

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
MARCH 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 February 15, 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)

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MARCH 15, 2023 — 7:00 P.M.
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COTATI, CALIFORNIA

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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. UNFINISHED BUSINESS

- A. Discussion on Proposed Sales Tax

The Board of Directors will provide an update on a proposed sales tax measure countywide to fund fire services

VII. NEW BUSINESS

- A. Discussion and Approval of Strategic Plan and Goal Setting for 2023 – 2028

The Board of Directors will consider adoption of Strategic Plan for 2023-2028

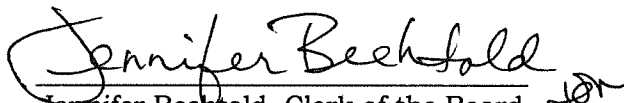
- B. Discussion and Approval of Sonoma County Fire Chiefs Association Special Membership Assessment

The Board will consider approving the District's contribution to SCFCA special membership assessment

VIII. DIRECTION ON FUTURE AGENDA ITEMS

IX. ADJOURNMENT

Certificate of Posting of the Agenda: I declare under penalty of perjury under the laws of the State of California that I am employed by the Rancho Adobe Fire District and that I caused this agenda to be posted on the bulletin boards at Station 1 (Cotati), Station 2 (Penngrove), Station 3 (Liberty), Cotati City Hall and the Penngrove U.S. Post Office on March 10, 2023.


Jennifer Bechtold, Clerk of the Board



Rancho Adobe Fire Protection District

Board of Directors Meeting

March 15th, 2023

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APPROVAL OF MINUTES

Rancho Adobe Fire Protection District

11000 Main Street
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DRAFT

**MINUTES OF THE REGULAR BOARD MEETING
FEBRUARY 15, 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 February 10, 2023.

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

Directors Absent: 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

Training options for ethics and harassment are in Board packets. Additionally, the final ADTR is in correspondence.

III. APPROVAL OF MINUTES

A. Regular Meeting of January 18, 2023

Motion moved by Mr. Herman to approve the minutes of January 18, 2023, and seconded by Mr. Hemmendinger.

Motion Carried: Aye 6 No 0 Abstain 0 Absent 1

IV. CONSENT CALENDAR

A. Ratification of Checks Issued

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

Motion Carried: Aye 6 No 0 Abstain 0 Absent 1

V. ADMINISTRATIVE COMMUNICATIONS

A. Firefighter's Union Report

No report filed.

B. Firefighters' Association Report

No report filed.

C. Chief's Report

Chief Veliquette reported the following:

- 1.) Meetings and events attended in January.
- 2.) Reviewed various trainings this past month which included large animal training, multi-agency pump training, live burn for USCG, boat training with North Bay Fire and Petaluma Fire Department and fire inspection training.
- 3.) Operations: 6 structure fires, of which 3 had fatalities – RP, Gold Ridge, Petaluma, multiple vehicle accidents.
- 4.) Jan. calls for service include 113 medical, 92 good intent and 14 false alarms.
- 5.) Draft of the Strategic Plan has been released and includes 16 short and long-term goals over the next five years.
- 6.) Review of upcoming events and meetings.

D. Director Reports

Mr. Hemmendinger reported that following the LAFCO meeting, he and Mark Bramfitt met with Gold Ridge Fire to discuss their plans to change the sphere of influence for North Bay fire areas of CSA 40. In April, LAFCO will review this change. Mr. Hemmendinger does not feel it will be a problem to make this happen because there is not time to do a better job. Additionally, the City of Sebastopol is working on figuring out their own future in fire service.

E. Committee Reports

a. Finance/Budget

Mr. Hemmendinger commented the budget is on target though there are still outstanding purchases due to supply chain issues. The Finance Committee reviewed the year-to-date budget and estimated the rollover funds at end of fiscal year. Much of the rollover is due to the station remodel. At the end of December, we projected a rollover of around \$533K and now it looks to be more like \$600K - \$700K including our investment earnings. We are still waiting on the report from CalMuni to determine our best finance options.

Chief Veliquette also noted the Finance Committee reviewed the budget line by line and justified current and future expenses and revenues. Some of turnouts and hose that were ordered some time ago may still be 4-6 months out. There are also maintenance projects we just don't have the staffing to see through. As mentioned in previous reports, some of the funds rolling over are from not staffing the paramedic positions.

Chief Veliquette reported the Finance Committee participated in a presentation from Optum Solutions. This financial group helps agencies with investment solutions and how to best make money on the funds we have. They provide a fiscal analysis and assist with writing an investment policy. Their fees are 25 bases points up to \$3 million invested and 10 more points for any investments over \$3 million. Last month, we timed the market right and invested \$3 million into a CD at 4.4% interest. Optum Solutions try not to time the market so much and get more return on money over time. We will schedule a second presentation

for Mr. Hemmendinger and Mr. Peterson, who could not log in due to technical problems. All work completed up front is no charge until you sign a contract to invest. Mr. Moretti said Optum Solutions was very knowledgeable and though they have not been in business long, the founding principal has years of experience with the City of Chula Vista.

b. Negotiations

Mr. Hemmendinger noted he had a brief conversation with Captain Gromala about when to schedule negotiations meetings, which will likely happen after we start the budget process.

c. Ad-Hoc Legislative

No report filed.

d. Long Range Planning

A meeting will be held in early March, and we will decide on the future of this committee.

e. Ad-Hoc Capital Improvements

Mr. Proteau said we have two capital items on this evenings agenda and feels there is no reason to keep this committee active anymore. We will provide progress updates on capital improvement projects.

VI. NEW BUSINESS

A. Discussion and Action on HVAC Proposal Bids for Fire Stations 1 and 3 (Staff Report by BC Wandel)

Bid opening for the HVAC project was held on January 26 and we received four bids, ranging from \$102K - \$202K.

Motion moved by Mr. Hemmendinger to approve the HVAC bid from CL Heating and Air LLC and allow Chief Veliquette to approve change orders up to 20% and seconded by Mr. Herman.

Motion Carried: Aye 6 No 0 Abstain 0 Absent 1

B. Discussion and Action on Bid Proposals for Station 2 Remodel (Staff Report by BC Wandel)

Mr. Proteau commented we received five bids for the station 2 remodel project, which had two parts: a base bid and alternative bid. Base bids started at \$713K and the second lowest bid was \$982,500. All other bids came within \$17K of one another. The day after bid opening, a protest from the second bidder was received. This protest was against the lowest bidder and was regarding licensing issues and incorrect bid forms used, which did not comply with instructions in addendum 3. Mr. Proteau and Chief Veliquette reviewed the protest and deemed it had merit. The low bidder was deemed non-responsive. There was also concern the bid was so much lower when the other bids were close in range. It is recommended the Board award the station 2 remodel project to FRC, Inc. and include the alternative in this bid, which totals \$1,007,500.

Option 2 would be to discontinue this process and restart the bid process. Mr. Herman asked how soon FRC, Inc. can start, and Mr. Proteau responded we are waiting to find out when we'll receive the alternative housing unit from San Rafael.

Motion moved by Mr. Hemmendinger to approve the Station 2 remodel bid from FRC, Inc. along with the alternative with direction to Chief Veliquette to approve change orders up to 20% and seconded by Mr. Herman.

Motion Carried: Aye 6 No 0 Abstain 0 Absent 1

C. Discussion and Action on Surplus of Engine 9183 (Staff Report by BC Wandel)

Chief Veliquette said the new Engine 9183 is now in service and we are ready to surplus the old Engine 9183 as we have no use for it. The Board directs Chief Veliquette to dispose of the engine through resale, contingency or buy-out.

Motion moved by Mr. Gadoua to approve the surplus of Engine 9183 and seconded by Mr. Hemmendinger.

Motion Carried: Aye 6 No 0 Abstain 0 Absent 1

D. Discussion and Approval of Employee Assistance Plan Change (Staff Report by Jennifer Bechtold)

Mrs. Bechtold commented that our current EAP provider, MHN, has decided to opt out of the market effective June 30, 2023. Extensive research was done to look at other vendors and what we found was Concern has a plan specifically targeted for first responders. Concern is also being used by Santa Rosa Fire and Sonoma County Fire District, who report great results. The plan also offers more therapist visits and has some specific programs the other vendors do not offer. The cost increase per year is minimal.

Motion moved by Mr. Gadoua to approve the EAP change to Concern beginning July 1, 2023, and seconded by Mr. Herman.

Motion Carried: Aye 6 No 0 Abstain 0 Absent 1

E. Discussion on Proposed Sales Tax

Mr. Hemmendinger shared information from FSWG regarding current plans to place a future sales tax initiative on the ballot. They have been talking to a polling company who may also help with the initiative process. Polling costs of \$150K may come from various districts chipping in on supplemental assessments through the Fire Chiefs Association. Mr. Herman asked how monies would be divided up amongst fire services and Mr. Hemmendinger said this is all new, so they will need to create a distribution plan.

Discussion ensued regarding how the funds would be distributed and the fact that we are in the dark on discussions at FSWG meetings. Many things need to happen before this measure can be lifted off the ground, starting with the polling and hiring of a consultant to look at the feasibility of putting a measure on the ballot.

F. Discussion on Liberty School Easement at Fire Station 3

Chief Veliquette would like the Board to allow him direction to work with Liberty School on developing an easement agreement between both groups. Mr. Gadoua said he would like to see the easement be a prescriptive easement, which means that should the school disappear, the easement falls back into the fire districts hands.

Motion moved by Mr. Hemmendinger to allow Chief Veliquette to work with Liberty School on the easement at Station 3 and seconded by Mr. Gadoua.

Motion Carried: Aye 6 No 0 Abstain 0 Absent 1

VII. DIRECTION ON FUTURE AGENDA ITEMS

At this time, there are no future agenda items.

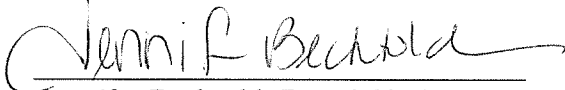
VIII. ADJOURNMENT

With no further business to discuss, the Regular Board meeting was adjourned at 8:54 p.m.

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

Motion Carried: Aye 6 No 0 Abstain 0 Absent 1

Respectfully submitted,

A handwritten signature in cursive script that reads "Jennifer Bechtold". The signature is written in black ink and is positioned above a horizontal line.

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 MARCH 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:	\$ 92,184.89
Payroll Checks:	\$ 88,741.78
Total All Disbursements:	\$180,926.67

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.

Jennifer Bechtold

Clerk of the Board

3-2-23

Date

Rancho Adobe Fire Protection District

Check Detail

February 24, 2023
Name

Type	Num	Date	Account	Paid Amount
ACH	ACH	02/24/2023	1035 · Summit State Bank - Operating	
			5923 · CalPERS	-1,938.14
				-1,938.14
ACH	ACH	02/24/2023	1035 · Summit State Bank - Operating	
			5923 · CalPERS	-27,107.46
				-27,107.46
ACH	ACH	02/24/2023	1035 · Summit State Bank - Operating	
			5923 · CalPERS	-51,406.18
				-51,406.18
ACH	ACH	02/24/2023	1035 · Summit State Bank - Operating	
			5923 · CalPERS	-4,680.00
				-4,680.00
Bill Pmt -Check	5524	February 2023	1035 · Summit State Bank - Operating	
Bill		February 2023	5910 · Full-Time Personnel	-3,610.00
				-3,610.00
TOTAL CHECKS ISSUED:				88,741.78

Authorized By:

Andy Taylor
Print Name

Print Name

Jose Valencia
Print Name

Print Name

[Signature]
Sign

Sign

Battalion Chief
Title

Title

File Clerk
Title

Title

Rancho Adobe Fire Protection District Check Detail

February 9, 2023
Name

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	5506	02/09/2023	AMERICAN RIVER BENEFIT ADMINISTRATORS 1035	Summit State Bank - Operating	
Bill	March 2023	02/09/2023	5933	Life Insurance	-347.10
Bill Pmt -Check	5507	02/09/2023	CITY OF PETALUMA	1035 - Summit State Bank - Operating	-347.10
Bill	A. Taylor Plan Ex.	02/09/2023	7120	Training Expense	-1,220.00
Bill Pmt -Check	5508	02/09/2023	Dana Hampson	1035 - Summit State Bank - Operating	-1,220.00
Bill	Inv# RAFD-2301	02/09/2023	6461	Operational Expense	-2,319.34
Bill Pmt -Check	5509	02/09/2023	dmi NETWORKING	1035 - Summit State Bank - Operating	-2,319.34
Bill	Inv# 56137	02/09/2023	6889	Computer Software and Equipment	-950.00
Bill Pmt -Check	5510	02/09/2023	FISHMAN SUPPLY CO	1035 - Summit State Bank - Operating	-950.00
Bill	Inv#1389321/138245.1	02/09/2023	6080	Household Expense	-108.08
Bill Pmt -Check	5511	02/09/2023	GONE FOR GOOD	1035 - Summit State Bank - Operating	-108.08
Bill	Inv# NCCRAFP 123122	02/09/2023	6461	Operational Expense	-75.00

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Rancho Adobe Fire Protection District

Check Detail

February 9, 2023

Bill Pmt -Check	5512	02/09/2023	HI-TECH	1035 · Summit State Bank - Operating	-220.50
Bill	Inv# 175132	02/09/2023		6155 · Apparatus Maintenance	-220.50
Bill Pmt -Check	5513	02/09/2023	JENNIFER BECHTOLD, PETTY CASH	1035 · Summit State Bank - Operating	
Bill	Petty Cash	02/09/2023		6180 · Building Maintenance	-74.63
				6155 · Apparatus Maintenance	-22.95
				6461 · Operational Expense	-5.00
				7201 · Fuel	-31.75
					<u>-134.33</u>
Bill Pmt -Check	5514	02/09/2023	LIEBERT CASSIDY WHITMORE	1035 · Summit State Bank - Operating	
Bill	Inv# 306415	02/09/2023		7120 · Training Expense	-2,215.00
					<u>-2,215.00</u>
Bill Pmt -Check	5515	02/09/2023	LN CURTIS & SONS	1035 · Summit State Bank - Operating	
Bill	Mult Inv's	02/09/2023		6022 · Safety Clothing	-201.20
				9560 · New Equipment - Apparatus	-822.02
					<u>-1,023.22</u>
Bill Pmt -Check	5516	02/09/2023	MATHESON TRI-GAS INC.	1035 · Summit State Bank - Operating	
Bill	Inv# 0027128771	02/09/2023		6260 · Medical Supplies	-136.38
					<u>-136.38</u>
Bill Pmt -Check	5517	02/09/2023	NICK BARBIERI TRUCKING INC.	1035 · Summit State Bank - Operating	
Bill	Inv# 0002201-IN	02/09/2023		7201 · Fuel	-2,466.16
					<u>-2,466.16</u>

