISB 800-922-0204 FL	\$442.26
07/17	07/18	PPLN01	24492154200010916199422	MISSION LINEN 805-963-1841 CA	\$113.23
07/18	07/19	PPLN01	24941664200014074001813	RECOLOGY SONOMA MARIN 415-875-1000 CA	\$278.54
07/18	07/19	PPLN01	24941664200014074001821	RECOLOGY SONOMA MARIN 415-875-1000 CA	\$233.72
07/18	07/19	PPLN01	24941664200014074016407	RECOLOGY SONOMA MARIN 415-875-1000 CA	\$118.07
07/20	07/21	PPLN01	24692164202106435721459	GOOGLE *YouTube TV g.co/helpay# CA	\$102.98
07/23	07/24	PPLN01	24055234206037628776539	ATT* BILL PAYMENT 800-331-0500 TX	\$428.39
07/25	07/26	PPLN01	24755424207292074253751	PRIMO WATER FL 800-7285508 FL	\$3.99
07/28	07/28	PPLN01	24692164210103376231226	COMCAST CALIFORNIA 800-COMCAST CA	\$260.02
07/27	07/28	PPLN01	24755424209182091568976	PRIMO WATER FL 800-7285508 FL	\$21.48
07/30	07/31	PPLN01	24692164212105006601155	COMCAST CALIFORNIA 800-COMCAST CA	\$264.69

Cardholder Account Summary					
JAMES DEURLOO ##### 6118		Payments & Other Credits \$169.87-	Purchases & Other Charges \$3,067.14	Cash Advances \$0.00	Total Activity \$2,897.27

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
07/03	07/04	PPLN01	24692164185105288993414	LOVE'S #0652 OUTSIDE WILLIAMS CA	\$40.72
07/02	07/04	PPLN01	24427334185710001757177	ROTTEN ROBBIE #40 SANTA ROSA CA	\$60.41
07/04	07/05	PPLN01	24204294186001348981082	Dicks Sporting Goods Chico CA	\$169.87
07/04	07/05	PPLN01	24204294186001352455080	Dicks Sporting Goods Chico CA	\$263.55
07/04	07/05		74204294186001351515087	CREDIT VOUCHER Dicks Sporting Goods Chico CA	\$169.87-
07/05	07/07	PPLN01	24755424188271886455211	HILTON HOTELS 916-2031562 CA	\$178.40
07/07	07/09	PPLN01	24755424190161907405962	HILTON HOTELS CHICO CA	\$157.16
07/08	07/09	PPLN01	24761474190017026676882	GRANZELLAS WILLIAMS CA	\$26.32
07/10	07/12	PPLN01	24427334193120001429324	PETALUMA VALERO PETALUMA CA	\$93.91
07/10	07/12	PPLN01	24427334193710001767622	ROTTEN ROBBIE #62 SEBASTOPOL CA	\$119.38
07/11	07/12	PPLN01	24941664193011136288478	NOAH'S BAGELS #2185 PETALUMA CA	\$11.29
07/12	07/14	PPLN01	24055234195027254266189	OIL STOP 2 ROHNERT PARK CA	\$350.65
07/16	07/18	PPLN01	24427334199710001645236	ROTTEN ROBBIE #62 SEBASTOPOL CA	\$72.64
07/18	07/21	PPLN01	24427334201120001457622	PETALUMA VALERO PETALUMA CA	\$54.94
07/21	07/22	PPLN01	24692164203107743127057	SQ *AMERICAN INTEGRATED T gosq.com KY	\$1,190.00
07/22	07/24	PPLN01	24427334205710001634976	ROTTEN ROBBIE #62 SEBASTOPOL CA	\$87.63
07/24	07/25	PPLN01	24055234207038843579012	WILCO FARM STORE PETALUMA CA	\$35.02
07/24	07/25	PPLN01	24055234207038843579640	WILCO FARM STORE PETALUMA CA	\$8.75
07/24	07/25	PPLN01	24055234207038843579939	WILCO FARM STORE PETALUMA CA	\$37.21
07/25	07/28	PPLN01	24427334208710001741687	ROTTEN ROBBIE #62 SEBASTOPOL CA	\$109.29

Cardholder Account Summary					
STRIKE TEAM # 1 ##### 6142		Payments & Other Credits \$0.00	Purchases & Other Charges \$989.07	Cash Advances \$0.00	Total Activity \$989.07

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
07/17	07/19	PPLN01	24692164200104490237646	TST* SKOUT Ashland OR	\$72.60
07/19	07/21	PPLN01	24692164202106669773531	TST* NOBLE FOX - ASHLAND Ashland OR	\$91.91
07/18	07/21	PPLN01	24431064201021129012371	PLAZA INN/SUITES @ ASHLA ASHLAND OR	\$119.31
07/18	07/21	PPLN01	24431064201021129012389	PLAZA INN/SUITES @ ASHLA ASHLAND OR	\$119.31
07/20	07/22	PPLN01	24431064203022353046760	PLAZA INN/SUITES @ ASHLA ASHLAND OR	\$119.31
07/22	07/23	PPLN01	24692164204108795499724	CHEVRON 0204588 DUNNIGAN CA	\$161.72
07/21	07/23	PPLN01	24453514204017026741264	EL PARAISO MEXICAN CUISIN ASHLAND OR	\$57.61
07/21	07/24	PPLN01	24000974205021103577966	BEST WESTERN WINDSOR I ASHLAND OR	\$107.00
07/21	07/24	PPLN01	24000974205021103578006	BEST WESTERN WINDSOR I ASHLAND OR	\$107.00

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Cardholder Account Detail Continued

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
07/22	07/24	PPLN01	24692164205109394929417	IN-N-OUT REDDING REDDING CA	\$33.30

Cardholder Account Summary

TIM CALDWELL #### ## 2629	Payments & Other Credits \$0.00	Purchases & Other Charges \$969.78	Cash Advances \$0.00	Total Activity \$969.78
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Cardholder Account Detail

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
07/04	07/05	PPLN01	24692164186106000547198	CHEVRON 0212047 COTATI CA	\$56.65
07/04	07/05	PPLN01	24034544186000721553850	SPEEDWAY 5124 COTATI CA	\$0.06
07/14	07/15	PPLN01	24034544196003041385118	76 - PETALUMA 88 INC PETALUMA CA	\$63.27
07/21	07/22	PPLN01	24034544203004564293425	76 - PETALUMA 88 INC PETALUMA CA	\$80.62
07/25	07/26	PPLN01	24801974207039379186139	LARSENGINES-PETALUMA PETALUMA CA	\$707.25
07/27	07/28	PPLN01	24034544209005998595289	76 - PETALUMA 88 INC PETALUMA CA	\$61.93

Cardholder Account Summary

MORGAN DEJONG #### ## 0982	Payments & Other Credits \$0.00	Purchases & Other Charges \$184.65	Cash Advances \$0.00	Total Activity \$184.65
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Cardholder Account Detail

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
07/05	07/07	PPLN01	24692164187106989816795	LOWES #01901* COTATI CA	\$69.16
07/05	07/07	PPLN01	24034544188001171610412	SPEEDWAY 5124 COTATI CA	\$49.36
07/11	07/12	PPLN01	24692164193102037928114	LOWES #01901* COTATI CA	\$45.95
07/17	07/18	PPLN01	24692164199104070369580	LOWES #01901* COTATI CA	\$20.18

Cardholder Account Summary

ERIC GROMALA #### ## 1484	Payments & Other Credits \$0.00	Purchases & Other Charges \$365.11	Cash Advances \$0.00	Total Activity \$365.11
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Cardholder Account Detail

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
07/12	07/14	PPLN01	24692164194102523460787	AMAZON MKTPL*RY3N87KCO Amzn.com/bill WA	\$365.11

Cardholder Account Summary

HERB WANDEL #### ## 4009	Payments & Other Credits \$0.00	Purchases & Other Charges \$3,688.65	Cash Advances \$0.00	Total Activity \$3,688.65
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Cardholder Account Detail

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
06/30	07/01	PPLN01	24055234183016245262351	WILCO FARM STORE PETALUMA CA	\$9.41
06/30	07/01	PPLN01	24692164182102766105077	CHEVRON 0212047 COTATI CA	\$77.45
07/01	07/02	PPLN01	24692164183103807628746	CHEVRON 0098548 PETALUMA CA	\$106.40
07/03	07/04	PPLN01	24692164185105429798953	CHEVRON 0212047 COTATI CA	\$77.78
07/05	07/07	PPLN01	24137464188200243161332	AUTOZONE #4014 ROHNERT PARK CA	\$95.88
07/05	07/07	PPLN01	24692164187107010888183	CHEVRON 0212047 COTATI CA	\$98.32
07/05	07/07	PPLN01	24445004188600240080412	LES SCHWAB TIRES #0624 ROHNERT PARK CA	\$654.73
07/06	07/07	PPLN01	24692164188107307235337	PETERSON TRUCKS SR 707-576-1616 CA	\$936.06
07/06	07/07	PPLN01	24692164188107307235386	PETERSON TRUCKS SR 707-576-1616 CA	\$423.88
07/07	07/09	PPLN01	24692164190109069476501	LOWES #01901* COTATI CA	\$31.71
07/08	07/09	PPLN01	24692164190109405517729	CHEVRON 0212047 COTATI CA	\$72.22
07/09	07/10	PPLN01	24431064192015699346566	KAISER 02090587 SANTA ROSA CA	\$115.00
07/11	07/11	PPLN01	24692164193101358478618	PETERSON TRUCKS SR 707-576-1616 CA	\$213.28
07/12	07/14	PPLN01	24755424195641952914153	CA DIR DOSH 800-4874567 CA	\$675.00
07/12	07/14	PPLN01	24755424195641952914765	OPC CA DIR DOSH FE 800-3525002 AL	\$15.53
07/14	07/15	PPLN01	24692164196101211822652	CHEVRON 0212047 COTATI CA	\$86.00

Cardholder Account Summary				
JEFF VELIQUETTE #### #### #### 8935	Payments & Other Credits \$0.00	Purchases & Other Charges \$266.21	Cash Advances \$0.00	Total Activity \$266.21

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
07/02	07/04	PPLN01	24316054185018285855511	SHELL OIL 57444218606 ROHNERT PARK CA	\$71.81
07/10	07/11	PPLN01	24801974192025046218709	MARVIN'S RESTAURANT COTATI CA	\$46.68
07/10	07/12	PPLN01	24426294193017021668807	New York Bagel ROHNERT PARK CA	\$25.24
07/12	07/14	PPLN01	24435244194027017613751	JAVAMORE CAFE PENNGROVE CA	\$20.83
07/22	07/24	PPLN01	24316054205036979267609	SHELL OIL 57444218606 ROHNERT PARK CA	\$101.65

Cardholder Account Summary				
JIMMY BERNAL #### #### #### 9391	Payments & Other Credits \$0.00	Purchases & Other Charges \$416.69	Cash Advances \$0.00	Total Activity \$416.69

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
07/07	07/08	PPLN01	24692164189108617977906	Amazon.com*R79QD1SP1 Amzn.com/bill WA	\$15.18
07/11	07/11	PPLN01	2449216419300006640490	SP SOUTHWEST BOOT CO HTTPSSOUTHWES CA	\$333.11
07/15	07/16	PPLN01	24034544197003289343034	76 - PETALUMA 88 INC PETALUMA CA	\$22.17
07/24	07/26	PPLN01	24426294207017021786231	New York Bagel ROHNERT PARK CA	\$46.23

Cardholder Account Summary				
MICHAEL PORTER #### #### #### 2447	Payments & Other Credits \$0.00	Purchases & Other Charges \$2,058.81	Cash Advances \$0.00	Total Activity \$2,058.81

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
07/05	07/07	PPLN01	24492164187000035763287	DOTY BELT LLC DOTYBELT.COM CA	\$525.47
07/11	07/12	PPLN01	24435244193027017039552	JAVAMORE CAFE PENNGROVE CA	\$90.00
07/18	07/19	PPLN01	24055234201033153817553	WILCO FARM STORE PETALUMA CA	\$97.07
07/19	07/21	PPLN01	24692164201105601832455	COSTCO *BUS DELIV 823 510-259-6600 CA	\$446.72
07/19	07/21	PPLN01	24692164201105601832851	COSTCO *BUS DELIV 823 510-259-6600 CA	\$420.03
07/24	07/25	PPLN01	24692164206100143940325	COSTCO *BUS DELIV 823 510-259-6600 CA	\$479.52

Cardholder Account Summary				
JENNIFER BECHTOLD #### #### #### 5900	Payments & Other Credits \$0.00	Purchases & Other Charges \$830.34	Cash Advances \$0.00	Total Activity \$830.34

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
07/02	07/03	PPLN01	24559304184900019515444	FDAC 800-8294309 CA	\$500.00
07/23	07/24	PPLN01	24036294205742816846627	VISTAPRINT 866-207-4955 MA	\$30.34
07/26	07/28	PPLN01	24559304208900010815696	FDAC 800-8294309 CA	\$300.00

Cardholder Account Summary					
KYLE HEARD #### #### #### 6521		Payments & Other Credits \$20.00-	Purchases & Other Charges \$1,989.36	Cash Advances \$0.00	Total Activity \$1,969.36
Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
07/09	07/10	PPLN01	24431054192010265254246	O'REILLY 3230 REDDING CA	\$45.72
07/09	07/10		74431054192010265254233	CREDIT VOUCHER	\$20.00-
07/09	07/11	PPLN01	24316054192024713269169	O'REILLY 3230 REDDING CA	\$149.46
07/09	07/11	PPLN01	24137464192200222449728	SHELL OIL 12825924009 REDDING CA MORE FOR LESS NUMBER 21 CALISTOGA CA	\$62.51
07/09	07/11	PPLN01	24692164192100965734836	IN-N-OUT REDDING REDDING CA	\$44.03
07/10	07/12	PPLN01	24943004193016447071411	HOLIDAY INN REDDING OAKLAND CA	\$119.84
07/10	07/12	PPLN01	24943004193016447071429	HOLIDAY INN REDDING OAKLAND CA	\$119.84
07/13	07/15	PPLN01	24692164196101248274653	TST* CATTLEMENS - REDDING Redding CA	\$68.87
07/16	07/17	PPLN01	24717054199731992532392	AP AIR LLC 515-3325500 IA	\$429.00
07/15	07/17	PPLN01	24692164198102812183716	TST* CR GIBBS AMERICAN GR Redding CA	\$58.98
07/15	07/17	PPLN01	24717054198641983020920	SPORTSMANS WAREHOUSE 221 REDDING CA	\$42.91
07/16	07/19	PPLN01	24000974200994400602007	BEST WESTERN PLUS HILL REDDING CA	\$424.10
07/14	07/19	PPLN01	24000974200994402605529	BEST WESTERN PLUS HILL REDDING CA	\$212.05
07/14	07/19	PPLN01	24000974200994402605651	BEST WESTERN PLUS HILL REDDING CA	\$212.05

