

# Rancho Adobe Fire Protection District

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

Telephone: (707) 795-6011  
Fax: (707) 795-5177  
www.ranchofire.com

**NOTICE & AGENDA OF THE REGULAR BOARD MEETING  
FEBRUARY 15, 2023 — 7:00 P.M.  
COTATI FIRE STATION - #1 EAST COTATI AVE.  
COTATI, CALIFORNIA**

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

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

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

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

**II. ORAL AND WRITTEN COMMUNICATIONS**

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

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

B. Correspondence and/or Presentations

**III. APPROVAL OF MINUTES**

A. Regular Meeting of January 18, 2023

**IV. CONSENT CALENDAR**

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

A. Ratification of Checks Issued

(Continued on next page)



**NOTICE & AGENDA OF THE REGULAR BOARD MEETING**  
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**COTATI, CALIFORNIA**  
Page 2

**V. ADMINISTRATIVE COMMUNICATIONS**

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

- A. Firefighter's Union Report
- B. Firefighters' Association Report
- C. Chief's Report
- D. Director Reports
- E. Committee Reports
  - a. Finance/Budget
  - b. Negotiations
  - c. Ad-Hoc Legislative
  - d. Long Range Planning
  - e. Ad-Hoc Capital Improvements

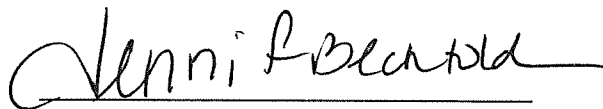
**VI. NEW BUSINESS**

- A. Discussion and Action on HVAC Proposal Bids for Fire Stations 1 and 3 *(Staff Report by BC Wandel)*  
*The Board of Directors will consider approving one bid for the HVAC system replacement at stations 1 and 3*
- B. Discussion and Action on Bid Proposals for Station 2 Remodel *(Staff Report by BC Wandel)*  
*The Board of Directors will consider approving one bid for the remodel of station 2*
- C. Discussion and Action on Surplus of Engine 9183 *(Staff Report by BC Wandel)*  
*The Board of Directors will consider approving the surplus of engine 9183*
- D. Discussion and Approval of Employee Assistance Plan Change *(Staff Report by Jennifer Bechtold)*  
*The Board of Directors will consider approving a change in EAP vendors beginning in FY 23/24*
- E. Discussion on Proposed Sales Tax  
*The Board of Directors will provide an update on a proposed sales tax measure countywide to fund fire services*
- F. Discussion on Liberty School Easement at Fire Station 3  
*The Board of Director will consider granting direction to the Fire Chief to work with Liberty School on site plans at Station 3*

**VII. DIRECTION ON FUTURE AGENDA ITEMS**

**VIII. 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 February 10, 2023.



Jennifer Bechtold, Clerk of the Board







# **Rancho Adobe Fire Protection District**

## **Board of Directors Meeting**

**February 15, 2023**

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# **WRITTEN COMMUNICATIONS**





**ANNUAL DEBT TRANSPARENCY REPORT**  
 California Debt and Investment Advisory Commission, 915 Capitol Mall,  
 Room 400, Sacramento, CA 95814 P.O. Box 942809, Sacramento, CA  
 94209-0001 Tel.: (916) 653-3269 Fax: (916) 654-7440

CDIAC #: 2021-1672  
 01/25/2023

Information as of Reporting Year End: 06/30/2022

**Issuance Information**

Issuer Name:	Rancho Abode Fire Protection District
Issue Name:	2021 RBs
Project Name:	CalPERS UAL Prepayment
Actual Sale Date:	10/05/2021
Settlement Date:	10/14/2021
Original Principal Amount:	\$5,610,000.00
Net Original Issue Premium/Discount:	\$0.00
Proceeds Used to Acquire Local Obligations (Marks-Roos Only):	\$0.00
Total Reportable Proceeds:	\$5,610,000.00
Total cost of issuance from Report of Final Sale:	\$223,045.00

**Issuance Authorization**

Authorization (1):	
Authorization Name:	Resolution No R-4 2021/2022
Original Authorized Amount:	\$5,750,000.00
Authorization Date:	09/23/2021
Amount Authorized - Beginning of the Reporting Period:	\$0.00
Amount Authorized - During the Reporting Period:	\$5,610,000.00
Total Debt Authorized:	\$5,610,000.00
Debt Issued During the Reporting Period:	\$5,610,000.00
Replenishment Reported During the Reporting Period:	\$0.00
Total Debt Authorized but Unissued:	\$0.00
Authorization Lapsed:	\$0.00
Total Authorization Remaining - End of Reporting Period:	\$0.00

**Principal Outstanding**



**ANNUAL DEBT TRANSPARENCY REPORT**  
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 Room 400, Sacramento, CA 95814 P.O. Box 942809, Sacramento, CA  
 94209-0001 Tel.: (916) 653-3269 Fax: (916) 654-7440

CDIAC # : 2021-1672  
 01/25/2023

Principal Balance Upon Sale or at Beginning of the Reporting Period:	\$5,610,000.00
Accreted Interest - During Reporting Period:	\$0.00
Total Principal and Accreted Interest:	\$5,610,000.00
Principal Paid with Proceeds from Other Debt Issues -- During the Reporting Period:	\$0.00
Principal Payments - During the Reporting Period (not reported as payments above):	\$0.00
Principal Outstanding -- End of Reporting Period:	\$5,610,000.00

**Refunding/Refinancing Issues**

CDIAC #	Refunding/refinancing Amount	Redemption/Payment Date
No data available to display.		

**Use of Proceeds**

Report End Date	Begin Amount	Spent Amount	Remain Amount
06/30/2022	\$5,610,000.00	\$5,610,000.00	\$0.00

**Proceeds Spent/Unspent (Fund Level)**

Fund Category	Total Reportable Proceeds Available	Proceeds Spent Current Reporting Period	Proceeds Spent Prior Reporting Period(s)	Proceeds Unspent - Remaining
CALPERS UAL PAYOFF	\$5,386,955.00	\$5,386,955.00	\$0.00	\$0.00
COST OF ISSUANCE	\$158,545.00	\$158,545.00	\$0.00	\$0.00
UNDERWRITERS DISCOUNT	\$64,500.00	\$64,500.00	\$0.00	\$0.00
<b>TOTAL:</b>	<b>\$5,610,000.00</b>	<b>\$5,610,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**Expenditures of Current Reporting Period**

Fund Category	Purpose	Expenditure Amount
CALPERS UAL PAYOFF	PAYOFF LIABILITIES	\$5,386,955.00
COST OF ISSUANCE	BOND COUNSEL	\$49,600.00
COST OF ISSUANCE	DISCLOSURE COUNSEL	\$30,000.00

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**ANNUAL DEBT TRANSPARENCY REPORT**  
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 01/25/2023

COST OF ISSUANCE	MUNICIPAL ADVISOR	\$45,000.00
COST OF ISSUANCE	OTHER	\$5,095.00
COST OF ISSUANCE	RATING SERVICES	\$15,750.00
COST OF ISSUANCE	TRUSTEE SERVICES	\$3,100.00
UNDERWRITERS DISCOUNT	UNDERWRITERS DISCOUNT	\$64,500.00
<b>TOTAL:</b>		<b>\$5,610,000.00</b>

Expenditure Summary

Fund Category	Purpose	Expenditure In Current Reporting Period	Expenditure In Prior Reporting Period(s)	Total Expenditure All Periods
CALPERS UAL PAYOFF	PAYOFF LIABILITIES	\$5,386,955.00	\$0.00	\$5,386,955.00
COST OF ISSUANCE	BOND COUNSEL	\$49,600.00	\$0.00	\$49,600.00
COST OF ISSUANCE	DISCLOSURE COUNSEL	\$40,000.00	\$0.00	\$40,000.00
COST OF ISSUANCE	MUNICIPAL ADVISOR	\$45,000.00	\$0.00	\$45,000.00
COST OF ISSUANCE	OTHER	\$5,095.00	\$0.00	\$5,095.00
COST OF ISSUANCE	RATING SERVICES	\$15,750.00	\$0.00	\$15,750.00
COST OF ISSUANCE	TRUSTEE SERVICES	\$3,100.00	\$0.00	\$3,100.00
UNDERWRITERS DISCOUNT	UNDERWRITERS DISCOUNT	\$64,500.00	\$0.00	\$64,500.00
<b>TOTAL:</b>		<b>\$5,610,000.00</b>	<b>\$0.00</b>	<b>\$5,610,000.00</b>

Refunded/Refinanced Issues

CDIAC #	Refunding/refinancing Amount	Redemption/Payment Date
No data available to display.		

**Filing Contact**

Filing Contact Name:

Brianna Gonzalez

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**ANNUAL DEBT TRANSPARENCY REPORT**  
California Debt and Investment Advisory Commission, 915 Capitol Mall,  
Room 400, Sacramento, CA 95814 P.O. Box 942809, Sacramento, CA  
94209-0001 Tel.: (916) 653-3269 Fax: (916) 654-7440

CDIAC # : 2021-1672  
01/25/2023

Agency/Organization Name: The Weist Law Firm  
Address: 20 South Santa Cruz Ave Ste 300  
City: Los Gatos  
State: CA  
Zip Code: 95030  
Telephone: 949-5297424  
Fax Number:  
E-mail: brianna@weistlaw.com

**Comments**

Issuer Comments:

**ADTR Reportable**

Principal Outstanding -- End of Reporting Period: \$5,610,000.00  
Proceeds Unspent -- End of Reporting Period: \$0.00  
ADTR Reportable Next Reporting Year: Yes

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# 2021 Ethics and Sexual Harassment

## Training Options

### AB 1234: Ethics Training for Local Officials

Cities, counties and special districts in California are required by law (AB 1234, Chapter 700, Stats. of 2005) to provide ethics training to their local officials. A link for training is provided below. When the training is finished, *you must print* the Certification of Completion provided.

#### **Training:**

Local Officials Ethics Training Course

<https://localethics.fppc.ca.gov/login.aspx>

### AB1661: Sexual Harassment Prevention for Local Officials

AB 1661 (Chapter 816, Statutes of 2016) requires local agency officials to receive two hours of sexual harassment prevention training and education within the first six months of taking office and every two years thereafter.

#### **Training:**

Department of Fair Employment and Housing (<https://www.dfeh.ca.gov/shpt/>)

You will need to select the "Supervisory" option on this link for the 2-hour training requirement. Please be sure to print the certificate at the end of your training.

The other option will be to set up Directors with Target Solutions Training platform log-ins. Please let me know if you prefer this option.

**Please have all training completed by April 1, 2021 and turn both certificates in to me.**



# APPROVAL OF MINUTES



# Rancho Adobe Fire Protection District

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## DRAFT

**MINUTES OF THE SPECIAL BOARD MEETING  
JANUARY 20, 2023 — 8:30 A.M.  
SONOMA STATE UNIVERSITY, WINE SPECTATOR LEARNING CENTER  
1801 EAST COTATI AVE  
ROHNERT PARK, CALIFORNIA**

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

President, Brian Proteau, called the Regular Board Meeting to order at 8:15 a.m. The agenda for this meeting was posted on January 13, 2023.

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

Directors Absent: Bret Herman

Minutes Conducted by: Jennifer Bechtold

**II. NEW BUSINESS**

A. Strategic Goal Setting Session

There was no action taken during the Strategic Goal Setting session.

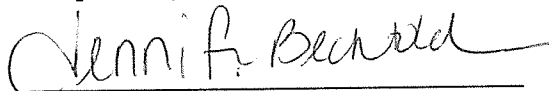
**IV. ADJOURNMENT**

With no further business to discuss, the Special Board meeting was adjourned at 2:25 p.m.

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

Motion Carried: Aye 6 No 0 Abstain 0 Absent 1

Respectfully submitted,



Jennifer Bechtold, Board Clerk



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## DRAFT

**MINUTES OF THE REGULAR BOARD MEETING  
JANUARY 18, 2023 — 7:00 P.M.  
COTATI FIRE STATION - #1 EAST COTATI AVE.  
COTATI, CALIFORNIA**

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

President, Brian Proteau, called the Regular Board Meeting to order at 7:00 p.m. The agenda for this meeting was posted on January 12, 2023.

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

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

Committee assignments for 2023 are located in packets.

**III. APPROVAL OF MINUTES**

A. Regular Meeting of December 16, 2022

Mr. Proteau mentioned there was an error to correct in votes for President.

Motion moved by Mr. Herman to approved amended minutes and seconded by Mr. Hemmendinger.

Motion Carried: Aye 7 No 0 Abstain 0 Absent 0

**IV. CONSENT CALENDAR**

A. Ratification of Checks Issued

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

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 noted the Association now has a live website, which is [ranchoadobefa.org](http://ranchoadobefa.org). The crab feed will be held on February 4.

C. Chief's Report

Chief Veliquette reported the following information:

- 1.) Various meetings and events attended over the past month.
- 2.) Operationally, reviewed January flood and training response, assisted PFD with two structure fires and held large animal rescue training.
- 3.) Reviewed calls for service; 2022 total calls were 2845, of which, 1279 were for EMS, 988 good intent, 191 false alarms, 155 service calls, 139 fires, 84 hazardous conditions, the rest misc. December calls totaled 232.
- 4.) Facilities: Penngrove station remodel bid opening on January 25 and HVAC bid openings for Liberty and Cotati stations will be on January 26.
- 5.) Reviewed calendar of events for upcoming month.

D. Director Reports

No report filed.

E. Committee Reports

a. Finance/Budget

Mr. Hemmendinger noted that two finance committee meetings were held this month. One concerned the audit and the other was a meeting with CalMuni Advisors. Mr. Hemmendinger suggested that we schedule a meeting before the February Board meeting to review where we are halfway through the fiscal year and where we may end up at the end of the fiscal year.

Mr. Hemmendinger said property taxes are slightly higher than budgeted and strike team revenue was \$2K shy of budget, though we have about \$45K we are still expecting. We should end up about \$50K over budget. On the expense side, we have spent about 50% though there are a number of categories that have unspent funds. We need to look closer at these to see what will be spent and what will be left over. Our current cash balance is \$5.8 million, which includes a \$3 million investment in CDARS for six-months at 4.4%, which will earn \$60K in interest.

b. Negotiations

No report filed.

c. Ad-Hoc Equipment

No report filed.

d. Ad-Hoc Legislative

No report filed.



e. Long Range Planning

The next Long Range Planning meeting will be held in February, following the strategic planning session.

f. Ad-Hoc Capital Improvements

Mr. Proteau commented the bids for the remodel will be turned in and opened on January 25<sup>th</sup> and the HVAC bid opening will be on January 26<sup>th</sup>. The architect sent out some addendums on both projects and we have received a lot of interest from contractors who plan to submit bids.

**VI. UNFINISHED BUSINESS**

A. Presentation of FY 2021/2022 Financial Audit

Mr. Hemmendinger said the Board was concerned about the treatment of our pension obligation bonds in the draft audit. A note was added to the financial highlights stating we had received revenue bonds in the amount of \$5.6 million to pay the unfunded accrued liability. Mr. Peterson mentioned he learned through CalMuni that through GASB 68, an actuarial investigation and study of our actual liability is required before CalPERS will recognize our UAL payment into the system. Based on this information, the audit report is correct.

Motion moved by Mr. Peterson to approve the FY 21/22 audit and seconded by Mr. Gadoua.

Motion Carried: Aye 7 No 0 Abstain 0 Absent 0

**VII. NEW BUSINESS**

A. Discussion and Vote for LAFCO Special Districts Representative Class II

Mr. Hemmendinger commented he has worked alongside Rich Holmer in LAFCO and is impressed by his knowledge and insight. He recommends the Board vote for Mr. Holmer.

Motion moved by Mr. Hemmendinger to vote for Rich Holmer and seconded by Mr. Gadoua.

Motion Carried: Aye 7 No 0 Abstain 0 Absent 0

B. Discussion and Vote for Sonoma County Fire Districts Association President and Vice President

Mrs. Bechtold read an email update from Chief Akre which noted that Directors Hemmendinger and Peterson (North Sonoma County Fire District) have stepped down from their nomination.

Motion moved by Mr. Herman to vote for Director Klick as President and seconded by Mr. Howell.

Motion Carried: Aye 6 No 0 Abstain 1 (Gadoua) Absent 0

Mr. Hemmendinger feels that the Chiefs have their own association and therefore the SCFDA should instead be represented only by Directors. This has been discussed over the years and Mr. Hemmendinger is looking for any input our Board may have. Mr. Proteau also agrees that these two associations should be separated and feels we should bring this discussion to the SCFDA in the future.

Motion moved by Mr. Hemmendinger to vote for Chief Shepley Schroth-Cary as Vice President and seconded by Mr. Gadoua.

Motion Carried: Aye   7   No   0   Abstain   0   Absent   0  

C. Discussion on Contract for Consulting Services with California Municipal Advisors, LLC (Staff Report by RAFD Finance Committee)

The finance committee participated in a presentation from CalMuni early in January regarding our CalPERS pension liabilities. By CalPERS standards, we owe nothing this coming year in UAL, thanks to the pension obligation bonds. In the future, we need to ensure there is no negative amortization and that we lower the peak of our future payments. Both CalMuni and Ridgeline Financial can assist the District with various payment option strategies. CalMuni is also offering to assist us with strategies for borrowing funds. The general opinion of the finance committee was the CalMuni proposal was more thorough and gave more calculated results in overall strategies. CalPERS can help us with what the future looks like but won't help us with how to pay those liabilities. This is critical information that we need to find out and better understand. This service would be given on annual basis. Mr. Hemmendinger also commented CalMuni can be available to help us throughout the year, which that they could choose to charge us for, though they have never charged us in the past.

Motion moved by Mr. Hemmendinger to contract with CalMuni for annual monitoring and maintenance services and seconded by Mr. Howell.

Motion Carried: Aye   7   No   0   Abstain   0   Absent   0  

D. Resolution R-5: Resolution to Request Sonoma County Fire District Ambulance Services

Chief Veliquette reported that the County has been struggling with paramedic service through AMR and Sonoma County Fire District is preparing to make a bid on the ambulance service operating area. Through a contract with Medic One, SCFD is positioning themselves with upstaffing and placing ambulances around the County. One of these locations they are looking at is in Cotati, and this would improve and give faster service to our citizens.

Mr. Hemmendinger asked if there is any concrete information on response times as referenced in the resolution. Chief Veliquette does not have any specific information, but these details are being tracked by Petaluma Fire. Mr. Hemmendinger is concerned that we are making a comment in our resolution which is not supported by facts. He is uncomfortable with the language. BC Weihman commented we, ourselves, are not tracking response times, but we do know AMR has cut back the number of ambulances in the EOA. They are no longer under contract; therefore, they have taken two ambulances out of the systems, significantly lowering response times in outlying areas. Mr. Howell feels the benefit of an ambulance based in Cotati will be a win-win for our citizens. Mr. Gadoua is how long the ambulance would be required to be based in Cotati and Chief Veliquette replied there is no binding timeframe. Mr. Herman asked what the catch is. Chief Veliquette replied that this is a benefit to SCFD as they bid on the EOA. It's also a financial benefit to SCFD.

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

Motion Carried: Aye   7   No   0   Abstain   0   Absent   0  

Roll Call:

Mr. Proteau – aye

Mr. Gadoua – aye

Mr. Hemmendinger – aye

Mr. Moretti – aye

Mr. Herman - aye

Mr. Peterson – aye

Mr. Howell – aye

E. Resolution R-6: Resolution to Provide Advanced Life Support Services

Chief Veliquette commented that a tremendous amount of work was done on our ALS program, dating back to when Chief Thompson was here. Back in March 2021, the County was supposed to give us a denial or approval within 60 days of our request to stand up ALS service. They never did this nor did they provide us any direction. This resolution outlines what we have done so far and what our intention is as far as ALS is concerned. This puts the ball back on the County. We have a 90-day plan to have three possibly four paramedics on board. One piece that will change is that our CQI and medical director will fall under SCFD, as Petaluma’s program is overwhelmed.

Mr. Hemmendinger said since the CQI and medical director contracts will be new under SCFD, the Board would like to know the costs associated, prior to signing any contracts. What are other viable options are there for these services? Chief Veliquette said we could find another agency providing CQI and medical director coverage, as every agency that has ambulance/paramedic services will have this oversight. Much of the reason for the medical director contract is due to the narcotics we will carry. Mr. Gadoua agreed with Mr. Hemmendinger about seeing what other agencies provide the oversight.

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

Motion Carried: Aye 7 No 0 Abstain 0 Absent 0

Roll Call:

Mr. Proteau – aye

Mr. Gadoua – aye

Mr. Hemmendinger – aye

Mr. Moretti – aye

Mr. Herman - aye

Mr. Peterson – aye

Mr. Howell – aye

**VIII. DIRECTION ON FUTURE AGENDA ITEMS**

- Bid Review for HVAC and Station 2 remodel.
- Fire Prevention Fee Study.

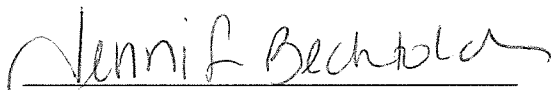
**X. ADJOURNMENT**

With no further business to discuss, the Regular Board meeting was adjourned at 8:55 p.m.

Motion moved by Mr. Gadoua and seconded by Mr. Herman.