Rancho Adobe Fire Protection District

Check Detail

Transaction Type	Check #	Date	Payee	Account #	Amount
Bill Pmt -Check	5518	02/09/2023	PENNGROVE WATER CO		
Bill	Acct#P-554/P-549	02/09/2023	1035 · Summit State Bank - Operating	7320 · Utilities	-229.45
Bill Pmt -Check	5519	02/09/2023	PG&E		
Bill	Acct#9968553761-7	02/09/2023	1035 · Summit State Bank - Operating	7320 · Utilities	-1,129.21
Bill Pmt -Check	5520	02/09/2023	ROY'S SEWER SERVICE, INC.		
Bill	Inv# 220310	02/09/2023	6180 · Building Maintenance		-337.50
Bill Pmt -Check	5521	02/09/2023	SANTA ROSA AUTO PARTS		
Bill	Inv#960512/913844	02/09/2023	1035 · Summit State Bank - Operating	6155 · Apparatus Maintenance	-129.88
Bill Pmt -Check	5522	02/09/2023	SMOTHERS		
Bill	Inv#746722	02/09/2023	1035 · Summit State Bank - Operating	6155 · Apparatus Maintenance	-982.30

Rancho Adobe Fire Protection District Check Detail February 9, 2023

Bill Pmt -Check

5523

02/09/2023

UMPQUA BANK

1035 - Summit State Bank - Operating

Bill

Jan. Visa

02/09/2023

Umpqua Bank Credit Card

-14,713.66

-14,713.66

TOTAL CHECKS ISSUED: 28,737.11

Authorized By:

Herbert R. Wandel

Print Name

Michael Wehmer

Print Name

Herbert Wandel

Sign

Michael Wehmer

Sign

Battalion Chief

Title

Battalion Chief

Title

Rancho Adobe Fire Protection District

Check Detail

February 28, 2023

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	5525	02/28/2023	AT&T	1035 · Summit State Bank - Operating	
Bill	BAN9391035608/5607	02/28/2023		6040 · Communications	-212.01
Bill Pmt -Check	5526	02/28/2023	BLOMBERG & GRIFFIN	1035 · Summit State Bank - Operating	-212.01
Bill	Inv# 11118	02/28/2023		6630 · Annual Audit Charges	-8,445.00
Bill Pmt -Check	5527	02/28/2023	CYPRESS DENTAL ADMINISTRATORS	1035 · Summit State Bank - Operating	-8,445.00
Bill	March 2023	02/28/2023		5932 · Dental Insurance	-2,541.60
Bill Pmt -Check	5528	02/28/2023	DANIEL IKALANI	1035 · Summit State Bank - Operating	-2,541.60
Bill	Reimbursement	02/28/2023		7120 · Training Expense	-390.00
Bill Pmt -Check	5529	02/28/2023	FISHMAN SUPPLY CO	1035 · Summit State Bank - Operating	-390.00
Bill	Inv# 1390922	02/28/2023		6080 · Household Expense	-210.92
Bill Pmt -Check	5530	02/28/2023	H AND S ASSOCIATES	1035 · Summit State Bank - Operating	-210.92
Bill	Inv# 1319	02/28/2023		6590 · Contracted FM Services	-1,225.00
					-1,225.00

Rancho Adobe Fire Protection District
Check Detail
February 28, 2023

Bill Pmt -Check	5531	02/28/2023	HERB WANDEL	1035 · Summit State Bank - Operating	
Bill	Reimbursement	02/28/2023		6400 · Office Supplies	-100.00
Bill Pmt -Check	5532	02/28/2023	IT HUB	1035 · Summit State Bank - Operating	
Bill	Inv# 5170	02/28/2023		6889 · Computer Software and Equipment	-890.00
Bill Pmt -Check	5533	02/28/2023	JEFF VELIQUETTE	1035 · Summit State Bank - Operating	
Bill	Reimbursement	02/28/2023		6040 · Communications	-163.49
Bill Pmt -Check	5534	02/28/2023	KAISER PERMANENTE	1035 · Summit State Bank - Operating	
Bill	March 2023	02/28/2023		5930 · Health Insurance	-29,315.00
Bill Pmt -Check	5535	02/28/2023	KYOCERA DOCUMENT SOLUTIONS 2	1035 · Summit State Bank - Operating	
Bill	Mult Inv's	02/28/2023		6820 · Rent/Lease Equipment	-38.68
Bill Pmt -Check	5536	02/28/2023	KYOCERA DOCUMENT SOLUTIONS NOR	1035 · Summit State Bank - Operating	
Bill	Inv#5023935476	02/28/2023		6820 · Rent/Lease Equipment	-185.34

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Rancho Adobe Fire Protection District
Check Detail
February 28, 2023

Bill Pmt -Check	5537	02/28/2023	LN CURTIS & SONS	1035 · Summit State Bank - Operating	
Bill	Inv#678622/678476	02/28/2023		9560 · New Equipment - Apparatus	-122.51
				6140 · Equipment Maintenance	-163.32
					<u>-285.83</u>
Bill Pmt -Check	5538	02/28/2023	MATHESON TRI-GAS INC.	1035 · Summit State Bank - Operating	
Bill	Inv# 0027308113	02/28/2023		6260 · Medical Supplies	-64.50
					<u>-64.50</u>
Bill Pmt -Check	5539	02/28/2023	MHN	1035 · Summit State Bank - Operating	
Bill	Inv# PRM-078774	02/28/2023		5930 · Health Insurance	-358.72
					<u>-358.72</u>
Bill Pmt -Check	5540	02/28/2023	NICK BARBIERI TRUCKING INC.	1035 · Summit State Bank - Operating	
Bill	Inv# 001519R-DM	02/28/2023		7201 · Fuel	-2,652.66
					<u>-2,652.66</u>
Bill Pmt -Check	5541	02/28/2023	PG&E	1035 · Summit State Bank - Operating	
Bill	Mult Accts	02/28/2023		7320 · Utilities	-2,186.67
					<u>-2,186.67</u>
Bill Pmt -Check	5542	02/28/2023	SILVERADO AVIONICS	1035 · Summit State Bank - Operating	
Bill	Inv# 2333	02/28/2023		6045 · Pagers & Radios	-5,551.62
					<u>-5,551.62</u>

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Rancho Adobe Fire Protection District

Check Detail

February 28, 2023

Bill Pmt -Check	5543	02/28/2023	SMOTHERS	1035 · Summit State Bank - Operating	
Bill	Inv#747810	02/28/2023		6155 · Apparatus Maintenance	-1,952.67
					<u>-1,952.67</u>
Bill Pmt -Check	5544	02/28/2023	STANDARD INSURANCE COMPANY	1035 · Summit State Bank - Operating	
Bill	March 2023	02/28/2023		5931 · Disability Insurance	-841.00
					<u>-841.00</u>
Bill Pmt -Check	5545	02/28/2023	STRATA a/p, INC.	1035 · Summit State Bank - Operating	
Bill	Inv#6973/6972	02/28/2023		9510 · Building Improvements	-2,246.24
					<u>-2,246.24</u>
Bill Pmt -Check	5546	02/28/2023	SWISS PHONE	1035 · Summit State Bank - Operating	
Bill	Inv# S1-309875	02/28/2023		6045 · Pagers & Radios	-1,701.83
					<u>-1,701.83</u>

TOTAL CHECKS ISSUED: 61,558.78

Authorized By:

Jeff Verduvotte
Print Name

Herbert R. Wandel
Print Name

[Signature]
Sign

[Signature]
Sign

Fire Chief
Title

Assistant Chief
Title

22

Rancho Adobe Fire Protection District
Check Detail

March 1 - 2, 2023

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	5547	03/02/2023	CORE ELECTRIC	1035 · Summit State Bank - Operating	
Bill	Inv# 1845	03/02/2023		6180 · Building Maintenance	-1,575.00
Bill Pmt -Check	5548	03/02/2023	HERB WANDEL	1035 · Summit State Bank - Operating	-1,575.00
Bill	Reimbursement	03/02/2023		6060 · Food	-57.20
Bill Pmt -Check	5549	03/02/2023	MATHESON TRI-GAS INC.	1035 · Summit State Bank - Operating	-57.20
Bill	Inv#0027314557	03/02/2023		6260 · Medical Supplies	-123.60
Bill Pmt -Check	5550	03/02/2023	TOWER WORKS, INC. DBA POWER WORKS	1035 · Summit State Bank - Operating	-123.60
Bill	Inv#12937/12950	03/02/2023		6040 · Communications	-133.20

TOTAL CHECKS ISSUED: 1,889.00

Authorized By:

Jeff VanQuate
Print Name

Print Name

Herbert R. Wandel
Print Name

Print Name

[Signature]
Sign

Sign

[Signature]
Sign

Sign

3/2/23

Title

Station Chief

Title



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 \$17,972.77

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 \$17,972.77, MINIMUM PAYMENT \$17,972.77, PAYMENT DUE DATE 03/25/2023.

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. Row: 02/13 02/13 0000000LBX2302131743002 PAYMENT - THANK YOU \$14,713.66-

Cardholder Account Summary

Table with 5 columns: Cardholder Name, Payments & Other Credits, Purchases & Other Charges, Cash Advances, Total Activity. Row: VIRTUAL ACCT BECHTOLD ####-####-####-6806 \$0.00 \$3,137.95 \$0.00 \$3,137.95

Cardholder Account Detail

Table with 6 columns: Trans Date, Post Date, Plan Name, Reference Number, Description, Amount. Rows include transactions from 02/01 to 02/11.

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. Values: 02/28/23, \$17,972.77, \$17,972.77, 03/25/23

\$ 17,972.77

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

35 0011 6068 0000 0000 00000000 00000000 0

25

IMPORTANT INFORMATION

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

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

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

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

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

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

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

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

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

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

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

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

BILLING RIGHTS SUMMARY

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

In your letter, give us the following information:

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

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

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

NAME CHANGE

Last Middle

ADDRESS CHANGE

Street

City State ZIP Code

Home Phone () - Business Phone () -

Cell Phone () - E-mail Address

SIGNATURE REQUIRED TO AUTHORIZE CHANGES

Signature

Handwritten signature

Cardholder Account Detail Continued					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
02/11	02/12	PPLN01	24692163042109557707823	VZWRLLS*APOCC VISB 800-922-0204 FL	\$142.60
02/11	02/12	PPLN01	24692163042109443531148	COMCAST CALIFORNIA 800-COMCAST CA	\$245.99
02/10	02/12	PPLN01	24906413041167059318442	TMX*Terminix Intl 800-8376464 TN	\$99.00
02/13	02/14	PPLN01	24431063044083704974840	AMZN MKTP US*HE23D3ZV1 AM AMZN.COM/BILL WA	\$305.94
02/20	02/20	PPLN01	24692163051105934957188	GOOGLE *YouTube TV g.co/helppay# CA	\$94.98
02/20	02/21	PPLN01	24941663051206012557938	RECOLOGY SONOMA MARIN 415-875-1000 CA	\$113.33
02/20	02/21	PPLN01	24941663051206012574867	RECOLOGY SONOMA MARIN 415-875-1000 CA	\$240.12
02/20	02/21	PPLN01	24941663051206012574875	RECOLOGY SONOMA MARIN 415-875-1000 CA	\$510.72
02/23	02/24	PPLN01	24055233055812409460121	ATT* BILL PAYMENT 800-331-0500 TX	\$371.86
02/24	02/26	PPLN01	24492153056027911124202	MISSION LINEN 805-963-1841 CA	\$97.58
02/28	02/28	PPLN01	24692163059101822902453	COMCAST CALIFORNIA 800-COMCAST CA	\$276.82

Cardholder Account Summary					
MIKE WEIHMAN ##### 6100		Payments & Other Credits \$0.00	Purchases & Other Charges \$2,733.25	Cash Advances \$0.00	Total Activity \$2,733.25

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
02/04	02/05	PPLN01	24055233036091007914235	WILCO FARM STORE PETALUMA CA	\$27.35
02/05	02/06	PPLN01	24055233037091007922047	WILCO FARM STORE PETALUMA CA	\$43.78
02/05	02/06	PPLN01	24034543036000562828977	76 - PETALUMA 88 INC PETALUMA CA	\$40.00
02/11	02/12	PPLN01	24231683043837123356576	LABORATORY FIELD SERVICE RICHMOND CA	\$113.00
02/12	02/13	PPLN01	24034543043001301457095	76 - PETALUMA 88 INC PETALUMA CA	\$61.75
02/17	02/19	PPLN01	24332393049000014176763	LIFE ASSIST INC 916-6353822 CA	\$1,188.62
02/17	02/19	PPLN01	24034543048001845493254	76 - UNITED PACIFIC 5426 COTATI CA	\$77.90
02/17	02/19	PPLN01	24692163049104815043965	STARBUCKS STORE 09490 PETALUMA CA	\$26.25
02/17	02/19	PPLN01	24943003049838000225169	DUNKIN #356626 PETALUMA CA	\$26.26
02/16	02/21	PPLN01	24164073051069685825921	FEDEX OFFICE 800000836 800-4633339 TX	\$292.00
02/23	02/24	PPLN01	24332393055000014597019	LIFE ASSIST INC 916-6353822 CA	\$774.69
02/24	02/26	PPLN01	24034543055002561716530	76 - PETALUMA 88 INC PETALUMA CA	\$61.65

Cardholder Account Summary					
JAMES DEURLOO ##### 6118		Payments & Other Credits \$0.00	Purchases & Other Charges \$1,424.35	Cash Advances \$0.00	Total Activity \$1,424.35