Cardholder Account Summary					
ROBERT NAPPI #### #### #### 7354		Payments & Other Credits \$0.00	Purchases & Other Charges \$75.37	Cash Advances \$0.00	Total Activity \$75.37
Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
07/15	07/16	PPLN01	24692164197102355544978	LOWES #01901* COTATI CA	\$53.48
07/20	07/21	PPLN01	24055234203035116359894	WILCO FARM STORE PETALUMA CA	\$21.89

Cardholder Account Summary					
RENE TORRES #### #### #### 4930		Payments & Other Credits \$0.00	Purchases & Other Charges \$24.59	Cash Advances \$0.00	Total Activity \$24.59
Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
07/08	07/09	PPLN01	24000974190937300801650	THE UPS STORE 2795 707-7951328 CA	\$24.59

Finance Charge Summary / Plan Level Information									
Plan Name	Plan Description	FCM ¹	Average Daily Balance	Periodic Rate *	Corresponding APR	Finance Charges	Effective APR Fees **	Effective APR	Ending Balance
Purchases									
PPLN01 001	PURCHASE	E	\$0.00	0.06008%(D)	21.9900%	\$0.00	\$0.00	0.0000%	\$18,707.02
Cash									
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							Days In Billing Cycle: 31		
** includes cash advance and foreign currency fees							APR = Annual Percentage Rate		
¹ FCM = Finance Charge Method									
(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
 YEAR TO DATE BUDGET REPORT
 6/30/2024 - FINAL

REVENUES - OPERATING BUDGET

SUB-OBJ.	DESCRIPTION	BUDGETED FOR FY '23 - 24'	JUNE REVENUES	FY REVENUE TO 6/30/24	BALANCE REMAINING	BALANCE REMAINING (%)
1000	Property Taxes	\$ 4,481,020.00	\$ 174,774.38	\$ 4,514,108.76	\$ (33,088.76)	-0.74%
1001	CY Direct Charges	\$ 2,244,710.00	\$ 69,179.00	\$ 2,240,742.20	\$ 3,967.80	0.18%
1007	CY Direct Charges-July	\$ -	\$ -	\$ -	\$ -	
1008	RDA Increment - Credited amount of ad valorem taxes to Petaluma and Cotati redevelopment districts	\$ 170,500.00	\$ -	\$ (804,352.07)	\$ 974,852.07	571.76%
1011	Property Tax Administration Fee	\$ (40,000.00)	\$ -	\$ (39,331.00)	\$ (669.00)	1.67%
1014	RDA Increment	\$ -	\$ (62.38)	\$ 5,783.46	\$ (5,783.46)	
1015	RDA Pass-Through	\$ -	\$ 1,978.30	\$ 534,075.69	\$ (534,075.69)	
1016	RDA Allocation	\$ -	\$ -	\$ 69,979.00	\$ (69,979.00)	
1017	Residual Property Tax (RDA Escrow Acct)	\$ -	\$ 155,863.81	\$ 406,602.12	\$ (406,602.12)	
1018	Property Tax - RDA Asset Distribution	\$ -	\$ -	\$ -	\$ -	
1020	CY Supplemental Tax	\$ 111,000.00	\$ 41,242.15	\$ 99,501.83	\$ 11,498.17	10.36%
1040	Unsecured Property Taxes	\$ 133,900.00	\$ (1,056.16)	\$ 137,882.46	\$ (3,982.46)	-2.97%
1042	Cost Reimbursement - Collect	\$ -	\$ -	\$ -	\$ -	
1044	Unsecured Property Taxes - July	\$ -	\$ -	\$ -	\$ -	
1060	Property Taxes - PY Secured	\$ -	\$ (773.10)	\$ (2,656.18)	\$ 2,656.18	
1061	PY Direct Charges	\$ 21,000.00	\$ 4,335.32	\$ 36,078.33	\$ (15,078.33)	-71.80%
1080	Property Taxes	\$ -	\$ (21.92)	\$ (212.61)	\$ 212.61	
1100	Property Taxes - PY Unsecured	\$ -	\$ -	\$ -	\$ -	
1120	Property Tax Receivable	\$ -	\$ 3,212.72	\$ 3,212.72	\$ (3,212.72)	
	TOTAL PROPERTY TAXES	\$ 7,122,130.00	\$ 448,672.12	\$ 7,201,414.71	\$ (79,284.71)	-1.11%
1700	Interest on Pooled Cash	\$ 85,000.00	\$ 33,819.08	\$ 152,454.09	\$ (67,454.09)	-79.36%
1701	Interest Earned (on early payments of Prop. Taxes)	\$ -	\$ -	\$ -	\$ -	
	TOTAL USE OF PROPERTY	\$ 85,000.00	\$ 33,819.08	\$ 152,454.09	\$ (67,454.09)	-79.36%
2081	State - Highway Rentals	\$ -	\$ -	\$ -	\$ -	
2404	State Reimbursements	\$ -	\$ -	\$ 82.36	\$ (82.36)	
2440	HOPTR	\$ 22,660.00	\$ 10,210.07	\$ 20,420.13	\$ 2,239.87	9.88%
2500	State - Other (Grant Revenue)	\$ -	\$ -	\$ -	\$ -	
2589	State Refunds - Strike Teams	\$ 350,000.00	\$ -	\$ 206,021.70	\$ 143,978.30	41.14%
	TOTAL INTERGOV. REVENUES	\$ 372,660.00	\$ 10,210.07	\$ 226,524.19	\$ 146,135.81	39.21%
3600	Misc. charges for Services - Fire Marshal Services	\$ 32,000.00	\$ 5,110.00	\$ 41,607.50	\$ (9,607.50)	-30.02%
3601	Finance Charges/Late Fees	\$ 4,000.00	\$ 16.40	\$ 946.88	\$ 3,053.12	76.33%
3641	Fire Services - Casino Contract	\$ 130,048.00	\$ -	\$ 142,548.00	\$ (12,500.00)	-9.61%
3661	Fire Control Services - Cost Recovery	\$ 20,000.00	\$ 4,239.05	\$ 31,413.41	\$ (11,413.41)	-57.07%
3670	Weed Abatement	\$ 60,000.00	\$ -	\$ 35,955.00	\$ 24,045.00	40.08%
3682	City Contracts (RP Auto Aid)	\$ 42,600.00	\$ -	\$ 43,900.18	\$ (1,300.18)	-3.05%
3700	Copy file fee	\$ 500.00	\$ -	\$ 255.00	\$ 245.00	49.00%
3980	Revenue Applicable to PY	\$ -	\$ -	\$ -	\$ -	
	TOTAL CHARGES FOR SERVICES	\$ 289,148.00	\$ 9,365.45	\$ 296,625.97	\$ (7,477.97)	-2.59%
4040	Misc. Revenue	\$ 10,000.00	\$ -	\$ 84,917.42	\$ (74,917.42)	-749.17%
4100	Workers' compensation reimbursement	\$ 42,300.00	\$ 10,694.12	\$ 154,674.45	\$ (112,374.45)	-265.66%
4102	Donations or reimbursements	\$ -	\$ -	\$ -	\$ -	
4109	Refunded Checks, outdated warrants	\$ -	\$ -	\$ -	\$ -	
4600	Sale of Fixed Assets (Surplus)	\$ 50,000.00	\$ -	\$ -	\$ -	0.00%
	TOTAL MISC. REVENUES	\$ 102,300.00	\$ 10,694.12	\$ 239,591.87	\$ (137,291.87)	-134.21%
	REVENUE TOTAL:	\$ 7,971,238.00	\$ 512,760.84	\$ 8,116,610.83	\$ (145,372.83)	-1.82%

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

EXPENDITURES - OPERATING BUDGET

SUB-OBJ.		BUDGETED FOR FY '23 - 24'	JUNE EXPENSE	FY EXPENSE TO 6/30/24	BALANCE REMAINING	BALANCE REMAINING (%)
5910	Perm. Positions	\$ 3,328,828.00	\$ 299,336.41	\$ 3,195,824.95	\$ 133,003.05	4.00%
5911	Extra help: part time employees, non-benefited. Paid hourly	\$ 306,000.00	\$ 27,994.83	\$ 239,005.17	\$ 66,994.83	21.89%
5912	Overtime	\$ 757,422.00	\$ 103,066.47	\$ 859,338.79	\$ (101,916.79)	-13.46%
5913	BC Extra Shift Compensation	\$ 110,000.00	\$ 67,668.84	\$ 151,939.30	\$ (41,939.30)	-38.13%
5914	FLSA	\$ 83,000.00	\$ 6,996.13	\$ 84,514.27	\$ (1,514.27)	-1.82%
5922	FICA	\$ 8,100.00	\$ 326.09	\$ 5,005.17	\$ 3,094.83	38.21%
5923	PERS contributions, Employee + Employer paid contributions	\$ 700,000.00	\$ 40,291.73	\$ 613,361.06	\$ 86,638.94	12.38%
5924	Medicare	\$ 60,000.00	\$ 7,120.18	\$ 62,275.81	\$ (2,275.81)	-3.79%
5930	Health Insurance	\$ 601,198.00	\$ -	\$ 520,072.50	\$ 81,125.50	13.49%
5931	Disability Insurance	\$ 11,000.00	\$ -	\$ 9,947.00	\$ 1,053.00	9.57%
5932	Dental Insurance	\$ 35,000.00	\$ (181.30)	\$ 31,092.95	\$ 3,907.05	11.16%
5933	Life Insurance	\$ 5,000.00	\$ -	\$ 4,107.35	\$ 892.65	17.85%
5934	Vision Insurance	\$ 5,000.00	\$ (27.34)	\$ 4,688.81	\$ 311.19	6.22%
5935	Unemployment Insurance	\$ 5,000.00	\$ 134.76	\$ 4,749.12	\$ 250.88	5.02%
5936	Retiree Health Insurance	\$ 22,500.00	\$ -	\$ 20,100.00	\$ 2,400.00	10.67%
5940	Workers' Compensation	\$ 247,000.00	\$ -	\$ 253,828.58	\$ (6,828.58)	-2.76%
	TOTAL WAGES/BENEFITS:	\$ 6,285,048.00	\$ 552,726.80	\$ 6,059,850.83	\$ 225,197.17	3.58%
6020	Uniforms including paid and volunteers staff pants, shirts, station boots, badges, collar pins, name tags and business cards	\$ 28,500.00	\$ 4,369.99	\$ 24,373.83	\$ 4,126.17	14.48%
6022	Safety Clothing: turnout, including boots	\$ 70,000.00	\$ 23,494.62	\$ 57,385.90	\$ 12,614.10	18.02%
6040	Communications including telephone, cable, internet, cell phones	\$ 26,000.00	\$ 3,682.65	\$ 26,482.83	\$ (482.83)	-1.86%
6045	Pagers and Radios	\$ 6,850.00	\$ 250.00	\$ 4,161.88	\$ 2,688.12	39.24%
6060	Food - at extended responses, approved meetings, examinations and trainings.	\$ 6,000.00	\$ 701.51	\$ 693.64	\$ 5,306.36	88.44%
6080	Household expenses - Fishman Supply; detergent, towels etc.	\$ 15,000.00	\$ 2,140.91	\$ 11,318.70	\$ 3,681.30	24.54%
6100	Liability Insurance	\$ 253,441.00	\$ 47.50	\$ 254,047.36	\$ (606.36)	-0.24%
6140	Equipment Maintenance: Office equipment and tool repair	\$ 12,000.00	\$ 17.51	\$ 7,745.79	\$ 4,254.21	35.45%
6155	Apparatus Maintenance	\$ 60,000.00	\$ 11,085.82	\$ 47,894.79	\$ 12,105.21	20.18%
6165	SCBA Maintenance	\$ 5,000.00	\$ -	\$ 5,239.85	\$ (239.85)	-4.80%
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	\$ 33,000.00	\$ 3,876.67	\$ 33,744.09	\$ (744.09)	-2.25%
6181	Station Maint related to remodel	\$ 6,000.00	\$ -	\$ 11,503.90	\$ (5,503.90)	-91.73%
6260	Medical / Lab supply - O2, latex gloves, etc.	\$ 20,000.00	\$ 2,384.15	\$ 15,541.89	\$ 4,458.11	22.29%
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.	\$ 17,500.00	\$ 77.50	\$ 13,674.22	\$ 3,825.78	21.86%
6400	Office Supplies: regular supplies such as paper, printer cartridges etc.	\$ 3,200.00	\$ 87.96	\$ 2,127.92	\$ 1,072.08	33.50%
6401	Office Expense - Inventory such as desktop/laptop computer purchases, printers, etc.	\$ 7,000.00	\$ -	\$ 8,947.32	\$ (1,947.32)	-27.82%
6410	Postage and shipping	\$ 2,000.00	\$ 193.73	\$ 1,422.34	\$ 577.66	28.88%
6430	Printing Services	\$ 1,000.00	\$ 67.18	\$ 168.05	\$ 831.95	83.20%
6461	Operational Expenses	\$ 8,000.00	\$ 870.42	\$ 28,658.21	\$ (20,658.21)	-258.23%
6463	FPO Expenses - public education materials	\$ 4,000.00	\$ 1,323.55	\$ 2,959.13	\$ 1,040.87	26.02%
6500	Payroll Fees	\$ 5,000.00	\$ 529.00	\$ 4,227.15	\$ 772.85	15.46%
6501	Professional Services	\$ -	\$ 12,370.00	\$ 12,370.00	\$ (12,370.00)	#DIV/0!
6526	Dispatch Services - REDCOM	\$ 30,000.00	\$ -	\$ 21,337.23	\$ 8,662.77	28.88%
6587	LAFCO	\$ 7,000.00	\$ -	\$ 6,961.00	\$ 39.00	0.56%
6590	Contracted FM Services	\$ 20,000.00	\$ 1,050.00	\$ 16,450.00	\$ 3,550.00	17.75%
6596	CQI Expense	\$ 10,000.00	\$ -	\$ 2,720.00	\$ 7,280.00	72.80%
6605	Hiring Expenses	\$ 18,216.00	\$ -	\$ 9,894.00	\$ 8,322.00	45.69%
6610	Legal Services	\$ 20,000.00	\$ -	\$ 40,723.25	\$ (20,723.25)	-103.62%
6630	Annual Audit	\$ 9,000.00	\$ -	\$ 8,445.00	\$ 555.00	6.17%
6635	Bank and Credit Card Fees	\$ 350.00	\$ 7.65	\$ 705.56	\$ (355.56)	-101.59%
6650	Health Services	\$ 6,000.00	\$ -	\$ 5,570.00	\$ 430.00	7.17%
6654	Wellness Program	\$ 7,000.00	\$ -	\$ 1,250.00	\$ 5,750.00	82.14%
6800	Public Legal Notices - publishing fees (ordinances, budget/Prop IV limit, elections, etc.)	\$ 1,200.00	\$ 663.00	\$ 2,177.00	\$ (977.00)	-81.42%
6820	Rent / Lease Equipment	\$ 7,500.00	\$ 510.00	\$ 5,409.17	\$ 2,090.83	27.88%

