

Rancho Adobe Fire Protection District

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

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

NOTICE & AGENDA OF THE REGULAR BOARD MEETING
MARCH 20, 2024 — 7:00 P.M.
COTATI FIRE STATION - #1 EAST COTATI AVE.
COTATI, CALIFORNIA

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

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

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

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

II. ORAL AND WRITTEN COMMUNICATIONS

- A. Citizen Business/Public Comments on Items not appearing on Agenda — *Public is advised to limit discussion to one presentation per individual and observe the time limit of 4 minutes. Please state your name and address for the record before making your presentation.*
NOTE: *Any item raised by a member of the public which does not appear on the agenda but which may require Board action shall be referred to District staff for investigation and disposition unless the item requires action to be taken by the Board at the meeting during which it was raised and constitutes an emergency, or the need to take such action arose after the posting of the agenda within the meaning of Government Code Section 54954.2(b).*
- B. Correspondence and/or Presentations

III. APPROVAL OF MINUTES

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

- A. Special Board Meeting of January 26, 2024
B. Regular Meeting of February 21, 2024

IV. CONSENT CALENDAR

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

- A. Ratification of Checks Issued

V. ADMINISTRATIVE COMMUNICATIONS

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

- A. Firefighter's Union Report
B. Firefighters' Association Report
C. Chief's Report
D. Director Reports
E. Committee Reports
a. Finance/Budget

(Continued on next page)

**NOTICE & AGENDA OF THE REGULAR BOARD MEETING
MARCH 20, 2024 — 7:00 P.M.
COTATI FIRE STATION - #1 EAST COTATI AVE
COTATI, CALIFORNIA**

Page 2

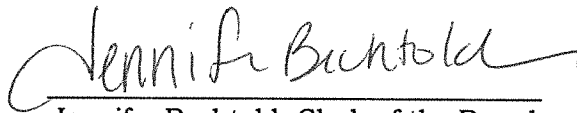
VI. NEW BUSINESS

- A. Discussion on Establishing Ad-Hoc Capital Improvements Committee
The Board will consider establishing the Capital Improvements Committee
- B. Discussion on Establishing Ad-Hoc Negotiations Committee
The Board will consider establishing a Negotiations Committee for meetings to begin in April 2024
- C. Discussion and Possible Adoption of 2024 Strategic Plan
The Board will consider adopting the proposed Strategic Plan for 2024
- D. Discussion and Approval to Remove Battalion Chief Andy Taylor as a Signer on the Summit State Bank Account and Add Battalion Chief Tim Caldwell as Signer
The Board will consider adding new Battalion Chief Tim Caldwell as a signer to the Summit Bank Account and remove retired Battalion Chief Andy Taylor

VII. DIRECTION ON FUTURE AGENDA ITEMS

VIII. ADJOURNMENT

Certificate of Posting of the Agenda: I declare under penalty of perjury under the laws of the State of California that I am employed by the Rancho Adobe Fire District and that I caused this agenda to be posted on the bulletin boards at Station 1 (Cotati), Station 2 (Penngrove), Station 3 (Liberty), Cotati City Hall and the Penngrove U.S. Post Office on March 15, 2024.



Jennifer Bechtold, Clerk of the Board



Rancho Adobe Fire Protection District

Board of Directors Meeting

March 20, 2024

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**MINUTES OF
JANUARY 26, 2024**

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

**MINUTES OF THE SPECIAL BOARD MEETING
JANUARY 26, 2024 — 8:30 A.M.
SONOMA STATE UNIVERSITY, WINE SPECTATOR LEARNING CENTER
1801 EAST COTATI AVE
ROHNERT PARK, CALIFORNIA**

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

President, Mark Hemmendinger, called the Special Board Meeting to order at 8:30 a.m. The agenda for this meeting was posted on January 22, 2024.

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

Directors Absent: Brian Proteau

Minutes Conducted by: Jennifer Bechtold

II. NEW BUSINESS

A. Strategic Goal Setting Session

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

IV. ADJOURNMENT

With no further business to discuss, the Special Board meeting was adjourned at 4:25 p.m.

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

Motion Carried: Aye 6 No 0 Abstain 0 Absent 1

Respectfully submitted,


Jennifer Bechtold, Board Clerk

**MINUTES OF
FEBRUARY 21, 2024**

Rancho Adobe Fire Protection District

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

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

DRAFT

**MINUTES OF THE REGULAR BOARD MEETING
FEBRUARY 21, 2024 — 7:00 P.M.
COTATI FIRE STATION - #1 EAST COTATI AVE.
COTATI, CALIFORNIA**

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

President Mark Hemmendinger, called the Regular Board Meeting to order at 7:00 p.m. The agenda for this meeting was posted on February 16, 2024.

Directors Present: Mark Hemmendinger, Sage Howell, Brian Proteau, Michael Gadoua

Directors Absent: Bret Herman, Bob Moretti, Ray Peterson

Minutes Conducted by: Jennifer Bechtold

The Pledge of Allegiance was said.

II. ORAL AND WRITTEN COMMUNICATIONS

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

There was no public comment.

B. Correspondence and/or Presentations

There was no correspondence.

III. APPROVAL OF MINUTES

A. Regular Meeting of January 17, 2024

Motion moved by Mr. Howell to approve the minutes of January 17, 2024 and seconded by Mr. Proteau.

Motion Carried: Aye 4 No 0 Abstain 0 Absent 3

IV. CONSENT CALENDAR

A. Ratification of Checks Issued

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

Motion Carried: Aye 4 No 0 Abstain 0 Absent 3

V. **ADMINISTRATIVE COMMUNICATIONS**

A. **Firefighter's Union Report**

Captain Gromala noted the Union was glad to attend goal setting in January and members continue pushing hard on Measure H.

B. **Firefighters' Association Report**

Engineer Ikalani reported the crab feed was held earlier and the month.

C. **Chief's Report**

Chief Veliquette reported the following information:

- Promotion of Tim Caldwell to BC.
- Hired Interim Fire Marshal, Gina Petersen.
- ALS Ambulance at Cotati Station has been very busy with calls.
- Fire Districts Association Dinner was held at the end of January with a presentation on construction management.
- The District ran 40-50 calls in a 24-hour period in the first storm.
- Strategic Planning held in January. Chief Veliquette reviewed the goals and outcomes.
- Crab Feed held and was a good time – well attended.
- January calls - 9 fire, 105 EMS, 9 hazardous, 12 service, 91 good intent and 8 false alarms.
- Measure H is just a few weeks away. The campaign has been releasing video clips via social media.
- Captain Pete Albini has separated from the District and will be retiring soon.

D. **Director Reports**

Mr. Proteau mentioned that he attended the SCFDA meeting and felt the presentation about construction management was very informative. He suggested we start the planning process now if Measure H passes.

E. **Committee Reports**

a. **Finance/Budget**

Chief Veliquette said we are seven months into the fiscal year and reviewed some of the salary and benefits totals. Permanent positions has 2.6% to the good or \$86K. We are doing well in extra help, and we should end the fiscal year with \$50-60K, even with the wages paid to Fire Marshal Petersen. Our overtime will likely have a deficit of 90K at the fiscal year end. Much of this is due to retirements and workers compensation cases.

VI. **NEW BUSINESS**

A. **Discussion and Possible Action to Approve FY 2022/2023 Financial Audit**

Mr. Hemmendinger said there was one change to the final audit which modified the meeting schedule for the finance committee meeting.

Motion moved by Mr. Gadoua to approve the FY 2022/2023 financial audit and seconded by Mr. Proteau.

Motion Carried: Aye 4 No 0 Abstain 0 Absent 3

New Business Continued:

B. Discussion and Approval to Draw Funds from Westamerica Bank Construction Loan in the Amount of \$563,500.00

Chief Veliquette noted all of the documents have been completed for the loan and the first payment will be due in August 2024. The money can now be drawn in full for the station construction, and then we have the ability to invest that in our CDARS at around 4.6%. These funds will be available in the facilities reserve account.

Motion moved by Mr. Proteau to approve drawing funds from Westamerica Bank and placing those funds into Summit Bank and seconded by Mr. Gadoua.

Motion Carried: Aye 4 No 0 Abstain 0 Absent 3

VII. DIRECTION ON FUTURE AGENDA ITEMS

- Discussion on Reestablishing Capital Improvements Committee
- Strategic Planning Review

VIII. ADJOURNMENT

With no further business to discuss, the Regular Board meeting was adjourned at 7:39 p.m.