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
01/31	02/01	PPLN01	24332393032000012804480	LIFE ASSIST INC 916-6353822 CA	\$494.76
02/17	02/19	PPLN01	24692163048104018475940	SQ *RED BIRD BAKERY Cotati CA	\$136.00
02/19	02/20	PPLN01	24431063051083756668878	AMZN MKTP US*HP2OY9C22 AM AMZN.COM/BILL WA	\$62.10
02/20	02/21	PPLN01	24692163051106316684689	AMZN MktP US*HP6CN93X1 Amzn.com/bill WA	\$512.46
02/20	02/21	PPLN01	24431063051083320427264	AMAZON.COM*HP24B6Z2 AMZN AMZN.COM/BILL WA	\$219.03

Cardholder Account Summary					
STATION # 1 ##### 6167		Payments & Other Credits \$0.00	Purchases & Other Charges \$59.11	Cash Advances \$0.00	Total Activity \$59.11

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
02/18	02/19	PPLN01	24034543049001959142241	76 - UNITED PACIFIC 5426 COTATI CA	\$59.11

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Cardholder Account Summary					
TIM CALDWELL #### #### #### 2629		Payments & Other Credits \$0.00	Purchases & Other Charges \$1,118.95	Cash Advances \$0.00	Total Activity \$1,118.95
Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
02/03	02/05	PPLN01	24801973034608460568891	FRIEDMANS HOME IMPROVEME PETALUMA CA	\$262.76
02/04	02/05	PPLN01	24231683036796131395787	CHEFSTORE 7576 SANTA ROSA CA	\$559.90
02/04	02/05	PPLN01	24692163035104809116039	SQ *LAGUNITAS BREWING COM Petaluma CA	\$150.00
02/04	02/06	PPLN01	24269793036100657971760	FRIZELLE ENOS FEEDS - PENNGROVE CA	\$30.91
02/09	02/10	PPLN01	24034543040000988257557	76 - PETALUMA 88 INC PETALUMA CA	\$56.05
02/27	02/28	PPLN01	24034543058002909637627	76 - PETALUMA 88 INC PETALUMA CA	\$59.33

Cardholder Account Summary					
ANDY TAYLOR #### #### #### 4028		Payments & Other Credits \$0.00	Purchases & Other Charges \$2,815.23	Cash Advances \$0.00	Total Activity \$2,815.23
Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
02/03	02/05	PPLN01	24000973034392501699770	THE UPS STORE 2795 707-4802800 CA	\$17.03
02/04	02/05	PPLN01	24692163035104236567945	WPY*NatixZoho56967296 855-999-3729 CA	\$2,019.51
02/09	02/10	PPLN01	24034543040000947389616	76 - PETALUMA 88 INC PETALUMA CA	\$85.41
02/13	02/14	PPLN01	24692163044101194045723	BUSINESS.APPLE.COM 800-275-2273 CA	\$2.99
02/15	02/16	PPLN01	24692163046102709400484	LOWES #01901* COTATI CA	\$27.31
02/16	02/17	PPLN01	24034543047001723138238	76 - PETALUMA 88 INC PETALUMA CA	\$71.40
02/16	02/17	PPLN01	24000973047448702287669	THE UPS STORE 6261 707-5462587 CA	\$112.50
02/21	02/23	PPLN01	24137463053100401171442	OFFICE DEPOT #2256 ROHNERT PARK CA	\$45.98
02/24	02/26	PPLN01	24492163055000046791104	UPCODES HTTPSUP.CODES CA	\$228.00
02/26	02/27	PPLN01	24055233058091008005937	WILCO FARM STORE PETALUMA CA	\$21.89
02/27	02/28	PPLN01	24692163058101490951650	LOWES #01901* COTATI CA	\$71.39
02/27	02/28	PPLN01	24801973058608662703651	FRIEDMANS HOME IMPROVEME PETALUMA CA	\$34.58
02/27	02/28	PPLN01	24034543058002908107713	76 - PETALUMA 88 INC PETALUMA CA	\$77.24

Cardholder Account Summary					
JENNIFER BECHTOLD #### #### #### 4408		Payments & Other Credits \$118.58-	Purchases & Other Charges \$1,782.29	Cash Advances \$0.00	Total Activity \$1,663.71
Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
02/01	02/01	PPLN01	24492163032000008840830	GETSTREAMLINE.COM WEB WWW.GETSTREAM CA	\$200.00
02/01	02/02		74692163032102607825783	CREDIT VOUCHER	\$42.47-
02/01	02/02		74692163032102607833308	AMZN Mktp US Amzn.com/bill WA CREDIT VOUCHER	\$19.61-
02/01	02/02		74692163032102607875770	AMZN Mktp US Amzn.com/bill WA CREDIT VOUCHER	\$10.89-
02/01	02/02		74692163032102607905445	AMZN Mktp US Amzn.com/bill WA CREDIT VOUCHER	\$15.10-
02/02	02/03	PPLN01	24427333033740282237421	AMZN Mktp US Amzn.com/bill WA OLIVER'S MARKET #1 COTATI CA	\$35.93
02/02	02/03	PPLN01	24137463034001458983180	USPS PO 0559220601 PENNGROVE CA	\$8.13
02/06	02/06	PPLN01	24692163037105796589037	AMZN Mktp US*FZ61621C3 Amzn.com/bill WA	\$30.51
02/09	02/10	PPLN01	24137463041001527262385	USPS PO 0559220601 PENNGROVE CA	\$153.30
02/10	02/12	PPLN01	24906413041167059508513	TMX*Terminix Intl 800-8376464 TN	\$111.00
02/14	02/15	PPLN01	24431063045081141923452	FASTRAK CSC 415-486-8655 CA	\$8.80
02/14	02/15	PPLN01	24769333046120463441921	LIGHTHOUSE UNIFORMS INC 206-2825600 WA	\$733.15
02/15	02/16	PPLN01	24692163046102697771680	AMZN Mktp US*HP4BH04S0 Amzn.com/bill WA	\$28.32
02/16	02/17	PPLN01	24692163047103154020735	AMZN Mktp US*HP4QE0NQ0 Amzn.com/bill WA	\$16.30
02/16	02/17	PPLN01	24692163047103268130222	AMZN Mktp US*HP19073B0 Amzn.com/bill WA	\$6.49
02/17	02/19	PPLN01	24435243048027016768580	JAVAMORE CAFE PENNGROVE CA	\$106.78
02/19	02/19	PPLN01	24692163050105177957847	AMZN Mktp US*HE2T09W21 Amzn.com/bill WA	\$21.24
02/17	02/19	PPLN01	24692163048103967400164	AMZN Mktp US*HE7XF7S71 Amzn.com/bill WA	\$21.24
02/22	02/23	PPLN01	24692163053107462701648	AMZN Mktp US*HP2B26P91 Amzn.com/bill WA	\$88.30
02/22	02/23	PPLN01	24692163053107731177620	AMZN Mktp US*HP5DR8XD1 Amzn.com/bill WA	\$10.89
02/22	02/23	PPLN01	24692163053107767306473	AMZN Mktp US*HP1KC71U2 Amzn.com/bill WA	\$201.91

Cardholder Account Detail Continued					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
02/27	02/28		74692163058101551101679	CREDIT VOUCHER AMZN Mktp US Amzn.com/bill WA	\$30.51-

Cardholder Account Summary				
MORGAN DEJONG ##### 0982	Payments & Other Credits \$0.00	Purchases & Other Charges \$1,213.26	Cash Advances \$0.00	Total Activity \$1,213.26

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
02/04	02/05	PPLN01	24692163035104815573009	SQ *FULL CIRCLE BAKERY, I Pennngrove CA	\$228.00
02/03	02/05	PPLN01	24231683035837000032662	SMART AND FINAL 782 PETALUMA CA	\$79.06
02/09	02/10	PPLN01	24943013040004000034063	SONOMA CENTRAL TRANSFER PETALUMA CA	\$59.50
02/11	02/12	PPLN01	24055233043091007946014	WILCO FARM STORE PETALUMA CA	\$12.70
02/16	02/17	PPLN01	24492163047000037360282	SP SOUTHWEST BOOT CO HTTSSOUTHWES CA	\$295.38
02/23	02/24	PPLN01	24789303054479802417614	ROGUE 614-3586190 OH	\$538.62

Cardholder Account Summary				
ERIC GROMALA ##### 1484	Payments & Other Credits \$950.00-	Purchases & Other Charges \$3,234.41	Cash Advances \$0.00	Total Activity \$2,284.41

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
02/06	02/06	PPLN01	24492163037000013410475	ELITE COMMAND TRAINING WWW.ELITECOMM CA	\$450.00
02/06	02/07	PPLN01	24332393038000013292473	LIFE ASSIST INC 916-6353822 CA	\$1,942.15
02/13	02/13	PPLN01	24692163044100768511888	AMZN Mktp US*H976T1IN2 Amzn.com/bill WA	\$227.84
02/17	02/17		74692163048103614094662	CREDIT VOUCHER WPHY*FireNuggets Inc 855-999-3729 CA	\$950.00-
02/20	02/21	PPLN01	24431063052083727923617	AMAZON.COM*HP55689D0 AMZN AMZN.COM/BILL WA	\$42.36
02/25	02/26	PPLN01	24431053056700909330835	NAPA ONLINE 877-805-6272 GA	\$572.06

Cardholder Account Summary				
HERB WANDEL ##### 4009	Payments & Other Credits \$0.00	Purchases & Other Charges \$844.73	Cash Advances \$0.00	Total Activity \$844.73

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
01/31	02/01	PPLN01	24692163031101797897657	CHEVRON 0212047 COTATI CA	\$84.53
02/08	02/09	PPLN01	24692163039107616885510	CHEVRON 0212047 COTATI CA	\$90.65
02/11	02/12	PPLN01	24943013043004000018964	SONOMA CENTRAL TRANSFER PETALUMA CA	\$119.00
02/10	02/12	PPLN01	24055233042091007939895	WILCO FARM STORE PETALUMA CA	\$141.26
02/10	02/12	PPLN01	24692163041109075422286	CHEVRON 0212047 COTATI CA	\$102.48
02/13	02/14	PPLN01	24692163044101391345926	CHEVRON 0212047 COTATI CA	\$91.03
02/13	02/15	PPLN01	24137463045100422619578	OFFICE DEPOT #2256 ROHNERT PARK CA	\$66.47
02/16	02/17	PPLN01	24692163047103156879161	AMZN Mktp US*HE7JD35L1 Amzn.com/bill WA	\$52.07
02/17	02/19	PPLN01	24692163048104185009894	AMZN Mktp US*HPONW7PZ0 Amzn.com/bill WA	\$9.75
02/24	02/26	PPLN01	24692163055109190743932	CHEVRON 0212047 COTATI CA	\$87.49

Cardholder Account Summary

JEFF VELIQUETTE #### #### #### 8935	Payments & Other Credits \$0.00	Purchases & Other Charges \$677.82	Cash Advances \$0.00	Total Activity \$677.82
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Cardholder Account Detail

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
02/09	02/10	PPLN01	24692163040108332805037	CHEVRON 0208481 COTATI CA	\$139.77
02/10	02/12	PPLN01	24692163041109162221401	WWW COSTCO COM 800-955-2292 WA	\$385.74
02/10	02/12	PPLN01	24435243041027017115564	JAVAMORE CAFE PENNGROVE CA	\$18.34
02/23	02/26	PPLN01	24034543055002565982153	SPEEDWAY 5124 COTATI CA	\$119.27
02/24	02/27	PPLN01	24435243057030078351723	JAVAMORE CAFE PENNGROVE CA	\$14.70

Finance Charge Summary / Plan Level Information

Plan Name	Plan Description	FCM ¹	Average Daily Balance	Periodic Rate *	Corresponding APR	Finance Charges	Effective APR Fees **	Effective APR	Ending Balance
Purchases									
PPLN01 001	PURCHASE	E	\$0.00	0.06024%(D)	21.9900%	\$0.00	\$0.00	0.0000%	\$17,972.77
Cash									
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							Days In Billing Cycle: 28		
** includes cash advance and foreign currency fees							APR = Annual Percentage Rate		
¹ FCM = Finance Charge Method									
(V) = Variable Rate If you have a variable rate account the periodic rate and Annual Percentage Rate (APR) may vary.									