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

SUB-OBJ.	DESCRIPTION	BUDGETED FOR FY '23 - 24'	JUNE EXPENSE	FY EXPENSE TO 6/30/24	BALANCE REMAINING	BALANCE REMAINING (%)
6823	Rental hydrants/Water - hydrant use within Sonoma County Water Agency jurisdiction	\$ 700.00	\$ 320.00	\$ 320.00	\$ 380.00	54.29%
6880	Small tools: maintenance tools, hardware etc.	\$ 3,000.00	\$ -	\$ 2,789.97	\$ 210.03	7.00%
6881	Safety Equipment: SCBA's, hose, nozzles etc.	\$ 30,000.00	\$ 3,542.97	\$ 21,157.06	\$ 8,842.94	29.48%
6889	Computer Software	\$ 49,215.00	\$ 3,695.80	\$ 75,238.86	\$ (26,023.86)	-52.88%
7000	Any Board related expense not otherwise accounted for (i.e., Special District Dinners)	\$ 600.00	\$ -	\$ 675.00	\$ (75.00)	-12.50%
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	\$ 42,000.00	\$ 11,439.09	\$ 39,313.00	\$ 2,687.00	6.40%
7201	Gas and Oil	\$ 70,000.00	\$ 8,790.46	\$ 58,682.88	\$ 11,317.12	16.17%
7300	Transportation and Travel to training out of County, use of personal vehicle for District errands.	\$ 6,800.00	\$ 2,436.31	\$ (1,928.30)	\$ 8,728.30	128.36%
7320	Utilities - PG&E, garbage, water, sewage	\$ 63,000.00	\$ 10,743.96	\$ 68,341.26	\$ (5,341.26)	-8.48%
	TOTAL SUPPLIES AND SERVICES:	\$ 1,006,072.00	\$ 110,769.91	\$ 960,920.73	\$ 45,151.27	4.49%
7910	Long Term Loan - Princ.	\$ 57,508.31	\$ -	\$ 57,500.96	\$ 7.35	0.01%
7930	Long Term Loan - Interest	\$ 6,208.49	\$ -	\$ 6,215.84	\$ (7.35)	-0.12%
7940	Pension Obligation Bond - Principal	\$ 255,000.00	\$ -	\$ 255,000.00	\$ -	0.00%
7945	Pension Obligation Bond - Interest	\$ 129,660.50	\$ -	\$ 129,402.97	\$ 257.53	0.20%
	TOTAL LONG TERM DEBT:	\$ 448,377.30	\$ -	\$ 448,119.77	\$ 257.53	0.06%
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!
	TOTAL EQUIPMENT:	\$ -	\$ -	\$ -	\$ -	#DIV/0!

Recap Report	BUDGETED FOR FY '23 - 24'	JUNE TOTAL	FY TO 6/30/24	BALANCE REMAINING	BALANCE REMAINING (%)
OPERATING REVENUES	\$ 7,971,238.00	\$ 512,760.84	\$ 8,116,610.83	\$ (145,372.83)	-1.82%
OPERATING EXPENDITURES					
Wages/Benefits	\$ 6,285,048.00	\$ 552,726.80	\$ 6,059,850.83	\$ 225,197.17	3.58%
Supplies and Services	\$ 1,006,072.00	\$ 110,769.91	\$ 960,920.73	\$ 45,151.27	4.49%
Long Term Debt	\$ 448,377.30	\$ -	\$ 448,119.77	\$ 257.53	0.06%
Equipment	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Totals	\$ 7,739,497.30	\$ 663,496.71	\$ 7,468,891.33	\$ 270,605.97	3.50%
Revenues Less Expenditures			\$ 647,719.50		

RANCHO ADOBE FIRE PROTECTION DISTRICT
 YEAR TO DATE BUDGET REPORT

CAPITAL IMPROVEMENTS BUDGET

SUB-OBJ.		BUDGETED FOR FY '23 - 24'	JUNE EXPENSE	FY EXPENSE TO 6/30/24	BALANCE REMAINING	BALANCE REMAINING (%)
9510	Buildings Improvements	\$ 992,511.62	0.00	\$ 992,511.62	\$ -	0.00%
9511	New Capital Equipment	\$ -	0.00	\$ -	\$ -	#DIV/0!
9540	Durable Medical Equipment	\$ -	0.00	\$ -	\$ -	#DIV/0!
9560	New Equipment - Apparatus	\$ -	0.00	\$ -	\$ -	#DIV/0!
9561	Equipment New - Office	\$ -	0.00	\$ -	\$ -	#DIV/0!
	TOTAL EQUIPMENT:	\$ 992,511.62	\$ -	\$ 992,511.62	\$ -	0.00%

CURRENT ASSETS	
Summit State Bank Operating Account:	\$ 486,640.13
Summit State Bank ICS Account:	\$ 1,679,727.90
Summit State Bank Payroll Account:	\$ 2,659.29
CDARS:	\$ 2,811,326.48
Petty Cash:	\$ 200.00
Total:	\$ 4,980,553.80
Remaining Operating Fund:	\$ 3,680,429.98
Designated Capital Reserve Accounts:	\$ 1,300,123.82
Interest Earned on Capital Reserves:	\$ 11,421.02
321 Future Liabilities - PERS UAL:	\$ 300,000.00
331 Apparatus Reserves:	\$ 405,000.00
332 Unrestricted Fund Reserves:	\$ 11,938.79
334 Buildings/Facility Reserves:	\$ 571,764.01

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

REVENUES - OPERATING BUDGET

SUB-OBJ.	DESCRIPTION	BUDGETED FOR FY '24 - 25'	JULY REVENUES	FY REVENUE TO 7/31/24	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	\$ -	\$ -	\$ -	\$ -	
	TOTAL PROPERTY TAXES	\$ 7,277,012.30	\$ -	\$ -	\$ 7,277,012.30	100.00%
1700	Interest on Pooled Cash	\$ 85,000.00	\$ 12,167.80	\$ 12,167.80	\$ 72,832.20	85.68%
1701	Interest Earned (on early payments of Prop. Taxes)		\$ -	\$ -	\$ -	
	TOTAL USE OF PROPERTY	\$ 85,000.00	\$ 12,167.80	\$ 12,167.80	\$ 72,832.20	85.68%
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	\$ -	\$ 39,208.45	\$ 39,208.45	\$ (39,208.45)	#DIV/0!
	TOTAL INTERGOV. REVENUES	\$ 1,072,600.00	\$ 39,208.45	\$ 39,208.45	\$ 1,033,391.55	96.34%
3600	Misc. charges for Services - Fire Marshal Services	\$ 50,000.00	\$ 4,200.00	\$ 4,200.00	\$ 45,800.00	91.60%
3601	Finance Charges/Late Fees	\$ 1,000.00	\$ 57.41	\$ 57.41	\$ 942.59	94.26%
3641	Fire Services - Casino Contract	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00	100.00%
3661	Fire Control Services - Cost Recovery	\$ 25,000.00	\$ 2,135.55	\$ 2,135.55	\$ 22,864.45	91.46%
3670	Weed Abatement	\$ 60,000.00	\$ 4,218.75	\$ 4,218.75	\$ 55,781.25	92.97%
3700	Copy file fee	\$ 150.00	\$ 105.00	\$ 105.00	\$ 45.00	30.00%
3710	First Responder BLS Agreement - SCFD	\$ -	\$ -	\$ -	\$ -	#DIV/0!
3720	Fleet Maintenance Revenue	\$ 50,000.00	\$ -	\$ -	\$ 50,000.00	100.00%
	TOTAL CHARGES FOR SERVICES	\$ 286,150.00	\$ 10,716.71	\$ 10,716.71	\$ 275,433.29	96.25%
4040	Misc. Revenue	\$ 30,000.00	\$ 21,005.16	\$ 21,005.16	\$ 8,994.84	29.98%
4100	Workers' compensation reimbursement	\$ 60,000.00	\$ 7,528.75	\$ 7,528.75	\$ 52,471.25	87.45%
4102	Donations or reimbursements	\$ -	\$ -	\$ -	\$ -	
4109	Refunded Checks, outdated warrants	\$ -	\$ -	\$ -	\$ -	
4600	Sale of Fixed Assets (Surplus)	\$ 50,000.00				0.00%
	TOTAL MISC. REVENUES	\$ 140,000.00	\$ 28,533.91	\$ 28,533.91	\$ 111,466.09	79.62%
	REVENUE TOTAL:	\$ 8,860,762.30	\$ 90,626.87	\$ 90,626.87	\$ 8,770,135.43	98.98%

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

EXPENDITURES - OPERATING BUDGET

SUB-OBJ.		BUDGETED FOR FY '24 - 25'	JULY EXPENSE	FY EXPENSE TO 7/31/24	BALANCE REMAINING	BALANCE REMAINING (%)
5910	Perm. Positions	\$ 3,810,000.00	\$ 239,076.33	\$ 239,076.33	\$ 3,570,923.67	93.73%
5911	Extra help: part time employees, non-benefited. Paid hourly	\$ 120,000.00	\$ 23,416.02	\$ 23,416.02	\$ 96,583.98	80.49%
5912	Overtime	\$ 917,000.00	\$ 115,640.71	\$ 115,640.71	\$ 801,359.29	87.39%
5913	BC Extra Shift Compensation	\$ 110,000.00	\$ -	\$ -	\$ 110,000.00	100.00%
5914	FLSA	\$ 88,000.00	\$ 5,786.13	\$ 5,786.13	\$ 82,213.87	93.42%
5922	Social Security Taxes	\$ 13,300.00	\$ 282.17	\$ 282.17	\$ 13,017.83	97.88%
5923	PERS contributions, Employee + Employer paid contributions	\$ 750,000.00	\$ 49,438.08	\$ 49,438.08	\$ 700,561.92	93.41%
5924	Medicare	\$ 70,000.00	\$ 5,361.39	\$ 5,361.39	\$ 64,638.61	92.34%
5930	Health Insurance	\$ 659,000.00	\$ 149,367.00	\$ 149,367.00	\$ 509,633.00	77.33%
5931	Disability Insurance	\$ 12,000.00	\$ 1,682.00	\$ 1,682.00	\$ 10,318.00	85.98%
5932	Dental Insurance	\$ 39,000.00	\$ 5,615.62	\$ 5,615.62	\$ 33,384.38	85.60%
5933	Life Insurance	\$ 5,000.00	\$ 694.20	\$ 694.20	\$ 4,305.80	86.12%
5934	Vision Insurance	\$ 5,600.00	\$ 396.43	\$ 396.43	\$ 5,203.57	92.92%
5935	Unemployment Insurance	\$ 10,161.00	\$ 64.12	\$ 64.12	\$ 10,096.88	99.37%
5936	Retiree Health Insurance	\$ 25,200.00	\$ 5,400.00	\$ 5,400.00	\$ 19,800.00	78.57%
5940	Workers' Compensation	\$ 367,500.00	\$ 319,558.89	\$ 319,558.89	\$ 47,941.11	13.05%
	TOTAL WAGES/BENEFITS:	\$ 7,001,761.00	\$ 921,779.09	\$ 921,779.09	\$ 6,079,981.91	86.84%
6020	Uniforms including paid and volunteers staff pants, shirts, station boots, badges, collar pins, name tags and business cards	\$ 28,500.00	\$ 12,395.04	\$ 12,395.04	\$ 16,104.96	56.51%
6022	Safety Clothing: turnouts, including boots	\$ 64,530.00	\$ 703.48	\$ 703.48	\$ 63,826.52	98.91%
6040	Communications including telephone, cable, internet, cell phones	\$ 26,780.00	\$ -	\$ -	\$ 26,780.00	100.00%
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	\$ (1,248.86)	\$ (1,248.86)	\$ 8,748.86	116.65%
6080	Household expenses - Fishman Supply; detergent, towels etc.	\$ 11,000.00	\$ -	\$ -	\$ 11,000.00	100.00%
6100	Liability Insurance	\$ 299,000.00	\$ 291,378.97	\$ 291,378.97	\$ 7,621.03	2.55%
6140	Equipment Maintenance: Office equipment and tool repair	\$ 10,000.00	\$ 6,891.93	\$ 6,891.93	\$ 3,108.07	31.08%
6155	Apparatus Maintenance	\$ 60,000.00	\$ 239.51	\$ 239.51	\$ 59,760.49	99.60%
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	\$ 363.00	\$ 363.00	\$ 29,637.00	98.79%
6260	Medical / Lab supply - O2, latex gloves, etc.	\$ 20,000.00	\$ 847.31	\$ 847.31	\$ 19,152.69	95.76%
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	\$ 144.00	\$ 144.00	\$ 17,856.00	99.20%
6400	Office Supplies: regular supplies such as paper, printer cartridges etc.	\$ 3,360.00	\$ -	\$ -	\$ 3,360.00	100.00%
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	\$ -	\$ -	\$ 2,000.00	100.00%
6430	Printing Services	\$ 1,100.00	\$ -	\$ -	\$ 1,100.00	100.00%
6461	Operational Expenses	\$ 8,000.00	\$ 734.10	\$ 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	\$ 515.20	\$ 515.20	\$ 5,484.80	91.41%
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	\$ 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	\$ 680.00	\$ 680.00	\$ 13,320.00	95.14%
6605	Hiring Expenses	\$ 12,500.00	\$ -	\$ -	\$ 12,500.00	100.00%
6610	Legal Services	\$ 25,000.00	\$ -	\$ -	\$ 25,000.00	100.00%
6630	Annual Audit	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00	100.00%
6635	Bank and Credit Card Fees	\$ 400.00	\$ 27.07	\$ 27.07	\$ 372.93	93.23%
6650	Health Services	\$ 6,240.00	\$ -	\$ -	\$ 6,240.00	100.00%
6654	Wellness Program	\$ 14,000.00	\$ 400.00	\$ 400.00	\$ 13,600.00	97.14%
6800	Public Legal Notices - publishing fees (ordinances, budget/Prop IV limit, elections, etc.)	\$ 1,224.00	\$ 715.00	\$ 715.00	\$ 509.00	41.58%
6820	Rent / Lease Equipment	\$ 6,000.00	\$ 391.64	\$ 391.64	\$ 5,608.36	93.47%