Motion Carried: Aye 7 No 0 Abstain 0 Absent 0

Respectfully submitted,



Jennifer Bechtold, Board Clerk



# CONSENT CALENDAR



# Rancho Adobe Fire Protection District



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

Phone: (707) 795-6011  
Fax: (707) 795-5177  
www.rancho-adobe-fire.org


## RATIFICATION OF WARRANTS AND PAYROLL FOR THE REGULAR MEETING OF FEBRUARY 15, 2023

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

Regular Payable Checks:	\$ 93,644.97
Payroll Checks:	\$ 88,215.45
Total All Disbursements:	\$181,860.42

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.

  
Clerk of the Board

2-15-23  
Date





Rancho Adobe Fire Protection District

Check Detail

January 31, 2023  
Name

Type	Num	Date	Account	Paid Amount
ACH	ACH	01/31/2023	CALPERS FISCAL SERVICES DIVISION 1035 - Summit State Bank - Operating	-1,938.14
ACH	ACH	01/31/2023	CALPERS FISCAL SERVICES DIVISION 1035 - Summit State Bank - Operating	-1,938.14
ACH	ACH	01/31/2023	CALPERS FISCAL SERVICES DIVISION 5923 - CALPERS	-51,426.63
ACH	ACH	01/31/2023	CALPERS FISCAL SERVICES DIVISION 1035 - Summit State Bank - Operating	-51,426.63
ACH	ACH	01/31/2023	CALPERS SUPPLEMENTAL INCOME PLANS 5923 - CALPERS	-26,560.68
ACH	ACH	01/31/2023	CALPERS SUPPLEMENTAL INCOME PLANS 1035 - Summit State Bank - Operating	-26,560.68
ACH	ACH	01/31/2023	CALPERS SUPPLEMENTAL INCOME PLANS 5923 - CALPERS	-4,680.00
ACH	ACH	01/31/2023	CALPERS SUPPLEMENTAL INCOME PLANS 1035 - Summit State Bank - Operating	-4,680.00
Bill	Jan. 2023	01/31/2023	RANCHO ADOBE PAID FIREFIGHTERS 1035 - Summit State Bank - Operating	-3,610.00
Bill	Jan. 2023	01/31/2023	5910 - Full-Time Personnel	-3,610.00

**TOTAL CHECKS ISSUED: 88,215.45**

Authorized By:

*VAUGHN*

Print Name

*Herb Wondel*

Print Name

*[Signature]*

Sign

*[Signature]*

Sign

*FILE CHIEF*

Title

*Burkholder Chief*

Title



Rancho Adobe Fire Protection District

Check Detail

January 17, 2023

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	5462	01/17/2023	AIR EXCHANGE INC	1035 · Summit State Bank - Operating	
Bill	Inv# 91608655	01/17/2023		6180 · Building Maintenance	-9,896.28
Bill Pmt -Check	5463	01/17/2023	AMERICAN RIVER BENEFIT ADMINISTRATO	1035 · Summit State Bank - Operating	
Bill	Feb. 2023	01/17/2023		5933 · Life Insurance	-347.10
Bill Pmt -Check	5464	01/17/2023	ANDY TAYLOR	1035 · Summit State Bank - Operating	
Bill	Reimbursement	01/17/2023		6140 · Equipment Maintenance	-60.76
Bill Pmt -Check	5465	01/17/2023	AT&T	1035 · Summit State Bank - Operating	
Bill	9391035608/5607	01/17/2023		6040 · Communications	-208.53
Bill Pmt -Check	5466	01/17/2023	CADD MICROSYSTEMS	1035 · Summit State Bank - Operating	
Bill	Quote #Q157623	01/17/2023		6889 · Computer Software and Equipment	-238.00
Bill Pmt -Check	5467	01/17/2023	CYPRESS DENTAL ADMINISTRATORS	1035 · Summit State Bank - Operating	
Bill	Feb. 2023	01/17/2023		5932 · Dental Insurance	-2,541.60
					-2,541.60

# Rancho Adobe Fire Protection District Check Detail

January 17, 2023

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Bill Pmt-Check	5468	01/17/2023	dmi NETWORKING	1035 · Summit State Bank - Operating	
Bill	Inv# 55866	01/17/2023		6889 · Computer Software and Equipment	-950.00
					<hr/> -950.00
Bill Pmt-Check	5469	01/17/2023	ERIC HENNEBERQUE	1035 · Summit State Bank - Operating	
Bill	Reimbursement	01/17/2023		7120 · Training Expense	-276.00
					<hr/> -276.00
Bill Pmt-Check	5470	01/17/2023	H AND S ASSOCIATES	1035 · Summit State Bank - Operating	
Bill	Inv# 1250/1299	01/17/2023		6590 · Contracted FM Services	-4,112.50
					<hr/> -4,112.50
Bill Pmt-Check	5471	01/17/2023	HERB WANDEL	1035 · Summit State Bank - Operating	
Bill	Reimbursement	01/17/2023		6155 · Apparatus Maintenance	-93.76
					<hr/> -93.76
Bill Pmt-Check	5472	01/17/2023	JIMMY BERNAL	1035 · Summit State Bank - Operating	
Bill	Reimbursement	01/17/2023		6180 · Building Maintenance	-80.15
					<hr/> -80.15
Bill Pmt-Check	5473	01/17/2023	KAISER (OCCUPATIONAL HEALTH)	1035 · Summit State Bank - Operating	
Bill	G#320901054043	01/17/2023		6650 · Health Services	-390.00
					<hr/> -390.00
Bill Pmt-Check	5474	01/17/2023	LARS ENGINES	1035 · Summit State Bank - Operating	
Bill	Inv# 286485	01/17/2023		6140 · Equipment Maintenance	-202.32
					<hr/> -202.32

**Rancho Adobe Fire Protection District**  
**Check Detail**  
January 17, 2023

LF

Bill Pmt -Check	5475	Inv# 665429	01/17/2023	LN CURTIS & SONS	1035 · Summit State Bank - Operating	9560 · New Equipment - Apparatus	-196.35
Bill Pmt -Check	5476	Inv# 665429	01/17/2023	MATHESON TRI-GAS INC.	1035 · Summit State Bank - Operating		-196.35
Bill	5476	Inv# 665429	01/17/2023				
Bill Pmt -Check	5477	Inv# 0008361	01/17/2023	NICK BARBIERI TRUCKING INC.	1035 · Summit State Bank - Operating	6260 · Medical Supplies	-465.48
Bill	5477	Inv# 0008361	01/17/2023				
Bill Pmt -Check	5478	Inv# 0008361	01/17/2023	PENNGROVE WATER CO	1035 · Summit State Bank - Operating	7201 · Fuel	-2,153.33
Bill	5478	Inv# 0008361	01/17/2023				
Bill Pmt -Check	5479	Inv# 0008361	01/17/2023	PG&E	1035 · Summit State Bank - Operating	7320 · Utilities	-153.61
Bill	5479	Inv# 0008361	01/17/2023				
Bill Pmt -Check	5480	Inv# 0008361	01/17/2023	RENE TORRES	1035 · Summit State Bank - Operating	7320 · Utilities	-2,843.35
Bill	5480	Inv# 0008361	01/17/2023				
Bill Pmt -Check	5481	Inv# 0008361	01/17/2023	SONOMA CO. FIRE DISTRICTS ASSOCIATIO	1035 · Summit State Bank - Operating	6180 · Building Maintenance	-48.15
Bill	5481	Inv# 0008361	01/17/2023				
Bill	1/26/23 Mtg.		01/17/2023		7000 · Board Expense		-180.00
							-180.00

Rancho Adobe Fire Protection District  
Check Detail  
January 17, 2023

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Bill Pmt -Check	5482	01/17/2023	UMPQUA BANK	1035 · Summit State Bank - Operating	-14,636.22
Bill	December 2022 Visa	01/17/2023		Umpqua Bank Credit Card	-14,636.22
Bill Pmt -Check	5483	01/17/2023	WELLS FARGO VENDOR FIN SERVICES	1035 · Summit State Bank - Operating	-182.28
Bill	Inv# 5023227555	01/17/2023		6820 · Rent/Lease Equipment	-182.28
Bill Pmt -Check	5484	01/17/2023	ZOLL MEDICAL CORPORATION	1035 · Summit State Bank - Operating	-475.50
Bill	Inv# 3643923	01/17/2023		6260 · Medical Supplies	-475.50

**TOTAL CHECKS ISSUED: 40,731.27**

Authorized By:

*Amy Taylor*  
Print Name

*Mike Weisman*  
Print Name

*[Signature]*  
Sign

*Battalion Chief*  
Title

*[Signature]*  
Sign

*Battalion Chief*  
Title

Rancho Adobe Fire Protection District

Check Detail

January 31, 2023

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	5486	01/31/2023	AMERIPRINTS LIV	1035 · Summit State Bank - Operating	
Bill	Inv# 22-985	01/31/2023		6605 · Hiring Expense	-20.00
Bill Pmt -Check	5487	01/31/2023	FDAC	1035 · Summit State Bank - Operating	
Bill	2023 Membership	01/31/2023		6280 · Memberships	-500.00
Bill Pmt -Check	5488	01/31/2023	INTERCARE HOLDINGS INSURANCE SERVICE	1035 · Summit State Bank - Operating	
Bill	Refund TD payments	01/31/2023		4100 · Workers Comp. Reimbursement	-9,238.26
Bill Pmt -Check	5489	01/31/2023	IT HUB	1035 · Summit State Bank - Operating	
Bill	Inv# 5150	01/31/2023		6889 · Computer Software and Equipment	-890.00
Bill Pmt -Check	5490	01/31/2023	JAMES DEURLOO	1035 · Summit State Bank - Operating	
Bill	Reimbursement	01/31/2023		6400 · Office Supplies	-100.00
Bill Pmt -Check	5491	01/31/2023	KAISER PERMANENTE	1035 · Summit State Bank - Operating	
Bill	Feb. 2023	01/31/2023		5930 · Health Insurance	-28,991.00
					-28,991.00

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**Rancho Adobe Fire Protection District**  
**Check Detail**  
January 31, 2023

Bill Pmt -Check	5492	01/31/2023	KYOCERA DOCUMENT SOLUTIONS 2	1035 - Summit State Bank - Operating	
Bill	Inv#55E1712047	01/31/2023		6820 - Rent/Lease Equipment	-27.65
					<u>-27.65</u>
Bill Pmt -Check	5493	01/31/2023	KYOCERA DOCUMENT SOLUTIONS NOR	1035 - Summit State Bank - Operating	
Bill	Inv# 5023501236	01/31/2023		6820 - Rent/Lease Equipment	-185.34
					<u>-185.34</u>
Bill Pmt -Check	5494	01/31/2023	LIEBERT CASSIDY WHITMORE	1035 - Summit State Bank - Operating	
Bill	Inv# 232397	01/31/2023		6610 - Legal Services	-1,486.00
					<u>-1,486.00</u>
Bill Pmt -Check	5495	01/31/2023	LN CURTIS & SONS	1035 - Summit State Bank - Operating	
Bill	Inv#668340/CM34343	01/31/2023		6022 - Safety Clothing	-1,178.05
					<u>-1,178.05</u>
Bill Pmt -Check	5496	01/31/2023	MHN	1035 - Summit State Bank - Operating	
Bill	Inv# PRM-078124	01/31/2023		5930 - Health Insurance	-358.72
					<u>-358.72</u>
Bill Pmt -Check	5497	01/31/2023	PG&E	1035 - Summit State Bank - Operating	
Bill	Mult Accts	01/31/2023		7320 - Utilities	-4,482.94
					<u>-4,482.94</u>

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**Rancho Adobe Fire Protection District**  
**Check Detail**  
January 31, 2023

Bill Pmt -Check	5498	01/31/2023	RENE TORRES	1035 · Summit State Bank - Operating	
Bill	reimbursement	01/31/2023		6461 · Operational Expense	-26.45
				6140 · Equipment Maintenance	-42.25
					<u>-68.70</u>
Bill Pmt -Check	5499	01/31/2023	SANTA ROSA AUTO PARTS	1035 · Summit State Bank - Operating	
Bill	Inv#960512/916691	01/31/2023		6155 · Apparatus Maintenance	-103.77
					<u>-103.77</u>
Bill Pmt -Check	5500	01/31/2023	SONOMA CO TAX COLLECTOR	1035 · Summit State Bank - Operating	
Bill	Assmt#047-161-003	01/31/2023		7320 · Utilities	-1,553.80
					<u>-1,553.80</u>
Bill Pmt -Check	5501	01/31/2023	STANDARD INSURANCE COMPANY	1035 · Summit State Bank - Operating	
Bill	February 2023	01/31/2023		5931 · Disability Insurance	-841.00
					<u>-841.00</u>
Bill Pmt -Check	5502	01/31/2023	STRATA a/p, INC.	1035 · Summit State Bank - Operating	
Bill	Inv#5948/6947	01/31/2023		9510 · Building Improvements	-1,801.09
					<u>-1,801.09</u>
Bill Pmt -Check	5503	01/31/2023	THE WEIST LAW FIRM	1035 · Summit State Bank - Operating	
Bill	Inv# 2023-05	01/31/2023		6610 · Legal Services	-495.00
					<u>-495.00</u>
Bill Pmt -Check	5504	01/31/2023	VISION SERVICE PLAN	1035 · Summit State Bank - Operating	
Bill	Feb. 2023	01/31/2023		5934 · Vision Insurance	-410.10
					<u>-410.10</u>

# Rancho Adobe Fire Protection District Check Detail

January 31, 2023

-410.10

Bill Pmt - Check

6505

01/31/2023

WELLS FARGO VENDOR FIN SERVICES

1035 · Summit State Bank - Operating

Bill

Inv#5023596434

01/31/2023

6820 · Rent/Lease Equipment

-182.28  
-182.28

**TOTAL CHECKS ISSUED: 52,913.70**

Authorized By:

*Kevin Burt*  
Print Name  
*Kevin Burt*  
Print Name

*Kevin Burt*  
Sign  
*Kevin Burt*  
Sign

*File Check*  
Title  
*Kevin Burt*  
Title

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UMPQUA BANK

BL ACCT 00002716-10000000
RANCHO ADOBE FIRE DIST
Account Number: #####-6068
Page 1 of 6



Account Summary

Table with 2 columns: Description and Amount. Rows include Billing Cycle, Days In Billing Cycle, Previous Balance, Purchases, Cash, Balance Transfers, Special, Credits, Payments, Other Charges, Finance Charges.

NEW BALANCE \$14,713.66

Credit Summary

Table with 2 columns: Description and Amount. Rows include Total Credit Line, Available Credit Line, Available Cash, Amount Over Credit Line, Amount Past Due, Disputed Amount.

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

Table with 2 columns: Description and Amount. Rows include NEW BALANCE, MINIMUM PAYMENT, PAYMENT DUE DATE.

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

Table with 5 columns: Trans Date, Post Date, Reference Number, Transaction Description, Amount. Includes TOTAL CORPORATE ACTIVITY summary row.

Cardholder Account Summary

Table with 5 columns: Cardholder Name, Payments & Other Credits, Purchases & Other Charges, Cash Advances, Total Activity.

Cardholder Account Detail

Table with 6 columns: Trans Date, Post Date, Plan Name, Reference Number, Description, Amount. Lists transactions from CITY OF COTATI and MISSION LINEN.

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

Table with 4 columns: Closing Date, New Balance, Total Minimum Payment Due, Payment Due Date.

\$ [Handwritten amount]

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



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, add any new purchases or cash advances, 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

3-1

Cardholder Account Detail Continued					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
01/11	01/11	PPLN01	24692163011109937803083	COMCAST CALIFORNIA 800-COMCAST CA	\$235.18
01/11	01/12	PPLN01	24692163011100083248165	VZWLSS*APOCC VISB 800-922-0204 FL	\$166.09
01/11	01/12	PPLN01	24692163011100083248173	VZWLSS*APOCC VISB 800-922-0204 FL	\$142.50
01/12	01/13	PPLN01	24755423012270123849479	PRIMO WATER FL 800-7285508 FL	\$106.86
01/13	01/15	PPLN01	24906413013165051151708	TMX*Terminix Intl 800-8376464 TN	\$111.00
01/19	01/20	PPLN01	24941663019206012233010	RECOLOGY SONOMA MARIN 415-875-1000 CA	\$103.09
01/19	01/20	PPLN01	24941663019206012249719	RECOLOGY SONOMA MARIN 415-875-1000 CA	\$240.12
01/19	01/20	PPLN01	24941663019206012249727	RECOLOGY SONOMA MARIN 415-875-1000 CA	\$201.48
01/20	01/20	PPLN01	24692163020106460691082	GOOGLE *YouTube TV g.co/helpay# CA	\$94.98
01/23	01/23	PPLN01	24692163023108513493331	AMZN Mktp US*518YI3RP3 Amzn.com/bill WA	\$160.12
01/23	01/24	PPLN01	24055233024812469844741	ATT* BILL PAYMENT 800-331-0500 TX	\$362.41
01/26	01/27	PPLN01	24492153027027413566088	MISSION LINEN 805-963-1841 CA	\$128.87
01/28	01/29	PPLN01	24692163028102237033577	COMCAST CALIFORNIA 800-COMCAST CA	\$276.74
01/30	01/30	PPLN01	24692163030100691542535	COMCAST CALIFORNIA 800-COMCAST CA	\$276.75

Cardholder Account Summary					
MIKE WEIHMAN ##### 6100		Payments & Other Credits \$0.00	Purchases & Other Charges \$529.35	Cash Advances \$0.00	Total Activity \$529.35

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
12/31	01/01	PPLN01	24034542365003665162735	76 - PETALUMA 88 INC PETALUMA CA	\$65.60
01/06	01/08	PPLN01	24137463007600185512874	FASTENAL COMPANY 01CAPET PETALUMA CA	\$34.30
01/06	01/08	PPLN01	24034543006000601691572	76 - PETALUMA 88 INC PETALUMA CA	\$38.85
01/07	01/08	PPLN01	24431063007083713396568	AMZN MKTP US*S94J080T3 AM AMZN.COM/BILL WA	\$15.16
01/17	01/19	PPLN01	24692163018105108547015	LOWES #01901* COTATI CA	\$232.10
01/17	01/19	PPLN01	24034543018001986846514	SPEEDWAY 5124 COTATI CA	\$63.14
01/23	01/25	PPLN01	24034543024002669650860	7-ELEVEN 33389 ROHNERT PARK CA	\$46.00
01/30	01/31	PPLN01	24034543030003379010538	76 - PETALUMA 88 INC PETALUMA CA	\$34.20

Cardholder Account Summary					
JAMES DEURLOO ##### 6118		Payments & Other Credits \$0.00	Purchases & Other Charges \$501.91	Cash Advances \$0.00	Total Activity \$501.91

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
01/07	01/08	PPLN01	24055233008091007800925	WILCO FARM STORE PETALUMA CA	\$34.44
01/08	01/09	PPLN01	24431063008083709125863	AMZN MKTP US*HM4DK8RY3 AM AMZN.COM/BILL WA	\$17.34
01/11	01/12	PPLN01	24492163011000031376278	FIRE SAFETY SUPPLY WWW.FIRESAFET CA	\$56.85
01/20	01/22	PPLN01	24692163020106897563490	CHEVRON 0212047 COTATI CA	\$102.01
01/25	01/26	PPLN01	24055233026091007873276	WILCO FARM STORE PETALUMA CA	\$58.01
01/26	01/27	PPLN01	24692163026101164686516	LOWES #01901* COTATI CA	\$233.26

Cardholder Account Summary					
PETE ALBINI ##### 6134		Payments & Other Credits \$0.00	Purchases & Other Charges \$64.10	Cash Advances \$0.00	Total Activity \$64.10

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
01/04	01/05	PPLN01	24692163004105107701973	LOWES #01901* COTATI CA	\$64.10

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Cardholder Account Summary					
STATION # 1 #### ##### 6167		Payments & Other Credits \$0.00	Purchases & Other Charges \$71.15	Cash Advances \$0.00	Total Activity \$71.15
Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
01/18	01/19	PPLN01	24692163018105572284558	CHEVRON 0212047 COTATI CA	\$71.15

Cardholder Account Summary					
TIM CALDWELL #### ##### 2629		Payments & Other Credits \$0.00	Purchases & Other Charges \$795.67	Cash Advances \$0.00	Total Activity \$795.67
Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
01/03	01/04	PPLN01	24055233004091007780691	WILCO FARM STORE PETALUMA CA	\$325.09
01/04	01/04	PPLN01	24692163004104601709137	WPY*FireNuggets Inc 855-999-3729 CA	\$250.00
01/04	01/05	PPLN01	24034543004000379667335	76 - PETALUMA 88 INC PETALUMA CA	\$56.05
01/05	01/06	PPLN01	24055233006091007791050	WILCO FARM STORE PETALUMA CA	\$98.52
01/28	01/29	PPLN01	24055233029091007886234	WILCO FARM STORE PETALUMA CA	\$66.01