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

Motion Carried: Aye 4 No 0 Abstain 0 Absent 3

Respectfully submitted,


Jennifer Bechtold, Board Clerk

CONSENT CALENDAR

Rancho Adobe Fire Protection District



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

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

RATIFICATION OF WARRANTS AND PAYROLL FOR THE REGULAR MEETING OF MARCH 20, 2024


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

Regular Payable Checks:	\$ 82,584.12
Payroll Checks:	\$104,966.53
Total All Disbursements:	\$187,550.65

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

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


Clerk of the Board


Date

Rancho Adobe Fire Protection District Check Detail

February 28, 2024

Type	Num	Date	Name	Account	Paid Amount
ACH	ACH	02/28/2024	CalPERS FISCAL SERVICES DIVISION	1035 · Summit State Bank - Operating 5923 · CalPERS	-2,209.49 -2,209.49
ACH	ACH	02/28/2024	CalPERS FISCAL SERVICES DIVISION	1035 · Summit State Bank - Operating 5923 · CalPERS	-33,002.34 -33,002.34
ACH	ACH	02/28/2024	CalPERS FISCAL SERVICES DIVISION	1035 · Summit State Bank - Operating 5923 · CalPERS	-52,477.20 -52,477.20
ACH	ACH	02/28/2024	CALPERS SUPPLEMENTAL INCOME PLANS	1035 · Summit State Bank - Operating 5923 · CalPERS	-13,780.00 -13,780.00
Bill Pmt -Check	6073	02/28/2024	RANCHO ADOBE PAID FIREFIGHTERS	1035 · Summit State Bank - Operating	-3,497.50
Bill	February 2024	02/28/2024		5910 · Full-Time Personnel	-3,497.50

TOTAL CHECKS ISSUED: 104,966.53

Authorized By:

Jan

John Venatore

Sign

Print Name

[Signature]

James Denton

Print Name

FILE CHECK

Title

Battalion Chief

Title

Rancho Adobe Fire Protection District

Check Detail

February 29, 2024

12:27 PM
02/29/24

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	6074	02/29/2024	ANDY TAYLOR	1035 - Summit State Bank - Operating	
Bill	Health-March 2024	02/29/2024		5936 - Retiree Insurance	-300.00
Bill Pmt -Check	6075	02/29/2024	BAUER COMPRESSORS	1035 - Summit State Bank - Operating	
Bill	Inv#317942/318385	02/29/2024		6140 - Equipment Maintenance	-794.22
				6165 - SCBA Maintenance	-1,922.93
					-2,717.15
Bill Pmt -Check	6076	02/29/2024	CHAD GARDNER	1035 - Summit State Bank - Operating	
Bill	Reimbursement	02/29/2024		6022 - Safety Clothing	-300.00
					-300.00
Bill Pmt -Check	6077	02/29/2024	GONE FOR GOOD	1035 - Summit State Bank - Operating	
Bill	Inv#012324	02/29/2024		6461 - Operational Expense	-40.00
					-40.00
Bill Pmt -Check	6078	02/29/2024	KYOCERA DOCUMENT SOLUTIONS NOR	1035 - Summit State Bank - Operating	
Bill	Inv# 5028675415	02/29/2024		6820 - Rent/Lease Equipment	-190.61
					-190.61
Bill Pmt -Check	6079	02/29/2024	NICK BARBIERI TRUCKING INC.	1035 - Summit State Bank - Operating	
Bill	Inv# 0126629	02/29/2024		7201 - Fuel	-2,651.48
					-2,651.48

Rancho Adobe Fire Protection District

Check Detail

February 29, 2024

PETE ALBINI

12:27 PM
02/29/24

Check Type	Check #	Date	Payee	Account	Amount
Bill Pmt -Check	6080	02/29/2024	1035 · Summit State Bank - Operating		
Bill	ADPP/Health	02/29/2024	5910 · Full-Time Personnel		-2,287.32
			5936 · Retiree Insurance		-300.00
					<u>-2,587.32</u>
Bill Pmt -Check	6081	02/29/2024	1035 · Summit State Bank - Operating	PG&E	
Bill	Mult Accts	02/29/2024	7320 · Utilities		-1,656.50
					<u>-1,656.50</u>
Bill Pmt -Check	6082	02/29/2024	1035 · Summit State Bank - Operating	PORTERS MECHANICAL	
Bill	Inv# 515	02/29/2024	6180 · Building Maintenance		-54.18
					<u>-54.18</u>
Bill Pmt -Check	6083	02/29/2024	1035 · Summit State Bank - Operating	SONOMA CO TAX COLLECTOR	
Bill	Assmt#047-161-003	02/29/2024	7320 · Utilities		-1,677.90
					<u>-1,677.90</u>
Bill Pmt -Check	6084	02/29/2024	SONOMA COUNTY FIRE CHIEFS ASSOCIATION	1035 · Summit State Bank - Operating	
Bill	Membership Dues 2024	02/29/2024	6280 · Memberships		-400.00
					<u>-400.00</u>
Bill Pmt -Check	6085	02/29/2024	1035 · Summit State Bank - Operating	STANDARD INSURANCE COMPANY	
Bill	March 2024	02/29/2024	5931 · Disability Insurance		-783.00
					<u>-783.00</u>

Rancho Adobe Fire Protection District
Check Detail
February 29, 2024

12:27 PM
 02/29/24


Bill Pmt -Check	6086	02/29/2024	VISION SERVICE PLAN	1035 · Summit State Bank - Operating	
Bill	March 2024	02/29/2024	5934 · Vision Insurance		-369.09
Bill Pmt -Check	6087	02/29/2024	WRIGHT, L'ESTRANGE & ERGASTOLO	1035 · Summit State Bank - Operating	
Bill	Inv# 33214	02/29/2024	6610 · Legal Services		-192.50


TOTAL CHECKS ISSUED: 13,919.73

Authorized By:

John Verique
 Print Name

James Daurloo
 Print Name


 Sign


 Sign

Fire Chief
 Title

Battalion Chief
 Title

Kancho Adobe Fire Protection District
Check Detail
March 12, 2024

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	6088	03/12/2024	ALLSTAR FIRE EQUIPMENT	1035 - Summit State Bank - Operating	
Bill	Inv# 254104	03/12/2024		6022 - Safety Clothing	-17,185.48
					-17,185.48
Bill Pmt -Check	6089	03/12/2024	AMERICAN RIVER BENEFIT ADMINISTRATORS	1035 - Summit State Bank - Operating	
Bill	April 2024	03/12/2024		5933 - Life Insurance	-300.82
					-300.82
Bill Pmt -Check	6090	03/12/2024	AT&T	1035 - Summit State Bank - Operating	
Bill	9391035608/5607	03/12/2024		6040 - Communications	-231.49
					-231.49
Bill Pmt -Check	6091	03/12/2024	CYPRESS DENTAL ADMINISTRATORS	1035 - Summit State Bank - Operating	
Bill	April 2024	03/12/2024		5932 - Dental Insurance	-2,628.85
					-2,628.85
Bill Pmt -Check	6092	03/12/2024	DEPARTMENT OF JUSTICE	1035 - Summit State Bank - Operating	
Bill	Inv# 722222	03/12/2024		6605 - Hiring Expense	-49.00
					-49.00
Bill Pmt -Check	6093	03/12/2024	dmi NETWORKING	1035 - Summit State Bank - Operating	
Bill	Inv# 59610	03/12/2024		6889 - Computer Software and Equipment	-1,208.79
					-1,208.79

Rancho Adobe Fire Protection District
Check Detail
March 12, 2024

5:25 PM
 03/12/24

Bill	6094	03/12/2024	DURHAM ELECTRIC	1035 · Summit State Bank - Operating	-200.00
Bill	Inv# 2129	03/12/2024		6180 · Building Maintenance	-200.00
Bill	6095	03/12/2024	H AND S ASSOCIATES	1035 · Summit State Bank - Operating	
Bill	Inv# 1476	03/12/2024		6590 · Contracted FM Services	-2,625.00
Bill	6096	03/12/2024	KAISER PERMANENTE	1035 · Summit State Bank - Operating	
Bill	April 2024	03/12/2024		5930 · Health Insurance	-27,382.00
Bill	6097	03/12/2024	LIFE ASSIST	1035 · Summit State Bank - Operating	
Bill	Inv# 1413709	03/12/2024		6260 · Medical Supplies	-488.03
Bill	6098	03/12/2024	MATHESON TRI-GAS INC.	1035 · Summit State Bank - Operating	
Bill	Mult Inv's	03/12/2024		6260 · Medical Supplies	-341.37
Bill	6099	03/12/2024	PENNGROVE WATER CO	1035 · Summit State Bank - Operating	
Bill	Acct#P-549/P-554	03/12/2024		7320 · Utilities	-240.18