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

SUB-OBJ.	DESCRIPTION	BUDGETED FOR FY '24 - 25'	JULY EXPENSE	FY EXPENSE TO 7/31/24	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	\$ -	\$ -	\$ 5,000.00	100.00%
6881	Safety Equipment: SCBA's, hose, nozzles etc.	\$ 39,000.00	\$ -	\$ -	\$ 39,000.00	100.00%
6889	Computer Software	\$ 72,050.00	\$ 10,920.95	\$ 10,920.95	\$ 61,129.05	84.84%
7000	Any Board related expense not otherwise accounted for (I.e., Special District Dinners)	\$ 750.00	\$ 90.00	\$ 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	\$ 3,300.00	\$ 3,300.00	\$ 36,700.00	91.75%
7201	Gas and Oil	\$ 73,500.00	\$ 2,111.64	\$ 2,111.64	\$ 71,388.36	97.13%
7300	Transportation and Travel to training out of County, use of personal vehicle for District errands.	\$ 7,276.00	\$ -	\$ -	\$ 7,276.00	100.00%
7320	Utilities - PG&E, garbage, water, sewage	\$ 66,150.00	\$ -	\$ -	\$ 66,150.00	100.00%
	TOTAL SUPPLIES AND SERVICES:	\$ 1,131,210.00	\$ 345,192.98	\$ 345,192.98	\$ 786,017.02	69.48%
7910	Long Term Loan - Princ. (2016 Ferrara)	\$ 59,292.75	\$ 14,659.06	\$ 14,659.06	\$ 44,633.69	75.28%
7911	Long Term Loan Princ. (2023 Stat. 2)	\$ 46,672.00	\$ 46,672.57	\$ 46,672.57	\$ (0.57)	0.00%
7930	Long Term Loan - Interest (2016 Ferrara)	\$ 4,424.05	\$ 1,270.14	\$ 1,270.14	\$ 3,153.91	71.29%
7931	Long Term Loan Interest (2023 Stat. 2)	\$ 35,140.00	\$ 23,899.43	\$ 23,899.43	\$ 11,240.57	31.99%
7940	Pension Obligation Bond - Principal	\$ 255,000.00	\$ 255,000.00	\$ 255,000.00	\$ -	0.00%
7945	Pension Obligation Bond - Interest	\$ 128,003.00	\$ 64,524.25	\$ 64,524.25	\$ 63,478.75	49.59%
	TOTAL LONG TERM DEBT:	\$ 528,531.80	\$ 406,025.45	\$ 406,025.45	\$ 122,506.35	23.18%
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!
	TOTAL EQUIPMENT:	\$ -	\$ -	\$ -	\$ -	#DIV/0!

Recap Report	BUDGETED FOR FY '24 - 25'	JULY TOTAL	FY TO 7/31/24	BALANCE REMAINING	BALANCE REMAINING (%)
OPERATING REVENUES	\$ 8,860,762.30	\$ 90,626.87	\$ 90,626.87	\$ 8,770,135.43	98.98%
OPERATING EXPENDITURES					
Wages/Benefits	\$ 7,001,761.00	\$ 921,779.09	\$ 921,779.09	\$ 6,079,981.91	86.84%
Supplies and Services	\$ 1,131,210.00	\$ 345,192.98	\$ 345,192.98	\$ 786,017.02	69.48%
Long Term Debt	\$ 528,531.80	\$ 406,025.45	\$ 406,025.45	\$ 122,506.35	23.18%
Equipment	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Totals	\$ 8,661,502.80	\$ 1,672,997.52	\$ 1,672,997.52	\$ 6,988,505.28	80.68%
Revenues Less Expenditures			\$ (1,582,370.65)		

RANCHO ADOBE FIRE PROTECTION DISTRICT
 YEAR TO DATE BUDGET REPORT

CAPITAL IMPROVEMENTS BUDGET

SUB-OBJ.		BUDGETED FOR FY '24 - 25'	JULY EXPENSE	FY EXPENSE TO 7/31/24	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%
	TOTAL EQUIPMENT:	\$ 361,361.00	\$ -	\$ 176,010.35	\$ 185,350.65	51.29%

CURRENT ASSETS	
Summit State Bank Operating Account:	\$ 41,752.44
Summit State Bank ICS Account:	\$ 3,342,834.04
Summit State Bank Payroll Account:	\$ 8,034.45
CDARS:	\$ -
Petty Cash:	\$ 200.00
Total:	\$ 3,392,820.93
Remaining Operating Fund:	\$ 2,263,344.82
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

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08/08/24

Cash Basis

Rancho Adobe Fire Protection District

Trial Balance

As of July 31, 2024

	Jul 31, 24	
	Debit	Credit
1010 · County of Sonoma	0.00	
1030 · Wells Fargo Checking Account	0.00	
1035 · Summit State Bank - Operating	41,752.44	
1036 · Summit State Bank - ICS	3,342,834.04	
1037 · Summit State Bank - Payroll	8,034.45	
1038 · CDARS	0.00	
1041 · Capital Reserves-ICS	1,129,476.11	
1090 · Petty Cash	200.00	
107 · Accounts Receivable		3,214.43
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		2,283,735.23
321 · Future Liabilities - PERS UAL		208,639.00
330 · Operational Reserves	0.00	
331 · Apparatus Reserves		320,350.65
332 · Unrestricted Fund Reserves		11,938.79
333 · PPE Reserves	0.00	
334 · Cap Buildings/Facility Reserves		21,545.80
17 · Use of Money/Property:1700 · Interest on Cash		12,167.80
20 · Intergovernmental Revenues:2589 · State Refunds-Strike Team		39,208.45
30 · Charges/Fees for Services:3600 · Fire Marshal Services		4,200.00
30 · Charges/Fees for Services:3601 · Finance Charge/Late Fee		57.41
30 · Charges/Fees for Services:3661 · Cost Recovery		2,135.55
30 · Charges/Fees for Services:3670 · Weed Abatement		4,218.75
30 · Charges/Fees for Services:3700 · Copy Fee		105.00
40 · Miscellaneous Revenues:4040 · Misc. Revenue		21,005.16
40 · Miscellaneous Revenues:4100 · Workers Comp. Reimbursement		7,528.75
50 · Salaries and Benefits:5910 · Full-Time Personnel	239,076.33	
50 · Salaries and Benefits:5911 · Part-Time Staffing	23,416.02	
50 · Salaries and Benefits:5912 · Overtime	115,640.71	
50 · Salaries and Benefits:5914 · FLSA	5,786.13	
50 · Salaries and Benefits:5922 · Social Security Payroll Taxes	282.17	
50 · Salaries and Benefits:5923 · CalPERS	49,438.08	
50 · Salaries and Benefits:5924 · Medicare	5,361.39	
50 · Salaries and Benefits:5930 · Health Insurance	149,367.00	
50 · Salaries and Benefits:5931 · Disability Insurance	1,682.00	
50 · Salaries and Benefits:5932 · Dental Insurance	5,615.62	
50 · Salaries and Benefits:5933 · Life Insurance	694.20	
50 · Salaries and Benefits:5934 · Vision Insurance	396.43	

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08/08/24

Cash Basis

Rancho Adobe Fire Protection District

Trial Balance

As of July 31, 2024

	Jul 31, 24	
	Debit	Credit
50 · Salaries and Benefits:5935 · Unemployment Insurance	64.12	
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	12,395.04	
60 · Supplies & Services:6022 · Safety Clothing	703.48	
60 · Supplies & Services:6060 · Food		1,248.86
60 · Supplies & Services:6100 · Property & Liability Insurance	291,378.97	
60 · Supplies & Services:6140 · Equipment Maintenance	6,891.93	
60 · Supplies & Services:6155 · Apparatus Maintenance	239.51	
60 · Supplies & Services:6180 · Building Maintenance	363.00	
60 · Supplies & Services:6260 · Medical Supplies	847.31	
60 · Supplies & Services:6280 · Memberships	144.00	
60 · Supplies & Services:6461 · Operational Expense	734.10	
60 · Supplies & Services:6500 · Payroll Fees	515.20	
60 · Supplies & Services:6587 · LAFCO	13,593.00	
60 · Supplies & Services:6596 · CQI Expense	680.00	
60 · Supplies & Services:6635 · Bank Fees	27.07	
60 · Supplies & Services:6654 · Wellness Program	400.00	
60 · Supplies & Services:6800 · Public Legal Notices	715.00	
60 · Supplies & Services:6820 · Rent/Lease Equipment	391.64	
60 · Supplies & Services:6889 · Computer Software and Equipment	10,920.95	
60 · Supplies & Services:7000 · Board Expense	90.00	
60 · Supplies & Services:7120 · Training Expense	3,300.00	
60 · Supplies & Services:7201 · Fuel	2,111.64	
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	
TOTAL	24,138,251.75	24,138,251.75

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

	Jul 31, 24	Jul 31, 23	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1035 · Summit State Bank - Operating	41,752.44	236,880.49	-195,128.05	-82.4%
1036 · Summit State Bank - ICS	3,342,834.04	3,139,528.04	203,306.00	6.5%
1037 · Summit State Bank - Payroll	8,034.45	9,696.26	-1,661.81	-17.1%
1038 · CDARS	0.00	1,010,790.72	-1,010,790.72	-100.0%
1041 · Capital Reserves-ICS	1,129,476.11	0.00	1,129,476.11	100.0%
1090 · Petty Cash	200.00	200.00	0.00	0.0%
Total Checking/Savings	4,522,297.04	4,397,095.51	125,201.53	2.9%
Accounts Receivable				
107 · Accounts Receivable	-3,214.43	-3,214.00	-0.43	0.0%
Total Accounts Receivable	-3,214.43	-3,214.00	-0.43	0.0%
Total Current Assets	4,519,082.61	4,393,881.51	125,201.10	2.9%
Fixed Assets				
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%
Total Fixed Assets	3,165,581.50	3,165,581.50	0.00	0.0%
Other Assets				
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%
Total Other Assets	10,373,956.00	10,373,956.00	0.00	0.0%
TOTAL ASSETS	18,058,620.11	17,933,419.01	125,201.10	0.7%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
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%
Total Other Current Liabilities	89,013.15	89,013.15	0.00	0.0%
Total Current Liabilities	89,013.15	89,013.15	0.00	0.0%
Long Term Liabilities				
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%
Total Long Term Liabilities	18,447,889.75	17,897,671.54	550,218.21	3.1%
Total Liabilities	18,536,902.90	17,986,684.69	550,218.21	3.1%
Equity				
30000 · Opening Balance Equity	-1,566,111.26	-1,566,111.26	0.00	0.0%
320 · Unreserved-Undesignated FD Bal	2,283,735.23	2,452,517.00	-168,781.77	-6.9%
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 · Unrestricted Fund Reserves	11,938.79	11,938.79	0.00	0.0%
334 · Cap Buildings/Facility Reserves	21,545.80	21,545.80	0.00	0.0%

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08/08/24
Cash Basis

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

	<u>Jul 31, 24</u>	<u>Jul 31, 23</u>	<u>\$ Change</u>	<u>% Change</u>
Net Income	<u>-1,758,381.00</u>	<u>-1,678,156.01</u>	<u>-80,224.99</u>	<u>-4.8%</u>
Total Equity	<u>-478,282.79</u>	<u>-53,265.68</u>	<u>-425,017.11</u>	<u>-797.9%</u>
TOTAL LIABILITIES & EQUITY	<u>18,058,620.11</u>	<u>17,933,419.01</u>	<u>125,201.10</u>	<u>0.7%</u>