BUDGET REPORTS

RANCHO ADOBE FIRE PROTECTION DISTRICT
YEAR TO DATE BUDGET REPORT
February 28, 2023

REVENUES - OPERATING BUDGET

SUB-OBJ.	DESCRIPTION	BUDGETED FOR FY '22 - '23'	FEBRUARY REVENUES	FY REVENUE TO 2/28/23	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	\$ -	\$ -	\$ -	\$ -	
	TOTAL PROPERTY TAXES	\$ 6,854,000.00	\$ -	\$ 3,779,567.29	\$ 3,074,432.71	44.86%
1700	Interest on Pooled Cash	\$ 4,000.00	\$ 10,880.66	\$ 28,217.56	\$ (24,217.56)	-605.44%
1701	Interest Earned (on early payments of Prop. Taxes)		\$ -	\$ -	\$ -	
	TOTAL USE OF PROPERTY	\$ 4,000.00	\$ 10,880.66	\$ 28,217.56	\$ (24,217.56)	-605.44%
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	\$ 13,365.59	\$ 512,010.08	\$ (162,010.08)	-46.29%
	TOTAL INTERGOV. REVENUES	\$ 372,000.00	\$ 13,365.59	\$ 515,207.54	\$ (143,207.54)	-38.50%
3600	Misc. charges for Services - Fire Marshal Services	\$ 4,000.00	\$ 3,106.00	\$ 17,361.83	\$ (13,361.83)	-334.05%
3601	Finance Charges/Late Fees	\$ 4,000.00	\$ 224.88	\$ 4,332.48	\$ (332.48)	-8.31%
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	\$ 4,722.97	\$ 18,265.93	\$ 1,734.07	8.67%
3665	Ambulance Service	\$ 17,000.00	\$ -	\$ 33,600.16	\$ (16,600.16)	-97.65%
3670	Weed Abatement	\$ 4,000.00	\$ 21,836.00	\$ 21,836.00	\$ (17,836.00)	-445.90%
3682	City Contracts (RP Auto Aid)	\$ 37,500.00	\$ -	\$ 20,164.87	\$ 17,335.13	46.23%
3700	Copy file fee	\$ 500.00	\$ 35.00	\$ 140.00	\$ 360.00	72.00%
3980	Revenue Applicable to PY	\$ -	\$ -	\$ -	\$ -	
	TOTAL CHARGES FOR SERVICES	\$ 267,048.00	\$ 29,924.85	\$ 230,725.27	\$ 36,322.73	13.60%
4000	Unspent Funds from Previous Fiscal Year	\$ -	\$ -	\$ -	\$ -	0.00%
4010	Transfer to/from Reserves	\$ -	\$ -	\$ -	\$ -	0.00%
4040	Misc. Revenue	\$ 10,000.00	\$ 845.61	\$ 19,778.65	\$ (9,778.65)	-97.79%
4100	Workers' compensation reimbursement	\$ -	\$ 6,158.84	\$ 22,978.09	\$ (22,978.09)	
4102	Donations or reimbursements	\$ -	\$ 188.28	\$ 338.28	\$ (338.28)	
4109	Refunded Checks, outdated warrants	\$ -	\$ -	\$ -	\$ -	
	TOTAL MISC. REVENUES	\$ 10,000.00	\$ 7,192.73	\$ 43,095.02	\$ (33,095.02)	-330.95%
	REVENUE TOTAL:	\$ 7,507,048.00	\$ 61,363.83	\$ 4,596,812.68	\$ 2,910,235.32	38.77%

RANCHO ADOBE FIRE PROTECTION DISTRICT
YEAR TO DATE BUDGET REPORT

EXPENDITURES - OPERATING BUDGET

SUB-OBJ.		BUDGETED FOR FY '22 - '23'	FEBRUARY EXPENSE	FY EXPENSE TO 2/28/23	BALANCE REMAINING	BALANCE REMAINING (%)
5910	Perm. Positions	3,100,000.00	244,767.71	2,006,763.50	\$ 1,093,236.50	35.27%
5911	Extra help: part time employees, non-benefited. Paid hourly	386,000.00	9,266.40	224,046.89	\$ 161,953.11	41.96%
5912	Overtime	651,000.00	50,666.12	495,907.59	\$ 155,092.41	23.82%
5914	FLSA	95,000.00	8,170.37	58,686.63	\$ 36,313.37	38.22%
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	48,793.45	415,097.25	\$ 134,902.75	24.53%
5924	Medicare	61,100.00	4,339.00	40,004.23	\$ 21,095.77	34.53%
5930	Health Insurance	607,000.00	29,673.72	430,746.68	\$ 176,253.32	29.04%
5931	Disability Insurance	11,000.00	841.00	7,569.00	\$ 3,431.00	31.19%
5932	Dental Insurance	32,000.00	2,541.60	22,267.69	\$ 9,732.31	30.41%
5933	Life Insurance	5,000.00	347.10	3,066.05	\$ 1,933.95	38.68%
5934	Vision Insurance	5,000.00	0.00	3,280.80	\$ 1,719.20	34.38%
5935	Unemployment Insurance	6,000.00	111.22	3,837.35	\$ 2,162.65	36.04%
5936	Retiree Health Insurance	16,200.00	0.00	12,600.00	\$ 3,600.00	22.22%
5940	Workers' Compensation	190,000.00	0.00	209,008.23	\$ (19,008.23)	-10.00%
	TOTAL WAGES/BENEFITS:	\$ 5,724,600.00	\$ 399,517.69	\$ 3,939,553.62	\$ 1,785,046.38	31.18%
6020	Uniforms including paid and volunteers staff pants, shirts, station boots, badges, collar pins, name tags and business cards	32,000.00	1,011.43	6,438.67	\$ 25,561.33	79.88%
6022	Safety Clothing: turnout, including boots	90,000.00	334.02	4,057.68	\$ 85,942.32	95.49%
6040	Communications including telephone, cable, internet, cell phones	25,000.00	2,752.75	17,143.62	\$ 7,856.38	31.43%
6045	Pagers and Radios	51,000.00	7,285.95	23,384.88	\$ 27,615.12	54.15%
6060	Food - at extended responses, approved meetings, examinations and trainings.	3,000.00	686.78	145.52	\$ 2,854.48	95.15%
6080	Household expenses - Fishman Supply; detergent, towels etc.	13,000.00	520.84	7,819.02	\$ 5,180.98	39.85%
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	232.64	3,339.00	\$ 8,661.00	72.18%
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	2,245.02	16,669.49	\$ 43,330.51	72.22%
6165	SCBA Maintenance	3,500.00	0.00	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	767.66	22,538.45	\$ 1,461.55	6.09%
6260	Medical / Lab supply - O2, latex gloves, etc.	35,000.00	676.04	11,089.34	\$ 23,910.66	68.32%
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	960.00	10,596.67	\$ 1,403.33	11.69%
6400	Office Supplies: regular supplies such as paper, printer cartridges etc.	3,200.00	581.78	1,634.48	\$ 1,565.52	48.92%
6401	Office Expense - Inventory such as desktop/laptop computer purchases, printers, etc.	9,000.00	0.00	261.65	\$ 8,738.35	97.09%
6410	Postage and shipping	2,000.00	28.56	1,138.20	\$ 861.80	43.09%
6430	Printing Services	1,000.00	0.00	0.00	\$ 1,000.00	100.00%
6461	Operational Expenses	8,000.00	1,316.01	(1,840.44)	\$ 9,840.44	123.01%
6463	FPO Expenses - public education materials	3,800.00	0.00	3,909.89	\$ (109.89)	-2.89%
6500	Prof/Special Services - Payroll Fees	5,000.00	520.30	4,124.16	\$ 875.84	17.52%
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	1,225.00	18,025.00	\$ (3,025.00)	-20.17%
6596	CQI Expense	\$ 10,000.00	0.00	0.00	\$ 10,000.00	100.00%
6605	Hiring Expenses	\$ 6,000.00	0.00	3,885.00	\$ 2,115.00	35.25%
6610	Legal Services	\$ 5,000.00	0.00	9,414.00	\$ (4,414.00)	-88.28%
6630	Annual Audit	\$ 7,950.00	8,445.00	8,445.00	\$ (495.00)	-6.23%
6635	Bank and Credit Card Fees	\$ 300.00	93.21	268.33	\$ 31.67	10.56%
6650	Health Services	\$ 8,000.00	0.00	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	464.02	5,000.25	\$ 2,499.75	33.33%

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

SUB-OBJ.	DESCRIPTION	BUDGETED FOR FY '22 - 23'	FEBRUARY EXPENSE	FY EXPENSE TO 2/28/23	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	14.92	3,285.11	\$ 2,714.89	45.25%
6881	Safety Equipment: SCBA's, hose, nozzles etc.	\$ 40,000.00	0.00	15,993.30	\$ 24,006.70	60.02%
6889	Computer Software	\$ 64,000.00	2,274.92	33,279.77	\$ 30,720.23	48.00%
7000	Any Board related expense not otherwise accounted for (I.e., Special District Dinners)	\$ 500.00	0.00	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	5,000.55	20,391.31	\$ 24,608.69	54.69%
7201	Gas and Oil	\$ 65,000.00	6,456.36	45,954.84	\$ 19,045.16	29.30%
7300	Transportation and Travel to training out of County, use of personal vehicle for District errands.	\$ 5,000.00	0.00	5,499.27	\$ (499.27)	-9.99%
7320	Utilities - PG&E, garbage, water, sewage	\$ 53,000.00	4,766.98	38,596.38	\$ 14,403.62	27.18%
	TOTAL SUPPLIES AND SERVICES:	\$ 1,001,941.00	\$ 48,660.74	\$ 599,427.13	\$ 402,513.87	40.17%
7910	Long Term Loan - Princ.	\$ 55,807.00	0.00	41,668.48	\$ 14,138.52	25.33%
7930	Long Term Loan - Interest	\$ 7,910.00	0.00	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%
	TOTAL LONG TERM DEBT:	\$ 449,411.00	\$ -	\$ 431,290.38	\$ 18,120.62	4.03%
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!
	TOTAL EQUIPMENT:	\$ 217,000.00	\$ -	\$ 789.00	\$ 216,211.00	99.64%

Recap Report	BUDGETED FOR FY '22 - 23'	FEBRUARY TOTAL	FY TO 2/28/23	BALANCE REMAINING	BALANCE REMAINING (%)
OPERATING REVENUES	\$ 7,507,048.00	\$ 61,363.83	\$ 4,596,812.68	\$ 2,910,235.32	38.77%
OPERATING EXPENDITURES					
Wages/Benefits	\$ 5,724,600.00	\$ 399,517.69	\$ 3,939,553.62	\$ 1,785,046.38	31.18%
Supplies and Services	\$ 1,001,941.00	\$ 48,660.74	\$ 599,427.13	\$ 402,513.87	40.17%
Long Term Debt	\$ 449,411.00	\$ -	\$ 431,290.38	\$ 18,120.62	4.03%
Equipment	\$ 217,000.00	\$ -	\$ 789.00	\$ 216,211.00	99.64%
Totals	\$ 7,392,952.00	\$ 448,178.43	\$ 4,971,060.13	\$ 2,421,891.87	32.76%
Revenues Less Expenditures			\$ (374,247.45)		

RANCHO ADOBE FIRE PROTECTION DISTRICT
YEAR TO DATE BUDGET REPORT

CAPITAL IMPROVEMENTS BUDGET

SUB-OBJ.		BUDGETED FOR FY '22 - 23'	FEBRUARY EXPENSE	FY EXPENSE TO 2/28/23	BALANCE REMAINING	BALANCE REMAINING (%)
9510	Buildings Improvements	\$ 1,195,000.00	5,605.63	\$ 16,247.36	\$ 1,178,752.64	98.64%
9511	New Capital Equipment	\$ -	0.00	\$ -	\$ -	#DIV/0!
9540	Durable Medical Equipment	\$ -	0.00	\$ -	\$ -	#DIV/0!
9560	New Equipment - Apparatus	\$ 820,000.00	944.53	\$ 717,000.87	\$ 102,999.13	12.56%
9561	Equipment New - Office	\$ -	0.00	\$ -	\$ -	#DIV/0!
	TOTAL EQUIPMENT:	\$ 2,015,000.00	\$ 6,550.16	\$ 733,248.23	\$ 1,281,751.77	63.61%

CURRENT ASSETS	
Summit State Bank Operating Account:	\$ 16,751.60
Summit State Bank ICS Account:	\$ 1,873,081.11
Summit State Bank Payroll Account:	\$ 191,957.64
CDARS:	\$ 3,012,320.41
Petty Cash:	\$ 200.00
Total:	\$ 5,094,310.76
Remaining Capital Reserve Fund:	\$ 1,183,641.77
Remaining Operating Reserve Fund:	\$ 3,910,668.99

Rancho Adobe Fire Protection District

03/02/23

Trial Balance

Cash Basis

As of February 28, 2023

	Feb 28, 23	
	Debit	Credit
1010 · County of Sonoma	0.00	
1030 · Wells Fargo Checking Account	0.00	
1035 · Summit State Bank - Operating		16,739.00
1036 · Summit State Bank - ICS	1,873,081.11	
1037 · Summit State Bank - Payroll	191,957.64	
1038 · CDARS	3,022,504.58	
1090 · Petty Cash	200.00	
107 · Accounts Receivable	4,034.00	
12000 · Undeposited Funds	0.00	
325 · Deferred Outflows	9,200,694.00	
145 · Deferred Inflow		3,987,593.00
170 · Land	74,634.00	
171 · Buildings and Improvements	755,665.64	
172 · Equipment	3,848,634.88	
178 · Accum. Depreciation - Building		576,580.69
179 · Accum. Depreciation - Equipment		1,754,906.53
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		2,129.35
338 · Capital Lease - Current		55,806.47
339 · Accrued Vacation - Current	0.00	
350 · Accrued Payroll	0.00	
300 · Compensated Absences		545,622.48
340 · Bonds Payable - Current		252,891.00
342 · Notes Payable - Long Term		333,267.78
345 · Bonds Payable - Noncurrent		5,357,109.00
355 · Due To Capital Improvement Fund		1,916,890.00
744 · Net Pension Liability		6,214,613.00
30000 · Opening Balance Equity	904,952.26	
320 · Unreserved-Undesignated FD Bal	8,200,779.76	
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		28,217.56
20 · Intergovernmental Revenues:2404 · State Reimbursements		83.15
20 · Intergovernmental Revenues:2440 · HOPTR		3,114.31
20 · Intergovernmental Revenues:2589 · State Refunds-Strike Team		512,010.08
30 · Charges/Fees for Services:3600 · Fire Marshal Services		17,361.83
30 · Charges/Fees for Services:3601 · Finance Charge/Late Fee		4,332.48
30 · Charges/Fees for Services:3641 · Fire Services - Casino Contract		115,024.00
30 · Charges/Fees for Services:3661 · Cost Recovery		18,265.93
30 · Charges/Fees for Services:3665 · Ambulance Service		33,600.16
30 · Charges/Fees for Services:3670 · Weed Abatement		21,836.00
30 · Charges/Fees for Services:3682 · Rohnert Park Auto Aid		20,164.87
30 · Charges/Fees for Services:3700 · Copy Fee		140.00
40 · Miscellaneous Revenues:4040 · Misc. Revenue		19,778.65