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Rancho Adobe Fire Protection District Check Detail March 12, 2024

Bill Pmt -Check	6100	03/12/2024	PG&E	1035 - Summit State Bank - Operating	
Bill	Multi Accts	03/12/2024		7320 - Utilities	-3,102.50
Bill Pmt -Check	6101	03/12/2024	UMPQUA BANK	1035 - Summit State Bank - Operating	-3,102.50
Bill	Feb. Visa	03/12/2024		Umpqua Bank Credit Card	-12,680.88
					-12,680.88

TOTAL CHECKS ISSUED: 68,664.39

Authorized By:

Jeff Valigueras

Print Name

James Denton

Print Name

JM

Sign

[Signature]

Sign

Fire Chief

Title

Battalion Chief

Title

**Account Summary**




Billing Cycle		02/29/2024
Days In Billing Cycle		29
Previous Balance		\$11,963.74
Purchases	+	\$12,680.88
Cash	+	\$0.00
Balance Transfers	+	\$0.00
Special	+	\$0.00
Credits	-	\$0.00
Payments	-	\$11,963.74
Other Charges	+	\$0.00
Finance Charges	+	\$0.00

NEW BALANCE \$12,680.88

Credit Summary

Total Credit Line	\$250,000.00
Available Credit Line	\$237,319.12
Available Cash	\$0.00
Amount Over Credit Line	\$0.00
Amount Past Due	\$0.00
Disputed Amount	\$0.00

Account Inquiries

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

Payment Summary

NEW BALANCE	\$12,680.88
MINIMUM PAYMENT	\$12,680.88
PAYMENT DUE DATE	03/25/2024

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

Corporate Activity

TOTAL CORPORATE ACTIVITY				\$11,963.74-
Trans Date	Post Date	Reference Number	Transaction Description	Amount
02/20	02/20	000000LBX2402203384011	PAYMENT - THANK YOU	\$11,963.74-

Cardholder Account Summary

VIRTUAL ACCT BECHTOLD ##### 6806	Payments & Other Credits \$0.00	Purchases & Other Charges \$3,315.33	Cash Advances \$0.00	Total Activity \$3,315.33
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Cardholder Account Detail

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
02/01	02/04	PPLN01	24071054033939107823537	SP147 PENNGROVE STATIO 707-2290555 CA	\$255.00
02/01	02/04	PPLN01	24071054033939102553493	CITY OF COTATI ONLINE 707-6653631 CA	\$564.77
02/08	02/09	PPLN01	24755424039280397359482	PRIMO WATER FL 800-7285508 FL	\$3.99
02/11	02/11	PPLN01	24692164042101991982441	COMCAST CALIFORNIA 800-COMCAST CA	\$235.71

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

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



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

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

AMOUNT OF PAYMENT ENCLOSED

Closing Date	New Balance	Total Minimum Payment Due	Payment Due Date
02/29/24	\$12,680.88	\$12,680.88	03/25/24

\$ 12,680.88

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

e-Statement



MAKE CHECK PAYABLE TO:

UMPQUA BANK COMMERCIAL CARD OPS
 PO BOX 35142 - LB1181
 SEATTLE WA 98124-5142

Cardholder Account Detail Continued					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
02/10	02/11	PPLN01	24755424041290412963248	PRIMO WATER FL 800-7285508 FL	\$58.93
02/11	02/12	PPLN01	24692164042102111792124	VZWRLSS*APOCC VISB 800-922-0204 FL	\$442.26
02/13	02/14	PPLN01	24492154045027884976127	MISSION LINEN 805-963-1841 CA	\$110.23
02/14	02/15	PPLN01	24906414045193617383771	TMX*Terminix Intl 800-8376464 TN	\$117.00
02/14	02/15	PPLN01	24906414045193616387088	TMX*Terminix Intl 800-8376464 TN	\$105.00
02/20	02/20	PPLN01	24692164051108984959763	GOOGLE *YouTube TV g.co/helppay# CA	\$102.98
02/20	02/21	PPLN01	24941664051206016282796	RECOLOGY SONOMA MARIN 415-875-1000 CA	\$270.20
02/20	02/21	PPLN01	24941664051206016194694	RECOLOGY SONOMA MARIN 415-875-1000 CA	\$226.72
02/20	02/21	PPLN01	24941664051206016218360	RECOLOGY SONOMA MARIN 415-875-1000 CA	\$118.07
02/23	02/25	PPLN01	24055234055812450189106	ATT* BILL PAYMENT 800-331-0500 TX	\$378.01
02/24	02/25	PPLN01	24755424055290555051051	PRIMO WATER FL 800-7285508 FL	\$66.42
02/28	02/28	PPLN01	24692164059105408729451	COMCAST CALIFORNIA 800-COMCAST CA	\$260.04

Cardholder Account Summary					
JAMES DEURLOO ##### 6118		Payments & Other Credits \$0.00	Purchases & Other Charges \$2,715.26	Cash Advances \$0.00	Total Activity \$2,715.26

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
02/04	02/06	PPLN01	24427334036710001184563	ROTTEN ROBBIE #62 SEBASTOPOL CA	\$62.65
02/08	02/09	PPLN01	24744004039900017067140	TRAFFIC SAFETY WAREHOUSE 847-9661018 IL	\$651.32
02/08	02/11	PPLN01	24427334040710001474976	ROTTEN ROBBIE #62 SEBASTOPOL CA	\$96.53
02/13	02/15	PPLN01	24326844045400363000420	FIRE PROTECTION PUB STILLWATER OK	\$1,200.00
02/15	02/18	PPLN01	24427334047710001438834	ROTTEN ROBBIE #62 SEBASTOPOL CA	\$61.57
02/16	02/19	PPLN01	24251384049030109618961	OFFICE FURNITURE BAY ARE ROHNERT PARK CA	\$216.91
02/18	02/19	PPLN01	24055234050091009547990	WILCO FARM STORE PETALUMA CA	\$6.39
02/17	02/19	PPLN01	24137464049300734730089	OFFICE DEPOT #2256 ROHNERT PARK CA	\$272.47
02/19	02/21	PPLN01	24427334051710001357813	ROTTEN ROBBIE #62 SEBASTOPOL CA	\$85.25
02/23	02/25	PPLN01	24427334055710001577275	ROTTEN ROBBIE #62 SEBASTOPOL CA	\$34.50
02/23	02/25	PPLN01	24269794055500735381474	FRIZELLE ENOS FEEDS - PENNGROVE CA	\$27.67

Cardholder Account Summary					
TIM CALDWELL ##### 2629		Payments & Other Credits \$0.00	Purchases & Other Charges \$80.00	Cash Advances \$0.00	Total Activity \$80.00

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
02/23	02/25	PPLN01	24034544054002613551124	76 - PETALUMA 88 INC PETALUMA CA	\$80.00

Cardholder Account Summary					
MORGAN DEJONG ##### 0982		Payments & Other Credits \$0.00	Purchases & Other Charges \$298.80	Cash Advances \$0.00	Total Activity \$298.80

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
02/07	02/08	PPLN01	24034544038000747044587	76 - ROCKET 5426 5426 COTATI CA	\$29.55
02/17	02/18	PPLN01	24692164048107052990474	SQ *RED BIRD BAKERY Cotati CA	\$41.67
02/17	02/18	PPLN01	24493984049400205000114	TAQUERIA MANTECA LLC ROHNERT PARK CA	\$55.11
02/18	02/19	PPLN01	24943004050898002039574	COSTCO WHSE #0659 ROHNERT PARK CA	\$54.06
02/18	02/19	PPLN01	24427334049740273849903	PETALUMA MARKET INC PETALUMA CA	\$69.55
02/18	02/20	PPLN01	24427334050120001174914	PETALUMA VALERO PETALUMA CA	\$48.86