Cardholder Account Summary					
ANDY TAYLOR #### ##### 4028		Payments & Other Credits \$0.00	Purchases & Other Charges \$1,423.84	Cash Advances \$0.00	Total Activity \$1,423.84
Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
12/29	01/01	PPLN01	24034542364003517222191	SPEEDWAY 5124 COTATI CA	\$47.34
01/05	01/06	PPLN01	24943003006898180279809	COSTCO GAS #0659 ROHNERT PARK CA	\$65.35
01/13	01/15	PPLN01	24692163013101887906154	BUSINESS.APPLE.COM 800-275-2273 CA	\$3.05
01/16	01/17	PPLN01	24034543016001797567962	76 - PETALUMA 88 INC PETALUMA CA	\$84.37
01/16	01/17	PPLN01	24906413016165243120501	WEB*NETWORKSOLUTIONS 888-6429675 FL	\$231.87
01/19	01/20	PPLN01	24692163019105871384173	VERIZON-VICTRA CA ROHN ROHNERT PARK CA	\$79.96
01/26	01/27	PPLN01	24943003027898160152484	COSTCO GAS #0659 ROHNERT PARK CA	\$50.61
01/28	01/29	PPLN01	24055233029091007885442	WILCO FARM STORE PETALUMA CA	\$66.00
01/28	01/29	PPLN01	24034543028003165969289	76 - PETALUMA 88 INC PETALUMA CA	\$52.79
01/27	01/29	PPLN01	24247603028500833768923	ACTIVE911 INC 541-223-7992 OR	\$742.50

Cardholder Account Summary					
JENNIFER BECHTOLD #### ##### 4408		Payments & Other Credits \$14.16-	Purchases & Other Charges \$3,288.38	Cash Advances \$0.00	Total Activity \$3,274.22
Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
12/30	01/01	PPLN01	24692162364101614538707	Amazon.com*N57WQ1EX3 Amzn.com/bill WA	\$21.90
01/04	01/05	PPLN01	24692163004104790567676	Amazon.com*ZD7F515J3 Amzn.com/bill WA	\$38.44
01/06	01/06	PPLN01	24692163006106171350737	Amazon.com*FE6QQ9713 Amzn.com/bill WA	\$14.71
01/05	01/06	PPLN01	24492163005000035556352	GETSTREAMLINE.COM WEB WWW.GETSTREAM CA	\$200.00
01/07	01/08	PPLN01	24692163007107567363085	Amazon.com*GE4WB76N3 Amzn.com/bill WA	\$15.68
01/11	01/12	PPLN01	24055223011207001092998	GOIN ROGUE 707-523-4772 CA	\$263.28
01/11	01/12	PPLN01	24055223011010000037307	LOMBARDI'S CATERING PETALUMA CA	\$375.00
01/12	01/12	PPLN01	24692163012100637205793	AMZN Mktp US*6H81I3FB3 Amzn.com/bill WA	\$260.51
01/12	01/13	PPLN01	24769333013120133506011	LIGHTHOUSE UNIFORMS INC 206-2825600 WA	\$748.15
01/12	01/13	PPLN01	24137463013001429997397	USPS PO 0559220601 PENNGROVE CA	\$28.56
01/13	01/15	PPLN01	24427333013740290351341	OLIVER'S MARKET #1 COTATI CA	\$98.37
01/15	01/15	PPLN01	24692163015102882786383	AMZN Mktp US*CM0T14DT3 Amzn.com/bill WA	\$14.16
01/16	01/17	PPLN01	24692163016104039725826	AMZN Mktp US*4VOOP3BL3 Amzn.com/bill WA	\$10.89
01/18	01/18	PPLN01	24692163018104966699364	AMZN Mktp US*AS4CD5183 Amzn.com/bill WA	\$84.94
01/18	01/19	PPLN01	24692163018105355223393	AMZN Mktp US*ML8A40J63 Amzn.com/bill WA	\$15.10
01/18	01/19	PPLN01	24493983019206389505440	EFILEMYFORMS.COM 818-737-2334 CA	\$49.08
01/18	01/19	PPLN01	24492153019852599097503	PAYPAL *HSASSOCIATE 402-935-7733 CA	\$70.00
01/19	01/20		74692163019106186773899	CREDIT VOUCHER AMZN Mktp US Amzn.com/bill WA	\$14.16-
01/26	01/26	PPLN01	24692163026100801404127	AMZN Mktp US*7361O89V3 Amzn.com/bill WA	\$19.61

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Cardholder Account Detail Continued					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
01/26	01/27	PPLN01	24559303026900017313671	CALIFORNIA FIRE CHIEFS AS 916-9239455 CA	\$960.00

Cardholder Account Summary					
RYAN RANIA ##### 0990		Payments & Other Credits \$0.00	Purchases & Other Charges \$702.29	Cash Advances \$0.00	Total Activity \$702.29

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
01/04	01/05	PPLN01	24055233004207000000032	HENDRIX CHAINSAW SANTA ROSA CA	\$115.55
01/04	01/05	PPLN01	24332393005000010921792	LIFE ASSIST INC 916-6353822 CA	\$475.16
01/10	01/11	PPLN01	24692163010109642012765	LOWES #01901* COTATI CA	\$111.58

Cardholder Account Summary					
ERIC GROMALA ##### 1484		Payments & Other Credits \$0.00	Purchases & Other Charges \$2,004.39	Cash Advances \$0.00	Total Activity \$2,004.39

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
01/19	01/20	PPLN01	24492153019894646424926	PAYPAL *CODE3RESCUE 530-727-8550 CA	\$975.00
01/24	01/25	PPLN01	24692163024109746563295	WPY*FireNuggets Inc 855-999-3729 CA	\$950.00
01/26	01/27	PPLN01	24055233027091007876351	WILCO FARM STORE PETALUMA CA	\$56.91
01/26	01/27	PPLN01	24034543026002938958191	76 - PETALUMA 88 INC PETALUMA CA	\$22.48

Cardholder Account Summary					
HERB WANDEL ##### 4009		Payments & Other Credits \$39.93-	Purchases & Other Charges \$3,964.48	Cash Advances \$0.00	Total Activity \$3,924.55

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
01/01	01/02	PPLN01	24801973001608220595068	FRIEDMANS HOME IMPROVEME SANTA ROSA CA	\$63.38
01/01	01/02	PPLN01	24692163001102924771332	CHEVRON 0212047 COTATI CA	\$64.83
01/03	01/04	PPLN01	24492793003118000149221	COUNTY OF SONOMA 650-6222200 CA	\$3,359.39
01/05	01/06	PPLN01	24692163005105696553578	CHEVRON 0212047 COTATI CA	\$47.38
01/08	01/09	PPLN01	24692163008108213489364	CHEVRON 0212047 COTATI CA	\$61.06
01/14	01/15	PPLN01	24692163014102729850385	CHEVRON 0212047 COTATI CA	\$101.21
01/14	01/16	PPLN01	24692163015102971190877	LOWES #01901* COTATI CA	\$5.26
01/14	01/16	PPLN01	24692163015102971190885	LOWES #01901* COTATI CA	\$63.28
01/15	01/16	PPLN01	24801973015608423454570	FRIEDMANS HOME IMPROVEME SANTA ROSA CA	\$95.46
01/14	01/16		74692163015102971191409	CREDIT VOUCHER LOWES #01901* COTATI CA	\$39.93-
01/19	01/20	PPLN01	24055233020091007853035	WILCO FARM STORE PETALUMA CA	\$6.56
01/21	01/22	PPLN01	24692163021107140880474	CHEVRON 0094081 PETALUMA CA	\$96.67

Cardholder Account Summary					
JEFF VELIQUETTE ##### 8935		Payments & Other Credits \$0.00	Purchases & Other Charges \$756.40	Cash Advances \$0.00	Total Activity \$756.40

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
01/17	01/19	PPLN01	24034543018001981234575	7-ELEVEN 33277 SANTA ROSA CA	\$125.93
01/21	01/22	PPLN01	24692163021107388232271	PANERA BREAD #202216 707-585-7647 CA	\$127.18
01/21	01/22	PPLN01	24692163021107388232362	PANERA BREAD #202216 707-585-7647 CA	\$315.89
01/28	01/29	PPLN01	24231683029837000055943	SMART AND FINAL 782 PETALUMA CA	\$28.22

**Cardholder Account Detail Continued**

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
01/27	01/29	PPLN01	24435243027027016599766	JAVAMORE CAFE PENNGROVE CA	\$20.34
01/28	01/30	PPLN01	24316053029548331509508	SHELL OIL 57444218606 ROHNERT PARK CA	\$138.84

**Finance Charge Summary / Plan Level Information**

Plan Name	Plan Description	FCM <sup>1</sup>	Average Daily Balance	Periodic Rate *	Corresponding APR	Finance Charges	Effective APR Fees **	Effective APR	Ending Balance
<b>Purchases</b>									
PPLN01 001	PURCHASE	E	\$0.00	0.06024%(D)	21.9900%	\$0.00	\$0.00	0.0000%	\$14,713.66
<b>Cash</b>									
CPLN01 001	CASH	A	\$0.00	0.06572%(D)	23.9900%	\$0.00	\$0.00	0.0000%	\$0.00

\* Periodic Rate (M)=Monthly (D)=Daily

\*\* includes cash advance and foreign currency fees

Days In Billing Cycle: 32

APR = Annual Percentage Rate

<sup>1</sup> FCM = Finance Charge Method

(V) = Variable Rate If you have a variable rate account the periodic rate and Annual Percentage Rate (APR) may vary.



# **FIREFIGHTERS' ASSOCIATION**



# MINUTES

## RANCHO ADOBE FIREFIGHTERS ASSOCIATION

January 3, 2023

1900 Hours Cotati Station and via Zoom

- Call to Order
- Executive Committee Roll Call:  
Ikalani (present), McClendon (present), Linscott (present), Norton (absent), DeJong (absent), Achen (present), Bernal (present)
- Pledge of Allegiance
- Approval of Minutes: McClendon, Achen
- Chief's Report: "My report is that all is going well and I appreciate the groups support in moving our initiatives forward. Thank you"
  - Possible upstaff for incoming weather
- Correspondence: Insurance policy refund from 319 Ely Rd.
- Treasurer's Report:  
Caterer: \$2680  
CC#: 42.50 (quickbooks)  
Donation: Maury Taylor United Way +91.98  
MDJ Reimbursement \$132  
Rotary \$500 for Toy Drive  
Transfer from Chadwick account to RAFA for \$10000  
Expecting PG&E reimbursement \$50.94 and account closed
- Ferina/McGinnis Fund Report: 5154.62 no current statement.
- Report of Major Incidents: Winter is coming
- Report of Committees

# MINUTES

## RANCHO ADOBE FIREFIGHTERS ASSOCIATION

*January 3, 2023*

*1900 Hours Cotati Station and via Zoom*

- Chadwick Committee:
  - Weihman to create charter purpose
  - Committee to oversee Chadwick funds, wealth management
  - Achen suggested to merge with budget and request for funds.
  - Bernal suggested a discussion to consolidate committees - future action item.
  - Linscott: Matt Schaeffer's office has moved to Minden, NV.
- 501(c)3: Nothing to report.
- Request for Funds Committee:
  - Form is live on ranchoadobefa.org. No current requests. -Achen
- Old Business
  - Holiday Party review
    - Matt Achen did a really great job helping do the final set up. Thank you to Dawn Davis, Scott Campbell, and Mike Weihman for the additional help. Enrique and Kyle bartended. Food was good and almost ran out!
      - Achen created a checklist of jobs and tasks necessary, that can be utilized for future events.
      - Donation from Bob Dunn
      - One set of tables was not placed in the proper spot
      - Donald Smith passed away in Feb. 2022.
      - Gina Fistolera was a fantastic caterer, flexible and good food.

# MINUTES

## RANCHO ADOBE FIREFIGHTERS ASSOCIATION

January 3, 2023

1900 Hours Cotati Station and via Zoom

- Dawn Davis had a few purchases related to the event.
- Matt Achen made a Costco Run with receipt submitted.
- Toy Drive review:
  - Everything went well, thanks to everyone for supplying toys 247 children.
- Crab Feed
  - Achen working on logistics assisting Dejong - spreadsheet created to manage event.
  - Ian Kenealy working on the Liquor License and potentially Crab.
  - Crab Feed is on B shift hoping for an all hands effort for those off duty.
  - 250 Tickets in circulation
  - Caterer?
  - Linscott recommended cracked and clean crab from Anna's
  - Heard handling alcohol.
  - McClendon looking into getting a DJ.
  - Bernal expressed concerns about having security
  - Sign-up list circulating
  - Bernal looking into dispersing comp ticket list
- Temporary Housing Trailers Update
  - Date of January 10th has been postponed. Ikalani to sit in on meetings with District along with Norton.

# MINUTES

## RANCHO ADOBE FIREFIGHTERS ASSOCIATION

*January 3, 2023*

*1900 Hours Cotati Station and via Zoom*

- Finalize written document or agreement with the district regarding placement of trailers.
- RAFA 30-Year Anniversary
  - Bernal waiting to see if he will represent the Association also waiting to see how the District wants to handle this achievement.
  - Ikalani reached out to Foss regarding logo creation for 30 year anniversary.
- New Business
  - Establish new signees for Exchange Bank checking account
    - Current signers are Dawn Davis, Morgan Dejong, Bruce Linscott.
    - Ikalani motion to add Jimmy Bernal, James Norton, Matt Achen, Jake McClendon as signees for the RAFA Checking account with Exchange Bank.

**VOTE - Ikalani (aye), McClendon (aye), Linscott (aye), Norton (absent), DeJong (absent), Achen (aye), Bernal (aye)**

- Indiana Insurance - Insurance carrier not covering the Indiana after January 1 because vehicle needs to be registered and have VIN. Pink slip registered to RAFFPD, however registration expired in 1999. May need to register it with RAFA and attain historical plates, currently has 1945 "E plates." Linscott currently

# MINUTES

## RANCHO ADOBE FIREFIGHTERS ASSOCIATION

January 3, 2023

1900 Hours Cotati Station and via Zoom

looking into the options with Jennifer Bechtold working for a resolution to get it road worthy and insured.

- Ely Road PG&E account update - See above.
- Gift ideas for recent retirees - Typically \$500 allocated per member toward a retirement gift. May need to amend this line item to our Budget. Does Chief Gossner get a gift? Did Ken Kelson get a gift?
  - Ikalani makes a motion to amend the budget to add a preapproved amount of \$1000 given toward a retirement gift per a retiring association member. Bernal seconds.

**VOTE: Ikalani (aye), McClendon (aye), Linscott (aye), Norton (absent), DeJong (absent), Achen (aye), Bernal (aye)**

- Logistics - We supported the Christmas party and looking forward to supporting Crab Feed.
  - Bernal asked what the scope of Support Volunteers?
    - Davis: Supporting firefighters, babysitting, procuring food, accept food, just call us and we can help or simply say no.
    - Ikalani to email Chief for clarification of their scope cc'ing Davis and Linscott.
- Equipment - 9183 Coming along; push in ceremony on the 28th of January.
  - Gromala: Tony from Ferrara fixing airbox and anything else tomorrow.

# MINUTES

## RANCHO ADOBE FIREFIGHTERS ASSOCIATION

*January 3, 2023*

*1900 Hours Cotati Station and via Zoom*

- Sick Calls - Norton cut his finger with a saw and then Covid. Davidson stopped by so on the mend. Rania still on light duty from shoulder injury. Lots of other members on COVID leave last month.
- Good of the Association -
  - Bernal: Light Parade not as smooth as it could have been. Big Rigs getting into the park was difficult lots of delays. 92 participants (More big rigs than usual), super high attendance and parking created bottlenecks. Rogue CHP members. Unloading of passengers was dangerous. If we continue to do traffic control for this event we need to consider our liability and compensation (other events we get use of social hall in exchange for traffic control). Need to regulate negative criticism of the events and should be representative of our Association.  
Consideration to limit amount of participants and size of rigs for future events.  
Social Fireman perhaps need to consider hiring professional traffic control.
    - Davis: PSF gives us the 3 days for the crab feed, 1 day for the holiday party and unlimited park access in exchange for the 2 traffic control shifts.
  - Considering just zoom for meetings since there's not much participation from off-duty members. Most of the people prefer in person but up for discussion.
- Drawing of the Pot: (new alphabetical roster sheet for drawing of the pot) - #6 Caldwell \$11.00
  - Rollover Pot \$11.00 rolls over
  - Second chance drawing



# MINUTES

## RANCHO ADOBE FIREFIGHTERS ASSOCIATION

*January 3, 2023*

*1900 Hours Cotati Station and via Zoom*

- Meeting Adjournment

### ATTENDEES:

Ikalani

Bernal

Rager

Caldwell

Ayers

McClendon

Linscott

Davis

Achen

Taylor

Weihman

Campbell

Porter



# **BUDGET REPORTS**



RANCHO ADOBE FIRE PROTECTION DISTRICT  
 YEAR TO DATE BUDGET REPORT  
 January 31, 2023

REVENUES - OPERATING BUDGET

SUB-OBJ.	DESCRIPTION	BUDGETED FOR FY '22 - 23'	JANUARY REVENUES	FY REVENUE TO 1/31/23	BALANCE REMAINING	BALANCE REMAINING (%)
1000	Property Taxes	\$ 4,235,000.00		\$ 2,263,740.97	\$ 1,971,259.03	46.55%
1001	CY Direct Charges	\$ 2,212,000.00	\$ -	\$ 1,204,331.16	\$ 1,007,668.84	45.55%
1007	CY Direct Charges-July	\$ -	\$ -	\$ -	\$ -	
1008	RDA Increment - Credited amount of ad valorem taxes to Petaluma and Cotati redevelopment districts	\$ 192,000.00	\$ -	\$ (386,366.29)	\$ 578,366.29	301.23%
1011	Property Tax Administration Fee	\$ (35,000.00)	\$ -	\$ -	\$ (35,000.00)	100.00%
1014	RDA Increment	\$ -	\$ -	\$ 2,236.62	\$ (2,236.62)	
1015	RDA Pass-Through	\$ -	\$ -	\$ 254,628.09	\$ (254,628.09)	
1016	RDA Allocation	\$ -	\$ -	\$ 33,553.00	\$ (33,553.00)	
1017	Residual Property Tax (RDA Escrow Acct)	\$ -	\$ -	\$ -	\$ -	
1018	Property Tax - RDA Asset Distribution	\$ -	\$ -	\$ 235,277.54	\$ (235,277.54)	
1020	CY Supplemental Tax	\$ 105,000.00	\$ -	\$ 32,234.91	\$ 72,765.09	69.30%
1040	Unsecured Property Taxes	\$ 130,000.00	\$ -	\$ 125,163.93	\$ 4,836.07	3.72%
1042	Cost Reimbursement - Collect	\$ -	\$ -	\$ -	\$ -	
1044	Unsecured Property Taxes - July	\$ -	\$ -	\$ -	\$ -	
1060	Property Taxes - PY Secured	\$ -	\$ -	\$ -	\$ -	
1061	PY Direct Charges	\$ 15,000.00	\$ -	\$ 14,767.36	\$ 232.64	1.55%
1080	Property Taxes	\$ -	\$ -	\$ -	\$ -	
1100	Property Taxes - PY Unsecured	\$ -	\$ -	\$ -	\$ -	
1120	Property Tax Receivable	\$ -	\$ -	\$ -	\$ -	
	<b>TOTAL PROPERTY TAXES</b>	<b>\$ 6,854,000.00</b>	<b>\$ -</b>	<b>\$ 3,779,567.29</b>	<b>\$ 3,074,432.71</b>	<b>44.86%</b>
1700	Interest on Pooled Cash	\$ 4,000.00	\$ 12,108.82	\$ 17,336.90	\$ (13,336.90)	-333.42%
1701	Interest Earned (on early payments of Prop. Taxes)		\$ -	\$ -	\$ -	
	<b>TOTAL USE OF PROPERTY</b>	<b>\$ 4,000.00</b>	<b>\$ 12,108.82</b>	<b>\$ 17,336.90</b>	<b>\$ (13,336.90)</b>	<b>-333.42%</b>
2081	State - Highway Rentals	\$ -	\$ -	\$ -	\$ -	
2404	State Reimbursements	\$ -	\$ -	\$ 83.15	\$ (83.15)	
2440	HOPTR	\$ 22,000.00	\$ -	\$ 3,114.31	\$ 18,885.69	85.84%
2500	State - Other (Grant Revenue)	\$ -	\$ -	\$ -	\$ -	
2589	State Refunds - Strike Teams	\$ 350,000.00	\$ 150,234.17	\$ 498,644.49	\$ (148,644.49)	-42.47%
	<b>TOTAL INTERGOV. REVENUES</b>	<b>\$ 372,000.00</b>	<b>\$ 150,234.17</b>	<b>\$ 501,841.95</b>	<b>\$ (129,841.95)</b>	<b>-34.90%</b>
3600	Misc. charges for Services - Fire Marshal Services	\$ 4,000.00	\$ 5,362.50	\$ 14,255.83	\$ (10,255.83)	-256.40%
3601	Finance Charges/Late Fees	\$ 4,000.00	\$ -	\$ 4,107.60	\$ (107.60)	-2.69%
3641	Fire Services - Casino Contract	\$ 180,048.00	\$ -	\$ 115,024.00	\$ 65,024.00	36.11%
3661	Fire Control Services - Cost Recovery	\$ 20,000.00	\$ 3,508.20	\$ 13,542.96	\$ 6,457.04	32.29%
3665	Ambulance Service	\$ 17,000.00	\$ -	\$ 33,600.16	\$ (16,600.16)	-97.65%
3670	Weed Abatement	\$ 4,000.00	\$ -	\$ -	\$ 4,000.00	100.00%
3682	City Contracts (RP Auto Aid)	\$ 37,500.00	\$ 20,164.87	\$ 20,164.87	\$ 17,335.13	46.23%
3700	Copy file fee	\$ 500.00	\$ -	\$ 105.00	\$ 395.00	79.00%
3980	Revenue Applicable to PY	\$ -	\$ -	\$ -	\$ -	
	<b>TOTAL CHARGES FOR SERVICES</b>	<b>\$ 267,048.00</b>	<b>\$ 29,035.57</b>	<b>\$ 200,800.42</b>	<b>\$ 66,247.58</b>	<b>24.81%</b>
4000	Unspent Funds from Previous Fiscal Year	\$ -	\$ -	\$ -	\$ -	0.00%
4010	Transfer to/from Reserves	\$ -	\$ -	\$ -	\$ -	0.00%
4040	Misc. Revenue	\$ 10,000.00	\$ 2,400.00	\$ 18,933.04	\$ (8,933.04)	-89.33%
4100	Workers' compensation reimbursement	\$ -	\$ 3,079.42	\$ 16,819.25	\$ (16,819.25)	
4102	Donations or reimbursements	\$ -	\$ 50.00	\$ 150.00	\$ (150.00)	
4109	Refunded Checks, outdated warrants	\$ -	\$ -	\$ -	\$ -	
	<b>TOTAL MISC. REVENUES</b>	<b>\$ 10,000.00</b>	<b>\$ 5,529.42</b>	<b>\$ 35,902.29</b>	<b>\$ (25,902.29)</b>	<b>-259.02%</b>
	<b>REVENUE TOTAL:</b>	<b>\$ 7,507,048.00</b>	<b>\$ 196,907.98</b>	<b>\$ 4,535,448.85</b>	<b>\$ 2,971,599.15</b>	<b>39.58%</b>