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

	Jul 24	Jul 23	\$ Change	% Change
Ordinary Income/Expense				
Income				
17 · Use of Money/Property				
1700 · Interest on Cash	12,167.80	10,169.87	1,997.93	19.7%
Total 17 · Use of Money/Property	12,167.80	10,169.87	1,997.93	19.7%
20 · Intergovernmental Revenues				
2589 · State Refunds-Strike Team	39,208.45	0.00	39,208.45	100.0%
Total 20 · Intergovernmental Revenues	39,208.45	0.00	39,208.45	100.0%
30 · Charges/Fees for Services				
3600 · Fire Marshal Services	4,200.00	591.50	3,608.50	610.1%
3601 · Finance Charge/Late Fee	57.41	0.00	57.41	100.0%
3661 · Cost Recovery	2,135.55	4,623.58	-2,488.03	-53.8%
3670 · Weed Abatement	4,218.75	0.00	4,218.75	100.0%
3700 · Copy Fee	105.00	0.00	105.00	100.0%
Total 30 · Charges/Fees for Services	10,716.71	5,215.08	5,501.63	105.5%
40 · Miscellaneous Revenues				
4040 · Misc. Revenue	21,005.16	4,306.49	16,698.67	387.8%
4100 · Workers Comp. Reimbursement	7,528.75	2,408.74	5,120.01	212.6%
Total 40 · Miscellaneous Revenues	28,533.91	6,715.23	21,818.68	324.9%
Total Income	90,626.87	22,100.18	68,526.69	310.1%
Gross Profit	90,626.87	22,100.18	68,526.69	310.1%
Expense				
50 · Salaries and Benefits				
5910 · Full-Time Personnel	239,076.33	262,295.81	-23,219.48	-8.9%
5911 · Part-Time Staffing	23,416.02	8,262.88	15,153.14	183.4%
5912 · Overtime	115,640.71	67,329.15	48,311.56	71.8%
5914 · FLSA	5,786.13	7,305.23	-1,519.10	-20.8%
5922 · Social Security Payroll Taxes	282.17	0.00	282.17	100.0%
5923 · CalPERS	49,438.08	51,606.48	-2,168.40	-4.2%
5924 · Medicare	5,361.39	5,005.30	356.09	7.1%
5930 · Health Insurance	149,367.00	148,210.15	1,156.85	0.8%
5931 · Disability Insurance	1,682.00	1,682.00	0.00	0.0%
5932 · Dental Insurance	5,615.62	5,257.70	357.92	6.8%
5933 · Life Insurance	694.20	694.20	0.00	0.0%
5934 · Vision Insurance	396.43	792.86	-396.43	-50.0%
5935 · Unemployment Insurance	64.12	0.00	64.12	100.0%
5936 · Retiree Insurance	5,400.00	3,600.00	1,800.00	50.0%
5940 · Workers Compensation	319,558.89	242,020.45	77,538.44	32.0%
Total 50 · Salaries and Benefits	921,779.09	804,062.21	117,716.88	14.6%
60 · Supplies & Services				
6020 · Uniforms	12,395.04	0.00	12,395.04	100.0%
6022 · Safety Clothing	703.48	1,438.24	-734.76	-51.1%
6040 · Communications	0.00	96.75	-96.75	-100.0%
6060 · Food	-1,248.86	0.00	-1,248.86	-100.0%
6080 · Household Expense	0.00	1,036.88	-1,036.88	-100.0%
6100 · Property & Liability Insurance	291,378.97	253,440.50	37,938.47	15.0%
6140 · Equipment Maintenance	6,891.93	1,208.15	5,683.78	470.5%
6155 · Apparatus Maintenance	239.51	194.53	44.98	23.1%
6180 · Building Maintenance	363.00	1,495.35	-1,132.35	-75.7%
6181 · Station Maintenance for Remodel	0.00	1,752.50	-1,752.50	-100.0%
6260 · Medical Supplies	847.31	73.16	774.15	1,058.2%
6280 · Memberships	144.00	0.00	144.00	100.0%
6461 · Operational Expense	734.10	813.90	-79.80	-9.8%
6500 · Payroll Fees	515.20	0.00	515.20	100.0%
6587 · LAFCO	13,593.00	6,961.00	6,632.00	95.3%
6596 · CQI Expense	680.00	85.00	595.00	700.0%
6605 · Hiring Expense	0.00	1,523.00	-1,523.00	-100.0%

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 Cash Basis

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

	Jul 24	Jul 23	\$ Change	% Change
6610 · Legal Services	0.00	198.00	-198.00	-100.0%
6635 · Bank Fees	27.07	117.49	-90.42	-77.0%
6650 · Health Services	0.00	115.00	-115.00	-100.0%
6654 · Wellness Program	400.00	0.00	400.00	100.0%
6800 · Public Legal Notices	715.00	890.00	-175.00	-19.7%
6820 · Rent/Lease Equipment	391.64	456.22	-64.58	-14.2%
6889 · Computer Software and Equipment	10,920.95	5,639.00	5,281.95	93.7%
7000 · Board Expense	90.00	0.00	90.00	100.0%
7120 · Training Expense	3,300.00	2,190.00	1,110.00	50.7%
7201 · Fuel	2,111.64	2,025.07	86.57	4.3%
7320 · Utilities	0.00	862.65	-862.65	-100.0%
Total 60 · Supplies & Services	345,192.98	282,612.39	62,580.59	22.1%
75 · Other Charges				
7910 · Long Term Loan-Principal	14,659.06	14,220.66	438.40	3.1%
7911 · Long Term Loan-Prin. (St. 2)	46,672.57	0.00	46,672.57	100.0%
7930 · Long Term Loan-Interest	1,270.14	1,708.54	-438.40	-25.7%
7931 · Long Term Loan- Int. (St. 2)	23,899.43	0.00	23,899.43	100.0%
7940 · Pension Obligation Bond - Prin.	255,000.00	255,000.00	0.00	0.0%
7945 · Pension Obligation Bond - Int.	64,524.25	64,878.72	-354.47	-0.6%
Total 75 · Other Charges	406,025.45	335,807.92	70,217.53	20.9%
95 · Capital Improvements - Assets				
9510 · Building Improvements	0.00	277,773.67	-277,773.67	-100.0%
9560 · New Equipment - Apparatus	84,649.35	0.00	84,649.35	100.0%
9570 · CalPERS UAL	91,361.00	0.00	91,361.00	100.0%
Total 95 · Capital Improvements - Assets	176,010.35	277,773.67	-101,763.32	-36.6%
Total Expense	1,849,007.87	1,700,256.19	148,751.68	8.8%
Net Ordinary Income	-1,758,381.00	-1,678,156.01	-80,224.99	-4.8%
Net Income	-1,758,381.00	-1,678,156.01	-80,224.99	-4.8%

Rancho Adobe Fire Protection District
Profit & Loss by Class
July 2024

	Capital Improvements	Operating	TOTAL
Ordinary Income/Expense			
Income			
17 · Use of Money/Property			
1700 · Interest on Cash	0.00	12,167.80	12,167.80
Total 17 · Use of Money/Property	0.00	12,167.80	12,167.80
20 · Intergovernmental Revenues			
2589 · State Refunds-Strike Team	0.00	39,208.45	39,208.45
Total 20 · Intergovernmental Revenues	0.00	39,208.45	39,208.45
30 · Charges/Fees for Services			
3600 · Fire Marshal Services	0.00	4,200.00	4,200.00
3601 · Finance Charge/Late Fee	0.00	57.41	57.41
3661 · Cost Recovery	0.00	2,135.55	2,135.55
3670 · Weed Abatement	0.00	4,218.75	4,218.75
3700 · Copy Fee	0.00	105.00	105.00
Total 30 · Charges/Fees for Services	0.00	10,716.71	10,716.71
40 · Miscellaneous Revenues			
4040 · Misc. Revenue	0.00	21,005.16	21,005.16
4100 · Workers Comp. Reimbursement	0.00	7,528.75	7,528.75
Total 40 · Miscellaneous Revenues	0.00	28,533.91	28,533.91
Total Income	0.00	90,626.87	90,626.87
Gross Profit	0.00	90,626.87	90,626.87
Expense			
50 · Salaries and Benefits			
5910 · Full-Time Personnel	0.00	239,076.33	239,076.33
5911 · Part-Time Staffing	0.00	23,416.02	23,416.02
5912 · Overtime	0.00	115,640.71	115,640.71
5914 · FLSA	0.00	5,786.13	5,786.13
5922 · Social Security Payroll Taxes	0.00	282.17	282.17
5923 · CalPERS	0.00	49,438.08	49,438.08
5924 · Medicare	0.00	5,361.39	5,361.39
5930 · Health Insurance	0.00	149,367.00	149,367.00
5931 · Disability Insurance	0.00	1,682.00	1,682.00
5932 · Dental Insurance	0.00	5,615.62	5,615.62
5933 · Life Insurance	0.00	694.20	694.20
5934 · Vision Insurance	0.00	396.43	396.43
5935 · Unemployment Insurance	0.00	64.12	64.12
5936 · Retiree Insurance	0.00	5,400.00	5,400.00
5940 · Workers Compensation	0.00	319,558.89	319,558.89
Total 50 · Salaries and Benefits	0.00	921,779.09	921,779.09
60 · Supplies & Services			
6020 · Uniforms	0.00	12,395.04	12,395.04
6022 · Safety Clothing	0.00	703.48	703.48
6060 · Food	0.00	-1,248.86	-1,248.86
6100 · Property & Liability Insurance	0.00	291,378.97	291,378.97
6140 · Equipment Maintenance	0.00	6,891.93	6,891.93
6155 · Apparatus Maintenance	0.00	239.51	239.51
6180 · Building Maintenance	0.00	363.00	363.00
6260 · Medical Supplies	0.00	847.31	847.31
6280 · Memberships	0.00	144.00	144.00
6461 · Operational Expense	0.00	734.10	734.10
6500 · Payroll Fees	0.00	515.20	515.20
6587 · LAFCO	0.00	13,593.00	13,593.00
6596 · CQI Expense	0.00	680.00	680.00
6635 · Bank Fees	0.00	27.07	27.07
6654 · Wellness Program	0.00	400.00	400.00
6800 · Public Legal Notices	0.00	715.00	715.00
6820 · Rent/Lease Equipment	0.00	391.64	391.64

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Cash Basis

Rancho Adobe Fire Protection District
Profit & Loss by Class
July 2024

	<u>Capital Improvements</u>	<u>Operating</u>	<u>TOTAL</u>
6889 · Computer Software and Equipment	0.00	10,920.95	10,920.95
7000 · Board Expense	0.00	90.00	90.00
7120 · Training Expense	0.00	3,300.00	3,300.00
7201 · Fuel	0.00	2,111.64	2,111.64
Total 60 · Supplies & Services	0.00	345,192.98	345,192.98
75 · Other Charges			
7910 · Long Term Loan-Principal	0.00	14,659.06	14,659.06
7911 · Long Term Loan-Prin. (St. 2)	0.00	46,672.57	46,672.57
7930 · Long Term Loan-Interest	0.00	1,270.14	1,270.14
7931 · Long Term Loan- Int. (St. 2)	0.00	23,899.43	23,899.43
7940 · Pension Obligation Bond - Prin.	0.00	255,000.00	255,000.00
7945 · Pension Obligation Bond - Int.	0.00	64,524.25	64,524.25
Total 75 · Other Charges	0.00	406,025.45	406,025.45
95 · Capital Improvements - Assets			
9560 · New Equipment - Apparatus	84,649.35	0.00	84,649.35
9570 · CalPERS UAL	91,361.00	0.00	91,361.00
Total 95 · Capital Improvements - Assets	176,010.35	0.00	176,010.35
Total Expense	176,010.35	1,672,997.52	1,849,007.87
Net Ordinary Income	-176,010.35	-1,582,370.65	-1,758,381.00
Net Income	-176,010.35	-1,582,370.65	-1,758,381.00

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



Rancho Adobe Fire District

Staff Report

Date: August 12, 2024

Topic: Proposed Final Budget – Public Hearing

Recommendation:

The Board will hold a Public Hearing to discuss the Proposed 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	\$1,288,702.80
Interest Earned	\$11,421.02
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

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
	TOTAL PROPERTY TAXES	\$ 7,391,637.58
1700	INTEREST ON POOLED CASH	\$ 120,000.00
	USE OF PROPERTY:	\$ 120,000.00
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	
	INTERGOV. REVENUES	\$ 824,706.00
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
	CHARGES FOR SERVICE:	\$ 347,255.00
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
	MISC. REVENUES	\$ 115,000.00
	TOTAL REVENUES:	\$ 8,798,598.58

	EXPENSES	2024/25 Proposed
CODE	ACCOUNT	Final Budget
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
	TOTAL SALARY/BENEFIT	\$ 6,974,026.00
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
	TOTAL SERVICE & SUPPLY	\$ 1,192,195.64
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
*	TOTAL OTHER EXPENSES	\$ 528,531.80
8510	Building Improvements (Measure H)	
8511	New Capital Equipment (Extractor)	
8540	Durable Medical Equipment	
8560	New Equipment - Apparatus	
8561	Office Equipment	
*	TOTAL FIXED ASSETS	\$ -
	TOTAL EXPENDITURES	\$ 8,694,753.44
* Denotes reduction from Prop IV Limits		
	TOTAL REVENUES	\$ 8,798,598.58
	Revenues Less Expenses	\$ 103,845.15
	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
321 Future Liabilities - PERS UAL: <i>PERS UAL Payment 7/20/2024</i>	\$ 300,000.00	\$ 200,000.00	\$ 500,000.00	\$ (91,361.00)	\$ 408,639.00
331 Apparatus Reserves: <i>9132 Chassis replacement Old 9132 Chassis conversion Type 3 Engine replacement</i>	\$ 405,000.00	\$ 375,000.00	\$ 780,000.00	\$ (130,000.00) \$ (25,000.00) \$ (625,000.00)	\$ -
332 Unrestricted Fund Reserves: <i>Rename "Emergency Fund"</i>	\$ 11,938.79	\$ 719.50 \$ 11,421.02	\$ 24,079.31		\$ 24,079.31
334 Buildings/Facility Reserves: <i>Facilities Master Plan Extractor Replacement Penningrove Landscape</i>	\$ 571,764.01		\$ 571,764.01	\$ (58,000.00) \$ (12,000.00) \$ (45,000.00)	\$ 456,764.01
***Fire & EMS Equipment Replacement		\$ 72,000.00	\$ 72,000.00		\$ 72,000.00
*Interest Earned	\$ 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
***New Designated Reserve Account					
*Recommend moving interest income to E-Fund					

NEW BUSINESS

**RESOLUTION R-2:
ADOPTING A PROP IV
LIMIT FOR FY 24/25**



Rancho Adobe Fire District

Staff Report

Date: August 13, 2024

Topic: Resolution R-2: Adopting a Prop IV Limit

Recommendation:

I recommend the Board of Directors approve Resolution R-2 for an appropriations limit in FY 2024/2025 for the amount of \$9,078,109.00.

Background:

Proposition 111, approved by voters in June 1990 requires governmental entities to adopt an annual appropriations limit via Resolution. The appropriations limit has been determined by the Sonoma County Auditor's Office using the California Per Capita Personal Income and Percentage change over the prior year.

Financial Impact:

None.

Options:

1. Approve Resolution R-1 for an appropriations limit of \$9,078,109.00.

Approved by:

Jeff Veliquette
Fire Chief

Attachments: Resolution R-2

RESOLUTION OF THE BOARD OF DIRECTORS OF THE RANCHO ADOBE FIRE PROTECTION DISTRICT OF SONOMA COUNTY, STATE OF CALIFORNIA, SETTING AND ADOPTING AN APPROPRIATIONS LIMIT FOR THE 2024/2025 FISCAL YEAR

WHEREAS, Article XIII B of the Constitution of the State of California establishes appropriations limits on the proceeds of taxes for entities of government, and

WHEREAS, Proposition 111 approved by the voters in June 1990 requires that the appropriations limit for a governmental entity be adopted by Resolution after selection of the annual adjustment factors, and

WHEREAS, a notice was published stating that an appropriations limit was to be adopted and that the information and data for the limit was available for public inspection for at least fifteen days, and

WHEREAS, the Board of Directors has opted to use the appropriations limit as determined by the Sonoma County Auditor's Office using the California Per Capita Personal Income and Percentage change over prior year, which is 3.62% and the Local Population Growth Factor of -0.27% for Fiscal Year 2024/2025.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Rancho Adobe Fire Protection District that the adopted Appropriations Limit for the 2024/2025 fiscal year is \$9,078,109.00.