Cardholder Account Summary						
ERIC GROMALA #### #### #### 1484			Payments & Other Credits \$0.00	Purchases & Other Charges \$671.03	Cash Advances \$0.00	Total Activity \$671.03
Cardholder Account Detail						
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount	
01/31	02/01	PPLN01	24943004032898000093972	COSTCO WHSE #0659 ROHNERT PARK CA	\$21.69	
01/31	02/01	PPLN01	24943004032898000093964	COSTCO WHSE #0659 ROHNERT PARK CA	\$26.15	
01/31	02/01	PPLN01	24493984032091114000466	EL RANCHO TAQUERIA ROHNERT PARK CA	\$55.59	
02/02	02/04	PPLN01	24137464033100450818409	TST* MIKE'S AT THE CROSSR COTATI CA	\$88.14	
02/01	02/04	PPLN01	24055224033750011601243	LOMBARDI'S BBQ PETALUMA CA	\$86.38	
02/09	02/09	PPLN01	24692164040100393029696	AMZN Mktp US*RB5KF6I40 Amzn.com/bill WA	\$65.02	
02/08	02/11	PPLN01	24638584040017024653452	FASTSIGNS BLUE POND SIGNS SAN RAFAEL CA	\$124.62	
02/15	02/16	PPLN01	24431064046083754383054	AMZN MKTP US*RB9389IS1 SEATTLE WA	\$29.82	
02/15	02/16	PPLN01	24431064046083356931367	AMZN MKTP US*RI5MU5GH2 SEATTLE WA	\$141.03	
02/21	02/22	PPLN01	24204294052001233966058	eBay O*06-11217-08661 San Jose CA	\$32.59	

Cardholder Account Summary						
HERB WANDEL #### #### #### 4009			Payments & Other Credits \$0.00	Purchases & Other Charges \$1,011.59	Cash Advances \$0.00	Total Activity \$1,011.59
Cardholder Account Detail						
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount	
02/01	02/02	PPLN01	24801974032608149667452	FRIEDMANS HOME IMPROVEME SANTA ROSA CA	\$14.80	
02/03	02/04	PPLN01	24692164034109045521826	CHEVRON 0212047 COTATI CA	\$97.33	
02/09	02/09	PPLN01	24692164040100373043840	CHEVRON 0212047 COTATI CA	\$113.52	
02/11	02/12	PPLN01	24692164042102412160757	AMZN Mktp US*RB7DJ19P2 Amzn.com/bill WA	\$83.52	
02/14	02/15	PPLN01	24055234046091009531140	WILCO FARM STORE PETALUMA CA	\$13.13	
02/16	02/16	PPLN01	24692164047105786278522	CHEVRON 0212047 COTATI CA	\$105.12	
02/21	02/22	PPLN01	24323034053200654300012	GOLDEN GATE NORTH 707-575-4545 CA	\$498.07	
02/25	02/26	PPLN01	24692164056103657452241	CHEVRON 0212047 COTATI CA	\$86.10	

Cardholder Account Summary						
JEFF VELIQUETTE #### #### #### 8935			Payments & Other Credits \$0.00	Purchases & Other Charges \$204.16	Cash Advances \$0.00	Total Activity \$204.16
Cardholder Account Detail						
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount	
02/09	02/11	PPLN01	24435244040027017519566	JAVAMORE CAFE PENNGROVE CA	\$21.43	
02/14	02/15	PPLN01	24801974045400788000103	MARVIN'S RESTAURANT COTATI CA	\$48.97	
02/14	02/16	PPLN01	24427334046120001358936	PETALUMA VALERO PETALUMA CA	\$133.76	

Cardholder Account Summary						
JIMMY BERNAL #### #### #### 9391			Payments & Other Credits \$0.00	Purchases & Other Charges \$58.11	Cash Advances \$0.00	Total Activity \$58.11
Cardholder Account Detail						
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount	
02/06	02/07	PPLN01	24692164037101436355721	AMZN Mktp US*R263V9SQ1 Amzn.com/bill WA	\$58.11	

Cardholder Account Summary						
MICHAEL PORTER #### #### #### 2447			Payments & Other Credits \$0.00	Purchases & Other Charges \$554.86	Cash Advances \$0.00	Total Activity \$554.86
Cardholder Account Detail						
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount	
01/31	02/01	PPLN01	24692164031106689677289	CHEVRON 0204865 EL DORADO HIL CA	\$116.56	
01/31	02/02	PPLN01	24755424032170321728042	HOMES TO SUITES BY HILTON ROSEVILLE CA	\$303.92	
02/11	02/12	PPLN01	24055234043091009517001	WILCO FARM STORE PETALUMA CA	\$5.90	
02/19	02/20	PPLN01	24427334050740279974834	OLIVER'S MARKET #1 COTATI CA	\$47.52	

Cardholder Account Detail Continued					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
02/19	02/21	PPLN01	24492604051030036219888	LOS GALLOS TAQUERIA & BAR ROHNERT PARK CA	\$80.96

Cardholder Account Summary				
JENNIFER BECHTOLD ##### 5900	Payments & Other Credits \$0.00	Purchases & Other Charges \$2,590.87	Cash Advances \$0.00	Total Activity \$2,590.87

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
02/01	02/02	PPLN01	24427334032740286765731	OLIVER'S MARKET #1 COTATI CA	\$69.13
02/07	02/08	PPLN01	24692164038102128862171	AMZN Mktp US*RB47I5QRO Amzn.com/bill WA	\$13.07
02/07	02/08	PPLN01	24692164038102132951234	AMZN Mktp US*RB9MK8ET2 Amzn.com/bill WA	\$23.21
02/15	02/16	PPLN01	24116414046067025401083	PAYPAL *JCATLAW JCATLAW 402-935-7733 CA	\$150.00
02/15	02/16	PPLN01	24137464047001493800327	USPS PO 0559220601 PENNGROVE CA	\$122.40
02/17	02/18	PPLN01	24692164048107172465316	HP *HP.COM STORE 888-345-5409 CA	\$1,413.62
02/18	02/19	PPLN01	24692164049108053741279	AMZN Mktp US*RI7KG0ED1 Amzn.com/bill WA	\$585.00
02/22	02/22	PPLN01	24431064053083341068986	AMZN MKTP US*RI93N82F1 SEATTLE WA	\$26.11
02/22	02/23	PPLN01	24492154053717332702997	VISTAPRINT 866-207-4955 MA	\$85.64
02/22	02/23	PPLN01	24431064053083326362065	AMZN MKTP US*RI7FX6KM1 SEATTLE WA	\$14.18
02/24	02/25	PPLN01	24692164055102635683654	AMZN Mktp US*RZ97J0AQ0 Amzn.com/bill WA	\$18.52
02/26	02/27	PPLN01	24692164057104280378992	Amazon.com*RW4JK41O1 Amzn.com/bill WA	\$8.67
02/27	02/28	PPLN01	24692164058105174331376	IN *CROWN TROPHY PETALUMA 707-7666820 CA	\$61.32

Cardholder Account Summary				
KYLE HEARD ##### 6521	Payments & Other Credits \$0.00	Purchases & Other Charges \$255.55	Cash Advances \$0.00	Total Activity \$255.55

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
02/07	02/08	PPLN01	24692164038102214615244	CHEVRON 0212047 COTATI CA	\$150.47
02/23	02/25	PPLN01	24692164054101533630529	CHEVRON 0098548 PETALUMA CA	\$105.08

Cardholder Account Summary				
ROBERT NAPPI ##### 7354	Payments & Other Credits \$0.00	Purchases & Other Charges \$117.00	Cash Advances \$0.00	Total Activity \$117.00

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
02/02	02/04	PPLN01	24431064033200915500021	COASTAL VALLEYSEMSAGENCY 707-565-6508 CA	\$117.00

Cardholder Account Summary				
RENE TORRES ##### 4930	Payments & Other Credits \$0.00	Purchases & Other Charges \$808.32	Cash Advances \$0.00	Total Activity \$808.32

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
02/04	02/05	PPLN01	24055234036091009488442	WILCO FARM STORE PETALUMA CA	\$25.60
02/21	02/25	PPLN01	24492154054852251866959	BK TECHNOLO 321-953-7915 FL	\$782.72

Finance Charge Summary / Plan Level Information									
Plan Name	Plan Description	FCM ¹	Average Daily Balance	Periodic Rate *	Corresponding APR	Finance Charges	Effective APR Fees **	Effective APR	Ending Balance
Purchases									
PPLN01 001	PURCHASE	E	\$0.00	0.06008%(D)	21.9900%	\$0.00	\$0.00	0.0000%	\$12,680.88
Cash									
CPLN01 001	CASH	A	\$0.00	0.06554%(D)	23.9900%	\$0.00	\$0.00	0.0000%	\$0.00
* Periodic Rate (M)=Monthly (D)=Daily							Days In Billing Cycle: 29		
** includes cash advance and foreign currency fees							APR = Annual Percentage Rate		
¹ FCM = Finance Charge Method									
(V) = Variable Rate If you have a variable rate account the periodic rate and Annual Percentage Rate (APR) may vary.									