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RANCHO ADOBE FIRE PROTECTION DISTRICT  
YEAR TO DATE BUDGET REPORT

EXPENDITURES - OPERATING BUDGET

SUB-OBJ.		BUDGETED FOR FY '22 - 23'	JANUARY EXPENSE	FY EXPENSE TO 1/31/23	BALANCE REMAINING	BALANCE REMAINING (%)
5910	Perm. Positions	3,100,000.00	244,508.14	1,761,995.79	\$ 1,338,004.21	43.16%
5911	Extra help: part time employees, non-benefited. Paid hourly	386,000.00	8,236.80	214,780.49	\$ 171,219.51	44.36%
5912	Overtime	651,000.00	50,962.63	445,241.47	\$ 205,758.53	31.61%
5914	FLSA	95,000.00	6,974.11	50,516.26	\$ 44,483.74	46.82%
5918	BLS Ambulance Staff	4,000.00	0.00	4,575.00	\$ (575.00)	-14.38%
5922	FICA	5,300.00	0.00	2,096.73	\$ 3,203.27	60.44%
5923	PERS contributions, Employee + Employer paid contributions	550,000.00	47,691.97	366,303.80	\$ 183,696.20	33.40%
5924	Medicare	61,100.00	4,413.03	35,665.23	\$ 25,434.77	41.63%
5930	Health Insurance	607,000.00	115,141.40	401,072.96	\$ 205,927.04	33.93%
5931	Disability Insurance	11,000.00	841.00	6,728.00	\$ 4,272.00	38.84%
5932	Dental Insurance	32,000.00	2,456.88	19,726.09	\$ 12,273.91	38.36%
5933	Life Insurance	5,000.00	347.10	2,718.95	\$ 2,281.05	45.62%
5934	Vision Insurance	5,000.00	396.43	3,280.80	\$ 1,719.20	34.38%
5935	Unemployment Insurance	6,000.00	3,109.72	3,726.13	\$ 2,273.87	37.90%
5936	Retiree Health Insurance	16,200.00	3,600.00	12,600.00	\$ 3,600.00	22.22%
5940	Workers' Compensation	190,000.00	0.00	209,008.23	\$ (19,008.23)	-10.00%
	<b>TOTAL WAGES/BENEFITS:</b>	<b>\$ 5,724,600.00</b>	<b>\$ 488,679.21</b>	<b>\$ 3,540,035.93</b>	<b>\$ 2,184,564.07</b>	<b>38.16%</b>
6020	Uniforms including paid and volunteers staff pants, shirts, station boots, badges, collar pins, name tags and business cards	32,000.00	1,335.32	5,427.24	\$ 26,572.76	83.04%
6022	Safety Clothing: turnouts, including boots	90,000.00	1,240.71	3,723.66	\$ 86,276.34	95.86%
6040	Communications including telephone, cable, internet, cell phones	25,000.00	4,058.53	14,390.87	\$ 10,609.13	42.44%
6045	Pagers and Radios	51,000.00	122.57	16,098.93	\$ 34,901.07	68.43%
6060	Food - at extended responses, approved meetings, examinations and trainings.	3,000.00	133.87	(541.26)	\$ 3,541.26	118.04%
6080	Household expenses - Fishman Supply; detergent, towels etc.	13,000.00	763.37	7,298.18	\$ 5,701.82	43.86%
6100	Liability Insurance	213,291.00	0.00	215,094.91	\$ (1,803.91)	-0.85%
6140	Equipment Maintenance: Office equipment and tool repair.	12,000.00	305.33	3,106.36	\$ 8,893.64	74.11%
6150	Bad Debt Expense (write off of old cost recovery invoices)	11,000.00	0.00	7,082.13	\$ 3,917.87	35.62%
6155	Apparatus Maintenance	60,000.00	641.49	14,424.47	\$ 45,575.53	75.96%
6165	SCBA Maintenance	3,500.00	950.00	4,169.83	\$ (669.83)	-19.14%
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	24,000.00	10,693.14	21,770.79	\$ 2,229.21	9.29%
6260	Medical / Lab supply - O2, latex gloves, etc.	35,000.00	1,946.34	10,413.30	\$ 24,586.70	70.25%
6261	ALS Medical Expense	10,000.00	0.00	0.00	\$ 10,000.00	100.00%
6280	Memberships and Professional Assoc. Fees: FDAC, SCFDA, SCFCA, CCAI, Costco, Cotati Chamber of Commerce.	12,000.00	500.00	9,636.67	\$ 2,363.33	19.69%
6400	Office Supplies: regular supplies such as paper, printer cartridges etc.	3,200.00	409.46	1,052.70	\$ 2,147.30	67.10%
6401	Office Expense - Inventory such as desktop/laptop computer purchases, printers, etc.	9,000.00	261.65	261.65	\$ 8,738.35	97.09%
6410	Postage and shipping	2,000.00	453.30	1,109.64	\$ 890.36	44.52%
6430	Printing Services	1,000.00	0.00	0.00	\$ 1,000.00	100.00%
6461	Operational Expenses	8,000.00	163.43	(3,156.45)	\$ 11,156.45	139.46%
6463	FPO Expenses - public education materials	3,800.00	155.79	3,909.89	\$ (109.89)	-2.89%
6500	Prof/Special Services - Payroll Fees	5,000.00	528.18	3,603.86	\$ 1,396.14	27.92%
6526	Dispatch Services - REDCOM	22,000.00	0.00	17,329.42	\$ 4,670.58	21.23%
6587	LAFCO	7,500.00	0.00	10,970.00	\$ (3,470.00)	-46.27%
6590	Contracted FM Services	\$ 15,000.00	4,112.50	16,800.00	\$ (1,800.00)	-12.00%
6596	CQI Expense	\$ 10,000.00	0.00	0.00	\$ 10,000.00	100.00%
6605	Hiring Expenses	\$ 6,000.00	20.00	3,885.00	\$ 2,115.00	35.25%
6610	Legal Services	\$ 5,000.00	1,981.00	9,414.00	\$ (4,414.00)	-88.28%
6630	Annual Audit	\$ 7,950.00	0.00	0.00	\$ 7,950.00	100.00%
6635	Bank and Credit Card Fees	\$ 300.00	12.46	175.12	\$ 124.88	41.63%
6650	Health Services	\$ 8,000.00	390.00	1,868.00	\$ 6,132.00	76.65%
6654	Wellness Program	\$ 6,000.00	0.00	150.00	\$ 5,850.00	97.50%
6800	Public Legal Notices - publishing fees (ordinances, budget/Prop IV limit, elections, etc.)	\$ 700.00	0.00	1,555.00	\$ (855.00)	-122.14%
6820	Rent / Lease Equipment	\$ 7,500.00	792.55	4,536.23	\$ 2,963.77	39.52%

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

SUB-OBJ.	DESCRIPTION	BUDGETED FOR FY '22 - 23'	JANUARY EXPENSE	FY EXPENSE TO 1/31/23	BALANCE REMAINING	BALANCE REMAINING (%)
6823	Rental hydrants/ Water - hydrant use within Sonoma County Water Agency jurisdiction	\$ 700.00	0.00	0.00	\$ 700.00	100.00%
6880	Small tools: maintenance tools, hardware etc.	\$ 6,000.00	980.65	3,270.19	\$ 2,729.81	45.50%
6881	Safety Equipment: SCBA's, hose, nozzles etc.	\$ 40,000.00	325.45	15,993.30	\$ 24,006.70	60.02%
6889	Computer Software	\$ 64,000.00	2,436.81	31,004.85	\$ 32,995.15	51.55%
7000	Any Board related expense not otherwise accounted for (i.e., Special District Dinners)	\$ 500.00	180.00	720.00	\$ (220.00)	-44.00%
7005	Election Expense - as determined by the County Elections Office	\$ -	0.00	0.00	\$ -	0.00%
7120	In-Service Training - required and continuing education for all personnel and Directors	\$ 45,000.00	201.22	15,390.76	\$ 29,609.24	65.80%
7201	Gas and Oil	\$ 65,000.00	3,142.76	39,498.48	\$ 25,501.52	39.23%
7300	Transportation and Travel to training out of County, use of personal vehicle for District errands.	\$ 5,000.00	(322.75)	5,499.27	\$ (499.27)	-9.99%
7320	Utilities - PG&E, garbage, water, sewage	\$ 53,000.00	9,578.39	33,829.40	\$ 19,170.60	36.17%
	<b>TOTAL SUPPLIES AND SERVICES:</b>	<b>\$ 1,001,941.00</b>	<b>\$ 48,493.52</b>	<b>\$ 550,766.39</b>	<b>\$ 451,174.61</b>	<b>45.03%</b>
7910	Long Term Loan - Princ.	\$ 55,807.00	13,986.37	41,668.48	\$ 14,138.52	25.33%
7930	Long Term Loan - Interest	\$ 7,910.00	1,942.83	6,119.12	\$ 1,790.88	22.64%
7940	Pension Obligation Bond - Principal	\$ 255,000.00	0.00	252,890.90	\$ 2,109.10	0.83%
7945	Pension Obligation Bond - Interest	\$ 130,694.00	0.00	130,611.88	\$ 82.12	0.06%
	<b>TOTAL LONG TERM DEBT:</b>	<b>\$ 449,411.00</b>	<b>\$ 15,929.20</b>	<b>\$ 431,290.38</b>	<b>\$ 18,120.62</b>	<b>4.03%</b>
8510	Buildings Improvements	\$ 217,000.00	0.00	\$ -	\$ 217,000.00	100.00%
8511	New Capital Equipment	\$ -	0.00	\$ 789.00	\$ (789.00)	#DIV/0!
8540	Durable Medical Equipment	\$ -	0.00	\$ -	\$ -	#DIV/0!
8560	New Equipment - Apparatus	\$ -	0.00	\$ -	\$ -	#DIV/0!
8561	Equipment New - Office	\$ -	0.00	\$ -	\$ -	#DIV/0!
	<b>TOTAL EQUIPMENT:</b>	<b>\$ 217,000.00</b>	<b>\$ -</b>	<b>\$ 789.00</b>	<b>\$ 216,211.00</b>	<b>99.64%</b>

Recap Report	BUDGETED FOR FY '22 - 23'	JANUARY TOTAL	FY TO 1/31/23	BALANCE REMAINING	BALANCE REMAINING (%)
<b>OPERATING REVENUES</b>	<b>\$ 7,507,048.00</b>	<b>\$ 196,907.98</b>	<b>\$ 4,535,448.85</b>	<b>\$ 2,971,599.15</b>	<b>39.58%</b>
<b>OPERATING EXPENDITURES</b>					
Wages/Benefits	\$ 5,724,600.00	\$ 488,679.21	\$ 3,540,035.93	\$ 2,184,564.07	38.16%
Supplies and Services	\$ 1,001,941.00	\$ 48,493.52	\$ 550,766.39	\$ 451,174.61	45.03%
Long Term Debt	\$ 449,411.00	\$ 15,929.20	\$ 431,290.38	\$ 18,120.62	4.03%
Equipment	\$ 217,000.00	\$ -	\$ 789.00	\$ 216,211.00	99.64%
<b>Totals</b>	<b>\$ 7,392,952.00</b>	<b>\$ 553,101.93</b>	<b>\$ 4,522,881.70</b>	<b>\$ 2,870,070.30</b>	<b>38.82%</b>
<b>Revenues Less Expenditures</b>			<b>\$ 12,567.15</b>		

RANCHO ADOBE FIRE PROTECTION DISTRICT  
YEAR TO DATE BUDGET REPORT

**CAPITAL IMPROVEMENTS BUDGET**

SUB-OBJ.		BUDGETED FOR FY '22 - 23'	JANUARY EXPENSE	FY EXPENSE TO 1/31/23	BALANCE REMAINING	BALANCE REMAINING (%)
9510	Buildings Improvements	\$ 1,195,000.00	1,801.09	\$ 10,641.73	\$ 1,184,358.27	99.11%
9511	New Capital Equipment	\$ -	0.00	\$ -	\$ -	#DIV/0!
9540	Durable Medical Equipment	\$ -	0.00	\$ -	\$ -	#DIV/0!
9560	New Equipment - Apparatus	\$ 820,000.00	133.69	\$ 716,056.34	\$ 103,943.66	12.68%
9561	Equipment New - Office	\$ -	0.00	\$ -	\$ -	#DIV/0!
	<b>TOTAL EQUIPMENT:</b>	<b>\$ 2,015,000.00</b>	<b>\$ 1,934.78</b>	<b>\$ 726,698.07</b>	<b>\$ 1,288,301.93</b>	<b>63.94%</b>

CURRENT ASSETS	
Summit State Bank Operating Account:	\$ 109,666.03
Summit State Bank ICS Account:	\$ 2,337,397.22
Summit State Bank Payroll Account:	\$ 4,785.43
CDARS:	\$ 3,012,320.41
Petty Cash:	\$ 200.00
<b>Total:</b>	<b>\$ 5,464,369.09</b>
Remaining Capital Reserve Fund:	\$ 1,190,191.93
Remaining Operating Reserve Fund:	\$ 4,274,177.16



10:00 AM

# Rancho Adobe Fire Protection District

02/08/23

## Trial Balance

Cash Basis

As of January 31, 2023

	Jan 31, 23	
	Debit	Credit
1010 · County of Sonoma	0.00	
1030 · Wells Fargo Checking Account	0.00	
1035 · Summit State Bank - Operating	109,666.03	
1036 · Summit State Bank - ICS	2,337,397.22	
1037 · Summit State Bank - Payroll	4,785.43	
1038 · CDARS	3,012,320.41	
1090 · Petty Cash	200.00	
107 · Accounts Receivable	0.00	
12000 · Undeposited Funds	0.00	
325 · Deferred Outflows	0.00	
145 · Deferred Inflow	5,070,887.06	
170 · Land	74,634.00	
171 · Buildings and Improvements	755,665.64	
172 · Equipment	3,502,895.21	
178 · Accum. Depreciation - Building		723,250.93
179 · Accum. Depreciation - Equipment		1,376,547.66
195 · Due From Operating Fund	1,916,890.00	
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		5,928,260.00
336 · Capital One Loan		0.07
337 · Accrued Interest Payable		5,832.00
338 · Capital Lease - Current		49,319.87
339 · Accrued Vacation - Current	0.00	
350 · Accrued Payroll	0.00	
300 · Compensated Absences		526,502.48
342 · Notes Payable - Long Term		285,613.47
355 · Due To Capital Improvement Fund		1,916,890.00
30000 · Opening Balance Equity		2,521,455.80
320 · Unreserved-Undesignated FD Bal		6,684.46
330 · Operational Reserves		2,155,346.00
331 · New Equipment- Other Reserves	0.00	
332 · SCBA Reserves	0.00	
333 · PPE Reserves	0.00	
334 · Capital Reserves		1,916,890.00
10 · Taxes:1000 · Property Taxes		2,263,740.97
10 · Taxes:1001 · CY Direct Charges		1,204,331.16
10 · Taxes:1008 · RDA Increment	386,366.29	
10 · Taxes:1014 · Property Taxes - RDA Increment		2,236.62
10 · Taxes:1015 · RDA Pass-Through		254,628.09
10 · Taxes:1016 · RDA Allocation		33,553.00
10 · Taxes:1018 · RDA Asset Distribution		235,277.54
10 · Taxes:1020 · CY Supplemental Tax		32,234.91
10 · Taxes:1040 · Unsecured Property Taxes		125,163.93
10 · Taxes:1061 · PY Direct Charges		14,767.36
17 · Use of Money/Property:1700 · Interest on Cash		17,336.90
20 · Intergovernmental Revenues:2404 · State Reimbursements		83.15
20 · Intergovernmental Revenues:2440 · HOPTR		3,114.31
20 · Intergovernmental Revenues:2589 · State Refunds-Strike Team		498,644.49
30 · Charges/Fees for Services:3600 · Fire Marshal Services		14,255.83
30 · Charges/Fees for Services:3601 · Finance Charge/Late Fee		4,107.60
30 · Charges/Fees for Services:3641 · Fire Services - Casino Contract		115,024.00
30 · Charges/Fees for Services:3661 · Cost Recovery		13,542.96
30 · Charges/Fees for Services:3665 · Ambulance Service		33,600.16
30 · Charges/Fees for Services:3682 · Rohnert Park Auto Aid		20,164.87
30 · Charges/Fees for Services:3700 · Copy Fee		105.00
40 · Miscellaneous Revenues:4040 · Misc. Revenue		18,933.04
40 · Miscellaneous Revenues:4100 · Workers Comp. Reimbursement		16,819.25
40 · Miscellaneous Revenues:4102 · Donations or Reimbursements		150.00
50 · Salaries and Benefits:5910 · Full-Time Personnel	1,761,995.79	
50 · Salaries and Benefits:5911 · Part-Time Staffing	214,780.49	

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10:00 AM  
02/08/23  
Cash Basis

**Rancho Adobe Fire Protection District**  
**Trial Balance**  
As of January 31, 2023

	Jan 31, 23	
	Debit	Credit
50 · Salaries and Benefits:5912 · Overtime	445,241.47	
50 · Salaries and Benefits:5914 · FLSA	50,516.26	
50 · Salaries and Benefits:5918 · BLS Staff	4,575.00	
50 · Salaries and Benefits:5922 · Social Security Payroll Taxes	2,096.73	
50 · Salaries and Benefits:5923 · CalPERS	366,303.80	
50 · Salaries and Benefits:5924 · Medicare	35,665.23	
50 · Salaries and Benefits:5930 · Health Insurance	401,072.96	
50 · Salaries and Benefits:5931 · Disability Insurance	6,728.00	
50 · Salaries and Benefits:5932 · Dental Insurance	19,726.09	
50 · Salaries and Benefits:5933 · Life Insurance	2,718.95	
50 · Salaries and Benefits:5934 · Vision Insurance	3,280.80	
50 · Salaries and Benefits:5935 · Unemployment Insurance	3,726.13	
50 · Salaries and Benefits:5936 · Retiree Insurance	12,600.00	
50 · Salaries and Benefits:5940 · Workers Compensation	209,008.23	
60 · Supplies & Services:6020 · Uniforms	5,427.24	
60 · Supplies & Services:6022 · Safety Clothing	3,723.66	
60 · Supplies & Services:6040 · Communications	14,390.87	
60 · Supplies & Services:6045 · Pagers & Radios	16,098.93	
60 · Supplies & Services:6060 · Food		541.26
60 · Supplies & Services:6080 · Household Expense	7,298.18	
60 · Supplies & Services:6100 · Property & Liability Insurance	215,094.91	
60 · Supplies & Services:6140 · Equipment Maintenance	3,106.36	
60 · Supplies & Services:6150 · Bad Debt Expense	7,082.13	
60 · Supplies & Services:6155 · Apparatus Maintenance	14,424.47	
60 · Supplies & Services:6165 · SCBA Maintenance	4,169.83	
60 · Supplies & Services:6180 · Building Maintenance	21,770.79	
60 · Supplies & Services:6260 · Medical Supplies	10,413.30	
60 · Supplies & Services:6280 · Memberships	9,636.67	
60 · Supplies & Services:6400 · Office Supplies	1,052.70	
60 · Supplies & Services:6401 · Office Expense - Inventory	261.65	
60 · Supplies & Services:6410 · Postage and Shipping	1,109.64	
60 · Supplies & Services:6461 · Operational Expense		3,156.45
60 · Supplies & Services:6463 · FPO Expense	3,909.89	
60 · Supplies & Services:6500 · Payroll Fees	3,603.86	
60 · Supplies & Services:6526 · Dispatch Service-Redcom	17,329.42	
60 · Supplies & Services:6587 · LAFCO	10,970.00	
60 · Supplies & Services:6590 · Contracted FM Services	16,800.00	
60 · Supplies & Services:6605 · Hiring Expense	3,885.00	
60 · Supplies & Services:6610 · Legal Services	9,414.00	
60 · Supplies & Services:6635 · Bank Fees	175.12	
60 · Supplies & Services:6650 · Health Services	1,868.00	
60 · Supplies & Services:6654 · Wellness Program	150.00	
60 · Supplies & Services:6800 · Public Legal Notices	1,555.00	
60 · Supplies & Services:6820 · Rent/Lease Equipment	4,536.23	
60 · Supplies & Services:6880 · Small Tools Expense	3,270.19	
60 · Supplies & Services:6881 · Safety Equipment	15,993.30	
60 · Supplies & Services:6889 · Computer Software and Equipment	31,004.85	
60 · Supplies & Services:7000 · Board Expense	720.00	
60 · Supplies & Services:7120 · Training Expense	15,390.76	
60 · Supplies & Services:7201 · Fuel	39,498.48	
60 · Supplies & Services:7300 · Transportation & Travel	5,499.27	
60 · Supplies & Services:7320 · Utilities	33,829.40	
75 · Other Charges:7910 · Long Term Loan-Principal	41,668.48	
75 · Other Charges:7930 · Long Term Loan-Interest	6,119.12	
75 · Other Charges:7940 · Pension Obligation Bond - Prin.	252,890.90	
75 · Other Charges:7945 · Pension Obligation Bond - Int.	130,611.88	
85 · Capital Assets:8510 · Building Improvements	0.00	
85 · Capital Assets:8511 · New Capital Equipment	789.00	
85 · Capital Assets:8560 · New Equipment - Apparatus	0.00	
95 · Capital Improvements - Assets:9510 · Building Improvements	10,641.73	
95 · Capital Improvements - Assets:9560 · New Equipment - Apparatus	716,056.34	
<b>TOTAL</b>	<b>22,424,984.77</b>	<b>22,424,984.77</b>