BE IT FURTHER RESOLVED that the Clerk of this Board is directed to publish the adopted limit in the annual budget, and to file the required reports with the State Controller.

The foregoing resolution was introduced by Director _____ who moved its adoption, and seconded by Director _____, and adopted on a roll call vote by the following vote:

Director Herman _____ Director Hemmendinger _____
Director Moretti _____ Director Peterson _____ Director Proteau _____
Director Gadoua _____ Director Howell _____

AYES: _____ NOES: _____ ABSTAIN: _____ ABSENT: _____

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

CHAIR

Attest: _____
Clerk of the Board

**ADMINISTRATIVE
MANAGER
EMPLOYMENT
AGREEMENT FOR
FY 24/25**



Rancho Adobe Fire District

Staff Report

Date: August 12, 2024

Topic: 2024/2025 Employment Agreement – Administrative Manager

Recommendation:

The districts 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 Administrative Manager

Background:

The existing Employment Agreement has expired on June 30, 2024. The District's negotiations team has met and reached a tentative agreement with the Administrative Manager 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 members represented under this agreement. Funding has been allocated in the 2024-2025 preliminary budget.

Approved by:

Jeff Veliquette
Fire Chief

Attachments:

1. 2024/2025 Administrative Manager Employment Agreement.

**RANCHO ADOBE
FIRE PROTECTION DISTRICT**

CONFIDENTIAL ADMINISTRATIVE MANAGER
(Employment Agreement)

JULY 1, 2024 THROUGH JUNE 30, 2025

ADMINISTRATIVE MANAGERS EMPLOYMENT AGREEMENT
Approved by Board

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RANCHO ADOBE FIRE PROTECTION DISTRICT
Administrative Manager Employment Agreement
Page 3

SECTION 1 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(s)” shall mean Administrative Manager who is 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 Public Employees Retirement System.
- H. “Confidential Employee” shall mean any employee privy to information leading to decisions of management that effect employee relations, and shall include all Administrative Managers employed by the District as of January 1, 2006.

SECTION 2 SALARIES

- A. The semi-monthly salary for the Administrative Manager will be \$5,300.50 for January 1, 2025 – June 30, 2025.

SECTION 3 HOURS OF WORK

- A. The weekly pay and duty schedules for the Administrative Manager are based on a thirty-eight (38) hour workweek and based upon four (4) nine-hour days, and any combination thereof to reach the required minimum hours per week. At the Chief’s discretion, the Administrative Manager may receive approval for a flexible schedule other than 8:30 a.m. to 5:30 p.m.
- B. The Fire Chief has the authority to adjust the work hours of the Administrative Manager for the benefit of the District.
- C. To complete the responsibilities and tasks associated with their positions, the Administrative Manager may be required to work hours in excess of their assigned thirty-eight (38) hours per week. To complete special projects and/or additional administrative/operational responsibilities as assigned and authorized by the Chief.

SECTION 4 HEALTH, DENTAL, VISION CARE INSURANCE AND EMPLOYEE ASSISTANCE PROGRAM

- A. No change will be made to the current level of coverage during the term of this agreement without the mutual agreement of both the District and the Administrative Manager.

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. Medical retirement benefits are available pursuant to terms adopted by the Board of Directors of the District.
- E. 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.
- 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.

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.

SECTION 5 LIFE INSURANCE

Employees have life insurance coverage which is paid by the District. All eligibility issues of criteria and benefits are determined by the insurance plan administration.

SECTION 6 LONG-TERM DISABILITY INSURANCE

Employees are covered by long-term disability insurance at District expense. All eligibility issues of criteria and benefits are determined by the insurance plan administration.

SECTION 7 VACATION

A. Vacation accruals for Administrative Manager are as follows:

One Year	104 hours annually
Five Years	160 hours annually
Ten Years	184 hours annually
Fifteen Years	208 hours annually
Twenty Years	224 hours annually

Employee must work continuously from year to year to accrue vacation hours pursuant to the following schedule:

- B. Employee accrues vacation leave on a monthly pro-rated basis.
- C. 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 equal two and one half years' vacation accrual (based on the employee's accrual rate). 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.
- D. Upon termination of employment or retirement, an Administrative employee will be paid for their accrued and unused vacation leave.
- E. Vacation requests shall be made as outlined in District procedures. Use of vacation time shall be charged in eight (8) hour increments.
- F. Cash out of vacation time will be allowed up to a maximum of one week, or 32 hours, not more than twice per year. Prior approval must be given by Fire Chief before cash out occurs.
- G. Any balance of unused accumulated vacation leave at time of retirement may be converted to additional service credit for each day of unused vacation leave (i.e., 250 days vacation leave equals one additional year of service credit) to the extent allowed by PERS.

SECTION 8 HOLIDAYS

A. Recognized Holidays include:

- New Years' Day - January 1st
 - Dr. Martin Luther King Jr. Day - third Monday of January
 - Lincoln's Birthday - February 12th
 - Presidents' Day - third Monday of February
 - Cesar Chavez Day - March 31st
 - Memorial Day - last Monday of May
 - Independence Day - July 4th
 - Labor Day - first Monday of September
 - California Admission Day - September 9th
 - Columbus Day – second Monday of October
 - Veterans' Day - November 11th
 - Thanksgiving Day - fourth Thursday of November
 - Day after Thanksgiving Day
 - Christmas Day - December 25th
- Any additional holidays added will be arranged through the meet and confer process

B. Those Administrative employees will be given the Holiday off with Saturday Holidays observed the preceding Friday and Sunday Holidays observed the following Monday.

C. All members represented by this Employment Agreement 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 June and December for the holidays that were worked and 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 employee's group for services rendered on a full-time basis during normal working hours. This "pensionable compensation" shall have appropriate employee CalPERS contributions deducted and forwarded to CalPERS along with the required District's contributions.

SECTION 9 SICK LEAVE

A. 144 hours of sick leave are allowed annually. A physician's certificate shall be required to verify an employees' ability to return to work following any work-related illness or injury of any duration. A physician's certificate shall also be required to verify an employee's ability to work following any serious injury or illness.

B. Unused sick leave will carry over from year to year.

C. Employees who have worked ten (10) consecutive years with the District shall receive payment for 1/4 of any accumulated but unused sick leave to a maximum of 720 hours upon retirement or if their position is eliminated. Any balance of unused accumulated sick leave at time of retirement may be converted to additional service credit for each day of unused sick leave (i.e., 250 days sick leave equals one additional year of service credit) to the extent allowed by PERS.

RANCHO ADOBE FIRE PROTECTION DISTRICT

Administrative Manager Employment Agreement

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- D. Use of sick time shall be charged by deducting four (4) hour increments.
- E. Sick leave shall continue to be earned while an employee is on vacation or sick leave.
- F. Employees may use hours of accumulated sick leave for the illness or injury of those family members identified in the California Labor Code.

SECTION 10 FUNERAL LEAVE

- A. In the event of a death of an immediate family member (parent, sibling, spouse, child, stepchild, mother-in-law, father-in-law, brother-in-law, sister-in-law, step parents, grandparents and grandchildren) an employee will be eligible for up to 40 hours off with pay.
- B. Time off in excess of allotted hours is available upon the prior approval of the Chief and shall be taken without pay, unless the employee chooses to use available vacation or sick leave.
- C. Employees may take time off with pay, up to eight hours, to attend the funeral of other family members or a close personal friend upon the prior approval of the Chief

SECTION 11 LAYOFF AND REHIRE

- A. The Administrative employee's 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.

SECTION 12 RETIREMENT PLAN

- A. "Classic" employees are defined in the PEPRA. The PEPRA calls for all "Classic" Miscellaneous employees to be paying 8% of salary towards their CalPERS Miscellaneous retirement by January of 2018. In order to make a major step towards this goal, as of February 1st, 2014, the current 8% 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" Miscellaneous employees will take over payment of 100% of the 8% of salary retirement contribution.

Administrative Managers covered by this Section 15 shall retrain 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.

ADMINISTRATIVE MANAGER EMPLOYMENT AGREEMENT

Approved by Board:

SECTION 13 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 14 STAFF VEHICLES

- A. Other Administrative employees can be assigned staff vehicles, as needed, for the conducting of District business including the need for emergency recall.
- B. The use of District vehicles shall be in accordance with District policy as outlined in the Operations Manual.

SECTION 15 USE OF PRIVATE VEHICLES

- A. The use of private vehicles by Administrative employees 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. Those Administrative employees who use their 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 16 JURY DUTY

The District will pay wages when an Administrative employee is summoned and chosen for jury duty. All jury fees earned by the employee shall be reimbursed to the District.

SECTION 17 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.

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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, and if required, approved by the District and ratified by the membership of the Administrative Manager.

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 18 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 shall begin no later than April 1, 2025.

SECTION 19 TERM

This Agreement shall become effective on August 21, 2024, except as otherwise specifically provided herein, and shall expire when replaced with a successor agreement.

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

Dated: _____

Rancho Adobe Fire District

By: _____

Title: _____

Dated: _____

By: _____

Jennifer Bechtold

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

ADMINISTRATIVE MANAGER EMPLOYMENT AGREEMENT
Approved by Board:

**FIRST RESPONDER
BLS AGREEMENT
WITH SCFD**



Rancho Adobe Fire District

Staff Report

Date: August 12, 2024

Topic: First Responder – BLS Agreement with Sonoma County Fire District

Recommendation:

The Board will consider approving the First Responder Basic Life Support agreement with Sonoma County Fire District and authorize the Fire Chief to execute the agreement.

Background:

The Master Agreement between the County of Sonoma and the Sonoma County Fire District for Advanced Life Support Ground Ambulance Services provides for SCFD to enter into First Responder BLS Agreements with local fire agencies that provide Alpha, Bravo, Charley, Delta and Echo response in the Urban, Semi-Rural and Rural Compliance Zones and meet the relative response times consistently at 90% or greater. In exchange for entering into this agreement, SCFD may extend its response by four minutes of the relevant priority level and Compliance Zone Response Time Standard.

In exchange for entering into this agreement, Sonoma County Fire District will compensate Rancho Adobe Fire District an amount based on anticipated savings for reduced ambulance hours as a result of the partnership. The amount is equal to \$125,000 per year and is paid in quarterly installments.

The agreement requires our Emergency Medical Technicians to 1) assess each patient and begin treatment according to BLS protocols, 2) Complete an ePCR (Patient Care Report) on all medical responses, 3) Participate in the CVEMSA quality improvement program, 4) Include accountability via First Watch surveillance platform operated through SCFD for contract compliance response times.

Financial Impact:

The agreement will result in revenue of approximately \$125,000 annually.

Options:

1. Approve the agreement
2. Direct staff to complete additional analysis.

Approved by:

Jeff Veliquette
Fire Chief

Attachments: First Responder BLS Agreement



Rancho Adobe Fire District

Staff Report

Date: August 12, 2024

Topic: 2024/2025 Employment Agreement – Administrative Manager

Recommendation:

The districts 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 Administrative Manager

Background:

The existing Employment Agreement has expired on June 30, 2024. The District’s negotiations team has met and reached a tentative agreement with the Administrative Manager 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 members represented under this agreement. Funding has been allocated in the 2024-2025 preliminary budget.

Approved by:

Jeff Veliquette
Fire Chief

Attachments:

1. 2024/2025 Administrative Manager Employment Agreement.

**AGREEMENT FOR FIRST RESPONDER BASIC LIFE SUPPORT SERVICES
BETWEEN THE SONOMA COUNTY FIRE DISTRICT
AND THE RANCHO ADOBE FIRE PROTECTION DISTRICT**

This Agreement for First Responder Basic Life Support Services (“FRBLS Agreement” or “Agreement”) is entered by and between Sonoma County Fire District (“SCFD”), and the Rancho Adobe Fire Protection District (“RAFPD”) (collectively, the “parties”), with reference to the following facts:

RECITALS

In its recent Request for Proposal for the emergency ground ambulance service for County Exclusive Operating Area One (“EOA-1”), the Sonoma County Board of Supervisors set clear goals: first, the County wanted a better service model; and second, the County wanted a more affordable ambulance service. To achieve those goals, the County called for the implementation of a Tiered Response deployment plan. SCFD responded, in full force, to the call for action and innovation to the benefit of all we serve in EOA-1.

Since January 16, 2024, SCFD has been the exclusive authorized provider of 9-1-1 emergency ambulance services within Sonoma County EOA-1 under Health and Safety Code section 1797.224 pursuant to the *Professional Services Agreement between the County of Sonoma and Sonoma County Fire District for Advanced Life Support Ground Ambulance Services in County Exclusive Operating Area One* (the “Master Agreement”), entered into with the County of Sonoma Department of Health and Human Services. (“County”).

This FRBLS Agreement is an essential component in building the efficient and integrated EMS system the County requested and awarded to SCFD with the EOA-1 contract. This Agreement ensures a prompt response of properly trained, equipped, and compassionate EMTs on EMS calls. This Agreement also helps SCFD’s FRBLS partner agencies such as RAFPD ensure that stable funding is available to continue to provide and enhance the First Response patient care outlined in this Agreement.

SCFD and RAFPD are mutually interested in continuing to provide quality prehospital emergency medical care in their communities through this Agreement, in which RAFPD will

provide an EMT-1 with RAFFPD first response apparatus and SCFD will provide ALS and BLS emergency ground ambulance transport services as described in the Master Agreement.

AGREEMENT

NOW THEREFORE, the parties thereto agree as follows:

1. Definitions

(a) Advanced Life Support (“ALS”): Special services designed to provide definitive prehospital emergency medical care as defined in Health and Safety Code section 1797.52.

(b) Basic Life Support (“BLS”): Emergency first aid and cardiopulmonary procedures as defined in Health and Safety Code section 1797.60.

(c) Emergency Medical Technician - One (“EMT-1”): Personnel as defined in Health and Safety Code section 1797.80.

(d) Emergency Medical Technician-Paramedic (“EMT-P” or “Paramedic”): Personnel as defined in Health and Safety Code section 1797.84.