ADMINISTRATIVE COMMUNICATIONS

BUDGET REPORTS

RANCHO ADOBE FIRE PROTECTION DISTRICT
YEAR TO DATE BUDGET REPORT
February 29, 2024

REVENUES - OPERATING BUDGET

SUB-OBJ.	DESCRIPTION	BUDGETED FOR FY '23 - 24'	FEBRUARY REVENUES	FY REVENUE TO 2/29/24	BALANCE REMAINING	BALANCE REMAINING (%)
1000	Property Taxes	\$ 4,481,020.00	\$ -	\$ 2,409,640.23	\$ 2,071,379.77	46.23%
1001	CY Direct Charges	\$ 2,244,710.00	\$ -	\$ 1,260,651.20	\$ 984,058.80	43.84%
1007	CY Direct Charges-July	\$ -	\$ -	\$ -	\$ -	
1008	RDA Increment - Credited amount of ad valorem taxes to Petaluma and Cotati redevelopment districts	\$ 170,500.00	\$ -	\$ (402,176.04)	\$ 572,676.04	335.88%
1011	Property Tax Administration Fee	\$ (40,000.00)	\$ -	\$ -	\$ (40,000.00)	100.00%
1014	RDA Increment	\$ -	\$ -	\$ 2,828.93	\$ (2,828.93)	
1015	RDA Pass-Through	\$ -	\$ -	\$ 269,205.17	\$ (269,205.17)	
1016	RDA Allocation	\$ -	\$ -	\$ 34,989.50	\$ (34,989.50)	
1017	Residual Property Tax (RDA Escrow Acct)	\$ -	\$ -	\$ 250,738.31	\$ (250,738.31)	
1018	Property Tax - RDA Asset Distribution	\$ -	\$ -	\$ -	\$ -	
1020	CY Supplemental Tax	\$ 111,000.00	\$ -	\$ 37,716.57	\$ 73,283.43	66.02%
1040	Unsecured Property Taxes	\$ 133,900.00	\$ -	\$ 138,938.62	\$ (5,038.62)	-3.76%
1042	Cost Reimbursement - Collect	\$ -	\$ -	\$ -	\$ -	
1044	Unsecured Property Taxes - July	\$ -	\$ -	\$ -	\$ -	
1060	Property Taxes - PY Secured	\$ -	\$ -	\$ -	\$ -	
1061	PY Direct Charges	\$ 21,000.00	\$ -	\$ 18,875.07	\$ 2,124.93	10.12%
1080	Property Taxes	\$ -	\$ -	\$ -	\$ -	
1100	Property Taxes - PY Unsecured	\$ -	\$ -	\$ -	\$ -	
1120	Property Tax Receivable	\$ -	\$ -	\$ -	\$ -	
	TOTAL PROPERTY TAXES	\$ 7,122,130.00	\$ -	\$ 4,021,407.56	\$ 3,100,722.44	43.54%
1700	Interest on Pooled Cash	\$ 85,000.00	\$ 12,845.68	\$ 68,375.37	\$ 16,624.63	19.56%
1701	Interest Earned (on early payments of Prop. Taxes)		\$ -	\$ -	\$ -	
	TOTAL USE OF PROPERTY	\$ 85,000.00	\$ 12,845.68	\$ 68,375.37	\$ 16,624.63	19.56%
2081	State - Highway Rentals	\$ -	\$ -	\$ -	\$ -	
2404	State Reimbursements	\$ -	\$ -	\$ 82.36	\$ (82.36)	
2440	HOPTR	\$ 22,660.00	\$ -	\$ 3,063.02	\$ 19,596.98	86.48%
2500	State - Other (Grant Revenue)	\$ -	\$ -	\$ -	\$ -	
2589	State Refunds - Strike Teams	\$ 350,000.00	\$ -	\$ 207,713.90	\$ 142,286.10	40.65%
	TOTAL INTERGOV. REVENUES	\$ 372,660.00	\$ -	\$ 210,859.28	\$ 161,800.72	43.42%
3600	Misc. charges for Services - Fire Marshal Services	\$ 32,000.00	\$ 3,806.50	\$ 10,873.00	\$ 21,127.00	66.02%
3601	Finance Charges/Late Fees	\$ 4,000.00	\$ -	\$ 230.91	\$ 3,769.09	94.23%
3641	Fire Services - Casino Contract	\$ 130,048.00	\$ 65,024.00	\$ 110,036.00	\$ 20,012.00	15.39%
3661	Fire Control Services - Cost Recovery	\$ 20,000.00	\$ 1,621.77	\$ 14,586.79	\$ 5,413.21	27.07%
3670	Weed Abatement	\$ 60,000.00	\$ -	\$ 35,955.00	\$ 24,045.00	40.08%
3682	City Contracts (RP Auto Aid)	\$ 42,600.00	\$ -	\$ 21,786.69	\$ 20,813.31	48.86%
3700	Copy file fee	\$ 500.00	\$ -	\$ 115.00	\$ 385.00	77.00%
3980	Revenue Applicable to PY	\$ -	\$ -	\$ -	\$ -	
	TOTAL CHARGES FOR SERVICES	\$ 289,148.00	\$ 70,452.27	\$ 193,583.39	\$ 95,564.61	33.05%
4000	Unspent Funds from Previous Fiscal Year	\$ -	\$ -	\$ -	\$ -	0.00%
4010	Transfer to/from Reserves	\$ -	\$ -	\$ -	\$ -	0.00%
4040	Misc. Revenue	\$ 10,000.00	\$ 4,993.92	\$ 76,701.54	\$ (66,701.54)	-667.02%
4100	Workers' compensation reimbursement	\$ 42,300.00	\$ 14,783.88	\$ 87,028.66	\$ (44,728.66)	-105.74%
4102	Donations or reimbursements	\$ -	\$ -	\$ -	\$ -	
4109	Refunded Checks, outdated warrants	\$ -	\$ -	\$ -	\$ -	
4600	Sale of Fixed Assets (Surplus)	\$ 50,000.00				0.00%
	TOTAL MISC. REVENUES	\$ 102,300.00	\$ 19,777.80	\$ 163,730.20	\$ (61,430.20)	-60.05%
	REVENUE TOTAL:	\$ 7,971,238.00	\$ 103,075.75	\$ 4,657,955.80	\$ 3,313,282.20	41.57%