Rancho Adobe Fire Protection District

Trial Balance

As of February 28, 2023

	Feb 28, 23	
	Debit	Credit
40 · Miscellaneous Revenues:4100 · Workers Comp. Reimbursement		22,978.09
40 · Miscellaneous Revenues:4102 · Donations or Reimbursements		338.28
50 · Salaries and Benefits:5910 · Full-Time Personnel	2,006,763.50	
50 · Salaries and Benefits:5911 · Part-Time Staffing	224,046.89	
50 · Salaries and Benefits:5912 · Overtime	495,907.59	
50 · Salaries and Benefits:5914 · FLSA	58,686.63	
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	415,097.25	
50 · Salaries and Benefits:5924 · Medicare	40,004.23	
50 · Salaries and Benefits:5930 · Health Insurance	430,746.68	
50 · Salaries and Benefits:5931 · Disability Insurance	7,569.00	
50 · Salaries and Benefits:5932 · Dental Insurance	22,267.69	
50 · Salaries and Benefits:5933 · Life Insurance	3,066.05	
50 · Salaries and Benefits:5934 · Vision Insurance	3,280.80	
50 · Salaries and Benefits:5935 · Unemployment Insurance	3,837.35	
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	6,438.67	
60 · Supplies & Services:6022 · Safety Clothing	4,057.68	
60 · Supplies & Services:6040 · Communications	17,143.62	
60 · Supplies & Services:6045 · Pagers & Radios	23,384.88	
60 · Supplies & Services:6060 · Food	145.52	
60 · Supplies & Services:6080 · Household Expense	7,819.02	
60 · Supplies & Services:6100 · Property & Liability Insurance	215,094.91	
60 · Supplies & Services:6140 · Equipment Maintenance	3,339.00	
60 · Supplies & Services:6150 · Bad Debt Expense	7,082.13	
60 · Supplies & Services:6155 · Apparatus Maintenance	16,669.49	
60 · Supplies & Services:6165 · SCBA Maintenance	4,169.83	
60 · Supplies & Services:6180 · Building Maintenance	22,538.45	
60 · Supplies & Services:6260 · Medical Supplies	11,089.34	
60 · Supplies & Services:6280 · Memberships	10,596.67	
60 · Supplies & Services:6400 · Office Supplies	1,634.48	
60 · Supplies & Services:6401 · Office Expense - Inventory	261.65	
60 · Supplies & Services:6410 · Postage and Shipping	1,138.20	
60 · Supplies & Services:6461 · Operational Expense		1,840.44
60 · Supplies & Services:6463 · FPO Expense	3,909.89	
60 · Supplies & Services:6500 · Payroll Fees	4,124.16	
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	18,025.00	
60 · Supplies & Services:6605 · Hiring Expense	3,885.00	
60 · Supplies & Services:6610 · Legal Services	9,414.00	
60 · Supplies & Services:6630 · Annual Audit Charges	8,445.00	
60 · Supplies & Services:6635 · Bank Fees	268.33	
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	5,000.25	
60 · Supplies & Services:6880 · Small Tools Expense	3,285.11	
60 · Supplies & Services:6881 · Safety Equipment	15,993.30	
60 · Supplies & Services:6889 · Computer Software and Equipment	33,279.77	
60 · Supplies & Services:7000 · Board Expense	720.00	
60 · Supplies & Services:7120 · Training Expense	20,391.31	
60 · Supplies & Services:7201 · Fuel	45,954.84	
60 · Supplies & Services:7300 · Transportation & Travel	5,499.27	
60 · Supplies & Services:7320 · Utilities	38,596.38	
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	

9:43 AM
03/02/23
Cash Basis

Rancho Adobe Fire Protection District
Trial Balance
As of February 28, 2023

	Feb 28, 23	
	Debit	Credit
95 · Capital Improvements - Assets:9510 · Building Improvements	16,247.36	
95 · Capital Improvements - Assets:9560 · New Equipment - Apparatus	717,000.87	
TOTAL	36,086,542.96	36,086,542.96

Rancho Adobe Fire Protection District
Balance Sheet Prev Year Comparison
As of February 28, 2023

	Feb 28, 23	Feb 28, 22	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1035 · Summit State Bank - Operating	-16,739.00	74,904.55	-91,643.55	-122.4%
1036 · Summit State Bank - ICS	1,873,081.11	2,898,610.63	-1,025,529.52	-35.4%
1037 · Summit State Bank - Payroll	191,957.64	11,867.98	180,089.66	1,517.4%
1038 · CDARS	3,022,504.58	2,000,000.00	1,022,504.58	51.1%
1090 · Petty Cash	200.00	200.00	0.00	0.0%
Total Checking/Savings	<u>5,071,004.33</u>	<u>4,985,583.16</u>	<u>85,421.17</u>	<u>1.7%</u>
Accounts Receivable				
107 · Accounts Receivable	4,034.00	0.00	4,034.00	100.0%
Total Accounts Receivable	<u>4,034.00</u>	<u>0.00</u>	<u>4,034.00</u>	<u>100.0%</u>
Other Current Assets				
325 · Deferred Outflows	9,200,694.00	0.00	9,200,694.00	100.0%
Total Other Current Assets	<u>9,200,694.00</u>	<u>0.00</u>	<u>9,200,694.00</u>	<u>100.0%</u>
Total Current Assets	<u>14,275,732.33</u>	<u>4,985,583.16</u>	<u>9,290,149.17</u>	<u>186.3%</u>
Fixed Assets				
145 · Deferred Inflow	-3,987,593.00	5,070,887.06	-9,058,480.06	-178.6%
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	3,848,634.88	3,502,895.21	345,739.67	9.9%
178 · Accum. Depreciation - Building	-576,580.69	-723,250.93	146,670.24	20.3%
179 · Accum. Depreciation - Equipment	-1,754,906.53	-1,376,547.66	-378,358.87	-27.5%
Total Fixed Assets	<u>-1,640,145.70</u>	<u>7,304,283.32</u>	<u>-8,944,429.02</u>	<u>-122.5%</u>
Other Assets				
195 · Due From Operating Fund	1,916,890.00	0.00	1,916,890.00	100.0%
Total Other Assets	<u>1,916,890.00</u>	<u>0.00</u>	<u>1,916,890.00</u>	<u>100.0%</u>
TOTAL ASSETS	<u><u>14,552,476.63</u></u>	<u><u>12,289,866.48</u></u>	<u><u>2,262,610.15</u></u>	<u><u>18.4%</u></u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
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	2,129.35	5,832.00	-3,702.65	-63.5%
338 · Capital Lease - Current	55,806.47	49,319.87	6,486.60	13.2%
Total Other Current Liabilities	<u>6,073,075.07</u>	<u>6,070,291.12</u>	<u>2,783.95</u>	<u>0.1%</u>
Total Current Liabilities	<u>6,073,075.07</u>	<u>6,070,291.12</u>	<u>2,783.95</u>	<u>0.1%</u>
Long Term Liabilities				
300 · Compensated Absences	545,622.48	526,502.48	19,120.00	3.6%
340 · Bonds Payable - Current	252,891.00	0.00	252,891.00	100.0%
342 · Notes Payable - Long Term	333,267.78	285,613.47	47,654.31	16.7%
345 · Bonds Payable - Noncurrent	5,357,109.00	0.00	5,357,109.00	100.0%
355 · Due To Capital Improvement Fund	1,916,890.00	0.00	1,916,890.00	100.0%
744 · Net Pension Liability	6,214,613.00	0.00	6,214,613.00	100.0%
Total Long Term Liabilities	<u>14,620,393.26</u>	<u>812,115.95</u>	<u>13,808,277.31</u>	<u>1,700.3%</u>
Total Liabilities	<u>20,693,468.33</u>	<u>6,882,407.07</u>	<u>13,811,061.26</u>	<u>200.7%</u>
Equity				
30000 · Opening Balance Equity	-904,952.26	2,521,455.80	-3,426,408.06	-135.9%
320 · Unreserved-Undesignated FD Bal	-8,200,779.76	-763,778.42	-7,437,001.34	-973.7%
330 · Operational Reserves	2,155,346.00	3,590,000.00	-1,434,654.00	-40.0%

9:44 AM

03/02/23

Cash Basis

Rancho Adobe Fire Protection District
Balance Sheet Prev Year Comparison
As of February 28, 2023

	<u>Feb 28, 23</u>	<u>Feb 28, 22</u>	<u>\$ Change</u>	<u>% Change</u>
334 · Capital Reserves	1,916,890.00	482,236.00	1,434,654.00	297.5%
Net Income	-1,107,495.68	-422,453.97	-685,041.71	-162.2%
Total Equity	<u>-6,140,991.70</u>	<u>5,407,459.41</u>	<u>-11,548,451.11</u>	<u>-213.6%</u>
TOTAL LIABILITIES & EQUITY	<u>14,552,476.63</u>	<u>12,289,866.48</u>	<u>2,262,610.15</u>	<u>18.4%</u>

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

	Feb 23	Feb 22	\$ Change	% Change
Ordinary Income/Expense				
Income				
17 · Use of Money/Property				
1700 · Interest on Cash	10,880.66	9.65	10,871.01	112,653.0%
Total 17 · Use of Money/Property	10,880.66	9.65	10,871.01	112,653.0%
20 · Intergovernmental Revenues				
2589 · State Refunds-Strike Team	13,365.59	0.00	13,365.59	100.0%
Total 20 · Intergovernmental Revenues	13,365.59	0.00	13,365.59	100.0%
30 · Charges/Fees for Services				
3600 · Fire Marshal Services	3,106.00	0.00	3,106.00	100.0%
3601 · Finance Charge/Late Fee	224.88	837.01	-612.13	-73.1%
3661 · Cost Recovery	4,722.97	2,247.11	2,475.86	110.2%
3670 · Weed Abatement	21,836.00	0.00	21,836.00	100.0%
3700 · Copy Fee	35.00	35.00	0.00	0.0%
Total 30 · Charges/Fees for Services	29,924.85	3,119.12	26,805.73	859.4%
40 · Miscellaneous Revenues				
4040 · Misc. Revenue	845.61	0.00	845.61	100.0%
4100 · Workers Comp. Reimbursement	6,158.84	0.00	6,158.84	100.0%
4102 · Donations or Reimbursements	188.28	0.00	188.28	100.0%
Total 40 · Miscellaneous Revenues	7,192.73	0.00	7,192.73	100.0%
Total Income	61,363.83	3,128.77	58,235.06	1,861.3%
Gross Profit	61,363.83	3,128.77	58,235.06	1,861.3%
Expense				
50 · Salaries and Benefits				
5910 · Full-Time Personnel	244,767.71	214,378.10	30,389.61	14.2%
5911 · Part-Time Staffing	9,266.40	31,082.00	-21,815.60	-70.2%
5912 · Overtime	50,666.12	28,200.53	22,465.59	79.7%
5914 · FLSA	8,170.37	7,190.94	979.43	13.6%
5918 · BLS Staff	0.00	2,115.00	-2,115.00	-100.0%
5922 · Social Security Payroll Taxes	0.00	257.80	-257.80	-100.0%
5923 · CalPERS	48,793.45	43,249.85	5,543.60	12.8%
5924 · Medicare	4,339.00	4,103.01	235.99	5.8%
5930 · Health Insurance	29,673.72	24,890.30	4,783.42	19.2%
5931 · Disability Insurance	841.00	783.00	58.00	7.4%
5932 · Dental Insurance	2,541.60	2,626.32	-84.72	-3.2%
5933 · Life Insurance	347.10	300.82	46.28	15.4%
5934 · Vision Insurance	0.00	-13.67	13.67	100.0%
5935 · Unemployment Insurance	111.22	342.27	-231.05	-67.5%
Total 50 · Salaries and Benefits	399,517.69	359,506.27	40,011.42	11.1%
60 · Supplies & Services				
6020 · Uniforms	1,011.43	3,744.29	-2,732.86	-73.0%
6022 · Safety Clothing	334.02	1,420.78	-1,086.76	-76.5%
6040 · Communications	2,752.75	2,765.52	-12.77	-0.5%
6045 · Pagers & Radios	7,285.95	302.46	6,983.49	2,308.9%
6060 · Food	686.78	485.32	201.46	41.5%
6080 · Household Expense	520.84	1,130.06	-609.22	-53.9%
6140 · Equipment Maintenance	232.64	91.19	141.45	155.1%
6150 · Bad Debt Expense	0.00	1,444.96	-1,444.96	-100.0%
6155 · Apparatus Maintenance	2,245.02	5,136.46	-2,891.44	-56.3%
6180 · Building Maintenance	767.66	920.18	-152.52	-16.6%
6260 · Medical Supplies	676.04	243.93	432.11	177.2%
6280 · Memberships	960.00	400.00	560.00	140.0%
6400 · Office Supplies	581.78	1,678.46	-1,096.68	-65.3%
6410 · Postage and Shipping	28.56	82.92	-54.36	-65.6%
6461 · Operational Expense	1,316.01	930.41	385.60	41.4%
6463 · FPO Expense	0.00	158.65	-158.65	-100.0%
6500 · Payroll Fees	520.30	340.60	179.70	52.8%

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

03/02/23

Cash Basis

	Feb 23	Feb 22	\$ Change	% Change
6590 · Contracted FM Services	1,225.00	875.00	350.00	40.0%
6605 · Hiring Expense	0.00	434.00	-434.00	-100.0%
6610 · Legal Services	0.00	1,899.50	-1,899.50	-100.0%
6630 · Annual Audit Charges	8,445.00	0.00	8,445.00	100.0%
6635 · Bank Fees	93.21	31.05	62.16	200.2%
6650 · Health Services	0.00	460.00	-460.00	-100.0%
6820 · Rent/Lease Equipment	464.02	601.27	-137.25	-22.8%
6880 · Small Tools Expense	14.92	0.00	14.92	100.0%
6881 · Safety Equipment	0.00	2,465.90	-2,465.90	-100.0%
6889 · Computer Software and Equipment	2,274.92	1,837.50	437.42	23.8%
7120 · Training Expense	5,000.55	8,193.76	-3,193.21	-39.0%
7201 · Fuel	6,456.36	3,022.74	3,433.62	113.6%
7300 · Transportation & Travel	0.00	6.00	-6.00	-100.0%
7320 · Utilities	4,766.98	5,134.87	-367.89	-7.2%
Total 60 · Supplies & Services	48,660.74	46,237.78	2,422.96	5.2%
85 · Capital Assets				
8560 · New Equipment - Apparatus	0.00	864.72	-864.72	-100.0%
Total 85 · Capital Assets	0.00	864.72	-864.72	-100.0%
95 · Capital Improvements - Assets				
9510 · Building Improvements	5,605.63	0.00	5,605.63	100.0%
9560 · New Equipment - Apparatus	944.53	0.00	944.53	100.0%
Total 95 · Capital Improvements - Assets	6,550.16	0.00	6,550.16	100.0%
Total Expense	454,728.59	406,608.77	48,119.82	11.8%
Net Ordinary Income	-393,364.76	-403,480.00	10,115.24	2.5%
Net Income	-393,364.76	-403,480.00	10,115.24	2.5%