(e) First Responder - BLS Unit: A unit staffed and equipped with a minimum of one California State licensed EMT capable of providing BLS at the scene of medical emergencies.

2. Purpose of this Agreement

The purpose of this Agreement is to continue to provide and enhance high quality, cost effective prehospital medical services in the communities of EOA-1, recognizing the importance of the consistent and timely arrival of properly trained and equipped EMTs at emergency scenes.

3. Relationship between SCFD and RAFFPD

It is understood that this Agreement is by and between independent and separate public agencies and is not intended to and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture or association. The parties shall have full autonomy and responsibility for conducting their affairs with their work force, including

managing personnel and resources fairly and effectively in a manner that assures compliance with this Agreement.

4. Responsibilities of RAFPD

RAFPD shall provide BLS emergency response within the first-due response zones for Stations 1, 2, and 3, and other areas in which RAFPD EMTs provides BLS first response 24 hours a day, 365 days a year, subject to response time standards in the Master Agreement. These response zones shall be clearly identified on a mutually agreed upon map (Attachment A).

RAFPD shall also have the following duties and responsibilities for all response zones covered by this FRBLS agreement:

- (a) EMT Certification and Training: RAFPD shall employ appropriately certified EMT personnel.
- (b) Assess all patients and begin appropriate care in accordance with Coastal Valleys Emergency Medical Services Agency (CVEMSA) BLS treatment guidelines.
- (c) Patient Information: RAFPD shall record patient information as set forth in the policy and procedures of the County and CVEMSA including but not necessarily limited to an ePCR for each patient response made by the RAFPD, when RAFPD arrives before the SCFD EMS response.
- (d) Participate in CVEMSA's Quality Improvement program.
- (e) Participate in shared agency transparency and data tracking via First Watch.
- (f) Compliance with Master Agreement: RAFPD shall comply with the applicable requirements of the Master Agreement as necessary to permit SCFD to comply with its obligations under the Master Agreement.
- (g) Supplies and Equipment: Each BLS response vehicle of RAFPD shall carry such emergency supplies and equipment as may be required by CVEMSA to render BLS care to

patients as contemplated by this Agreement. Vehicles, equipment, and supplies shall be maintained in a clean, sanitary, and safe mechanical condition at all times.

(h) Performance Standards in FRBLS Zones: RAFFPD will meet the response time requirements, by priority, determinant, and compliance zone as defined in Section 3.2 of the Master Agreement for the agreed upon FRBLS zones. These FRBLS zones may be adjusted by mutual agreement between SCFD and RAFFPD.

RAFFPD may rely on Section 3.5 (Response Time Corrections and Exceptions) and Section 3.6 (Response Time Exemptions) in Section III of Exhibit 1 to the Master Agreement, as if those sections were fully set forth in this FRBLS Agreement.

For purposes of this Section, all references to “District” in those Sections 3.5 and 3.6 of Section III of Exhibit 1 to the Master Agreement shall instead reference “RAFFPD”.

For purposes of this Section, response times and levels for RAFFPD shall be calculated in accordance with Sections 3.1-3.7 of Section III of Exhibit 1 to the Master Agreement. Response time compliance and monitoring will be done through the FirstWatch system.

- (i) Supervision: RAFFPD shall provide and be responsible for all supervision to all fire department BLS first response EMTs twenty-four hours (24) per day, 365 days per year pursuant to the guidance, directives and policies of CVEMSA.
- (j) Cooperation: RAFFPD agrees to cooperate in a timely manner with all reasonable requests for information and assistance as may be necessary in order for SCFD to comply with the terms and conditions of the Master Agreement, policy and procedure guidelines of CVEMSA, and applicable State of California and federal laws and regulations.
- (k) Certification and Training Records: RAFFPD shall be responsible for maintaining applicable licensing, certification, accreditation and continuing education records certifying course completion for their personnel according to the provisions of relevant

State of California and federal laws and regulations and applicable County and CVEMSA standards as may be imposed. These records shall be available to SCFD upon request.

- (l) Access to RAFFPD's Records: RAFFPD agree to provide to authorized representatives of SCFD, to the County, and to any federal or State of California department having monitoring or reviewing authority, upon reasonable notice pursuant to this Agreement, access to and the right to examine and audit all records and documents necessary to determine RAFFPD's compliance with the relevant federal, state and local statutes, rules and regulations and this Agreement and to evaluate the quality, appropriateness, and timeliness of the services performed by RAFFPD under this Agreement, provided, however, that SCFD shall comply with the applicable laws governing confidentiality.

5. Responsibilities of SCFD

SCFD shall provide, under the Master Agreement, ALS and BLS emergency ambulance transport services throughout the geographical limits of Sonoma County EOA-1 which will include continuous, uninterrupted emergency ambulance response using ALS or BLS ambulances. SCFD shall also have the following additional duties and responsibilities:

- (a) Compliance with Master Agreement: SCFD shall comply with the Master Agreement in a manner that permits RAFFPD to comply with its obligations under this Agreement.

- (b) Emergency Medical Service Supplies: SCFD shall exchange all disposable supplies with RAFFPD on a one-for-one basis, for those supplies directly used on the patient, when SCFD jointly responds to a medical call.

- (c) Payment to RAFFPD:

- (i) The amount payable by SCFD to RAFFPD reflects the estimated cost savings to SCFD pursuant to section 11.1.E of the Master Agreement because of the first response BLS services provided by RAFFPD under this Agreement. Based on initial estimates of service levels and call volumes as SCFD begins implementation of service in EOA-1, SCFD and RAFFPD agree that the

extension of response times for SCFD in RAFFD jurisdictions will result in costs savings to SCFD of approximately \$125,000 annually. The parties recognize that an exact figure is impossible to calculate, but this is the best estimate of the actual numbers which the parties agree will be utilized upon implementation of this FRBLS Agreement. During the first year of this Agreement this payment from SCFD to RAFFD shall be \$125,000. The parties agree to meet at the end of the first year of this Agreement to review estimated cost savings and payments. For the first year of this Agreement, payments will be prorated at \$10,417 for each full month through June 30, 2025.

- (ii) Payments will be made to RAFFD on a quarterly basis, with payments beginning within 30 days of the execution of this Agreement by both parties and approval of the County of Sonoma or CVEMSA.
- (iii) If changes to response zones or service territories expand or contract the areas covered by FRBLS response, both agencies agree to meet and discuss changes to payments and compensation.

6. Joint Responsibilities:

- (a) The parties hereto shall reasonably cooperate with each other in establishing and adapting communication protocols which allow for the success and efficiency of this Agreement.
- (b) The parties shall maintain and preserve all records relating to this Agreement and all records relating to the care and treatment of patients for a period of seven (7) years from the termination date of this Agreement or for such longer period as may be required by Section 4(c) of this Agreement, the Master Agreement, CVEMSA or applicable law or regulation.
- (c) The parties shall observe and comply with all applicable laws, ordinances, codes, and regulations of governmental agencies, including federal, state and municipal and local governing bodies, having jurisdiction over the scope of services or any part hereof, including the provisions of the Occupational Safety and Health Act of 1979 and all amendments thereto, and all applicable federal, state, municipal and local safety regulations. All services performed by

the parties must be in accordance with these laws, ordinances, codes and regulations. The parties shall indemnify and save harmless each other from any and all liabilities, fines, penalties and consequences resulting from their own noncompliance or violations of such laws, ordinances, codes and regulations.

7. Term and Termination

(a) Term: The term of this Agreement shall be coterminous with initial five (5) year term of the Master Agreement between SCFD and the County, as well as any extensions that may be granted, subject to earlier termination as provided herein.

(b) Termination for Breach: In addition to any other rights and remedies that either party may have at law or in equity, this Agreement may be terminated by either party for material breach by the other party, if such breach is not cured after written notice and an opportunity to cure is given in the manner provided by the terms of this Agreement.

(c) Material Breach: The following conditions and circumstances shall constitute a material breach of this Agreement:

- (i) As to RAFPD: Operations by RAFPD in a manner which causes SCFD to be in material breach of the Master Agreement.
- (ii) As to RAFPD: Failure to adhere to the Response Time Standard.
- (iii) As to SCFD: Failure of SCFD to make the payments to RAFPD under this Agreement for a period of 120 days.
- (iv) As to either party: Material failure to comply with any other term or condition of this Agreement.

(d) Notice and the Opportunity to Cure: Prior to terminating this Agreement because of a material breach as defined herein, each party shall be required to provide forty-five (45) days' written notice of the intent to terminate this Agreement. Within this forty-five (45) day period the party receiving the notice has an opportunity to cure the material breach. In the event it shall have promptly and diligently commenced the efforts to cure the breach, upon a written

request explaining why the alleged breach cannot be cured within this forty-five (45) day period, the party receiving notice may request an extension of the forty-five (45) day period. Such request shall not be unreasonably denied.

In the event that there is a chronic failure by RAFPD to meet its Response Time Standard, SCFD shall be entitled to freeze payments to RAFPD. Before any freeze is ordered, RAFPD shall first be provided with written notice of the chronic failure by SCFD or CVEMSA and given an opportunity to cure the default. In the event that RAFPD fails to timely cure the chronic default, and the County or CVEMSA requires SCFD to shorten its response time standard in the RAFPD response area, SCFD shall freeze this agreement and suspend payments to RAFPD and will be responsible to meet ambulance response times as outlined in Master Agreement without the benefit of FRBLS time adjustments. Chronic default by RAFPD shall be defined as the failure to meet the Response Time Standard in three of five consecutive calendar months or four months in any calendar year. When RAFPD cures the default by demonstrating compliance with the Response Time Standards for three consecutive months and the County of Sonoma or CVEMSA allows SCFD to increase its response time back to the increased standard within RAFPD, payment to RAFPD shall then be restored in the following month. No payments will be due for months that the agreement is frozen and SCFD is not obtaining FRBLS response time benefits. The right to freeze amounts payable to RAFPD shall be the exclusive remedy that SCFD shall have against RAFPD for failing to meet the Response Time Standard other than termination of the Agreement.

Notwithstanding the foregoing, if RAFPD has been declared to be in breach of this Agreement as a result of its chronic failure to meet its Response Time Standards four or more times in any calendar year, this Agreement shall, at SCFD's option, be terminated on the second such notice of termination. RAFPD shall not, in that event, have a second opportunity to cure the breach, and no further amounts shall be paid under this Agreement as to RAFPD. The parties recognize that in order for SCFD to meet its obligations under the Master Agreement with regard to both Response Time Standards and treatment of its workforce, it may, as a result of Response Time breach be required to employ additional personnel and put on extra vehicles and those vehicles and personnel cannot be taken out of or put back into the system on an on-and-off basis.

Notwithstanding the foregoing, or anything in this Agreement to the contrary, in the event that SCFD is given notice of material breach or notice of intent to declare SCFD in material breach pursuant to the terms of the Master Agreement, due to the acts, omissions or performances of RAFFPD, the notice and opportunity to cure period shall be shortened to the extent necessary to permit SCFD to timely cure or avoid its breach of the Master Agreement.

(e) Immediate Termination: Notwithstanding subparagraph (d), this Agreement may be terminated immediately, subject to the written consent by all parties.

(f) By RAFFPD if SCFD loses the ability to provide the Emergency Ambulance Program under the Master Agreement.

(g) By either party, upon loss or substantial diminution of the other party's insurance and/or liability coverage as required by this Agreement, effective upon the date of such loss or diminution, or loss of any permit or license required hereunder, effective upon the date of such loss.

(h) Mutual Termination for Legal Invalidity: This Agreement may be terminated by either party, as soon as reasonably possible, if this Agreement or any material term or provision hereof is determined unlawful by any court or governmental agency or becomes unlawful as a result of subsequently passed legislation; provided, however, that the parties shall first meet and confer in a good faith attempt to amend this Agreement to conform with applicable law. In addition, this Agreement may be terminated if the parties are unable to agree on a cost and payment split for any applicable year.

(i) Effect of Termination:

(i) In the event of termination prior to the scheduled expiration date hereof, each party shall faithfully perform its obligations through the effective date of termination and shall also perform any additional obligations which are stated herein as extending beyond the termination date hereof.

- (ii) In the event of termination by SCFD due to RAFPD breach or failure to perform, SCFD shall be entitled to all damages or other relief recoverable under law or equity.
- (iii) In the event of termination by RAFPD due to SCFD's breach or failure to perform, RAFPD shall be entitled to all damages or other relief recoverable under law or equity.

8. Extraordinary Changes

(a) During the Term: In the event of an actual or reasonably expected extraordinary change in the cost or revenues available to SCFD, including but not limited to a change in reimbursement methodology by Medicare, Medi-Cal or other major private or public reimbursement program which results in a notice of renegotiation of rates by SCFD pursuant to the terms of the Master Agreement, then SCFD shall also have the option of sending RAFPD a notice of renegotiation of this Agreement. In such event, RAFPD and SCFD shall renegotiate in good faith in an attempt to reach agreement on amended financial and/or operational terms of this Agreement necessary for each party to satisfy its reasonable, financial and operational needs in light of the reimbursement or other changes. In the event RAFPD and SCFD are unable to reach such agreement within ninety (90) days of the notice by SCFD to RAFPD, this Agreement may be terminated by either party upon ninety (90) days' written notice, without penalty to either party.

(b) This agreement is contingent upon the approval of CVEMSA. Should approval of this agreement not be granted, the parties agree to meet and confer on modifications to the agreement in an effort to secure approval. If approval is not granted, the agreement is null and void.

9. Indemnity

(a) Mutual Indemnity: The parties agree that RAFPD shall indemnify, defend and hold SCFD harmless, including its officers, employees, and/or agents from any and all acts, claims, omissions, liabilities, and losses resulting in injuries or damages to persons and/or property which result from the negligent or wrongful acts or omissions of RAFPD or their

officers, members, agents and/or employees in the performance of their duties under the scope of work set forth herein and under all applicable state, federal and local laws, rules and regulations. The parties further agree that SCFD shall indemnify, defend and hold harmless RAFPD, including their officers, members, employees, and/or agents from any and all acts, claims, omissions, liabilities, and losses resulting in injuries or damages to persons and/or property which result from the negligent or wrongful acts or omissions of SCFD, or its officers, employees, and/or agents in the performance of its duties under the scope of work set forth by this Agreement and under all applicable federal, state and local laws, rules and regulations.