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## Rancho Adobe Fire Protection District Balance Sheet Prev Year Comparison As of January 31, 2023

	Jan 31, 23	Jan 31, 22	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
1035 · Summit State Bank - Operating	109,666.03	88,067.85	21,598.18	24.5%
1036 · Summit State Bank - ICS	2,337,397.22	5,298,610.63	-2,961,213.41	-55.9%
1037 · Summit State Bank - Payroll	4,785.43	2,184.68	2,600.75	119.0%
1038 · CDARS	3,012,320.41	0.00	3,012,320.41	100.0%
1090 · Petty Cash	200.00	200.00	0.00	0.0%
<b>Total Checking/Savings</b>	<u>5,464,369.09</u>	<u>5,389,063.16</u>	<u>75,305.93</u>	<u>1.4%</u>
<b>Total Current Assets</b>	<u>5,464,369.09</u>	<u>5,389,063.16</u>	<u>75,305.93</u>	<u>1.4%</u>
<b>Fixed Assets</b>				
145 · Deferred Inflow	5,070,887.06	5,070,887.06	0.00	0.0%
170 · Land	74,634.00	74,634.00	0.00	0.0%
171 · Buildings and Improvements	755,665.64	755,665.64	0.00	0.0%
172 · Equipment	3,502,895.21	3,502,895.21	0.00	0.0%
178 · Accum. Depreciation - Building	-723,250.93	-723,250.93	0.00	0.0%
179 · Accum. Depreciation - Equipment	-1,376,547.66	-1,376,547.66	0.00	0.0%
<b>Total Fixed Assets</b>	<u>7,304,283.32</u>	<u>7,304,283.32</u>	<u>0.00</u>	<u>0.0%</u>
<b>Other Assets</b>				
195 · Due From Operating Fund	1,916,890.00	0.00	1,916,890.00	100.0%
<b>Total Other Assets</b>	<u>1,916,890.00</u>	<u>0.00</u>	<u>1,916,890.00</u>	<u>100.0%</u>
<b>TOTAL ASSETS</b>	<u><u>14,685,542.41</u></u>	<u><u>12,693,346.48</u></u>	<u><u>1,992,195.93</u></u>	<u><u>15.7%</u></u>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Other Current Liabilities</b>				
2710 · Deferred Revenue	86,879.18	86,879.18	0.00	0.0%
327 · Deferred Outflows-Liability Acc	5,928,260.00	5,928,260.00	0.00	0.0%
336 · Capital One Loan	0.07	0.07	0.00	0.0%
337 · Accrued Interest Payable	5,832.00	5,832.00	0.00	0.0%
338 · Capital Lease - Current	49,319.87	49,319.87	0.00	0.0%
<b>Total Other Current Liabilities</b>	<u>6,070,291.12</u>	<u>6,070,291.12</u>	<u>0.00</u>	<u>0.0%</u>
<b>Total Current Liabilities</b>	<u>6,070,291.12</u>	<u>6,070,291.12</u>	<u>0.00</u>	<u>0.0%</u>
<b>Long Term Liabilities</b>				
300 · Compensated Absences	526,502.48	526,502.48	0.00	0.0%
342 · Notes Payable - Long Term	285,613.47	285,613.47	0.00	0.0%
355 · Due To Capital Improvement Fund	1,916,890.00	0.00	1,916,890.00	100.0%
<b>Total Long Term Liabilities</b>	<u>2,729,005.95</u>	<u>812,115.95</u>	<u>1,916,890.00</u>	<u>236.0%</u>
<b>Total Liabilities</b>	<u>8,799,297.07</u>	<u>6,882,407.07</u>	<u>1,916,890.00</u>	<u>27.9%</u>
<b>Equity</b>				
30000 · Opening Balance Equity	2,521,455.80	2,521,455.80	0.00	0.0%
320 · Unreserved-Undesignated FD Bal	6,684.46	-763,778.42	770,462.88	100.9%
330 · Operational Reserves	2,155,346.00	3,590,000.00	-1,434,654.00	-40.0%
334 · Capital Reserves	1,916,890.00	482,236.00	1,434,654.00	297.5%
Net Income	-714,130.92	-18,973.97	-695,156.95	-3,663.7%
<b>Total Equity</b>	<u>5,886,245.34</u>	<u>5,810,939.41</u>	<u>75,305.93</u>	<u>1.3%</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>14,685,542.41</u></u>	<u><u>12,693,346.48</u></u>	<u><u>1,992,195.93</u></u>	<u><u>15.7%</u></u>

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## Rancho Adobe Fire Protection District Profit & Loss Prev Year Comparison January 2023

	Jan 23	Jan 22	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
17 · Use of Money/Property				
1700 · Interest on Cash	12,108.82	0.00	12,108.82	100.0%
<b>Total 17 · Use of Money/Property</b>	12,108.82	0.00	12,108.82	100.0%
20 · Intergovernmental Revenues				
2589 · State Refunds-Strike Team	150,234.17	676,733.45	-526,499.28	-77.8%
<b>Total 20 · Intergovernmental Revenues</b>	150,234.17	676,733.45	-526,499.28	-77.8%
30 · Charges/Fees for Services				
3600 · Fire Marshal Services	5,362.50	0.00	5,362.50	100.0%
3641 · Fire Services - Casino Contract	0.00	57,512.00	-57,512.00	-100.0%
3661 · Cost Recovery	3,508.20	901.68	2,606.52	289.1%
3670 · Weed Abatement	0.00	1,696.00	-1,696.00	-100.0%
3682 · Rohnert Park Auto Aid	20,164.87	18,083.14	2,081.73	11.5%
3700 · Copy Fee	0.00	35.00	-35.00	-100.0%
<b>Total 30 · Charges/Fees for Services</b>	29,035.57	78,227.82	-49,192.25	-62.9%
40 · Miscellaneous Revenues				
4040 · Misc. Revenue	2,400.00	0.00	2,400.00	100.0%
4100 · Workers Comp. Reimbursement	3,079.42	0.00	3,079.42	100.0%
4102 · Donations or Reimbursements	50.00	0.00	50.00	100.0%
<b>Total 40 · Miscellaneous Revenues</b>	5,529.42	0.00	5,529.42	100.0%
<b>Total Income</b>	196,907.98	754,961.27	-558,053.29	-73.9%
<b>Gross Profit</b>	196,907.98	754,961.27	-558,053.29	-73.9%
<b>Expense</b>				
50 · Salaries and Benefits				
5910 · Full-Time Personnel	244,508.14	210,422.54	34,085.60	16.2%
5911 · Part-Time Staffing	8,236.80	20,079.00	-11,842.20	-59.0%
5912 · Overtime	50,962.63	43,022.83	7,939.80	18.5%
5914 · FLSA	6,974.11	5,528.09	1,446.02	26.2%
5918 · BLS Staff	0.00	1,620.00	-1,620.00	-100.0%
5922 · Social Security Payroll Taxes	0.00	234.36	-234.36	-100.0%
5923 · CalPERS	47,691.97	40,240.46	7,451.51	18.5%
5924 · Medicare	4,413.03	4,044.52	368.51	9.1%
5930 · Health Insurance	115,141.40	24,717.98	90,423.42	365.8%
5931 · Disability Insurance	841.00	812.00	29.00	3.6%
5932 · Dental Insurance	2,456.88	2,118.00	338.88	16.0%
5933 · Life Insurance	347.10	323.96	23.14	7.1%
5934 · Vision Insurance	396.43	369.09	27.34	7.4%
5935 · Unemployment Insurance	3,109.72	3,350.04	-240.32	-7.2%
5936 · Retiree Insurance	3,600.00	4,500.00	-900.00	-20.0%
<b>Total 50 · Salaries and Benefits</b>	488,679.21	361,382.87	127,296.34	35.2%
60 · Supplies & Services				
6020 · Uniforms	1,335.32	12,373.53	-11,038.21	-89.2%
6022 · Safety Clothing	1,240.71	947.28	293.43	31.0%
6040 · Communications	4,058.53	1,694.00	2,364.53	139.6%
6045 · Pagers & Radios	122.57	440.25	-317.68	-72.2%
6060 · Food	133.87	263.86	-129.99	-49.3%
6080 · Household Expense	763.37	659.58	103.79	15.7%
6100 · Property & Liability Insurance	0.00	-978.52	978.52	100.0%
6140 · Equipment Maintenance	305.33	153.93	151.40	98.4%
6155 · Apparatus Maintenance	641.49	12,605.08	-11,963.59	-94.9%
6165 · SCBA Maintenance	950.00	1,087.88	-137.88	-12.7%
6180 · Building Maintenance	10,693.14	6,011.40	4,681.74	77.9%
6260 · Medical Supplies	1,946.34	2,714.12	-767.78	-28.3%
6280 · Memberships	500.00	0.00	500.00	100.0%
6400 · Office Supplies	409.46	55.29	354.17	640.6%
6401 · Office Expense - Inventory	261.65	1,997.87	-1,736.22	-86.9%

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## Rancho Adobe Fire Protection District Profit & Loss Prev Year Comparison January 2023

	Jan 23	Jan 22	\$ Change	% Change
6410 · Postage and Shipping	453.30	27.28	426.02	1,561.7%
6461 · Operational Expense	163.43	995.40	-831.97	-83.6%
6463 · FPO Expense	155.79	0.00	155.79	100.0%
6500 · Payroll Fees	528.18	742.85	-214.67	-28.9%
6590 · Contracted FM Services	4,112.50	437.50	3,675.00	840.0%
6605 · Hiring Expense	20.00	1,600.00	-1,580.00	-98.8%
6610 · Legal Services	1,981.00	2,638.00	-657.00	-24.9%
6635 · Bank Fees	12.46	24.06	-11.60	-48.2%
6650 · Health Services	390.00	345.00	45.00	13.0%
6820 · Rent/Lease Equipment	792.55	783.55	9.00	1.2%
6880 · Small Tools Expense	980.65	495.55	485.10	97.9%
6881 · Safety Equipment	325.45	2,010.10	-1,684.65	-83.8%
6889 · Computer Software and Equipment	2,436.81	1,334.98	1,101.83	82.5%
7000 · Board Expense	180.00	0.00	180.00	100.0%
7120 · Training Expense	201.22	2,190.00	-1,988.78	-90.8%
7201 · Fuel	3,142.76	3,766.23	-623.47	-16.6%
7300 · Transportation & Travel	-322.75	0.00	-322.75	-100.0%
7320 · Utilities	9,578.39	6,327.03	3,251.36	51.4%
<b>Total 60 · Supplies &amp; Services</b>	<b>48,493.52</b>	<b>63,743.08</b>	<b>-15,249.56</b>	<b>-23.9%</b>
<b>75 · Other Charges</b>				
7910 · Long Term Loan-Principal	13,986.37	13,567.24	419.13	3.1%
7930 · Long Term Loan-Interest	1,942.83	2,361.96	-419.13	-17.8%
7945 · Pension Obligation Bond - Int.	0.00	38,083.23	-38,083.23	-100.0%
<b>Total 75 · Other Charges</b>	<b>15,929.20</b>	<b>54,012.43</b>	<b>-38,083.23</b>	<b>-70.5%</b>
<b>85 · Capital Assets</b>				
8560 · New Equipment - Apparatus	0.00	54,461.25	-54,461.25	-100.0%
<b>Total 85 · Capital Assets</b>	<b>0.00</b>	<b>54,461.25</b>	<b>-54,461.25</b>	<b>-100.0%</b>
<b>95 · Capital Improvements - Assets</b>				
9510 · Building Improvements	1,801.09	0.00	1,801.09	100.0%
9560 · New Equipment - Apparatus	133.69	0.00	133.69	100.0%
<b>Total 95 · Capital Improvements - Assets</b>	<b>1,934.78</b>	<b>0.00</b>	<b>1,934.78</b>	<b>100.0%</b>
<b>Total Expense</b>	<b>555,036.71</b>	<b>533,599.63</b>	<b>21,437.08</b>	<b>4.0%</b>
<b>Net Ordinary Income</b>	<b>-358,128.73</b>	<b>221,361.64</b>	<b>-579,490.37</b>	<b>-261.8%</b>
<b>Net Income</b>	<b>-358,128.73</b>	<b>221,361.64</b>	<b>-579,490.37</b>	<b>-261.8%</b>

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Rancho Adobe Fire Protection District  
Profit & Loss by Class  
January 2023

	Capital Improvements	Operating
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
17 · Use of Money/Property		
1700 · Interest on Cash	0.00	12,108.82
<b>Total 17 · Use of Money/Property</b>	0.00	12,108.82
20 · Intergovernmental Revenues		
2589 · State Refunds-Strike Team	0.00	150,234.17
<b>Total 20 · Intergovernmental Revenues</b>	0.00	150,234.17
30 · Charges/Fees for Services		
3600 · Fire Marshal Services	0.00	5,362.50
3661 · Cost Recovery	0.00	3,508.20
3682 · Rohnert Park Auto Aid	0.00	20,164.87
<b>Total 30 · Charges/Fees for Services</b>	0.00	29,035.57
40 · Miscellaneous Revenues		
4040 · Misc. Revenue	0.00	2,400.00
4100 · Workers Comp. Reimbursement	0.00	3,079.42
4102 · Donations or Reimbursements	0.00	50.00
<b>Total 40 · Miscellaneous Revenues</b>	0.00	5,529.42
<b>Total Income</b>	0.00	196,907.98
<b>Gross Profit</b>	0.00	196,907.98
<b>Expense</b>		
50 · Salaries and Benefits		
5910 · Full-Time Personnel	0.00	244,508.14
5911 · Part-Time Staffing	0.00	8,236.80
5912 · Overtime	0.00	50,962.63
5914 · FLSA	0.00	6,974.11
5923 · CalPERS	0.00	47,691.97
5924 · Medicare	0.00	4,413.03
5930 · Health Insurance	0.00	115,141.40
5931 · Disability Insurance	0.00	841.00
5932 · Dental Insurance	0.00	2,456.88
5933 · Life Insurance	0.00	347.10
5934 · Vision Insurance	0.00	396.43
5935 · Unemployment Insurance	0.00	3,109.72
5936 · Retiree Insurance	0.00	3,600.00
<b>Total 50 · Salaries and Benefits</b>	0.00	488,679.21
60 · Supplies & Services		
6020 · Uniforms	0.00	1,335.32
6022 · Safety Clothing	0.00	1,240.71
6040 · Communications	0.00	4,058.53
6045 · Pagers & Radios	0.00	122.57
6060 · Food	0.00	133.87
6080 · Household Expense	0.00	763.37
6140 · Equipment Maintenance	0.00	305.33
6155 · Apparatus Maintenance	0.00	641.49
6165 · SCBA Maintenance	0.00	950.00
6180 · Building Maintenance	0.00	10,693.14
6260 · Medical Supplies	0.00	1,946.34
6280 · Memberships	0.00	500.00
6400 · Office Supplies	0.00	409.46
6401 · Office Expense - Inventory	0.00	261.65
6410 · Postage and Shipping	0.00	453.30
6461 · Operational Expense	0.00	163.43
6463 · FPO Expense	0.00	155.79
6500 · Payroll Fees	0.00	528.18
6590 · Contracted FM Services	0.00	4,112.50
6605 · Hiring Expense	0.00	20.00

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**Rancho Adobe Fire Protection District**  
**Profit & Loss by Class**  
 January 2023

	Capital Improvements	Operating
6610 · Legal Services	0.00	1,981.00
6635 · Bank Fees	0.00	12.46
6650 · Health Services	0.00	390.00
6820 · Rent/Lease Equipment	0.00	792.55
6880 · Small Tools Expense	0.00	980.65
6881 · Safety Equipment	0.00	325.45
6889 · Computer Software and Equipment	0.00	2,436.81
7000 · Board Expense	0.00	180.00
7120 · Training Expense	0.00	201.22
7201 · Fuel	0.00	3,142.76
7300 · Transportation & Travel	0.00	-322.75
7320 · Utilities	0.00	9,578.39
<b>Total 60 · Supplies &amp; Services</b>	<b>0.00</b>	<b>48,493.52</b>
<b>75 · Other Charges</b>		
7910 · Long Term Loan-Principal	0.00	13,986.37
7930 · Long Term Loan-Interest	0.00	1,942.83
<b>Total 75 · Other Charges</b>	<b>0.00</b>	<b>15,929.20</b>
<b>95 · Capital Improvements - Assets</b>		
9510 · Building Improvements	1,801.09	0.00
9560 · New Equipment - Apparatus	133.69	0.00
<b>Total 95 · Capital Improvements - Assets</b>	<b>1,934.78</b>	<b>0.00</b>
<b>Total Expense</b>	<b>1,934.78</b>	<b>553,101.93</b>
<b>Net Ordinary Income</b>	<b>-1,934.78</b>	<b>-356,193.95</b>
<b>Net Income</b>	<b>-1,934.78</b>	<b>-356,193.95</b>



**Rancho Adobe Fire Protection District**  
**Profit & Loss by Class**  
 January 2023

	TOTAL
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
17 · Use of Money/Property	
1700 · Interest on Cash	12,108.82
<b>Total 17 · Use of Money/Property</b>	12,108.82
20 · Intergovernmental Revenues	
2589 · State Refunds-Strike Team	150,234.17
<b>Total 20 · Intergovernmental Revenues</b>	150,234.17
30 · Charges/Fees for Services	
3600 · Fire Marshal Services	5,362.50
3661 · Cost Recovery	3,508.20
3682 · Rohnert Park Auto Aid	20,164.87
<b>Total 30 · Charges/Fees for Services</b>	29,035.57
40 · Miscellaneous Revenues	
4040 · Misc. Revenue	2,400.00
4100 · Workers Comp. Reimbursement	3,079.42
4102 · Donations or Reimbursements	50.00
<b>Total 40 · Miscellaneous Revenues</b>	5,529.42
<b>Total Income</b>	196,907.98
<b>Gross Profit</b>	196,907.98
<b>Expense</b>	
50 · Salaries and Benefits	
5910 · Full-Time Personnel	244,508.14
5911 · Part-Time Staffing	8,236.80
5912 · Overtime	50,962.63
5914 · FLSA	6,974.11
5923 · CalPERS	47,691.97
5924 · Medicare	4,413.03
5930 · Health Insurance	115,141.40
5931 · Disability Insurance	841.00
5932 · Dental Insurance	2,456.88
5933 · Life Insurance	347.10
5934 · Vision Insurance	396.43
5935 · Unemployment Insurance	3,109.72
5936 · Retiree Insurance	3,600.00
<b>Total 50 · Salaries and Benefits</b>	488,679.21
60 · Supplies & Services	
6020 · Uniforms	1,335.32
6022 · Safety Clothing	1,240.71
6040 · Communications	4,058.53
6045 · Pagers & Radios	122.57
6060 · Food	133.87
6080 · Household Expense	763.37
6140 · Equipment Maintenance	305.33
6155 · Apparatus Maintenance	641.49
6165 · SCBA Maintenance	950.00
6180 · Building Maintenance	10,693.14
6260 · Medical Supplies	1,946.34
6280 · Memberships	500.00
6400 · Office Supplies	409.46
6401 · Office Expense - Inventory	261.65
6410 · Postage and Shipping	453.30
6461 · Operational Expense	163.43
6463 · FPO Expense	155.79
6500 · Payroll Fees	528.18
6590 · Contracted FM Services	4,112.50
6605 · Hiring Expense	20.00

**Rancho Adobe Fire Protection District**  
**Profit & Loss by Class**  
**January 2023**

	<u>TOTAL</u>
6610 · Legal Services	1,981.00
6635 · Bank Fees	12.46
6650 · Health Services	390.00
6820 · Rent/Lease Equipment	792.55
6880 · Small Tools Expense	980.65
6881 · Safety Equipment	325.45
6889 · Computer Software and Equipment	2,436.81
7000 · Board Expense	180.00
7120 · Training Expense	201.22
7201 · Fuel	3,142.76
7300 · Transportation & Travel	-322.75
7320 · Utilities	9,578.39
<b>Total 60 · Supplies &amp; Services</b>	<b>48,493.52</b>
<b>75 · Other Charges</b>	
7910 · Long Term Loan-Principal	13,986.37
7930 · Long Term Loan-Interest	1,942.83
<b>Total 75 · Other Charges</b>	<b>15,929.20</b>
<b>95 · Capital Improvements - Assets</b>	
9510 · Building Improvements	1,801.09
9560 · New Equipment - Apparatus	133.69
<b>Total 95 · Capital Improvements - Assets</b>	<b>1,934.78</b>
<b>Total Expense</b>	<b>555,036.71</b>
<b>Net Ordinary Income</b>	<b>-358,128.73</b>
<b>Net Income</b>	<b>-358,128.73</b>

# Rancho Adobe Fire Protection District

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

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

**MINUTES OF THE FINANCE COMMITTEE MEETING  
FEBRUARY 7, 2023 — 9:30 A.M.  
PENNGROVE FIRE STATION - 11000 MAIN STREET  
PENNGROVE, CALIFORNIA**

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

Committee Chairman, Mark Hemmendinger, called the Finance Meeting to order at 9:30 a.m. The agenda for this meeting was posted on February 2, 2023.