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

EXPENDITURES - OPERATING BUDGET

SUB-OBJ.		BUDGETED FOR FY '23 - 24'	FEBRUARY EXPENSE	FY EXPENSE TO 2/29/24	BALANCE REMAINING	BALANCE REMAINING (%)
5910	Perm. Positions	\$ 3,328,828.00	\$ 310,281.02	\$ 2,165,367.31	\$ 1,163,460.69	34.95%
5911	Extra help: part time employees, non-benefited. Paid hourly	\$ 306,000.00	\$ 20,277.00	\$ 127,853.00	\$ 178,147.00	58.22%
5912	Overtime	\$ 757,422.00	\$ 80,190.10	\$ 575,103.43	\$ 182,318.57	24.07%
5913	BC Extra Shift Compensation	\$ 110,000.00	\$ -	\$ 84,270.46	\$ 25,729.54	23.39%
5914	FLSA	\$ 83,000.00	\$ 7,227.54	\$ 55,892.48	\$ 27,107.52	32.66%
5922	FICA	\$ 8,100.00	\$ 627.19	\$ 4,217.87	\$ 3,882.13	47.93%
5923	PERS contributions, Employee + Employer paid contributions	\$ 700,000.00	\$ 55,382.62	\$ 419,873.97	\$ 280,126.03	40.02%
5924	Medicare	\$ 60,000.00	\$ 5,685.92	\$ 41,557.92	\$ 18,442.08	30.74%
5930	Health Insurance	\$ 601,198.00	\$ 25,015.32	\$ 433,523.50	\$ 167,674.50	27.89%
5931	Disability Insurance	\$ 11,000.00	\$ 783.00	\$ 7,482.00	\$ 3,518.00	31.98%
5932	Dental Insurance	\$ 35,000.00	\$ 2,447.55	\$ 23,387.70	\$ 11,612.30	33.18%
5933	Life Insurance	\$ 5,000.00	\$ 347.10	\$ 3,112.33	\$ 1,887.67	37.75%
5934	Vision Insurance	\$ 5,000.00	\$ 369.09	\$ 3,526.86	\$ 1,473.14	29.46%
5935	Unemployment Insurance	\$ 5,000.00	\$ 144.20	\$ 3,903.94	\$ 1,096.06	21.92%
5936	Retiree Health Insurance	\$ 22,500.00	\$ 600.00	\$ 13,800.00	\$ 8,700.00	38.67%
5940	Workers' Compensation	\$ 247,000.00	\$ -	\$ 253,828.58	\$ (6,828.58)	-2.76%
	TOTAL WAGES/BENEFITS:	\$ 6,285,048.00	\$ 509,377.65	\$ 4,216,701.35	\$ 2,068,346.65	32.91%
6020	Uniforms including paid and volunteers staff pants, shirts, station boots, badges, collar pins, name tags and business cards	\$ 28,500.00	\$ (230.06)	\$ 14,839.74	\$ 13,660.26	47.93%
6022	Safety Clothing: turnout, including boots	\$ 70,000.00	\$ 2,496.34	\$ 9,326.09	\$ 60,673.91	86.68%
6040	Communications including telephone, cable, internet, cell phones	\$ 26,000.00	\$ 1,337.55	\$ 14,192.97	\$ 11,807.03	45.41%
6045	Pagers and Radios	\$ 6,850.00	\$ 159.42	\$ 2,709.25	\$ 4,140.75	60.45%
6060	Food - at extended responses, approved meetings, examinations and trainings.	\$ 6,000.00	\$ (155.36)	\$ 237.57	\$ 5,762.43	96.04%
6080	Household expenses - Fishman Supply; detergent, towels etc.	\$ 15,000.00	\$ 1,107.56	\$ 7,258.21	\$ 7,741.79	51.61%
6100	Liability Insurance	\$ 253,441.00	\$ 457.88	\$ 253,999.86	\$ (558.86)	-0.22%
6140	Equipment Maintenance: Office equipment and tool repair	\$ 12,000.00	\$ 794.22	\$ 5,873.52	\$ 6,126.48	51.05%
6155	Apparatus Maintenance	\$ 60,000.00	\$ 3,477.12	\$ 30,044.50	\$ 29,955.50	49.93%
6165	SCBA Maintenance	\$ 5,000.00	\$ 1,951.48	\$ 4,606.72	\$ 393.28	7.87%
6180	Building Maintenance - routine facility & grounds maintenance including repairs to maintain buildings and grounds. New projects ie. Construction to be considered for possible fixed asset expense 8510	\$ 33,000.00	\$ 108.38	\$ 25,944.18	\$ 7,055.82	21.38%
6181	Station Maint related to remodel	\$ 6,000.00	\$ -	\$ 11,503.90	\$ (5,503.90)	-91.73%
6260	Medical / Lab supply - O2, latex gloves, etc.	\$ 20,000.00	\$ 379.27	\$ 7,903.19	\$ 12,096.81	60.48%
6261	ALS Medical Expense	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00	100.00%
6280	Memberships and Professional Assoc. Fees: FDAC, SCFDA, SCFCA, CCAI, Costco, Cotati Chamber of Commerce.	\$ 17,500.00	\$ 400.00	\$ 11,131.72	\$ 6,368.28	36.39%
6400	Office Supplies: regular supplies such as paper, printer cartridges etc.	\$ 3,200.00	\$ 231.59	\$ 1,368.65	\$ 1,831.35	57.23%
6401	Office Expense - Inventory such as desktop/laptop computer purchases, printers, etc.	\$ 7,000.00	\$ -	\$ 1,832.59	\$ 5,167.41	73.82%
6410	Postage and shipping	\$ 2,000.00	\$ -	\$ 1,038.21	\$ 961.79	48.09%
6430	Printing Services	\$ 1,000.00	\$ -	\$ 100.87	\$ 899.13	89.91%
6461	Operational Expenses	\$ 8,000.00	\$ 3,626.20	\$ 26,246.99	\$ (18,246.99)	-228.09%
6463	FPO Expenses - public education materials	\$ 4,000.00	\$ 103.49	\$ 1,635.58	\$ 2,364.42	59.11%
6500	Prof/Special Services - Payroll Fees	\$ 5,000.00	\$ 616.15	\$ 2,828.75	\$ 2,171.25	43.43%
6526	Dispatch Services - REDCOM	\$ 30,000.00	\$ -	\$ 18,333.52	\$ 11,666.48	38.89%
6587	LAFCO	\$ 7,000.00	\$ -	\$ 6,961.00	\$ 39.00	0.56%
6590	Contracted FM Services	\$ 20,000.00	\$ 1,837.50	\$ 12,337.50	\$ 7,662.50	38.31%
6596	CQI Expense	\$ 10,000.00	\$ -	\$ 1,615.00	\$ 8,385.00	83.85%
6605	Hiring Expenses	\$ 18,216.00	\$ -	\$ 5,472.00	\$ 12,744.00	69.96%
6610	Legal Services	\$ 20,000.00	\$ 12,205.66	\$ 39,384.50	\$ (19,384.50)	-96.92%
6630	Annual Audit	\$ 9,000.00	\$ -	\$ 8,445.00	\$ 555.00	6.17%
6635	Bank and Credit Card Fees	\$ 350.00	\$ -	\$ 492.48	\$ (142.48)	-40.71%
6650	Health Services	\$ 6,000.00	\$ -	\$ 5,455.00	\$ 545.00	9.08%
6654	Wellness Program	\$ 7,000.00	\$ -	\$ 1,250.00	\$ 5,750.00	82.14%
6800	Public Legal Notices - publishing fees (ordinances, budget/Prop IV limit, elections, etc.)	\$ 1,200.00	\$ -	\$ 1,514.00	\$ (314.00)	-26.17%
6820	Rent / Lease Equipment	\$ 7,500.00	\$ 445.61	\$ 3,562.34	\$ 3,937.66	52.50%

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

SUB-OBJ.	DESCRIPTION	BUDGETED FOR FY '23 - 24'	FEBRUARY EXPENSE	FY EXPENSE TO 2/29/24	BALANCE REMAINING	BALANCE REMAINING (%)
6823	Rental hydrants/Water - hydrant use within Sonoma County Water Agency jurisdiction	\$ 700.00	\$ -	\$ -	\$ 700.00	100.00%
6880	Small tools: maintenance tools, hardware etc.	\$ 3,000.00	\$ 489.41	\$ 2,789.97	\$ 210.03	7.00%
6881	Safety Equipment: SCBA's, hose, nozzles etc.	\$ 30,000.00	\$ 7,012.25	\$ 16,645.69	\$ 13,354.31	44.51%
6889	Computer Software	\$ 49,215.00	\$ 2,829.04	\$ 53,869.89	\$ (4,654.89)	-9.46%
7000	Any Board related expense not otherwise accounted for (I.e., Special District Dinners)	\$ 600.00	\$ -	\$ 275.00	\$ 325.00	54.17%
7005	Election Expense - as determined by the County Elections Office	\$ -	\$ -	\$ -	\$ -	0.00%
7120	In-Service Training - required and continuing education for all personnel and Directors	\$ 42,000.00	\$ 2,713.16	\$ 17,845.30	\$ 24,154.70	57.51%
7201	Gas and Oil	\$ 70,000.00	\$ 5,836.41	\$ 37,346.05	\$ 32,653.95	46.65%
7300	Transportation and Travel to training out of County, use of personal vehicle for District errands.	\$ 6,800.00	\$ -	\$ (4,699.32)	\$ 11,499.32	169.11%
7320	Utilities - PG&E, garbage, water, sewage	\$ 63,000.00	\$ 8,324.08	\$ 40,995.57	\$ 22,004.43	34.93%
	TOTAL SUPPLIES AND SERVICES:	\$ 1,006,072.00	\$ 58,554.35	\$ 704,513.55	\$ 301,558.45	29.97%
7910	Long Term Loan - Princ.	\$ 57,508.31	\$ -	\$ 42,953.41	\$ 14,554.90	25.31%
7930	Long Term Loan - Interest	\$ 6,208.49	\$ -	\$ 4,834.19	\$ 1,374.30	22.14%
7940	Pension Obligation Bond - Principal	\$ 255,000.00	\$ -	\$ 255,000.00	\$ -	0.00%
7945	Pension Obligation Bond - Interest	\$ 129,660.50	\$ -	\$ 129,402.97	\$ 257.53	0.20%
	TOTAL LONG TERM DEBT:	\$ 448,377.30	\$ -	\$ 432,190.57	\$ 16,186.73	3.61%
8510	Buildings Improvements	\$ -	\$ -	\$ -	\$ -	#DIV/0!
8511	New Capital Equipment	\$ -	\$ -	\$ -	\$ -	#DIV/0!
8540	Durable Medical Equipment	\$ -	\$ -	\$ -	\$ -	#DIV/0!
8560	New Equipment - Apparatus	\$ -	\$ -	\$ -	\$ -	#DIV/0!
8561	Equipment New - Office	\$ -	\$ -	\$ -	\$ -	#DIV/0!
	TOTAL EQUIPMENT:	\$ -	\$ -	\$ -	\$ -	#DIV/0!