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

	Capital Improvements	Operating	TOTAL
Ordinary Income/Expense			
Income			
17 · Use of Money/Property			
1700 · Interest on Cash	0.00	10,880.66	10,880.66
Total 17 · Use of Money/Property	0.00	10,880.66	10,880.66
20 · Intergovernmental Revenues			
2589 · State Refunds-Strike Team	0.00	13,365.59	13,365.59
Total 20 · Intergovernmental Revenues	0.00	13,365.59	13,365.59
30 · Charges/Fees for Services			
3600 · Fire Marshal Services	0.00	3,106.00	3,106.00
3601 · Finance Charge/Late Fee	0.00	224.88	224.88
3661 · Cost Recovery	0.00	4,722.97	4,722.97
3670 · Weed Abatement	0.00	21,836.00	21,836.00
3700 · Copy Fee	0.00	35.00	35.00
Total 30 · Charges/Fees for Services	0.00	29,924.85	29,924.85
40 · Miscellaneous Revenues			
4040 · Misc. Revenue	0.00	845.61	845.61
4100 · Workers Comp. Reimbursement	0.00	6,158.84	6,158.84
4102 · Donations or Reimbursements	0.00	188.28	188.28
Total 40 · Miscellaneous Revenues	0.00	7,192.73	7,192.73
Total Income	0.00	61,363.83	61,363.83
Gross Profit	0.00	61,363.83	61,363.83
Expense			
50 · Salaries and Benefits			
5910 · Full-Time Personnel	0.00	244,767.71	244,767.71
5911 · Part-Time Staffing	0.00	9,266.40	9,266.40
5912 · Overtime	0.00	50,666.12	50,666.12
5914 · FLSA	0.00	8,170.37	8,170.37
5923 · CalPERS	0.00	48,793.45	48,793.45
5924 · Medicare	0.00	4,339.00	4,339.00
5930 · Health Insurance	0.00	29,673.72	29,673.72
5931 · Disability Insurance	0.00	841.00	841.00
5932 · Dental Insurance	0.00	2,541.60	2,541.60
5933 · Life Insurance	0.00	347.10	347.10
5935 · Unemployment Insurance	0.00	111.22	111.22
Total 50 · Salaries and Benefits	0.00	399,517.69	399,517.69

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

9:45 AM
 03/02/23
 Cash Basis

	Capital Improvements	Operating	TOTAL
60 · Supplies & Services			
6020 · Uniforms	0.00	1,011.43	1,011.43
6022 · Safety Clothing	0.00	334.02	334.02
6040 · Communications	0.00	2,752.75	2,752.75
6045 · Pagers & Radios	0.00	7,285.95	7,285.95
6060 · Food	0.00	686.78	686.78
6080 · Household Expense	0.00	520.84	520.84
6140 · Equipment Maintenance	0.00	232.64	232.64
6155 · Apparatus Maintenance	0.00	2,245.02	2,245.02
6180 · Building Maintenance	0.00	767.66	767.66
6260 · Medical Supplies	0.00	676.04	676.04
6280 · Memberships	0.00	960.00	960.00
6400 · Office Supplies	0.00	581.78	581.78
6410 · Postage and Shipping	0.00	28.56	28.56
6461 · Operational Expense	0.00	1,316.01	1,316.01
6500 · Payroll Fees	0.00	520.30	520.30
6590 · Contracted FM Services	0.00	1,225.00	1,225.00
6630 · Annual Audit Charges	0.00	8,445.00	8,445.00
6635 · Bank Fees	0.00	93.21	93.21
6820 · Rent/Lease Equipment	0.00	464.02	464.02
6880 · Small Tools Expense	0.00	14.92	14.92
6889 · Computer Software and Equipment	0.00	2,274.92	2,274.92
7120 · Training Expense	0.00	5,000.55	5,000.55
7201 · Fuel	0.00	6,456.36	6,456.36
7320 · Utilities	0.00	4,766.98	4,766.98
Total 60 · Supplies & Services	0.00	48,660.74	48,660.74
95 · Capital Improvements - Assets			
9510 · Building Improvements	5,605.63	0.00	5,605.63
9560 · New Equipment - Apparatus	944.53	0.00	944.53
Total 95 · Capital Improvements - Assets	6,550.16	0.00	6,550.16
Total Expense	6,550.16	448,178.43	454,728.59
Net Ordinary Income	-6,550.16	-386,814.60	-393,364.76
Net Income	-6,550.16	-386,814.60	-393,364.76

NEW BUSINESS

STRATEGIC PLAN

2023-2028



Rancho Adobe Fire District

Staff Report

Date: March 1, 2023

Topic:

Rancho Adobe Fire District 2023-2028 Strategic Plan

Recommendation:

Staff recommends the Board adopt the District's 2023-2028 Strategic Plan

Background:

In January of this year, Board members, Staff and L1401 labor leaders held a strategic goal setting retreat to identify the District's current and future goals and priorities. During this retreat, we identified immediate goals as well as medium term (18 mos-3 years) and longer term goals (3-5 years). A total of 16 goals were identified over the 5 year period, some of which are currently in action. Following the retreat, objectives and action steps were developed for each goal and a draft version of the strategic plan was developed. Board members, staff and L1401 leadership have had opportunities for input during the draft comment period. We are at the point where the Strategic Plan should be adopted by the Board of Directors and shared with the organization. This plan will be our guiding document to assist in our budgeting process as well as meeting the goals the District has identified. The Strategic Plan is designed to be a living document and will require annual review, validation and updating in order to maintain a focused strategic direction in order to meet our Vision, Mission and Core Values.

Financial Impact:

The financial impact of the Strategic Plan will be identified and prioritized during our annual budget process. There is not an immediate impact to the existing 22/23 FY budget.

Options:

1. Board adoption of the 2023-2028 Rancho Adobe Strategic Plan
2. Do not adopt the plan and continue to refine components.

Approved by:

Jeff Veliquette
Fire Chief

Attachments:

2023-2028 Rancho Adobe Fire District Strategic Plan



Rancho Adobe Fire District
Strategic Plan
2023-2028

February 2023

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Message From the Fire Chief

I would like to acknowledge the entire organization for their input and support as we plan our future together. There is a saying that often comes to mind when we are focused as a group *"If you want to go fast, go alone. If you want to go far, go together."* This proverb is a great reminder to me that we are better together!

With the contemplation of the past and the input of the present, the men and women of the Rancho Adobe Fire District have taken time in planning our future and developing a shared vision to meet our Mission to the communities that we serve.

"In preparing for battle I have always found that plans are useless, but planning is indispensable." General Dwight D. Eisenhower.

Special appreciation to the following members for their work in our Strategic Goal Setting process:

Staff: Battalion Chief Andy Taylor, Battalion Chief Herb Wandel, Battalion Chief Mike Weihman, Administrative Manager Jennifer Bechtold

Labor Representatives: Captain Eric Gromala, Engineer Daniel Ikalani

Board of Directors: President Brian Proteau, Vice President Mark Hemmendinger, Directors Ray Peterson, Bob Moretti, Michael Gadoua, Sage Howell

Facilitator: Dana Hampson

Session Goals and Guidelines

Chief Veliquette shared the following session goals:

- An opportunity to review where we are as an organization and determine where we want to go, and how to get there
- Gather input, create goals, and prioritize
- Review and validate our Vision, Mission and Core Values
- Build relationships with each other
- Set a Shared Vision for the Organization
- Assist in prioritizing funding and budget development
- Develop a written document to memorialize the goals and actions necessary to meet our Vision
- Share with the entire organization

Guidelines:

The following guidelines were established by the team:

- Honesty
- Engagement
- Open-mindedness
- Every voice matters regardless of tenure
- Mutual respect
- Accountability – shared ownership
- No interrupting
- Be creative
- Do not share confidential information
- One Voice
- Cell phones on silent and limit use to critical communications only

Rancho Adobe Fire District
Strategic Goal Setting
January 20, 2023
8:00a.m. – 2:30p.m.

Agenda

Meeting Goal: An opportunity for the District's Management, Elected Officials, and Union Leadership to review where we are as an organization, determine where we want to go and develop a plan on how we will get there.

Welcome

Goals & Objectives for the Meeting

Meeting Guidelines

2022 Accomplishments/Highlights

Where are we now? SWOT Exercise

Where do we want to go?

Goal Setting

What support is needed to accomplish these goals?

Team Commitments

Talking points to share with staff

Session Reflections

Next Steps

2022 Accomplishments

Staff solicited input from management and labor representatives to identify, recognize and memorialize the accomplishments of the district and members during the 2022 calendar year.

These are the responses in their words...

- Found by analysis the cost of combining with SCFD. Made political headway towards county funding of this gap. Learned that SCFD is interested in us as a partner.
- Did meaningful work towards starting an ALS program, from the standpoints of finance, regulation, equipment, and recruitment.
- Improved **internal communications** from the firefighter through to the Board of Directors. This communication improvement comes in chain of command, information flow, committees' participation, and issue mitigation.
- **Re-established representation** for RAFD and **external communication** by becoming engaged with County Chief's, County Board of Supervisors, neighboring agencies as well as agencies within our jurisdiction.
- Took a **break from history**. Meaning that decisions and actions were not based on history such as "that is how we have always done it" etc. It restarted the process of looking at issues with what is best for service to the community.
- **We Survived**. It has been slightly over a year when the contract with Chief Thompson / PFD. At that time there was great deal of negative speculation as to what would happen. While there was independent action taken by some members ultimately a group decision was made to move forward with hiring Chief Gossner for the 1-year period.
- **Maintained** the work that was put in during the previous 5 years with Chief Thompson and made changes where needed after consideration of adjusted direction.
- Re-started the business inspection program.
- Financed, recruited, selected, and hired a full-time chief for the first time in decades, with specific goals in mind.

- People are excited that we get to push forward with our own goals in mind as a whole department and not as three separate shifts.
- Served our community without fail. Did not fail to respond to and mitigate any emergency call.
- Served the County and State by responding to numerous mutual-aid and strike team requests.
- Staff represented the district well on strike teams (not many deployments this year, but one of the hard, working "go to" engines when assigned).
- Made meaningful progress in WUI fire preparedness through targeted inspections and community engagement.
- Kept a close working relationship with Petaluma FD.
- Big improvement working with other fire departments across all 3 shifts (mainly Petaluma, but also Sonoma County).
- Kept a low turnover rate, losing 2 full-time employees to other agencies.
- Kept a low injury rate and had no adverse legal settlements.
- Bought a fuel trailer which improves our disaster preparedness.
- New Engine was purchased and placed in-service.
- Improving our budgeting process through thorough budget studies and looking item by item at expenses and revenues.
- Making better investment decisions that net higher interest revenues.
- One of the greatest things we did in December was to sit down and determine what our mid-year financial picture looked like and also how the year might end.

Where are we now?

Team used the SWOT framework to align on the district's current state.

Strengths

- Nimble
- Stronger financially
- Strong labor-management relations
- Board engagement
- Full-time fire chief with a boarder perspective and a focus on goals, relationships and communication
- Better community relationships, including Cotati
- Engine management and replacement program
- Vision for improved facilities
- Improved operations, including relationship with the Board
- Training program
- Focused on retention
- All staff relationships
- Transparency and rumour control
- People and staff
- Pride in the organization
- Community support
- Equipment and District long range planning
- Positive culture
- Good morale
- Opportunity for full participation across the organization
- Confidence in management
- Unity
- Strong department operations, regardless of the number of calls
- Respected by external organizations, especially as it relates to training
- Open to change and new ideas
- Governing body aligned
- Newer fleet
- Succession planning
- "can do" department
- Many employees local or in district
- Thrive in crisis
- Strong administrative office/operations - appreciated by other organizations

Weaknesses

- Long term budget - upside not there
- Small size results in staffing shortages, limited purchasing power, and challenges recruiting
- Pay parity
- Alignment across shifts lacking
- Lacking resource for both admin and operations and are currently making it happen
- Limited admin bandwidth (e.g. impacting ability to go after grants) and no back-up
- Weak political support at the County level
- Lack of funding from Sonoma State
- Lack of BC training
- Lack of diversity
- Employee base does not reflect the community served
- Execute lots of things in house versus external support
- Staff wearing too many hats - task saturation
- Organizational depth
- Facilities need improvement
- Ambulance service perception
- ALS program
- Capital financial planning process lacking
- Uncertainty in decision-making
- Fatigue over District next steps - org whiplash
- Projected institutional knowledge turnover with future retirements
- Lack of prevention staff
- Not maximizing service fees
- Low local community engagement (communications and events)
- Admin office depth
- Financial communications - budget dynamism and lack of understanding
- Branding and community awareness
- "Rancho Adobe" in community

Opportunities

- Rereview fee schedules
- Monitor and apply for grants
- Look outside district for shared resources (coverage) – training, boundary drops, etc.
- Contract for services with Rohnert Park
- Cost reimbursement from Sonoma State
- Reach out and develop political views and relations
- Branding and promotion
- Merge with SCFD
- Remain open-minded
- Innovative partnership funding
- Build VFC relationship – seek collaboration
- Sonoma State University – leverage capabilities (e.g. grant writing)
- Succession planning
- Increase SRJC recruitment efforts (interns)
- Fire prevention staff
- Fire Chief leadership and continuity
- FFA relations

Threats

- Measure W ambulance commitment
- County change of CSA41 into vegetation management will threaten a future tax measure
- Failure of sales tax measure
- Weak support and representation with the Fire Service Working Group
- Economy weakness, inflation, recession
- Recurring recruitment costs, particularly paramedics
- BC institutional knowledge turnover in coming years
- Revenue loss: casino, REDCOM, SSU
- Retention, especially paramedics
- Loss of local control with a merger/acquisition
- Call volume increases greater than revenue
- Pension – CalPERS investment strategy
- Significant turnover projected in coming years
- Future LAFCO SOI impact
- Population growth north of Rancho
- Climate change: Number, duration and intensity of incidents
- Succession planning
- LAFCO forced annexation
- Drought
- Unforeseen legal threats (e.g. workers compensation)

Vision, Mission, and Core Values

The group confirmed they were still relevant with the following modification to the Mission: ***Fire Prevention to become "Risk Reduction"***.