Directors Present: Mark Hemmendinger, Bob Moretti, Ray Peterson

Staff Present: Chief Veliquette, Herb Wandel, Eric Gromala, Jake McClendon, Jennifer Bechtold

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.

**III. FINANCIAL OFFICERS REPORT**

A. Discussion Budget Through 1/31/23

The committee discussed the budget this fiscal year through 1/31/23. The HVAC system will cost approximately \$102K with a contingency for change orders (~\$25K-\$30K). The station remodel will cost upwards of \$1.2 million. Overall, there should be additional revenues in the amount of \$293K over budget and a savings of \$272K in expenditures. The projected year-end rollover is \$679K.

B. Discussion on Contracting with Collections Company

Mrs. Bechtold requested input from the Finance Committee on contracting for collections services with Optio Solutions in Petaluma. After a lengthy discussion, the committee agreed that a revision will be written on the current billing policy, and we will also create a collections policy. Both policies will be brought back to the Finance committee for review and discussion.

C. Discussion on Updated Five-Year Plan

Mr. Hemmendinger said he is working on updating the five-year financial plan. He has plugged in the projected \$679K rollover this fiscal year and will use this as a

starting point for next year.

D. Discussion on Virtual Meeting with Optum Investment Partners

Mrs. Bechtold presented a meeting request from Optum Investment Partners, who are interested in speaking to the Finance Committee about our finances and investment options. Mr. Hemmendinger feels we cannot afford to not take the opportunity but would like targeted and specific information from Optum, as well as better short-term investment options. Mrs. Bechtold will schedule a committee meeting with Optum.

III. ADJOURNMENT

With no further business to discuss, the finance committee meeting was adjourned at 11:48 a.m.

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

Respectfully submitted,

  
\_\_\_\_\_  
Jennifer Bechtold, Board Clerk

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# **HVAC PROPOSAL**





# Rancho Adobe Fire District

## Staff Report

**Date:** February 1, 2023

**Topic:** HVAC Replacement and Upgrade

**Recommendation:**

Board approval is requested to accept the bid proposal submitted by CL Heating and Air in the amount of \$102,500 for replacement of HVAC systems at the Cotati and Liberty Valley fire stations and direct the Fire Chief to negotiate and authorize any required change orders in an amount not to exceed 20% of the bid value (\$20,500).

**Background:**

The Board of Directors previously approved staff to go out to bid to replace the three roof top HVAC units at the Cotati fire station and to replace and upgrade the heater unit at the Liberty station to include air conditioning.

All units are the original from the time of construction and have far exceeded the serviceable life. The units are currently intermittently nonfunctional with repairs becoming expensive and parts hard to obtain due to age. 15000 Inc. was utilized to design and provide plans for the projects.

A Request for Proposal process was undertaken with mandatory walk through and bid documents developed and conducted by STRATA AP and staff. We received four bids ranging from \$102,500 to \$206,000.

**Financial Impact:**

The proposal by CL Heating and Air was one hundred two thousand, five hundred dollars (\$102,500).

Funds have been identified within the facilities budget for FY22/23.

**Options:**

1. Award Bid to CL Heating and Air
2. Dismiss Bid Process

**Approved by:**

Jeff Veliquette  
Fire Chief

Attachments: Bid proposal by CL Heating and Air





BIDDER'S PROPOSAL  
RANCHO ADOBE FIRE STATION  
NUMBER ONE AND NUMBER THREE  
HVAC RETROFIT PROJECT

To: Board of the Rancho Adobe Fire District

The undersigned hereby declares:

- (a) That the only persons or parties interested in this proposal as principals are the following:

Cody Leppanen (president) and Martina Leppanen (secretary)

(If the bidder is a corporation, give the name of the corporation and the name of its president, secretary, treasurer, and manager. If a co-partnership, give the name under which the co-partnership does business, and the names and addresses of all co-partners. If an individual, state the name under which the contract is to be drawn.)

- (b) That this proposal is made without collusion with any other person, firm, or corporation.
- (c) That he/she has carefully examined the locations of the proposed work, and has familiarized himself/herself with all of the physical and climatic conditions, and makes this bid solely upon his/her own knowledge.
- (d) That he/she has carefully examined the drawings and specifications and makes this proposal in accordance therewith.
- (e) That, if this bid is accepted, he/she agrees to enter into an agreement with District in the form included in the Contract Documents to complete all work as specified in the Contract for the contract price and within the contract time indicated in this bid and in accordance with the Contract Documents.
- (f) That this bid will remain open and not be withdrawn for the period specified in the Instructions to Bidders.
- (g) That he/she has read the insurance requirements in Section 2.03, Insurance in the Special Provisions section of this bid document;
- (h) That he/she has conferred with his/her insurance carriers or brokers to determine in advance of the bid submission the availability of insurance certificates and endorsements as prescribed and provided herein;
- (i) That if the bid is accepted, he/she will enter into a written contract and within fifteen (15) calendar days furnish the required proof of insurance including certificates and endorsements;
- (j) That failure to comply strictly with the insurance requirements may result in forfeiture of the bid security and withdrawal of the bid proposal.
- (k) That he/she is properly licensed in accordance with California Business and Professions Code section 7000 et seq. Bidder acknowledges that if the bidder is not properly licensed at the time the bid is awarded or as otherwise required by law, the bid will be considered non-responsive and will be rejected.
- (l) That he/she and any subcontractor relied on by him will keep an accurate payroll record, showing

the name, address, social security number, work classification, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed by the contractor or subcontractor in connection with the public work, as more fully set forth in the Contract. All contractors and subcontractors must furnish electronic certified payroll records directly to the Labor Commissioner (aka Division of Labor Standards Enforcement).

- (m) That in compliance with the Subletting and Subcontracting Fair Practices Act, California Public Contracts Code section 4100 et seq., he/she has listed on the attached "List of Subcontractors" each subcontractor who will perform work or labor or render service to the bidder in or about the construction of the work or will specifically fabricate and install a portion of the work in an amount in excess of one half of one percent (0.5%) of the total bid sum or in the case of bids or offers for the construction of streets or highways, including bridges, in excess of one-half of one percent (0.5%) of the total bid or \$10,000, whichever is greater, and that no subcontractors may be used other than those specified without written approval of the District Engineer.

Accompanying this proposal is a certified or cashier's check, or bidder's bond payable to the order of the Rancho Adobe Fire District in the sum of Ten Thousand Two Hundred fifty Dollars (\$ 10,250).

Said bidder's bond submitted is the District's bid bond form. Said bidder's bond has been duly executed by the undersigned bidder and by a financially sound surety company admitted in the State of California.

It is understood and agreed that should the bidder fail within fifteen (15) calendar days after the date of mailing written notice to the successful bidder that the contract has been awarded, to enter into the contract and furnish acceptable surety bonds and insurance on forms included herein, then the proceeds of said check, or bidder's bond, must become the property of the District. But if the contract is entered into and said bonds are furnished or if the bid is not accepted, then said check must be returned to the undersigned or the bidder will be released from the bidder's bond.

215 24th Street

Address of Bidder

Sacramento, CA 95816

City, State, Zip

916-792-2542

Telephone Number of Bidder



Signature of Bidder

SCHEDULE OF BID PRICES

RANCHO ADOBE FIRE STATION  
NUMBER ONE AND NUMBER THREE  
HVAC RETROFIT PROJECT

In accordance with the plans and specifications therefor approved by the Rancho Adobe Fire District, the undersigned bidder is herewith submitting the following bid prices for the performance of the entire proposed work as described in these specifications and attached drawings. **The contract award will be based upon the Base Bid. The Bid Alternates may or may not be approved, based on available budget.**

ITEM NO.	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL COST
1	Fire Station No. 1 Cotati Station				\$63,353
2	Fire Station No. 2 Liberty Station				\$39,147
	<b>TOTAL</b>				\$102,500

Total Amount of **Base Bid** (written in words) is: \_\_\_\_\_  
 One Hundred and Two Thousand five hundred.

\_\_\_\_\_ Dollars and zero - Cents.

Any discrepancy between words and figures shall be resolved as provided in the Instructions to Bidders.

\$ 102,500.00  
 (Figures)

73

215 24th Street

Address of Bidder

Sacramento, CA, 95816

City, State, Zip

916-792-2542

Telephone Number of Bidder

1084345

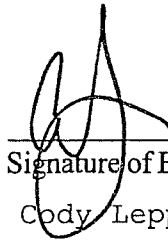
Contractor's License Number

PW-LR-1000946432

Contractor's DIR Number

cody@clheatingandair.com

Contractor's email address



Signature of Bidder

Cody Leppanen

Name of Bidder (Print)

na

FAX Number of Bidder

5/31/24

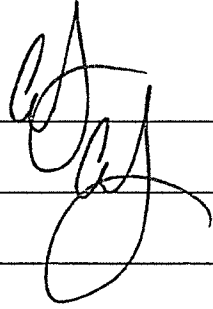
License's Expiration Date

ADDENDUM ACKNOWLEDGEMENT

ADDENDUM #1 Date 1-2-23 Signature acknowledging receipt: \_\_\_\_\_

ADDENDUM #2 Date 1-23-23 Signature acknowledging receipt: \_\_\_\_\_

ADDENDUM #3 Date \_\_\_\_\_ Signature acknowledging receipt: \_\_\_\_\_

A handwritten signature in black ink, appearing to be 'CJ', is written over the signature lines for Addendum #1 and #2.

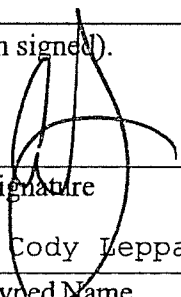
CONTRACTOR'S LICENSE DECLARATION  
(Business and Professions Code Section 7028.15)

The undersigned declares that he or she is president of CL Heating and Air. (party making foregoing bid) (hereinafter the "Bidder")

1. Bidder's Contractor's License Number is as follows: 1084345.
2. The expiration date of Bidder's Contractor's License is 5/31, 2024.
3. Bidder acknowledges that pursuant to Section 7028.15(a) of the Business and Professions Code it is a misdemeanor for any person to submit a bid to a public agency in order to engage in the business or act in the capacity of a contractor within this state without having a license therefor, except as provided therein.

The undersigned declares, under penalty of perjury, that the representations made by the undersigned in this bid proposal are true and correct.

Executed on 12-27, 2022, at sacramento, ca (insert city and state where Declaration signed).

  
\_\_\_\_\_  
Signature

Cody Leppanen  
\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
Title

President  
\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

Cody Leppanen (CL Heating and Air)  
\_\_\_\_\_  
Name of Bidder

LIST OF SUBCONTRACTORS

In accordance with the provisions of Sections 4102 to 4108, inclusive, of the Public Contract Code of the State of California, each bidder must list below the name and location of place of business, contractor's license number and Department of Industrial Relations registration number of each subcontractor who will perform a portion of the contract work in an amount in excess of one-half of one percent of the total contract price. In each such instance, the nature and extent of the work to be sublet must be described.

Subcontractor name, and California Contractor's License Number and DIR Registration Number	Location of Place of Business	Description of Work to be Performed (also show bid Schedule Item No.)	Percentage of total contract work to be performed
Name: broadway Mechanical CLN: 584263 DIR: 1000026300	Oakland CA	replace gas pipe water heater scope	10%
Name: Pacific Test Balance CLN: 951355 DIR: 1000003186	solano	Air Balance	4%
Name: reliable crane and rigging CLN: 981394 DIR: 1000014411	sonoma	crane and riggin	1%
Name: CLN: DIR:			
Name: CLN: DIR:			
Name: CLN: DIR:			
Name: CLN: DIR:			
Name: CLN: DIR:			

*[Add additional sheets if necessary]*

**\*\*Note, the Subletting and Subcontracting Fair Practices Act also requires inclusion of any subcontractor who specially fabricates and installs a portion of the work according to detailed drawings.**

**BID BOND**

**Bond No.** N/A

WHEREAS, CL Heating and Air Inc ("Principal") intends to submit a bid to the Rancho Adobe Fire District ("District") for the above-referenced Project, and the terms of the bid require the Principal to submit bidder's security.

NOW, THEREFORE, Principal and Philadelphia Indemnity Insurance Company, a corporation organized and existing under the laws of the State of Pennsylvania and duly authorized to transact business under the laws of the State of California, as Surety, are held and firmly bond unto District in the sum of TEN PERCENT (10%) OF THE TOTAL AMOUNT BID dollars (\$ 10% OF BID) lawful money of the United States of America, such sum being not less than ten percent (10%) of the bid amount for the payment of which sum to be made, the Principal and Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH THAT, if the Principal submits a bid for the above-referenced Project, the terms and conditions of which are incorporated herein by reference, and if said bid is rejected by the District, or if said bid is accepted by the District and the Bidder properly executes and submits to the District the Agreement and all required documents (including the Performance bond, the Payment Bond, and the proof of insurance), then this obligation must be null and void; otherwise it must be and remain in full force and effect.

The Surety hereby agrees, for value received, that its obligations under this bond must in no way be impaired or modified by an agreement between the District and the Principal to extend the time within which the District may accept the Principal's bid, and the surety hereby waives notice of any such extension.

In the event suit is brought upon this bond, the surety must pay reasonable attorneys' fees and costs incurred by the prevailing parties in such suit, which fees and costs must be in addition to the face amount of the bond.

IN WITNESS WHEREOF, the undersigned represent and warrant that they have the right, power, legal capacity, and authority to enter into and execute this document on behalf of the Principal and the Surety, and have caused this document to be executed by setting hereto their names, titles and signatures.

Principal: CL Heating and Air Inc  
(Name of Firm)

Surety: Philadelphia Indemnity Insurance Company  
(Name of Firm)

By: Cody Leppanen  
Title: President  
Date: 1-25-23

By: Heidi R Brutko  
Title: Heidi R. Brutko, Attorney-in-Fact  
Date: December 28, 2022

Address for Notices to Surety:  
2601 Market Place, Suite 300  
Harrisburg, PA 17110

*Note: Notary acknowledgment for Surety and Surety's Power of Attorney must be attached.*



PHILADELPHIA INDEMNITY INSURANCE COMPANY  
One Bala Plaza, Suite 100  
Bala Cynwyd, PA 19004-0950

Power of Attorney

KNOW ALL PERSONS BY THESE PRESENTS: That PHILADELPHIA INDEMNITY INSURANCE COMPANY (the Company), a corporation organized and existing under the laws of the Commonwealth of Pennsylvania, does hereby constitute and appoint, Nathan Miller, Sandra Hartzell, Michelle Bennett, Brandy Prinz, Heidi R. Brutko, Tabatha Kepner or Chris Papke of Philadelphia Indemnity Insurance Company its true and lawful Attorney-in-fact with full authority to execute on its behalf bonds, undertakings, recognizances and other contracts of indemnity and writings obligatory in the nature thereof, issued in the course of its business and to bind the Company thereby, in an amount not to exceed \$50,000,000.

This Power of Attorney is granted and is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of PHILADELPHIA INDEMNITY INSURANCE COMPANY on the 14<sup>th</sup> of November, 2016.

**RESOLVED:** That the Board of Directors hereby authorizes the President or any Vice President of the Company: (1) Appoint Attorney(s) in Fact and authorize the Attorney(s) in Fact to execute on behalf of the Company bonds and undertakings, contracts of indemnity and other writings obligatory in the nature thereof and to attach the seal of the Company thereto; and (2) to remove, at any time, any such Attorney-in-Fact and revoke the authority given. And, be it

**FURTHER RESOLVED:** That the signatures of such officers and the seal of the Company may be affixed to any such Power of Attorney or certificate relating thereto by facsimile, and any such Power of Attorney so executed and certified by facsimile signatures and facsimile seal shall be valid and binding upon the Company in the future with respect to any bond or undertaking to which it is attached.

IN TESTIMONY WHEREOF, PHILADELPHIA INDEMNITY INSURANCE COMPANY HAS CAUSED THIS INSTRUMENT TO BE SIGNED AND ITS CORPORATE SEAL TO BE AFFIXED BY ITS AUTHORIZED OFFICE THIS 5TH DAY OF MARCH, 2021.



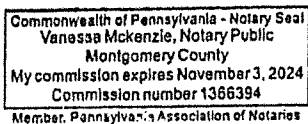
(Seal)

John Glomb, President & CEO  
Philadelphia Indemnity Insurance Company

On this 5<sup>th</sup> day of March, 2021 before me came the individual who executed the preceding instrument, to me personally known, and being by me duly sworn said that he is the therein described and authorized officer of the PHILADELPHIA INDEMNITY INSURANCE COMPANY; that the seal affixed to said instrument is the Corporate seal of said Company; that the said Corporate Seal and his signature were duly affixed.

Notary Public:

*Vanessa McKenzie*



residing at:

Bala Cynwyd, PA

My commission expires:

November 3, 2024

I, Edward Sayago, Corporate Secretary of PHILADELPHIA INDEMNITY INSURANCE COMPANY, do hereby certify that the foregoing resolution of the Board of Directors and the Power of Attorney issued pursuant thereto on the 5<sup>th</sup> day March, 2021 are true and correct and are still in full force and effect. I do further certify that John Glomb, who executed the Power of Attorney as President, was on the date of execution of the attached Power of Attorney the duly elected President of PHILADELPHIA INDEMNITY INSURANCE COMPANY.

In Testimony Whereof I have subscribed my name and affixed the facsimile seal of each Company this 28th day of December, 2022



Edward Sayago, Corporate Secretary  
PHILADELPHIA INDEMNITY INSURANCE COMPANY

**CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT**

**CIVIL CODE § 1189**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of ~~California~~ Pennsylvania )  
County of Dauphin )

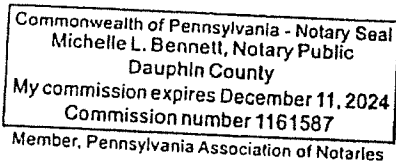
On December 28, 2022 before me, Michelle L. Bennett  
*Date Here Insert Name and Title of the Officer*

personally appeared Heidi R. Brutko  
*Name(s) of Signer(s)*

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Signature Michelle L. Bennett  
*Signature of Notary Public*

Place Notary Seal Above

**OPTIONAL**

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

**Description of Attached Document**

Title or Type of Document: \_\_\_\_\_  
Document Date: \_\_\_\_\_ Number of Pages: \_\_\_\_\_  
Signer(s) Other Than Named Above: \_\_\_\_\_

**Capacity(ies) Claimed by Signer(s)**

Signer's Name: \_\_\_\_\_  
 Corporate Officer — Title(s): \_\_\_\_\_  
 Partner —  Limited  General  
 Individual  Attorney in Fact  
 Trustee  Guardian or Conservator  
 Other: \_\_\_\_\_  
Signer Is Representing: \_\_\_\_\_

Signer's Name: \_\_\_\_\_  
 Corporate Officer — Title(s): \_\_\_\_\_  
 Partner —  Limited  General  
 Individual  Attorney in Fact  
 Trustee  Guardian or Conservator  
 Other: \_\_\_\_\_  
Signer Is Representing: \_\_\_\_\_

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NONCOLLUSION DECLARATION

TO BE EXECUTED BY BIDDER  
AND SUBMITTED WITH BID

The undersigned declares:

I am the PRESIDENT of CL HEATING AND AIR INC, the party making the foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

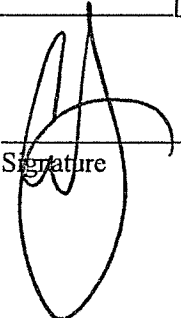
Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that this declaration is executed on 1/25/2023 [date], at SACRAMENTO [city], CA [state].