Recap Report	BUDGETED FOR FY '23 - 24'	FEBRUARY TOTAL	FY TO 2/29/24	BALANCE REMAINING	BALANCE REMAINING (%)
OPERATING REVENUES	\$ 7,971,238.00	\$ 103,075.75	\$ 4,657,955.80	\$ 3,313,282.20	41.57%
OPERATING EXPENDITURES					
Wages/Benefits	\$ 6,285,048.00	\$ 509,377.65	\$ 4,216,701.35	\$ 2,068,346.65	32.91%
Supplies and Services	\$ 1,006,072.00	\$ 58,554.35	\$ 704,513.55	\$ 301,558.45	29.97%
Long Term Debt	\$ 448,377.30	\$ -	\$ 432,190.57	\$ 16,186.73	3.61%
Equipment	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Totals	\$ 7,739,497.30	\$ 567,932.00	\$ 5,353,405.47	\$ 2,386,091.83	30.83%
Revenues Less Expenditures			\$ (695,449.67)		

RANCHO ADOBE FIRE PROTECTION DISTRICT
 YEAR TO DATE BUDGET REPORT

CAPITAL IMPROVEMENTS BUDGET

SUB-OBJ.		BUDGETED FOR FY '23 - 24'	FEBRUARY EXPENSE	FY EXPENSE TO 2/29/24	BALANCE REMAINING	BALANCE REMAINING (%)
9510	Buildings Improvements	\$ 853,000.00	0.00	\$ 992,511.62	\$ (139,511.62)	-16.36%
9511	New Capital Equipment	\$ -	0.00	\$ -	\$ -	#DIV/0!
9540	Durable Medical Equipment	\$ -	0.00	\$ -	\$ -	#DIV/0!
9560	New Equipment - Apparatus	\$ -	0.00	\$ -	\$ -	#DIV/0!
9561	Equipment New - Office	\$ -	0.00	\$ -	\$ -	#DIV/0!
	TOTAL EQUIPMENT:	\$ 853,000.00	\$ -	\$ 992,511.62	\$ (139,511.62)	-16.36%

CURRENT ASSETS	
Summit State Bank Operating Account:	\$ 160,444.90
Summit State Bank ICS Account:	\$ 1,453,156.79
Summit State Bank Payroll Account:	\$ 4,106.63
CDARS:	\$ 2,769,381.91
Petty Cash:	\$ 200.00
Total:	\$ 4,387,290.23
Remaining Operating Fund:	\$ 3,648,805.64
Designated Capital Reserve Accounts:	\$ 738,484.59
321 Future Liabilities - PERS UAL:	\$ 300,000.00
331 Apparatus Reserves:	\$ 405,000.00
332 Unrestricted Fund Reserves:	\$ 11,938.79
334 Buildings/Facility Reserves:	\$ 21,545.80
Westamerica Bank Loan - Fire Station:	\$ 550,218.21

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Cash Basis

Rancho Adobe Fire Protection District

Trial Balance

As of February 29, 2024

	Feb 29, 24	
	Debit	Credit
1010 · County of Sonoma	0.00	
1030 · Wells Fargo Checking Account	0.00	
1035 · Summit State Bank - Operating	160,444.90	
1036 · Summit State Bank - ICS	1,453,156.79	
1037 · Summit State Bank - Payroll	4,106.63	
1038 · CDARS	2,769,381.91	
1090 · Petty Cash	200.00	
107 · Accounts Receivable		3,214.00
12000 · Undeposited Funds	0.00	
170 · Land	74,634.00	
171 · Buildings and Improvements	1,185,360.97	
172 · Equipment	4,565,635.75	
178 · Accum. Depreciation - Building		603,437.69
179 · Accum. Depreciation - Equipment		2,056,611.53
195 · Due From Operating Fund	1,916,890.00	
325 · Deferred Outflows	8,457,066.00	
99999 · Prior Period Adjustment	0.00	
200 · Accounts Payable	0.00	
Chase Visa	0.00	
Umpqua Bank Credit Card	0.00	
2710 · Deferred Revenue		86,879.18
327 · Deferred Outflows-Liability Acc	0.00	
336 · Capital One Loan		0.07
337 · Accrued Interest Payable		2,129.35
338 · Capital Lease - Current		4.55
339 · Accrued Vacation - Current	0.00	
350 · Accrued Payroll	0.00	
145 · Deferred Inflow		5,637,113.00
300 · Compensated Absences		565,321.48
340 · Bonds Payable - Current		0.10
342 · Notes Payable - Long Term		224,985.96
345 · Bonds Payable - Noncurrent		5,357,109.00
355 · Due To Capital Improvement Fund		1,916,890.00
744 · Net Pension Liability		4,196,252.00
30000 · Opening Balance Equity	1,566,111.26	
320 · Unreserved-Undesignated FD Bal		2,452,517.00
321 · Future Liabilities - PERS UAL		300,000.00
330 · Operational Reserves	0.00	
331 · Apparatus Reserves		405,000.00
332 · Unrestricted Fund Reserves		11,938.79
333 · PPE Reserves	0.00	
334 · Buildings/Facility Reserves		21,545.80
10 · Taxes:1000 · Property Taxes		2,409,640.23
10 · Taxes:1001 · CY Direct Charges		1,260,651.20
10 · Taxes:1008 · RDA Increment	402,176.04	
10 · Taxes:1014 · Property Taxes - RDA Increment		2,828.93
10 · Taxes:1015 · RDA Pass-Through		269,205.17
10 · Taxes:1016 · RDA Allocation		34,989.50
10 · Taxes:1017 · Residual Property Tax - RDA		250,738.31
10 · Taxes:1020 · CY Supplemental Tax		37,716.57
10 · Taxes:1040 · Unsecured Property Taxes		138,938.62
10 · Taxes:1061 · PY Direct Charges		18,875.07
17 · Use of Money/Property:1700 · Interest on Cash		68,375.37
20 · Intergovernmental Revenues:2404 · State Reimbursements		82.36
20 · Intergovernmental Revenues:2440 · HOPTR		3,063.02
20 · Intergovernmental Revenues:2589 · State Refunds-Strike Team		207,713.90
30 · Charges/Fees for Services:3600 · Fire Marshal Services		10,873.00
30 · Charges/Fees for Services:3601 · Finance Charge/Late Fee		230.91
30 · Charges/Fees for Services:3641 · Fire Services - Casino Contract		110,036.00
30 · Charges/Fees for Services:3661 · Cost Recovery		14,586.79
30 · Charges/Fees for Services:3670 · Weed Abatement		35,955.00
30 · Charges/Fees for Services:3682 · Rohnert Park Auto Aid		21,786.69
30 · Charges/Fees for Services:3700 · Copy Fee		115.00
40 · Miscellaneous Revenues:4040 · Misc. Revenue		76,701.54
40 · Miscellaneous Revenues:4100 · Workers Comp. Reimbursement		87,028.66