(b) Comparative Negligence: In the event a third party claim or suit alleges concurrent negligence of RAFPD, their officers, employees, members and/or agents and SCFD, its officers, employees and/or agents, then the liability for any and all claims for injuries and damages to persons and/or property which arise out of this Agreement shall be apportioned under the established California theory of comparative negligence as it may be modified from time to time. The parties shall each immediately notify the other in writing upon receiving notice of a claim or suit which includes, or reasonably may include, the other party. Prior to the separate settlement of any third-party court action against both SCFD and RAFPD, the settling party or parties shall provide written notice to the other parties and the court pursuant to Code of Civil Procedure Section 877.6 of the settlement regardless of whether a confidentiality agreement has been entered into by the settling party or parties. This section shall not limit or modify any party's ability to assert applicable immunities or defenses to any third party claim.

10. Insurance

RAFPD and SCFD agree to maintain at least the liability coverage and/or insurance as specified in Exhibit A, which is attached hereto and incorporated by reference herein. The level of insurance coverage required of SCFD is set forth in the Master Agreement.

11. Assignments and Subcontracts

Neither party shall assign performance of essential aspects of its duties under this Agreement, without the written consent of the other which shall not be unreasonably withheld; provided, however, that either party may employ such consultants as it deems necessary.

12. Amendment of Agreement

This Agreement, together with the exhibits (which are incorporated herein by this reference), constitute the entire agreement between the parties with respect to the matters herein discussed and contain all the terms and conditions agreed upon by the parties. No amendment, alteration or variation shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreement shall be binding on the parties hereto. It is, however, contemplated that a joint operating agreement addressing the day- to-day working of the parties may be required and the parties agree to reasonably work together in adopting such agreement.

13. Compliance with Applicable Laws

All services to be performed by either party pursuant to this Agreement shall be performed in accordance with all applicable, federal, state, county and municipal laws, ordinances and regulations, including all policies and procedures of CVEMSA.

14. Notice

Any notice, request, demand or other communication required or permitted hereunder shall be deemed to be properly given when personally delivered or when deposited in the United States mail, postage prepaid, or when transmitted by facsimile with confirmation of delivery, addressed to SCFD or RAFPD, respectively, at the addresses set forth hereinafter. Any party may change its address for notice by written notice to the others.

SCFD:

RAFPD:

15. Controlling Law

This Agreement shall be governed by and construed in accordance with the laws of the State of California.

16. Venue, Attorneys Fees

In the event that suit shall be brought by either party to this Agreement, the parties agree that venue shall be exclusively vested in the Superior Court of California in and for the County of Sonoma. The prevailing party or parties in any such suit shall be entitled to reimbursement of all allowable court costs thereof, including its/their reasonable attorney's fees.

17. Construction

The parties acknowledge that for purposes of construing this Agreement neither party shall be deemed to be the drafter.

18. Binding Effect

This Agreement shall inure to the benefit of and bind the respective parties, their successors, personal representatives and permitted assigns.

19. Headings

The headings in this Agreement are for convenience of reference only and are not to be used in construing or interpreting any provision of this Agreement.

20. Counterparts

This Agreement may be executed in any number of counterparts, all of which shall constitute the agreement between the parties.

21. Invalidity

If any term, provision, covenant or condition of this Agreement, or any application thereof, shall be held by a court of competent jurisdiction to be invalid, void, or unenforceable, all terms provisions, covenants and conditions of this Agreement, and all applications thereof, not held invalid, void, or unenforceable, shall continue in full force and effect and shall in no way be affected, impaired, or invalidated thereby.

22. Force Majeure

Neither party shall be liable for any delay nor failure to perform to the extent that such delay or failure is caused by a force or event beyond the control of such party, including, but not limited to, war, embargoes, riots, fires, floods, earthquakes, strikes, governmental restrictions, natural disasters, or other Acts of God.

23. Waiver

The failure of either party to insist upon strict performance of any of the terms, covenants, or conditions of this Agreement in any one or more instances shall not be construed as a waiver or a relinquishment of any such terms, covenants or conditions and all of the same shall be in full force and effect.

24. Effective Date of this Agreement

The effective date of this Agreement shall be the date of its execution by the last of the undersigned parties. This Agreement shall be considered implemented on this effective date.

IN WITNESS WHEREOF, the parties hereto, acting by and through their duly authorized representatives, have executed this Agreement as of the day and year first above written.

[ALL SIGNATURES ARE ON THE FOLLOWING PAGE]

DISCUSSION ON MECHANICS POSITION



Rancho Adobe Fire District

Staff Report

Date: August 13, 2024

Topic: Fire Mechanic Position

Recommendation:

Board approval is requested to add 1 full-time permanent position, Fire Mechanic, to the District effective January 1, 2025 with salary equivalent to the Engineer pay scale.

Background:

The District has a long history of providing fire apparatus maintenance and repair to the Districts apparatus. Currently, the District utilizes both in-house mechanics as well as outside mechanic services through certified shops in order to maintain our fleet in excellent operational condition.

The in-house mechanics that maintain and repair the Districts fleet have grown fewer over the years and the demand on their time to function as firefighters has increased significantly.

The District has a fleet of 15 apparatus and staff vehicles that require maintenance, diagnosis and repair. Utilizing on-duty personnel is no longer an option to keep pace with required inspections, documentation, repair and maintenance.

Hiring a full-time fire mechanic will allow the support task of maintenance and repair of the fleet to be completed efficiently by a well trained heavy equipment mechanic, while also allowing our firefighting personnel to focus their time in that capacity.

The District has realized significant savings by performing work in-house versus a certified shop, and hiring a mechanic will continue to support the Districts needs.

Financial Impact:

Salary range is anticipated to be \$97,171 – \$109,393 with funding identified in the 2024/25 budget to fully support this position.

Options:

1. Approve the addition of 1 Fire Mechanic
2. Direct Staff to provide additional research

Approved by:

Jeff Veliquette
Fire Chief

Attachments: Fire Mechanic Draft job description and announcement



Rancho Adobe Fire District

Welcomes applicants for:

FIRE MECHANIC

Final Filing Date: **September 27th, 2024 5:00 p.m.**

Salary: \$97,171 - \$109,393

Description

Under broad supervision of the Battalion Chief in charge of Fleet Maintenance, the Fire Mechanic performs various skilled duties by performing minor and major repairs and maintaining all fire apparatus, including utility, individual staff vehicles, and departmental equipment. This also includes but is not limited to, a complete range of preventative maintenance, and diagnosis of diesel and gasoline-powered vehicles and equipment, with the ability to adjust as required.

About the Position

This is a journey-level classification. An employee in this class performs skilled tasks in the diagnosis, mechanical repair and maintenance of diesel and gas-powered apparatus, vehicles, hydraulic systems, and other like equipment. Assignments are received in the form of oral or written communications. The employee is expected to determine the nature and extent of need repairs, prioritize them, and perform necessary repairs.

Essential Duties

INSPECTS: All department vehicles to ensure they meet proper safety protocols and are in standard working order.

SERVICE AND MAINTAIN: All District vehicles including but not limited to, fire engines, ambulances, utility trucks, trailers, aerial ladder truck, and passenger vehicles to ensure proper working order all while providing for the safety of the employee. Perform regular servicing and preventative maintenance on all District vehicles and apparatus performing tune-ups, lube, oil, filter, and chassis lubrication. The Fire Mechanic will also diagnose, service, maintain, and repair such things as; fire pumps, relief valves, and other control or plumbing equipment (proper certification required).

INSPECT, DIAGNOSE, AND REPAIR: All District vehicles including but not limited to, fire engines, ambulances, aerial ladder truck, passenger vehicles, utility trucks, trailers, power train components, transmissions, transfer cases, differentials, hydraulic and pneumatic brake systems with any related components, steering and suspension systems with any related components, and electrical circuits.

INSPECT, DIAGNOSE, REPAIR, AND INSTALL: Complex electrical systems, installation of emergency lighting, sirens, and communication equipment.

OPERATE: All shop equipment and machine tools safely and efficiently.



Rancho Adobe Fire District

Related Functions

- Performs routine shop maintenance and clean-up and disposes of hazardous materials according to established procedures.
- Keep records of work assignments for bookkeeping and tracking purposes.
- High potential for required response to emergency breakdowns to make temporary and/or permanent repairs in the field.
- Ability to perform welding and fabricating work when applicable.

Minimum Qualifications

- High school diploma or equivalent.
- A combination of sufficient education, training, and/or work experience to demonstrate required knowledge, skill level, and mechanical abilities, which would typically be acquired through the attainment of journey-level proficiency certification in automotive and heavy equipment repair (documentation required).

Or

Five years' experience as a journey-level mechanic in an automotive or heavy-duty vehicle shop.

Requirements

- Possession of a valid California Class B with Tank Endorsement Driver License and a satisfactory driving record is required upon hire.
- Possession of Automotive Service Excellence (ASE) certification. ***Desirable in both automotive and heavy duty.***
- Possession of, and the ability to maintain a valid California Fire Mechanic I or Emergency Vehicle Technician Level I certification is required within twelve (18) months of appointment.
- Must obtain ASE Master Certification in Heavy and Automotive Repair within 5 years.
- Must obtain Emergency Vehicle Technician level 3 within 5 years. ***The District will support the Fire Mechanic in obtaining the ASE and EVT Certifications.***

Desirable Qualifications

- Current California Fire Mechanic Emergency Vehicle Technician I, II, or III.
- Experience in the maintenance and repair of Fire Apparatus.
- Associates of Arts (AA) degree in automotive technology.



Rancho Adobe Fire District

Knowledge of

- Heavy duty vehicles, trucks, and fire apparatus equipment.
- Diagnostic, overhaul, and repair techniques for heavy gasoline and diesel-powered equipment, fire equipment and related components such as fire pump transmissions, valves, aerial ladders, foam systems, etc.
- Principles and practices of repair, overhaul, servicing and preventive maintenance of heavy and light gasoline and diesel-powered equipment.
- Applicable local, state, federal rules, regulations, and laws; CAL/OSHA requirements, and other relevant codes and regulations.
- Techniques, methods, materials, tools, and equipment used in the overhaul, servicing, and preventive maintenance of heavy and light vehicles and gasoline and diesel-powered equipment.
- Safe work methods and safety practices pertaining to the work.
- Operation and maintenance of a wide variety of equipment, hand, shop, and power tools used in the work, including stick, MIG and TIG welding equipment.
- Record keeping principles and procedures.
- Shop arithmetic.
- Computer applications related to work, including inventory control and fleet record keeping.
- Communication techniques for providing a high level of customer service to internal and external personnel.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.

Ability and Skills:

- Physical ability to carry objects weighing up to 75 lbs.
- Understand and effectively carry out oral and written instructions.
- Communicate effectively in writing, and orally with others to assimilate, understand, and convey information, and in a manner consistent with job functions.
- Ability to work well with others.
- Ability to operate assigned equipment.
- Perform assignments, safely maintain equipment, understand and carry out safety policies, rules, and regulations, and properly use safety equipment at ALL times.
- Establish and maintain effective working relationships with all of those contacted in the course of work.



Rancho Adobe Fire District

- Must be willing to work inside and outside the shop (conditions taken into consideration) and may be exposed to normal shop environment noise, chemicals, dust, etc. Proper PPE will be provided and must be used in accordance with District policies.
- Ability to represent the District in a professional manner when in a public setting and take a proactive approach to problem-solving.
- Recognize and diagnose in fire apparatus and other heavy equipment.
- Repair and overhaul heavy gasoline and diesel-powered equipment and related fire components.
- Read and comprehend schematics, fabricate special bodies, parts, and essentials as necessary.
- Identify and implement effective courses of action to complete assigned work.
- Make extensive repairs of motors, transmissions, differentials, chassis parts, and electrical, fuel, ignition, cooling, steering, hydraulic and air systems, including proper testing and adjustments.
- Operate a wide variety of hand and power tools in a skillful manner, including cutoff tools, drills, grinders, MIG/TIG welders, and stick welders.
- Conduct safety inspections and establish safe procedures.
- Estimate needed materials and labor and secure sufficient quantities.
- Inspect the work of others and maintain established quality control standards.
- Work effectively without immediate supervision.
- Read, interpret, and understand manuals, specifications, and drawings.
- Practice safe work habits.
- Maintain clear and accurate records.
- Make accurate arithmetic calculations.
- Independently organize work, set priorities, meet critical time deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of the work.
- Drive and Operate fire district apparatus.



Rancho Adobe Fire District

Salary and Benefits

Salary Range \$97,171 - \$109,393 - DOQ

PERS retirement plan

Comprehensive benefits package that includes; medical, dental, vision coverage for employee and dependents. Sick leave, paid vacation, EAP, Life Insurance and Long-Term Disability insurance.

Working Conditions

Employees may be required to work evenings, weekends, and holidays, as well as participate in after hours on-call assignments.

This position is subject drug testing in accordance with District Policies.

Rancho Adobe Fire Protection District employees are designated as Emergency Service Workers during a proclaimed emergency and may be required to perform certain emergency services at the direction of the Chief or designee

Selection Process:

Applications will be reviewed and evaluated as they are received. Selected applicants who meet minimum qualifications will be invited to participate in the selection process. This process could consist of the following components: a written exam, an oral interview, a communication exercise, a task/priority exercise, a personal history assessment, and a medical, physical, and psychological assessment, full background and polygraph.

A training and experience evaluation may be used to rank candidates on the eligible list. This may be inclusive of application and supplemental questionnaire.

The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.



Rancho Adobe Fire District

General Information

Obtaining application:

Application may be downloaded at www.rafd.org

Filing of Application:

A completed application must be received at Rancho Adobe Fire District - Administration, 11000 Main Street, Penngrove, CA 94951, or emailed to apply@rafd.org. Emailed applications must be submitted in pdf format and in a single file. Resumes are welcome but will not be accepted in lieu of a completed application. **FAXED APPLICATIONS WILL NOT BE ACCEPTED.**

Authorization of Work:

Before an appointment may be made to the position, the person selected must provide proof of identity and authorization to work in the United States, according to Federal Law.

Medical Examination/Background Investigation:

Before an appointment may be made, the person selected will be required to pass a medical examination, psychological examination, polygraph, and a thorough background investigation by person(s) designated by the RAFD.

Special Note:

If you require special accommodation during the testing process due to a legal disability, please supply RAFD with documentation on the need for accommodation, and the type(s), in a written request submitted at least five (5) days prior to the date of the examination.