CL HEATING AND AIR INC

Firm (print or type)

Signature



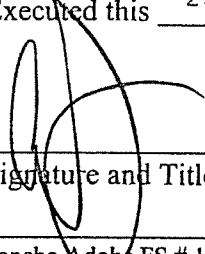
**DECLARATION OF ELIGIBILITY TO CONTRACT**

The undersigned, a duly authorized representative of the bidder, certifies and declares that:

1. The bidder is aware of California Labor Code sections 1771.1 and 1777.7, which prohibit a contractor or subcontractor who has been found by the Labor Commissioner or the Director of Industrial Relations to be in violation of certain provisions of the Labor Code from bidding on, being awarded, or performing work as a subcontractor on a public works project for specified periods of time.
2. The bidder is not prohibited from bidding on, being awarded, or performing work as a contractor or subcontractor on a public works project under Labor Code sections 1771.1 and 1777.7, or any other provision of law.
3. The bidder is aware of California Public Contract Code section 6109, which states:
  - "(a) A public entity, as defined in Section 1100 [of the Public Contract Code], may not permit a contractor or subcontractor who is ineligible to bid or work on, or be awarded, a public works project pursuant to Section 1771.1 or 1777.7 of the Labor Code to bid on, be awarded, or perform work as a subcontractor on, a public works project. Every public works project shall contain a provision prohibiting a contractor from performing work on a public works project with a subcontractor who is ineligible to perform work on the public works project pursuant to Section 1777.1 or 1777.7 of the Labor Code.
  - (b) Any contract on a public works project entered into between a contractor and a debarred subcontractor is void as a matter of law. A debarred subcontractor may not receive any public money for performing work as a subcontractor on a public works contract, and any public money that may have been paid to a debarred subcontractor by a contractor on the project will be returned to the awarding body. The contractor is responsible for the payment of wages to workers of a debarred subcontractor who has been allowed to work on the project."
4. The bidder has investigated the eligibility of each and every subcontractor that bidder intends to use on this public works project, and determined that none of them is ineligible to perform work as a subcontractor on a public works project by virtue of Public Contract Code section 6109, Labor Code sections 1771.1 and 1777.7, or any other provision of law.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed this 25 day of January, 2023, at SACRAMENTO, California.

  
\_\_\_\_\_  
PRESIDENT  
Signature and Title of Authorized Official

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# **STATION 2 BID PROPOSAL**





# Rancho Adobe Fire District

## Staff Report

**Date:** February 8, 2023

**Topic:** Penngrove Station Interior Remodel

### **Recommendation:**

Staff recommends the Board award the contract for the interior remodel of fire station 2 (Penngrove) to lowest responsive bidder, FRC Inc., for the base bid price of \$982,500. Board to direct Fire Chief to negotiate and authorize any required proposed change orders in an amount not to exceed 20% of the bid value (\$196,500).

### **Background:**

In 2020 the facilities committee identified the need to address upgrades and modernization of the district facilities. Priority focused on the Penngrove Station due to its age and needed repairs and upgrades.

In February 2021 the Board of Directors contracted with STRATA AP to conduct a feasibility study regarding needed modernization identified through the facilities committee. Discussions included several approaches that ranged from a phased approach to the complete replacement. During the feasibility study it was identified that the remodel and modernization of the living quarters of the station would address needs for the next 20 years.

In September of 2021 the Feasibility Study was completed and presented to the Board.

In December 2021 the Board of Directors approved a contract with STRATA AP for design and architectural services including bid process administration and construction management.

In December 2022 a formal competitive bidding process was initiated with announcements and postings as required.

On January 31, 2023, the formal bid process closed with five bids submitted. This was followed by the required notifications and protest period,

A Request for Proposal process was undertaken with mandatory walk through and bid documents developed and conducted by STRATA AP and staff. We received four bids ranging from \$713,750 to \$1,079,925. The lowest bidder was deemed non-responsive due to failure to comply with the bid documents.

**Financial Impact:**

The funding would be allocated from the Capital Improvements Budget (CIP) category #9510. Additionally, with the timing of the availability of a modular temporary housing unit and funding from the Rancho Adobe Firefighters Association to transport the unit significant savings would be realized.

**Options:**

1. Award the contract to the lowest responsive bidder , FRC, Inc
2. Discontinue the process or restart the process.

**Approved by:**



Jeff Veliquette  
Fire Chief

**Attachments:**

1. FRC Inc., bid package



BIDDER'S PROPOSAL

RANCHO ADOBE FIRE DISTRICT

PENNGROVE STATION

INTERIOR REMODEL

To: Board of the Rancho Adobe Fire District

The undersigned hereby declares:

(a) That the only persons or parties interested in this proposal as principals are the following:

FRC, Inc.

(If the bidder is a corporation, give the name of the corporation and the name of its president, secretary, treasurer, and manager. If a co-partnership, give the name under which the co-partnership does business, and the names and addresses of all co-partners. If an individual, state the name under which the contract is to be drawn.)

- (b) That this proposal is made without collusion with any other person, firm, or corporation.
- (c) That he/she has carefully examined the locations of the proposed work, and has familiarized himself/herself with all of the physical and climatic conditions, and makes this bid solely upon his/her own knowledge.
- (d) That he/she has carefully examined the drawings and specifications and makes this proposal in accordance therewith.
- (e) That, if this bid is accepted, he/she agrees to enter into an agreement with District in the form included in the Contract Documents to complete all work as specified in the Contract for the contract price and within the contract time indicated in this bid and in accordance with the Contract Documents.
- (f) That this bid will remain open and not be withdrawn for the period specified in the Instructions to Bidders.
- (g) That he/she has read the insurance requirements in Section 2.03, Insurance in the Special Provisions section of this bid document;
- (h) That he/she has conferred with his/her insurance carriers or brokers to determine in advance of the bid submission the availability of insurance certificates and endorsements as prescribed and provided herein;
- (i) That if the bid is accepted, he/she will enter into a written contract and within fifteen (15) calendar days furnish the required proof of insurance including certificates and endorsements;
- (j) That failure to comply strictly with the insurance requirements may result in forfeiture of the bid security and withdrawal of the bid proposal.
- (k) That he/she is properly licensed in accordance with California Business and Professions Code section 7000 et seq. Bidder acknowledges that if the bidder is not properly licensed at the time the bid is awarded or as otherwise required by law, the bid will be considered non-responsive and will be rejected.
- (l) That he/she and any subcontractor relied on by him will keep an accurate payroll record, showing

the name, address, social security number, work classification, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed by the contractor or subcontractor in connection with the public work, as more fully set forth in the Contract. All contractors and subcontractors must furnish electronic certified payroll records directly to the Labor Commissioner (aka Division of Labor Standards Enforcement).

- (m) That in compliance with the Subletting and Subcontracting Fair Practices Act, California Public Contracts Code section 4100 et seq., he/she has listed on the attached "List of Subcontractors" each subcontractor who will perform work or labor or render service to the bidder in or about the construction of the work or will specifically fabricate and install a portion of the work in an amount in excess of one half of one percent (0.5%) of the total bid sum or in the case of bids or offers for the construction of streets or highways, including bridges, in excess of one-half of one percent (0.5%) of the total bid or \$10,000, whichever is greater, and that no subcontractors may be used other than those specified without written approval of the District Engineer.

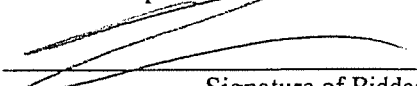
Accompanying this proposal is a certified or cashier's check, or bidder's bond payable to the order of the Rancho Adobe Fire District in the sum of ten percent of bid amount Dollars (\$10% of bid). Said bidder's bond submitted is the District's bid bond form. Said bidder's bond has been duly executed by the undersigned bidder and by a financially sound surety company admitted in the State of California.

It is understood and agreed that should the bidder fail within fifteen (15) calendar days after the date of mailing written notice to the successful bidder that the contract has been awarded, to enter into the contract and furnish acceptable surety bonds and insurance on forms included herein, then the proceeds of said check, or bidder's bond, must become the property of the District. But if the contract is entered into and said bonds are furnished or if the bid is not accepted, then said check must be returned to the undersigned or the bidder will be released from the bidder's bond.

9680 Old Redwood Hwy  
Address of Bidder

Windsor CA 95492  
City, State, Zip

(707) 837 5065  
Telephone Number of Bidder

  
Signature of Bidder

SCHEDULE OF BID PRICES

RANCHO ADOBE FIRE DISTRICT  
PENNGROVE STATION INTERIOR REMODEL

In accordance with the plans and specifications therefor approved by the Rancho Adobe Fire District, the undersigned bidder is herewith submitting the following bid prices for the performance of the entire proposed work as described in these specifications and attached drawings. The contract award will be based upon the Base Bid. The Bid Alternates may or may not be approved, based on available budget.

ITEM NO.	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL COST
1	Fire Station Interior Renovation – Penngrove Station				\$ 982,500
2	Alternate #1.				\$ 25,000
	<b>TOTAL</b>				1,007,500

Total Amount of Base Bid (written in words) is: Nine Hundred Eighty TWO  
Thousand Five Hundred  
\_\_\_\_\_ Dollars and XX \_\_\_\_\_ - Cents.

Any discrepancy between words and figures shall be resolved as provided in the Instructions to Bidders.

\$ 982,500.00  
(Figures)

9680 Old Redwood Hwy

Address of Bidder

Windsor CA 95492

City, State, Zip

(707) 837 5065

Telephone Number of Bidder

715667

Contractor's License Number

1000002179

Contractor's DIR Number

bids@frcinc.biz

Contractor's email address

Signature of Bidder

FRC, Inc.

Name of Bidder (Print)

(707) 837 5623

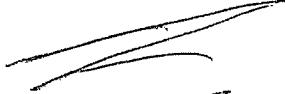
FAX Number of Bidder

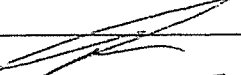
04/30/2024


License's Expiration Date

90

ADDENDUM ACKNOWLEDGEMENT

ADDENDUM #1 Date 12/28/2021 Signature acknowledging receipt: 

ADDENDUM #2 Date 01/18/2023 Signature acknowledging receipt: 

ADDENDUM #3 Date 01/23/2023 Signature acknowledging receipt: 

CONTRACTOR'S LICENSE DECLARATION  
(Business and Professions Code Section 7028.15)

The undersigned declares that he or she is President of FRC, Inc. (party making foregoing bid) (hereinafter the "Bidder")

1. Bidder's Contractor's License Number is as follows: 715667.
2. The expiration date of Bidder's Contractor's License is April 30, 2024.
3. Bidder acknowledges that pursuant to Section 7028.15(a) of the Business and Professions Code it is a misdemeanor for any person to submit a bid to a public agency in order to engage in the business or act in the capacity of a contractor within this state without having a license therefor, except as provided therein.

The undersigned declares, under penalty of perjury, that the representations made by the undersigned in this bid proposal are true and correct.

Executed on January 30, 2023, at Windsor, CA (insert city and state where Declaration signed).

\_\_\_\_\_  
Signature

Frank Ruggirello

\_\_\_\_\_  
Typed Name

President

\_\_\_\_\_  
Title

FRC, Inc.

\_\_\_\_\_  
Name of Bidder

# FRC, Inc.

## LIST OF SUBCONTRACTORS

In accordance with the provisions of Sections 4102 to 4108, inclusive, of the Public Contract Code of the State of California, each bidder must list below the name and location of place of business, contractor's license number and Department of Industrial Relations registration number of each subcontractor who will perform a portion of the contract work in an amount in excess of one-half of one percent of the total contract price. In each such instance, the nature and extent of the work to be sublet must be described.

Subcontractor name, and California Contractor's License Number and DIR Registration Number	Location of Place of Business	Description of Work to be Performed (also show bid Schedule Item No.)	Percentage of total contract work to be performed
Name: <u>PARC</u> CLN: <u>501913</u> DIR: <u>100002856</u>	<u>FRESNO</u>	<u>ASBESTOS ABATEMENT</u>	<u>5%</u>
Name:			
CLN:			
Name: <u>CWM CONCRETE</u> CLN: <u>1036800</u> DIR: <u>1000064040</u>	<u>ROHNET PARK</u>	<u><del>CASEWORK</del> CONCRETE</u>	<u>3%</u>
Name:			
CLN:			
Name: <u>REDHAWK GLASS</u> CLN: <u>829310</u> DIR: <u>1000007033</u>	<u>ROHNET PARK</u>	<u>GLAZING</u>	<u>5%</u>
Name:			
CLN:			
Name: <u>NORTH BAY BRUMWALL</u> CLN: <u>1035251</u> DIR: <u>1000039153</u>	<u>COTATI</u>	<u>GYPSUM BOARD</u>	<u>4%</u>
Name:			
CLN:			
DIR:			

[Add additional sheets if necessary]

\*\*Note, the Subletting and Subcontracting Fair Practices Act also requires inclusion of any subcontractor who specially fabricates and installs a portion of the work according to detailed drawings.

# FRC, Inc.

## LIST OF SUBCONTRACTORS

In accordance with the provisions of Sections 4102 to 4108, inclusive, of the Public Contract Code of the State of California, each bidder must list below the name and location of place of business, contractor's license number and Department of Industrial Relations registration number of each subcontractor who will perform a portion of the contract work in an amount in excess of one-half of one percent of the total contract price. In each such instance, the nature and extent of the work to be sublet must be described.

Subcontractor name, and California Contractor's License Number and DIR Registration Number	Location of Place of Business	Description of Work to be Performed (also show bid Schedule Item No.)	Percentage of total contract work to be performed
Name: <u>FROST</u>	<u>VALLEJO</u>	<u>CERAMIC TILE</u>	<u>2%</u>
CLN: <u>836437</u>			
DIR: <u>1000039153</u>			
Name: <u>GOLD MOUNTAIN</u>	<u>EL DORADO</u>	<u>CERAMIC TILE</u>	<u>2%</u>
CLN: <u>795128</u>			
DIR: <u>1000004895</u>			
Name: <u>DIVISION 4 SPECIALTY</u>	<u>ROHNERT PARK</u>	<u>ACOUSTICAL CEILING PANELS</u>	<u>2%</u>
CLN: <u>1003305</u>			
DIR: <u>1000025918</u>			
Name:			
CLN:			
DIR:			
Name: <u>BT MANCINI</u>	<u>ROHNERT PARK</u>	<u>FLOORING</u>	<u>2%</u>
CLN: <u>1003305</u>			
DIR: <u>1000025918</u>			
Name:			
CLN:			
DIR:			
Name: <u>JER THOMPSON</u>	<u>NOVATO</u>	<u>PAINTING</u>	<u>2%</u>
CLN: <u>736414</u>			
DIR: <u>100004763</u>			
Name:			
CLN:			
DIR:			

[Add additional sheets if necessary]

\*\*Note, the Subletting and Subcontracting Fair Practices Act also requires inclusion of any subcontractor who specially fabricates and installs a portion of the work according to detailed drawings.

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# FRC, Inc.

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Subcontractor name, and California Contractor's License Number and DIR Registration Number	Location of Place of Business	Description of Work to be Performed (also show bid Schedule Item No.)	Percentage of total contract work to be performed
Name: MURPHY SPECIALTIES CLN: 956735 DIR: 1000004027	VACAVILLE	TOILET & BATH ACCESSORIES	0.7%
Name: CLN: DIR:			
Name: RLD INTERIORS CLN: 923499 DIR: 1000003052	CLOVIS	ROLLER WINDOW SHADES	0.7%
Name: CLN: DIR:			
Name: RG PLUMBING CLN: 802006 DIR: 1000003935	SANTA ROSA	PLUMBING	11%
Name: CLN: DIR:			
Name: LASLEY MECHANICAL CLN: 739019 DIR: 1000014849	PENNGROVE	HVAC	5%
Name: CLN: DIR:			

[Add additional sheets if necessary]

\*\*Note, the Subletting and Subcontracting Fair Practices Act also requires inclusion of any subcontractor who specially fabricates and installs a portion of the work according to detailed drawings.

# FRC, Inc.

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Subcontractor name, and California Contractor's License Number and DIR Registration Number	Location of Place of Business	Description of Work to be Performed (also show bid Schedule Item No.)	Percentage of total contract work to be performed
Name: GOLDEN STATE ELECTRIC CLN: 583566 DIR: 100007980	SANTA ROSA	ELECTRICAL	15%
Name: CLN: DIR:			
Name: GREG NELSON CONSTRUCTION CLN: 1082086 DIR: 1000847782	PETAHUMA	SITWORK	1%
Name: CLN: DIR:			
Name: PACIFIC COAST WATER CLN: 628194 DIR: 1000003098	PETAHUMA	CONCRETE DEMOLITION	.7%
Name: CLN: DIR:			
Name: CLN: DIR:			
Name: CLN: DIR:			

[Add additional sheets if necessary]

\*\*Note, the Subletting and Subcontracting Fair Practices Act also requires inclusion of any subcontractor who specially fabricates and installs a portion of the work according to detailed drawings.

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**BID BOND**

Bond No. N/A

WHEREAS, FRC, INC. ("Principal") intends to submit a bid to the Rancho Adobe Fire District ("District") for the above-referenced Project, and the terms of the bid require the Principal to submit bidder's security.

NOW, THEREFORE, Principal and TRAVELERS CASUALTY AND SURETY COMPANY OF AMERICA, a corporation organized and existing under the laws of the State of CONNECTICUT and duly authorized to transact business under the laws of the State of California, as Surety, are held and firmly bond unto District in the sum of TEN PERCENT OF AMOUNT BID dollars (\$ 10% OF BID) lawful money of the United States of America, such sum being not less than ten percent (10%) of the bid amount for the payment of which sum to be made, the Principal and Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH THAT, if the Principal submits a bid for the above-referenced Project, the terms and conditions of which are incorporated herein by reference, and if said bid is rejected by the District, or if said bid is accepted by the District and the Bidder properly executes and submits to the District the Agreement and all required documents (including the Performance bond, the Payment Bond, and the proof of insurance), then this obligation must be null and void; otherwise it must be and remain in full force and effect.

The Surety hereby agrees, for value received, that its obligations under this bond must in no way be impaired or modified by an agreement between the District and the Principal to extend the time within which the District may accept the Principal's bid, and the surety hereby waives notice of any such extension.

In the event suit is brought upon this bond, the surety must pay reasonable attorneys' fees and costs incurred by the prevailing parties in such suit, which fees and costs must be in addition to the face amount of the bond.

IN WITNESS WHEREOF, the undersigned represent and warrant that they have the right, power, legal capacity, and authority to enter into and execute this document on behalf of the Principal and the Surety, and have caused this document to be executed by setting hereto their names, titles and signatures.

Principal: FRC, INC.  
(Name of Firm)

TRAVELERS CASUALTY AND SURETY COMPANY OF AMERICA  
(Name of Firm)

By: [Signature]  
Title: FRANK R. RUGGIRELLO, PRESIDENT  
Date: 7/13/2023

By: [Signature]  
Title: BRYAN RICHMOND, ATTORNEY-IN-FACT  
Date: JANUARY 25, 2023

Address for Notices to Surety:  
100 CALIFORNIA STREET, #300  
SAN FRANCISCO, CA 94111

*Note: Notary acknowledgment for Surety and Surety's Power of Attorney must be attached.*

# California All-Purpose Certificate of Acknowledgment

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of Sonoma

s.s.

On 01/31/2023 before me, Jasmine R Weiss Notary Public

Name of Notary Public, Title

personally appeared Frank R Ruggirello

Name of Signer (1)

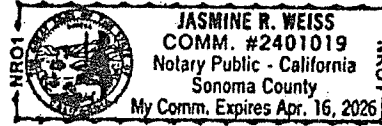
Name of Signer (2)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

JR Weiss  
Signature of Notary Public  
Comm Exp April 16, 2026



Seal

## OPTIONAL INFORMATION

Although the information in this section is not required by law, it could prevent fraudulent removal and reattachment of this acknowledgment to an unauthorized document and may prove useful to persons relying on the attached document.