Vision

Rancho Adobe Fire Protection District will be a progressive and innovative organization that anticipates and influences trends and acts in the highest professional, ethical, economical, and caring manner.

Mission

The Rancho Adobe Fire Protection District is committed to protecting lives, property, and the environment through emergency response, preparedness, community education, and risk reduction.

Core Values

I.C.A.R.E

Integrity: We adhere to high ethical principles and standards, basing our actions on doing the right thing

Courage: We have the moral and mental strength to do what is right even in the face of danger and personal or professional adversity

Accountability: We have the courage and honesty to accept responsibility for our actions

Respect: We value the differences in everyone we work with and serve and will treat them with dignity, courtesy, and respect

Empowerment: We are committed to providing the resources, support, and motivation to our members and those we serve

Where do we want to go....

The team articulated where they would like to see the district go in the future:

- The Community knows us
- Our ALS program is implemented
- We are Retaining talent: 1. Pay parity 2. Opportunities
- Depth of workforce knowledge
- Additional support personnel:
 - Admin
 - Prevention
 - Maintenance
 - Grant writing
- Shared service agreements
- Strengthen regional collaboration
- Enforcement of fee for services
- Retain part-time firefighter program
- Community engagement
- Leverage Firefighters Association for community engagement
- Sustainable and predictable budget, including SSU funding
- Comprehensive fleet and capital replacement program
- Full representation/participation in Sonoma County Fire Service

Goal Setting:

The team then identified near (0-18 months), mid (18 months – 3 years), and long terms goals (3-5 years) which were then prioritized by the group resulting in a short list of high-level goals. Below are the full lists of goals identified by with the number of votes.

- ALS program implementation:
 - Stage 1
 - Stage 2 (6 mid)
 - Stage 3 (5 long)
- Complete Station 2 remodel (7 near)
- Fleet replacement completion (7 long)
- Station 3 update (7 mid)
- Shared resource mechanic (4 mid)
- Budget stability (4 near, 6 mid)
- Type 1 replacement (1 near)
- Hire support personnel (2 near, 4 mid, 6 long)
- Regional response alignment. Collaboration (2 mid)
- Succession planning (1 near, 5 mid)
- Involved in sales tax measure (7 mid)
- Integration with Sonoma County Chiefs and Fire Service (3 mid)
- Support fire prevention bureau (2 mid, 2 long)
- Salary equity adjustments (9 near)
- Complete rebranding (6 near)
- Complete research for shared resources/consolidation (6 long)
- Complete facilities projects (2 mid, 7 long)
- Implement finance/admin support resource (1 mid, 7 long)
- Direction on Rancho Adobe future (1 mid, 2 long)
- Designated funds for capital replacement (1 mid)
- Designate funds for future pension and OPEV (4 long)
- Active engagement /campaigning for BOS funds for consolidation (5 long)
- Community education & engagement (5 near)
- Board training (4 near, 2 long)
- Board succession planning (1 long)
- Fire prevention (2 mid)
- In-house paramedic development program (2 mid)

How are we going to get there

The outcome of the exercise was the ratification of the following **goals**:

Near Term Goals (0-18 months):

- ALS program implementation – Stage 1
- Salary equity adjustments
- Station 2 remodel
- Complete rebranding
- Community education & engagement
- Sonoma State University response & financial impact

Mid Term Goals (18 months - 3 years):

- Fire Service Tax measure involvement
- Station 3 facility update
- ALS implementation – Stage 2
- Budget stability
- Succession planning

Long Term Goals (3 – 5 years):

- Fleet replacement
- Complete facilities projects
- Implement financial/administrative support
- Complete research of shared resources/consolidation
- ALS implementation – Stage 3

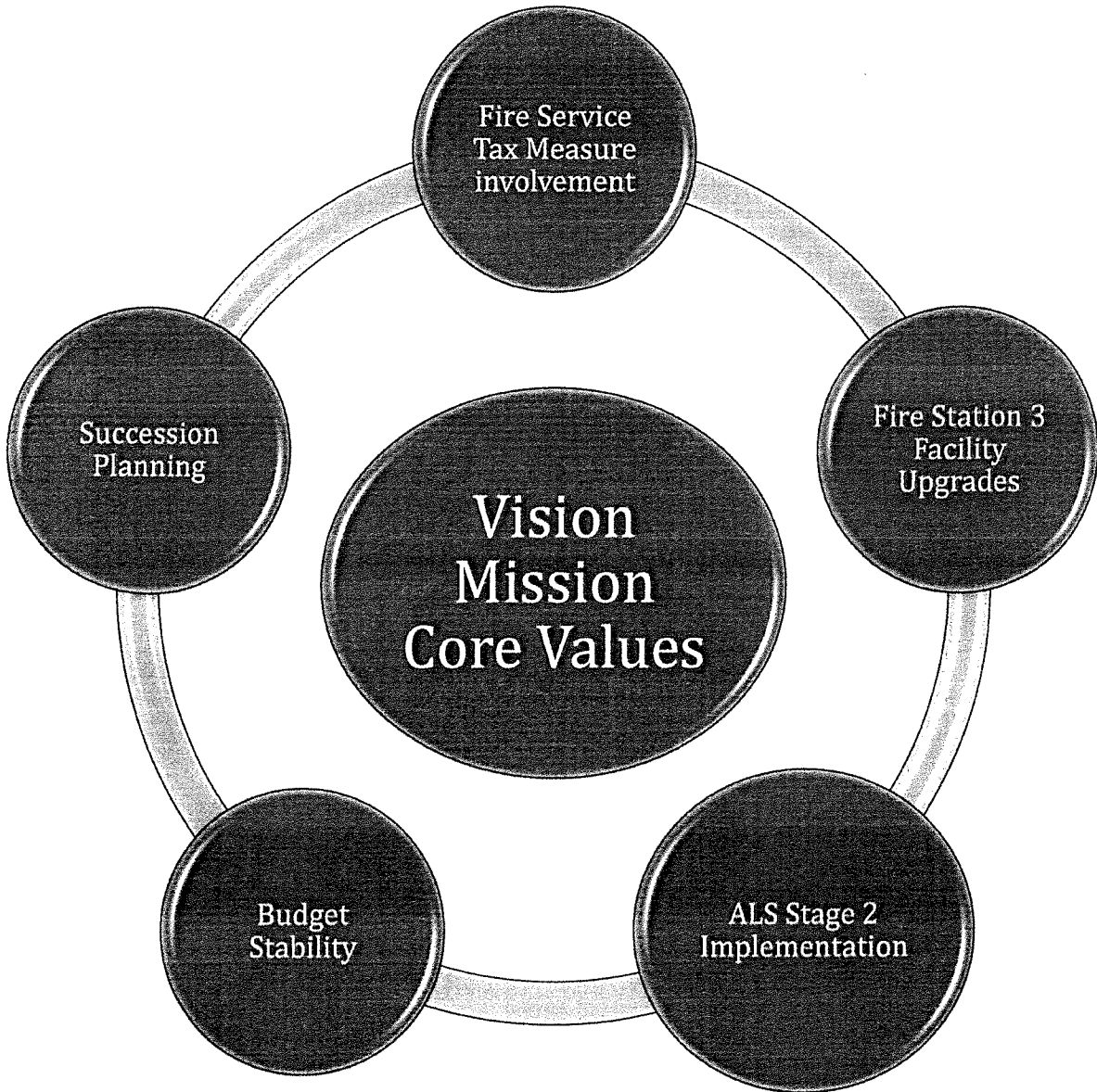
Short Term Goals (Now- 18 months)



Short Term Goals Action Plan

Goal 1 - Implementation of Advanced Life Support Program	
<i>Objective-Implement an Advanced Life Support program</i>	
Action Items:	<i>completed</i>
Recruit - Test - Hire - consider internal candidates	
Develop onboarding process with PFD for medic eval & support	
Secure CQI & Medical direction	
Identify & Purchase equipment	
Secure final approval from DHS & LEMSA	
Goal -2 Salary Equity Adjustments	
<i>Objective: Evaluate opportunities to bring salary & benefits to comparable levels of like agencies in geographical area</i>	
Action Items:	<i>completed</i>
Evaluate budget semi-annually	
Finance committee to provide input	
Meet & confer for salary & benefits	
Look at long range equity plan	
Goal 3 Station 2 Facility Remodel	
<i>Objective: Improve living conditions for personnel and increase useful life of facility</i>	
Action Items:	<i>completed</i>
Facilities committee to complete Needs Assessment	
Assign Project manager	
RFP and award bids	
Work completion	
Community Celebration / Acknowledgement	
Goal 4 Complete Re-Branding process	
<i>Objective: develop the future branding and presentation of the organization</i>	
Action Items:	<i>completed</i>
Committee to select designs based on organizational input	
Identify costs & funding	
Implement on written & electronic documents	
Uniform changes and compliance	
Station signage	
Goal 5 - Community Education & Engagement	
<i>Objective: deliver targeted messaging to the public during events where they can meet and interact with our personnel</i>	
Action Items:	<i>completed</i>
Community Interaction event quarterly	
Include 30-year messaging	
Provide Risk Reduction information	
Share/advertise - social media & Sign Boards	
Goal 6 - Sonoma State University response & financial impact	
<i>Objective - identify methods to reduce false call volume as well as recover costs for services and lack of taxation opportunity</i>	
Action Items:	<i>completed</i>
Continue working with leadership to reduce false calls	
Lobby SSU leadership for dispatch costs	
Discussion on fees for service and lost taxation	
Engage state elected officials for support	

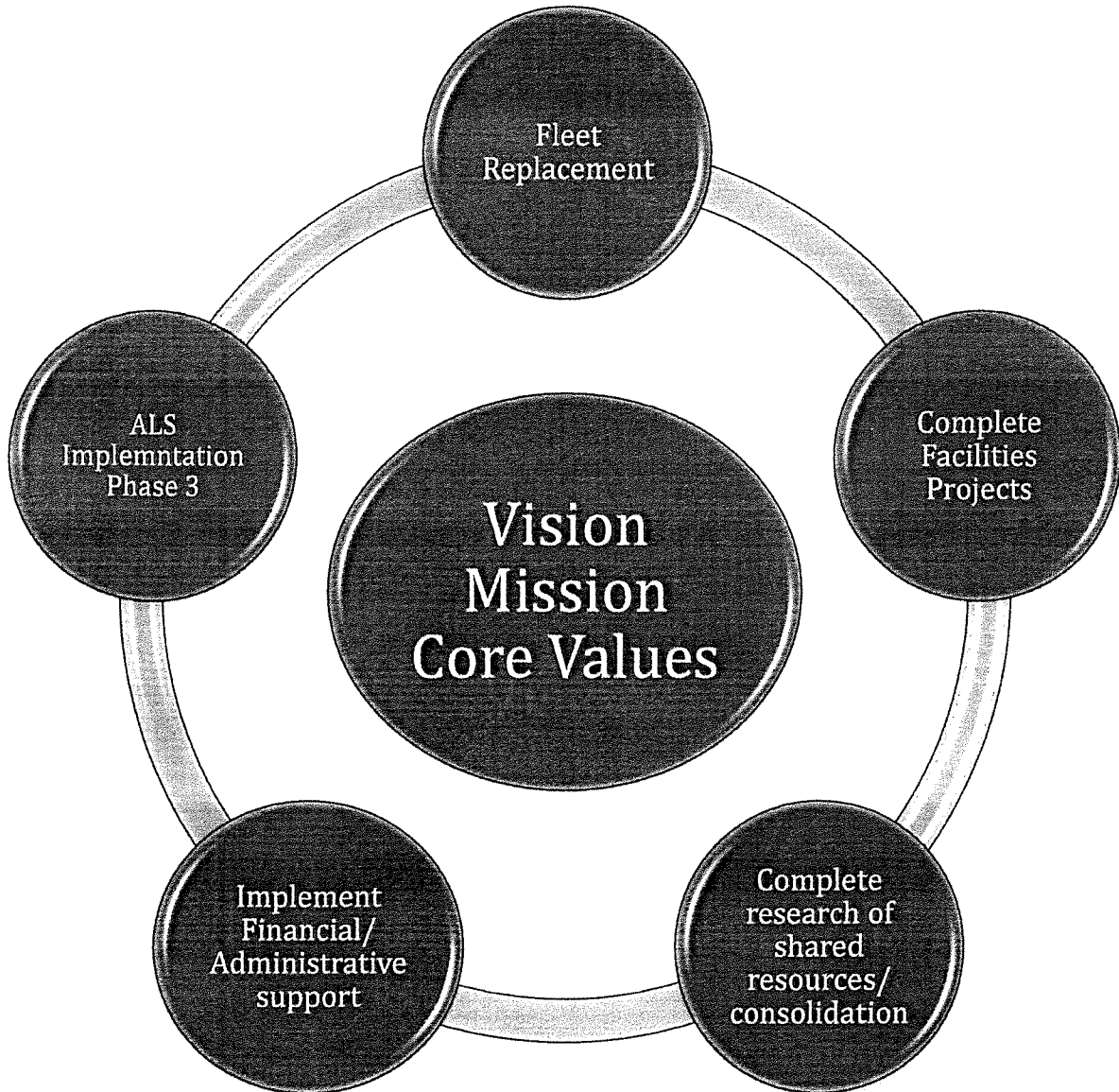
Medium Term Goals (18 months - 3 years)