### Description of Attached Document

The preceding Certificate of Acknowledgment is attached to a document titled/for the purpose of \_\_\_\_\_

containing \_\_\_\_\_ pages, and dated \_\_\_\_\_

The signer(s) capacity or authority is/are as:

- Individual(s)
- Attorney-in-fact
- Corporate Officer(s) \_\_\_\_\_  
Title(s): \_\_\_\_\_

- Guardian/Conservator
- Partner - Limited/General
- Trustee(s)
- Other: \_\_\_\_\_

representing: \_\_\_\_\_  
Name(s) of Person(s) Entity(ies) Signer is Representing

Additional Information
<b>Method of Signer Identification</b>
Proved to me on the basis of satisfactory evidence: <input type="checkbox"/> form(s) of identification <input type="checkbox"/> credible witness(es)
Notarial event is detailed in notary journal on: Page # _____ Entry # _____ Notary contact: <u>707-838-3727</u>
Other <input type="checkbox"/> Additional Signer <input type="checkbox"/> Signer(s) Thumbprints(s) <input type="checkbox"/> _____

**CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT**

**CIVIL CODE § 1189**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California )  
County of NAPA )

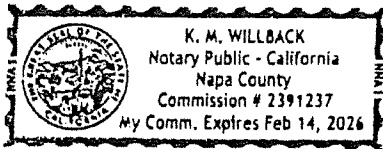
On JANUARY 25, 2023 before me, K. M. WILLBACK, NOTARY PUBLIC  
Date Here Insert Name and Title of the Officer

personally appeared BRYAN RICHMOND  
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Signature [Handwritten Signature]  
Signature of Notary Public

Place Notary Seal Above

**OPTIONAL**

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

**Description of Attached Document**

Title or Type of Document: \_\_\_\_\_ Document Date: \_\_\_\_\_

Number of Pages: \_\_\_\_\_ Signer(s) Other Than Named Above: \_\_\_\_\_

**Capacity(ies) Claimed by Signer(s)**

Signer's Name: \_\_\_\_\_

Corporate Officer — Title(s): \_\_\_\_\_

Partner —  Limited  General

Individual  Attorney in Fact

Trustee  Guardian or Conservator

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

Signer Is Representing: \_\_\_\_\_

Signer's Name: \_\_\_\_\_

Corporate Officer — Title(s): \_\_\_\_\_

Partner —  Limited  General

Individual  Attorney in Fact

Trustee  Guardian or Conservator

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

Signer Is Representing: \_\_\_\_\_



**Travelers Casualty and Surety Company of America**  
**Travelers Casualty and Surety Company**  
**St. Paul Fire and Marine Insurance Company**

**POWER OF ATTORNEY**

**KNOW ALL MEN BY THESE PRESENTS:** That Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint **Bryan Richmond** of **NAPA, California**, their true and lawful Attorney(s)-in-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

**IN WITNESS WHEREOF**, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this 21st day of April, 2021.



State of Connecticut

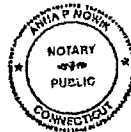
City of Hartford ss.

By:   
 Robert L. Raney, Senior Vice President

On this the 21st day of April, 2021, before me personally appeared **Robert L. Raney**, who acknowledged himself to be the Senior Vice President of each of the Companies, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of said Companies by himself as a duly authorized officer.

**IN WITNESS WHEREOF**, I hereunto set my hand and official seal.

My Commission expires the 30th day of June, 2026



Anna P. Nowik, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of each of the Companies, which resolutions are now in full force and effect, reading as follows:

**RESOLVED**, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

**FURTHER RESOLVED**, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

**FURTHER RESOLVED**, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

**FURTHER RESOLVED**, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, **Kevin E. Hughes**, the undersigned, Assistant Secretary of each of the Companies, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this 25 day of JANUARY, 2023.



Kevin E. Hughes, Assistant Secretary

**To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.**  
**Please refer to the above-named Attorney(s)-in-Fact and the details of the bond to which this Power of Attorney is attached.**

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NONCOLLUSION DECLARATION

TO BE EXECUTED BY BIDDER  
AND SUBMITTED WITH BID

The undersigned declares:

I am the President of FRC, Inc., the party making the foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that this declaration is executed on January 30, 2023 [date], at Windsor [city], California [state].

FRC, Inc.  
Firm (print or type)

  
Signature Frank Ruggirello

**DECLARATION OF ELIGIBILITY TO CONTRACT**

The undersigned, a duly authorized representative of the bidder, certifies and declares that:

1. The bidder is aware of California Labor Code sections 1771.1 and 1777.7, which prohibit a contractor or subcontractor who has been found by the Labor Commissioner or the Director of Industrial Relations to be in violation of certain provisions of the Labor Code from bidding on, being awarded, or performing work as a subcontractor on a public works project for specified periods of time.
2. The bidder is not prohibited from bidding on, being awarded, or performing work as a contractor or subcontractor on a public works project under Labor Code sections 1771.1 and 1777.7, or any other provision of law.
3. The bidder is aware of California Public Contract Code section 6109, which states:
  - "(a) A public entity, as defined in Section 1100 [of the Public Contract Code], may not permit a contractor or subcontractor who is ineligible to bid or work on, or be awarded, a public works project pursuant to Section 1771.1 or 1777.7 of the Labor Code to bid on, be awarded, or perform work as a subcontractor on, a public works project. Every public works project shall contain a provision prohibiting a contractor from performing work on a public works project with a subcontractor who is ineligible to perform work on the public works project pursuant to Section 1777.1 or 1777.7 of the Labor Code.
  - (b) Any contract on a public works project entered into between a contractor and a debarred subcontractor is void as a matter of law. A debarred subcontractor may not receive any public money for performing work as a subcontractor on a public works contract, and any public money that may have been paid to a debarred subcontractor by a contractor on the project will be returned to the awarding body. The contractor is responsible for the payment of wages to workers of a debarred subcontractor who has been allowed to work on the project."
4. The bidder has investigated the eligibility of each and every subcontractor that bidder intends to use on this public works project, and determined that none of them is ineligible to perform work as a subcontractor on a public works project by virtue of Public Contract Code section 6109, Labor Code sections 1771.1 and 1777.7, or any other provision of law.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed this 30th day of January, 2023, at Windsor, California.



President

Signature and Title of Authorized Official



# **SURPLUS OF ENGINE 9183**





# Rancho Adobe Fire District

## Staff Report

**Date:** February 1, 2023

**Topic:** Surplus of Engine 9183 (Inventory #4684)

**Recommendation:**

Board approval is requested to declare Engine 9183 a 2007 International Type 2 fire engine as surplus and direct the fire chief to dispose of utilizing a company specializing in the re-sale of used fire apparatus.

**Background:**

Engine 9183 is a 2007 International Type 2 fire engine that was previously in-service at the Liberty Valley fire station. This vehicle was replaced with a new Type I fire apparatus that was placed into service at the start of last month.

The district maintains an established fleet replacement schedule. The schedule is based on industry standards, assessment of service life, repair, dependability, and operational needs. The adjustment to the replacement schedule for this apparatus was due to the increasing maintenance, repair costs and the increased staffing and associated equipment.

The sale will be made in accordance with the district policy and procedures to get the highest bid/sale price for the apparatus.

**Financial Impact:**

There are no negative impacts to the budget. The highest bid amount would be placed back into the budget.

**Options:**

1. Surplus the apparatus through a contracted listing company specializing in the re-sale of public fire apparatus.
2. Utilize Auction business located in the central valley.
3. Retain vehicle in fleet.

**Approved by:**

Jeff Veliquette  
Fire Chief



**EMPLOYEE  
ASSISTANCE  
PROGRAM**





# Rancho Adobe Fire District

## Staff Report

**Date: February 7, 2023**

**Topic: Employee Assistance Program Vendor Change**

**Recommendation:**

Board approval is requested to change our employee assistant plan (EAP) vendor from MHN to Concern, effective July 1, 2023.

**Background:**

Centene Corporation currently runs two separate behavioral health companies; MHN and Magellan Healthcare. They have decided it was in their best interest for MHN to leave the EAP market at this time, though our current contract will be in place through June 30, 2023. Jennifer has researched seven different EAP providers and reviewed contracts and services offered through each vendor. Santa Rosa Fire Department currently utilizes Concern EAP and has had great success. Recently, through the loss of MHN, Sonoma County Fire District also chose to switch to Concern. Concern is the only vendor to offer a specific EAP to first responders therefore the plan is geared directly towards assisting our staff and their families. There are extended services offered through Concern that other programs do not have, such as substance and/or alcohol use.

**Financial Impact:**

The MHN plan cost for FY 2022/2023 is \$11.21 per employee, per month for a total of \$4,304.00. The Concern plan will cost a flat rate of \$5,000/year (which equates to \$13.89 per employee, per month). This is a net increase of \$700.00.

**Options:**

1. Approve vendor change to Concern, effective 7/1/23.
2. Choose a different vendor from the list provided, with fewer services.

**Approved by:**

Jeff Veliquette  
Fire Chief

**Attachments:**

Program overview of Concern, spreadsheet listing vendors researched and associated costs.





# Help for First Responders

Police, firefighters, paramedics, and EMTs are usually first on the scene to face challenging, dangerous, and stressful situations. Constant exposure to traumatic events, as well as threats to personal safety, long hours and poor sleep, can add up, taking a toll on mental health and emotional wellbeing.

---

**90%** of firefighters, police, EMTs are exposed to trauma.

**85%** experience emotional health problems after exposure

**30%** develop conditions that include depression and post-traumatic stress disorder

[SAMSHA](#)

---

## You Talked, We Listened.

Employers want to provide First Responders with the mental health support they need, when they need it. High rates of depression, PTSD, stress, substance use, and suicide make that support a priority.

Concern has developed a comprehensive First Responder Program to address specific challenges. We're committed to fighting the stigma that still exists around seeking help for mental health issues, expanding our panel of trauma-trained counselors, and providing superior programs and services that meet the needs of this critical workforce.

*First Responders often face extreme stressors in the course of their duties. Those traumatic events can result in profound, long-lasting effects.*



## Concern's First Responder Specialty Panel

When First Responders want help, they deserve to work with counselors who understand them.

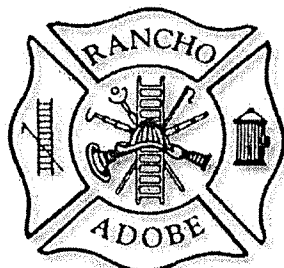
- Culturally competent, uniquely qualified
- Trauma-Trained Specialists  
PTSD, Anxiety, Depression
- Specialized Experience, Training  
EMDR, CBT, Brainspotting
- Experienced treating First Responders and eligible dependents
- Located throughout California
- Available for fast response and critical incident stress debriefing

The Specialty Panel is recognized as a key benefit by cities that offer Concern to their employees. The rapid growth of our First Responder Program is enhanced by the skill and dedication of these providers.





Proposal for:



Fire Protection  
District

## Wellbeing, done well.

Innovative mental health solutions for resilient  
and more engaged employees

February 6, 2023





## The Workplace Has Changed. We're Ready. Are You?

Events over the past several years put mental health front and center for employers like never before. Symptoms of stress, anxiety, and depression are at more than double the pre-pandemic rate. Other stresses such as social isolation, personal issues, physical health challenges, high turnover in the workplace, and family caregiving responsibilities add to these emotional burdens. Employees are asking for help.

29%  
Engagement

53%  
Reduction in  
Absenteeism

25%  
Improvement in  
Focus

12%  
Increase in  
Life Satisfaction

---

Employee wellbeing is what we do  
Mental, Emotional, Financial, Social

---

Providing employees with the means and resilience to perform at their best is essential, especially during challenging and uncertain times.

Our comprehensive solutions engage employees early on, offering self-help, work-life balance, and counseling options to fit any level of need.

We remove stigma and provide multiple, creative, easy avenues for support, empowering employees to find the help they need on their terms.







## A More Accessible Approach to Wellbeing for First Responders

First Responders often face extreme stressors in the course of their duties. Those traumatic events can result in profound, long-lasting effects.

### You Talked, We Listened

Employers want to provide First Responders with the mental health support they need, when they need it.

High rates of depression, PTSD, stress, substance use, and suicide make that support a priority. Concern developed a **First Responder Program** to address those specific challenges.

### Concern's First Responder Specialty Panel

When First Responders want help, they deserve to work with counselors who understand them.

- Culturally competent, uniquely qualified
- Trauma-Trained Specialists  
- PTSD, Anxiety, Depression
- Specialized Experience, Training  
- EMDR, CBT, Brainspotting
- Experienced treating First Responders and eligible dependents
- Located throughout California
- Available for fast response and critical incident stress debriefing

We're committed to fighting stigma that still exists around seeking help for mental health issues, expanding our panel of trauma-trained counselors, and providing superior programs and services that meet

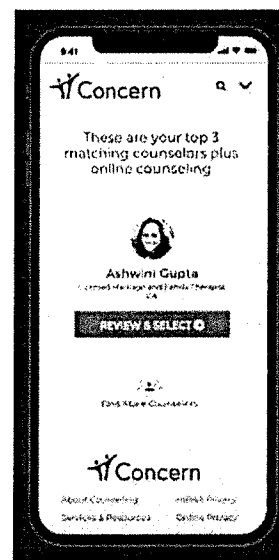
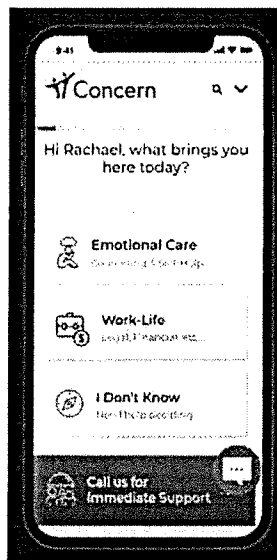
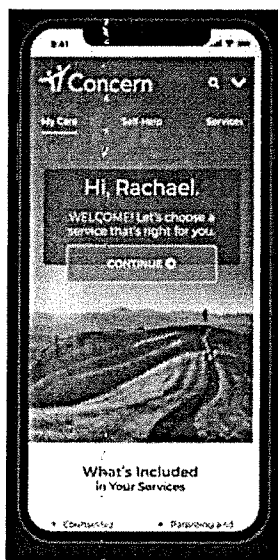


- √ Fast, easy, access to *all* services
- √ Clinical First Intake Center
- √ Licensed counselors take calls, guide members to right support
- √ Convenient counseling options  
Video, Phone, Text, In-person
- √ Personalized recommendations
- √ Guided mindfulness solutions
- √ Curated self-help library
- √ Deeply personal user experience



## Full-Service Digital Platform Brings It All Together

Concern's proprietary platform guides employees to highly personalized care recommendations through a simple, digital intake. From a list of premier counselors and coaches matched to each user's needs, to essential work-life services, and a curated library of digital resources, Concern provides an optimal blend of wellbeing services for every employee.



# Services & Resources for the Employee

<b>Eligible members</b>	Employee, spouse or domestic partner, dependents up to age 26
<b>24/7 access: Clinical First Intake Center and Self-Serve Digital Platform</b>	Immediate access to licensed clinicians who answer intake calls and guide members to the right support right from the start, providing care navigation and In-the-Moment support as needed. Or... our self-serve digital platform provides members with a personalized care plan and counselor matching.
<b>Counseling Services</b>	Confidential, evidence-based counseling for employees and their family members help build coping skills for real-world issues. Multiple counseling options – video, in-person, phone, live chat and text – remove access barriers and allow employees to find options that fit their preferences.
<b>Extended Visits Program</b>	Optional. Ensures continuity of care. Counseling visits can be extended beyond the contracted visit level, billed on a fee-for-service basis.
<b>Coaching</b>	Optional. Work with an experienced, certified coach to set priorities, talk through challenges, and create a personal action plan.
<b>Alcohol or substance use</b>	Elevated to 10 visits at no additional charge.
<b>Work-Life Resources</b>	Practical guidance and solutions for life events
- <i>Legal consultation</i>	Attorneys provide free 30-minute consultation on most legal issues, plus discounted fees when you engage an attorney.
- <i>Financial consultation</i>	Certified financial experts and fraud resolution specialists provide up to two free 30-minute consultations on financial topics ranging from money management to identity theft.
- <i>Parenting and childcare referrals</i>	Childcare specialists provide referrals to address a wide range of childcare needs from infancy to young adult. Complimentary new baby kit.
- <i>Eldercare referrals</i>	Care consultants help working caregivers support their aging loved ones and tailor plans to meet their specific needs. Complimentary guide, "How to Care for Aging Parents."
<b>Guided Mindfulness Solutions</b>	Fully integrated suite of live and on-demand evidence-based mindfulness solutions personalized for physical and emotional wellbeing.
<b>Digital Self-Help Library</b>	Curated self-help resources including how-to articles, toolkits, videos, apps, assessments, and podcasts to engage, educate, and empower employees to build emotional wellbeing.



[Click here for more details about these services](#)

# Top to Bottom Organization Support

Concern makes sure managers have the tools they need to promote mental health and emotional wellbeing for themselves and the employees who depend on them.

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Management & HR Consultations

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Critical Incidence Response (CIR)

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Proactive, Customizable Solutions

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Training & Facilitated Groups

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Orientation Videos

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Engaging Promotional Campaigns

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Results Oriented Account Executive

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Today's employees are ready to work on their mental health and emotional wellbeing

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**Concern makes it possible.**





# Rate Sheet

Rate is based on group size of approximately 32 employees.

Confidential counseling, (video, in-person, phone, live chat, and text)	<b>10 Visits</b>
Substance or Alcohol Use, Supervisor Referrals	<b>10 Visits</b>
Employee & Manager Training (75+ topics), Critical Incident Response (CIR)	<b>3 booked hours</b>
Additional hours for training or crisis support	<b>\$450/hour</b>
Digital one stop mental health hub accessible by phone, tablet or computer	<b>Included</b>
In-the-moment clinical support for triage, emotional support, effective problem-solving, and positive next steps	<b>Included</b>
Unlimited HR and Management Consultations	<b>Included</b>
Employee & Manager Orientations	<b>Included</b>
Work-Life Resources and Referrals: Financial, Legal, Parenting, Eldercare	<b>Included</b>
Full-suite of live and on-demand evidence-based mindfulness solutions	<b>Included</b>
Digital self-help resource library	<b>Included</b>
Account Management & Reporting	<b>Included</b>
<b>Optional.</b> Coaching with an experienced, certified coach	<b>NA</b>
<b>Optional.</b> Extended Visits Program	<b>NA</b>
<b>Optional.</b> Global Services — Information available upon request	<b>NA</b>
Flat Annual Rate, Payable in Advance	<b>\$5,000</b>

Quote honored 60 days

Rate guarantee 1 year





## We Look Forward to Working Together

Our purpose is to bring resilience to every life we touch. Working together, xxx and Concern can enrich employees' lives by removing barriers to care and engaging them with the solutions they need to move forward on the path to wellbeing.

Once we get started, the Concern team will work closely with you to provide all the support you need for implementation and ongoing program engagement.

 **Concern**  
Real help, real experts, real fast.

# EAP Options

Based on 30 Employees

Provider Name	# of Face-Face Visits/yr	Cost Per Employee/Month	Total Cost/Year
MHN-Current Plan	8	\$ 11.21	\$ 4,304.64
SDRMA	3	\$ 2.82	\$ 1,015.20
The Holman Group	8	\$ 11.40	\$ 4,104.00
The Holman Group	10	\$ 14.27	\$ 5,137.20
Magellan Health	8	\$ 27.78	\$ 10,000.00
All One Health	3	\$ 4.58	\$ 1,650.00
Lifeworks	8	\$ 16.67	\$ 6,000.00
Concern	10	\$ 13.89	\$ 5,000.00
Optum Health	no plans provided for companies with less than 500 employees		

currently based on 32 EEs

extensive program offered

only offer 3 sessions in CA

extensive program offered

SCFD/SR Fire using this vendor, dev. for first responders



# **PROPOSED SALES TAX**



# COUNTYWIDE SALES TAX UPDATE

## January 26, 2023

1. The Fire Services Working Group (FSWG) is a working sub-committee of the Sonoma County Fire Chiefs Association.
2. The FSWG is evaluating the feasibility of a petition driven ballot measure for a sales tax measure to fund countywide fire service needs that benefits each and every fire agency, now and into the future.
3. A petition driven ballot measure is independent of the County of Sonoma sponsoring the measure and has a 50% threshold for passing.
4. For potential revenue, a half-cent sales tax would generate \$62 million annually.
5. A new distribution plan will be based upon a voter feasibility study to determine what voters are willing to support
6. The distribution plan will likely include funding for common services that benefit all county fire agencies, such as dispatch, all-risk upstaffing and common technology (Tablet Command as an example).
7. The new distribution plan will need to be developed from scratch. This will include a robust and collaborative process that engages all county fire agencies and their representatives.
8. A feasibility study is projected to cost \$150,000.
9. The Sonoma County Fire Chiefs Association will be considering an assessment, as allowed under the Association's bylaws, for fire agencies to fund the comprehensive feasibility study.
10. Director Bob Taylor (Cloverdale) is the Association's representative on the FSWG. There is also a Fire District's Ad-Hoc Committee for the countywide sale tax.





# **LIBERTY SCHOOL EASEMENT**





# Rancho Adobe Fire District

## Staff Report

**Date:** February 1, 2023

**Topic:** Liberty School District – potential easement for water tank, well and associated equipment at Liberty Valley Fire Station property

**Recommendation:**

Staff recommends Board to direct the Fire Chief to work with Liberty School District to develop site plan, needs and impact plan and easement for the use of District property at 99 Liberty Road, Petaluma, CA, for the purpose of installing a water tank and associated equipment on the site.

**Background:**

In late 2022, the Liberty School District engaged Rancho Adobe Fire District in discussions about selling, subdividing or use opportunities for a part of the District owned property at 99 Liberty Road that currently houses Fire Station 3. The Fire District owns the 3.32 acre parcel. The school district has a need to install a new water tank, well and backup power system to serve an expansion need at Liberty School. They do not have the land available to accommodate the infrastructure and no adjacent property owners are willing to sell land to meet the school districts need.

In exploring opportunities for the Fire District to support the need of the school district, we must not diminish future opportunities for expansion of the Fire Districts facilities at this site. Preliminary discussions with Sonoma County permit and resource management department conclude that an easement for use by the school district will not impact any future expansion or development of the property.

**Financial Impact:**

There is no current financial impact to the Fire District.

**Options:**

1. *Board discretion to determine steps to facilitate or halt process.*

**Approved by:**

Jeff Veliquette  
Fire Chief