Medium Term Goals Action Plan

Goal 7 - Fire Service Tax Measure involvement	
<i>Objective-Maintain awareness of proposed tax measure, assure input, and keep elected officials informed</i>	
Action Items:	<i>completed</i>
Keep Informed through SCFDA & SCFCA	
Agendize to BOD for standard reporting	
Develop Needs Assessment for allocation of funds	
Goal 8- Station 3 Facility Upgrades	
<i>Objective: Improve living conditions for personnel and increase useful life of facility</i>	
Action Items:	<i>completed</i>
Facilities committee to complete Needs Assessment	
Prioritize needs/upgrades	
Assign Project manager & RFP for Bids	
Completion of work & community celebration	
Goal 9 - ALS Stage 2 Implementation	
<i>Objective: implement Advanced Life Support on second engine company</i>	
Action Items:	<i>completed</i>
Identify 2 nd engine company for ALS	
Budgetary & Recruitment Plan	
Internal candidate considerations	
Timeline for implementation	
Work with CQI & Medical Director	
CVEMSA notification	
Equipment Needs/Purchases	
Goal 10 - Budget Stability	
<i>Objective: maintain a balanced budget while taking opportunities to invest in infrastructure and personnel</i>	
Action Items:	<i>completed</i>
Establish rolling 5-year projections	
Spending analysis	
Mid-year review of budget	
Goal 11 - Succession Planning	
<i>Objective: develop plan and timeframe to have internal candidates prepared to fill positions as retirements occur in order to maintain institutional knowledge</i>	
Action Items:	<i>completed</i>
Create/Update Career Development Guide	
Identify 5-year potential vacancies	
Prioritize needs based on vacancy projections	
Create In-house and external training plan (map)	
Mentorship and training opportunities	

**Long Term Goals
(3-5 years)**



Long Term Goals Action Plan

Goal 12- Fleet Replacement	
<i>Objective- Maintain a reliable fleet that meets the needs of the District</i>	
Action Items:	<i>completed</i>
Annual review/update of Fleet replacement plan	
Budget – annually to meet future needs	
Forecast future costs with CPI adjustments	
Specification committee	
Purchase within timelines	
Goal 13- Complete Facilities Projects	
<i>Objective: Complete major infrastructure projects by 5th year and address maintenance on an annual basis</i>	
Action Items:	<i>completed</i>
Identify Needs	
ID Funding / budget source	
RFP for project	
Project manager	
timeline	
Goal 14- Implement Financial/Administrative support	
<i>Objective: provide administrative support to enhance capabilities in the administration and finance area</i>	
Action Items:	<i>completed</i>
Complete Needs assessment	
Time on Task review	
Determine areas of deficiencies	
Hiring options – Part-time/ shared resource person	
Hire-Train	
Goal 15- Complete research of shared resources/consolidation	
<i>Objective: Identify potential opportunities for governance and/or operational consolidations or shared services for the future of RAFD</i>	
Action Items:	<i>completed</i>
Evaluate RAFD future governance model	
Look at opportunities with like agencies	
Service to community is top priority	
Funding considerations	
Political considerations	
Recommendations to Board as opportunities arise	
Goal 16 – ALS Implementation Phase 3	
<i>Objective: Complete Advanced Life Support implementation with 3rd ALS company</i>	
Action Items:	<i>completed</i>
Identify 3rd engine company for ALS	
Recruitment Plan	
Internal candidates	
Timeline for implementation	
Work with CQI & Medical Director	
CVEMSA notification	
Equipment Needs/Purchases	

What support is needed to accomplish the goals?

The staff and Directors each met as group and created a list outlining what support they needed from each other to accomplish the goals.

Staff Asks of the Directors:

- Active engagement
- Communication
- To remain informed
- Committee participation
- Budget reflecting priorities
- Open minded when it comes to the future of the organization
prioritizing level of service as #1 objective
- Decision-making based on Vision, Mission, and Core Values
- Proactive Board supporting management with goals for the betterment of the district

Director Asks of the Staff:

- Provide accurate information
- Present options
- Provide pros and cons
- Reasonable implementation timeframes
- United front on issues once agreed on – ONE VOICE

Team Commitments:

After aligning on goals and team commitments, each team member voiced their commitment to the plan by saying "I commit to the plan".

Talking Points:

After concluding the work, the team came up with the following talking points that could be used with staff until a summary and the goals are shared with the broader team.

- The team arrived at 100% consensus
- The priorities/goals (near/mid/long term) will be shared with the staff within two weeks
- It was a collaborative process
- It was a thorough process
- Conducted a SWOT analysis
- Team is more aligned than expected

Next Steps:

Chief Veliquette concluded the meeting summarizing the following next steps:

- Detailed plans to accomplish the goals will be generated by the leadership team.
- Once the leadership team finalizes the detailed plans they will be brought to the Board for approval.
- Goal progress reports will be provided to the Board.
- The goals will be updated on an annual basis.
- The detailed goals will be shared with the broader staff.

SCFCA SPECIAL MEMBERSHIP ASSESSMENT



Rancho Adobe Fire District

Staff Report

Date: March 1, 2023

Topic:

Sonoma County Fire Chief's Association (SCFCA) Special Membership Assessment

Recommendation:

Staff recommends approving the District's contribution to SCFCA Special Membership Assessment

Background:

The Fire Services Working Group, a subcommittee of the Sonoma County Fire Chief's Association (SCFCA) has been exploring the possibility of a citizen-based sales tax initiative for 2024. The next step in this process is a feasibility study which will include polling, citizen forums and input, and development of ballot language. The SCFCA passed a special membership assessment in order to fund this study. The District is being asked to contribute up to \$5,000 this fiscal year toward these efforts. The agency assessment is based on the department call volume. This request is in alignment with Strategic Plan - *Goal 7 Fire Service Tax Measurement Involvement*

Financial Impact:

\$5,000

Options:

1. Approve the special assessment.
2. Decline to commit or suggest alternatives.
3. Take no action.

Approved by:

A handwritten signature in black ink, appearing to read "J. Veliquette".

Jeff Veliquette
Fire Chief

Attachments:

- Attachment 1 -Sonoma County Fire Chiefs Dues Assessment – 2023
- Attachment -2 Fire Service Working Group – February 2023 letter
- Attachment -3 Fire Service Working Group – March 3, 2023



Sonoma County Fire Chiefs Association

2023 President: Steve Akre

February 15, 2023

Sonoma County Fire Agencies,

Enclosed with this letter is your Fire Chief's Association Membership and Dues Application for 2023 with the current information completed for the Chief's section and all sub-sections.

Membership dues are indicated on the application, **be sure to review the information and update as needed**. To participate in the Fire Safety Trailer and/or the Fire Investigation Task Force, a general membership for the Fire Prevention Officer's Section **must** also be included.

This year you will also see a line item for the Sales Tax Initiative Feasibility Special Assessment. On 2/8/23 the membership voted to implement this assessment as a one-time membership assessment. We have included a 1-page document to help explain the purpose of the assessment and the talking points. The Association will utilize the funds to pay for feasibility study expenses for a potential sales tax initiative. Work has progressed with other fire service organizations and labor to the point that a feasibility report is needed. This assessment is the seed money for this effort.

The membership reviewed several options and chose to make an assessment based on 2022 call for service volume with a specific rate per call volume range. The goal is to raise approximately \$100,000 to \$150,000 dollars to fund this effort. See the attached sheet for noted call volume and range allocations for each department. Should you have a question of concern about this issue, we urge you to contact a member of the Executive Board. This assessment is a voluntary assessment and is not mandated to be or remain a member of the Association.

Please send all dues to the Treasurer at the address noted on the membership application. Should you have any other questions, about this year's dues, please do not hesitate to call or email.

Sincerely,

Hans Henneberque

Hans Henneberque, Treasurer
Sonoma County Fire Chief's Association
JMHaccounting@msn.com
707-887-0357 or cell 707-849-6042

Executive Board

Steve Akre, President
Scott Westrope, Vice-President
Daren Bellach, Secretary

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Sonoma County Fire Chiefs Dues Assessment - 2023

Base Call Volume Allocation Calculation:

Volume	Range	Assessment	Depts. in Range	
25000 +	Range 1	\$10,000	1	\$10,000
15000 - 24999	Range 2	\$10,000	0	\$0
4001-14999	Range 3	\$10,000	4	\$40,000
2501-4000	Range 4	\$5,000	1	\$5,000
1500-2500	Range 5	\$5,000	3	\$15,000
1000-1499	Range 6	\$5,000	1	\$5,000
501-999	Range 7	\$2,500	4	\$10,000
1-500	Range 8	\$1,000	5	\$5,000

\$90,000

Basis Information by Department:

	2022 Call Volume	Range
CalFire	n/a	
Cloverdale	1550	5
Dry Creek Rancheria	138	8
Goldridge FPD/North Bay	2369	5
Graton FPD	806	7
Healdsburg FD	2066	5
Kenwood FPD	333	8
Monte Rio FPD	711	7
North Sonoma Coast FPD	341	8
Northern Sonoma County FPD	625	7
Occidental FPD	400	8
Petaluma FD	8258	3
Rancho Adobe FPD	2857	4
Rohnert Park DPS	5320	3
Santa Rosa FD	28505	1
Schell Vista FPD	682	7
Sebastopol FD	1181	6
Sonoma County Fire District	10885	3
Sonoma County Fire Services	n/a	
Sonoma Valley Fire Rescue	5153	3
Timber Cove FPD	202	8
U.S. Coast Guard	n/a	



Fire Chiefs' Fire Service Working Group

February 2023

Steve Akre
Chief, Sonoma Valley
County Chiefs' Association
EMS Representative

Kelly Bradley
Battalion Chief, Wilmar VFC
VFC Association

Mark Heine
Chief, Sonoma County FPD
State Chiefs' Association

Mike Marcucci
Unit Chief, Sonoma County
CAL FIRE

Jeff Schach
Chief, Petaluma FPD
South County

Shepley Schroth-Cary
Chief, Gold Ridge FPD
VFC Administrator

Mike Stornetta
President, Santa Rosa
Fire Fighters L1401

Robert Taylor
Director, Cloverdale FPD
Fire Districts' Association

Marshall Turbeville
Chief, NSCFPD
North County

Scott Westrope
Chief, Santa Rosa
Cities' Representative

Objective:

Efficient, Effective, and Sustainable county-wide fire delivery system

To: Sonoma County Fire Chiefs' Association
Sonoma County Fire Districts' Association
Sonoma County Fire Fighters Labor Groups and Associations

At the February Sonoma County Fire Chiefs Association meeting, the group unanimously voted to approve a tiered dues special assessment and to move forward with the Fire Service Working Group's (FSWG) recommendation to hire election/polling consultants for a feasibility study. The consultants' work will help us determine the next steps associated with a potential citizens' initiative based half-cent countywide sales tax to support increased fire services throughout the County.

On Thursday February 16th, the FSWG moved forward with the hiring of the consultants and is currently working on developing the timelines and details regarding the polling. When the polling is completed in early spring (late March/early April), we will have a better idea of regarding the proposed language for the ballot initiative and the feasibility of moving forward. At that point, a decision will be made by the SCFCA members regarding next steps. If we decide to move forward, the FSWG will then be able to activate labor's (who is a member of the FSWG and has been deeply engaged from the start) fundraising plan to support the gathering of signatures required to place the initiative on the March '24 or November '24 ballot. The campaign committee will be established at this point as well.

In the meantime, the FSWG is reviewing the county wide standards of coverage project conducted roughly five years ago and the most recent "Current Needs" that each fire agency provided us through past stakeholder meetings. The FSWG knows that the fire chiefs and board members representing Sonoma County fire agencies are the experts equipped to determine the specific needs within their service areas. The FSWG will be scheduling meetings very soon (March and early April) with representatives from each fire agency to meet as a zone to review past organizational

requests, to seek updates on current organizational needs, and to work with each organization to determine a collaborative approach within each zone and within the county wide standards of coverage plan.

The FSWG will continue to provide updates at both the SCFCA and Districts Association meetings, as well as through email blasts when there are significant milestones in this project.

The goal of the Sonoma County Fire Chiefs Association's FSWG is to evaluate and support the potential for a significant influx of revenue into all Sonoma County fire agencies for the benefit of improving emergency services throughout Sonoma County.

The FSWG strives to make this process transparent, inclusive and collaborative. Your input, guidance, support, and collaboration will assist us all in making this significant opportunity to improve "all-hazard" fire services in our county a reality.



Fire Chiefs' Fire Service Working Group

March 3rd, 2023

Steve Akre

Chief, Sonoma Valley
County Chiefs' Association
EMS Representative

Kelly Bradley

Battalion Chief, Wilmar VFC
VFC Association

Mark Heine

Chief, Sonoma County FPD
State Chiefs' Association

Mike Marcucci

Unit Chief, Sonoma County
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Fire Districts' Association

Marshall Turbeville

Chief, NSCFPD
North County

Scott Westrope

Chief, Santa Rosa
Cities' Representative

Objective:

Efficient, Effective, and Sustainable county-wide fire delivery system

To: Sonoma County Fire Chiefs' Association
Sonoma County Fire Districts' Association
Sonoma County Fire Fighters Labor Groups and Associations

As mentioned in the last update, the FSWG will continue to provide updates at both the SCFCA and Districts Association meetings, as well as through email blasts when there are significant milestones in this project.

Following are some highlights since our previous update:

- **Feasibility Study:** The feasibility study consultant contracts have been executed, and a kick-off meeting was held February 22nd. This week during the FSWG Mtg. the team reviewed the near final set of polling questions. The field survey will start no later than the week of March 13th. Below is the polling timeline:
 - Week of 3/13: Field survey begins
 - Week of 3/20: Topline results available
 - Week of 3/27: Results presentation available
- **Zone Reviews:** In the process of scheduling Zone reviews during which Zone needs will be shared with the FSWG. As we have done in the past, these reviews will include an elected and labor representative. More details will be provided by your FSWG representative in the invite. Following are the proposed dates that we will be working with the Zones to confirm:
 - 3/9 – 9:30am: Zone 5
11:00am: Zone 4
 - 3/23 – 10:00am: Zone 8
11:00am: Zone 6
 - 4/6 – 10:00am: Zone 9
 - 4/13 – 10:00am: Zone 7
11:00am: Zone 3
 - 4/20 – 10:00am: Zone 1: CALFIRE labor
11:00am: Zone 2: County – PRMD & DEM

- LAFCO: New commissioners have been seated. The NSCFD annexations were finally approved in the March meeting, and the Gold Ridge SOI and application hearing is on the April agenda.

Please reach out to a FSWG representative if you have any questions. You have our commitment that we will continue to provide regular updates as we have new information to share.