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Cash Basis

Rancho Adobe Fire Protection District

Trial Balance

As of February 29, 2024

	Feb 29, 24	
	Debit	Credit
50 · Salaries and Benefits:5910 · Full-Time Personnel	2,165,367.31	
50 · Salaries and Benefits:5911 · Part-Time Staffing	127,853.00	
50 · Salaries and Benefits:5912 · Overtime	575,103.43	
50 · Salaries and Benefits:5913 · BC Extra Shift Compensation	84,270.46	
50 · Salaries and Benefits:5914 · FLSA	55,892.48	
50 · Salaries and Benefits:5922 · Social Security Payroll Taxes	4,217.87	
50 · Salaries and Benefits:5923 · CalPERS	419,873.97	
50 · Salaries and Benefits:5924 · Medicare	41,557.92	
50 · Salaries and Benefits:5930 · Health Insurance	433,523.50	
50 · Salaries and Benefits:5931 · Disability Insurance	7,482.00	
50 · Salaries and Benefits:5932 · Dental Insurance	23,387.70	
50 · Salaries and Benefits:5933 · Life Insurance	3,112.33	
50 · Salaries and Benefits:5934 · Vision Insurance	3,526.86	
50 · Salaries and Benefits:5935 · Unemployment Insurance	3,903.94	
50 · Salaries and Benefits:5936 · Retiree Insurance	13,800.00	
50 · Salaries and Benefits:5940 · Workers Compensation	253,828.58	
60 · Supplies & Services:6020 · Uniforms	14,839.74	
60 · Supplies & Services:6022 · Safety Clothing	9,326.09	
60 · Supplies & Services:6040 · Communications	14,192.97	
60 · Supplies & Services:6045 · Pagers & Radios	2,709.25	
60 · Supplies & Services:6060 · Food	237.57	
60 · Supplies & Services:6080 · Household Expense	7,258.21	
60 · Supplies & Services:6100 · Property & Liability Insurance	253,999.86	
60 · Supplies & Services:6140 · Equipment Maintenance	5,873.52	
60 · Supplies & Services:6155 · Apparatus Maintenance	30,044.50	
60 · Supplies & Services:6165 · SCBA Maintenance	4,606.72	
60 · Supplies & Services:6180 · Building Maintenance	25,944.18	
60 · Supplies & Services:6181 · Station Maintenance for Remodel	11,503.90	
60 · Supplies & Services:6260 · Medical Supplies	7,903.19	
60 · Supplies & Services:6280 · Memberships	11,131.72	
60 · Supplies & Services:6400 · Office Supplies	1,368.65	
60 · Supplies & Services:6401 · Office Expense - Inventory	1,832.59	
60 · Supplies & Services:6410 · Postage and Shipping	1,038.21	
60 · Supplies & Services:6430 · Printing Services	100.87	
60 · Supplies & Services:6461 · Operational Expense	26,246.99	
60 · Supplies & Services:6463 · FPO Expense	1,635.58	
60 · Supplies & Services:6500 · Payroll Fees	2,828.75	
60 · Supplies & Services:6526 · Dispatch Service-Redcom	18,333.52	
60 · Supplies & Services:6587 · LAFCO	6,961.00	
60 · Supplies & Services:6590 · Contracted FM Services	12,337.50	
60 · Supplies & Services:6596 · CQI Expense	1,615.00	
60 · Supplies & Services:6605 · Hiring Expense	5,472.00	
60 · Supplies & Services:6610 · Legal Services	39,384.50	
60 · Supplies & Services:6630 · Annual Audit Charges	8,445.00	
60 · Supplies & Services:6635 · Bank Fees	492.48	
60 · Supplies & Services:6650 · Health Services	5,455.00	
60 · Supplies & Services:6654 · Wellness Program	1,250.00	
60 · Supplies & Services:6800 · Public Legal Notices	1,514.00	
60 · Supplies & Services:6820 · Rent/Lease Equipment	3,562.34	
60 · Supplies & Services:6880 · Small Tools Expense	2,789.97	
60 · Supplies & Services:6881 · Safety Equipment	16,645.69	
60 · Supplies & Services:6889 · Computer Software and Equipment	53,869.89	
60 · Supplies & Services:7000 · Board Expense	275.00	
60 · Supplies & Services:7120 · Training Expense	17,845.30	
60 · Supplies & Services:7201 · Fuel	37,346.05	
60 · Supplies & Services:7300 · Transportation & Travel		4,699.32
60 · Supplies & Services:7320 · Utilities	40,995.57	
75 · Other Charges:7910 · Long Term Loan-Principal	42,953.41	
75 · Other Charges:7930 · Long Term Loan-Interest	4,834.19	
75 · Other Charges:7940 · Pension Obligation Bond - Prin.	255,000.00	
75 · Other Charges:7945 · Pension Obligation Bond - Int.	129,402.97	
95 · Capital Improvements - Assets:9510 · Building Improvements	992,511.62	
TOTAL	28,905,780.66	28,905,780.66

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

	Operating	TOTAL
Ordinary Income/Expense		
Income		
17 · Use of Money/Property		
1700 · Interest on Cash	12,845.68	12,845.68
Total 17 · Use of Money/Property	12,845.68	12,845.68
30 · Charges/Fees for Services		
3600 · Fire Marshal Services	3,806.50	3,806.50
3641 · Fire Services - Casino Contract	65,024.00	65,024.00
3661 · Cost Recovery	1,621.77	1,621.77
Total 30 · Charges/Fees for Services	70,452.27	70,452.27
40 · Miscellaneous Revenues		
4040 · Misc. Revenue	4,993.92	4,993.92
4100 · Workers Comp. Reimbursement	14,783.88	14,783.88
Total 40 · Miscellaneous Revenues	19,777.80	19,777.80
Total Income	103,075.75	103,075.75
Gross Profit	103,075.75	103,075.75
Expense		
50 · Salaries and Benefits		
5910 · Full-Time Personnel	310,281.02	310,281.02
5911 · Part-Time Staffing	20,277.00	20,277.00
5912 · Overtime	80,190.10	80,190.10
5914 · FLSA	7,227.54	7,227.54
5922 · Social Security Payroll Taxes	627.19	627.19
5923 · CalPERS	55,382.62	55,382.62
5924 · Medicare	5,685.92	5,685.92
5930 · Health Insurance	25,015.32	25,015.32
5931 · Disability Insurance	783.00	783.00
5932 · Dental Insurance	2,447.55	2,447.55
5933 · Life Insurance	347.10	347.10
5934 · Vision Insurance	369.09	369.09
5935 · Unemployment Insurance	144.20	144.20
5936 · Retiree Insurance	600.00	600.00
Total 50 · Salaries and Benefits	509,377.65	509,377.65
60 · Supplies & Services		
6020 · Uniforms	-230.06	-230.06
6022 · Safety Clothing	2,496.34	2,496.34
6040 · Communications	1,337.55	1,337.55
6045 · Pagers & Radios	159.42	159.42
6060 · Food	-155.36	-155.36
6080 · Household Expense	1,107.56	1,107.56
6100 · Property & Liability Insurance	457.88	457.88
6140 · Equipment Maintenance	794.22	794.22
6155 · Apparatus Maintenance	3,477.12	3,477.12
6165 · SCBA Maintenance	1,951.48	1,951.48
6180 · Building Maintenance	108.38	108.38
6260 · Medical Supplies	379.27	379.27
6280 · Memberships	400.00	400.00
6400 · Office Supplies	231.59	231.59
6461 · Operational Expense	3,626.20	3,626.20
6463 · FPO Expense	103.49	103.49
6500 · Payroll Fees	616.15	616.15
6590 · Contracted FM Services	1,837.50	1,837.50
6610 · Legal Services	12,205.66	12,205.66
6820 · Rent/Lease Equipment	445.61	445.61
6880 · Small Tools Expense	489.41	489.41
6881 · Safety Equipment	7,012.25	7,012.25
6889 · Computer Software and Equipment	2,829.04	2,829.04
7120 · Training Expense	2,713.16	2,713.16

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Cash Basis

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

	<u>Operating</u>	<u>TOTAL</u>
7201 · Fuel	5,836.41	5,836.41
7320 · Utilities	8,324.08	8,324.08
Total 60 · Supplies & Services	<u>58,554.35</u>	<u>58,554.35</u>
Total Expense	<u>567,932.00</u>	<u>567,932.00</u>
Net Ordinary Income	<u>-464,856.25</u>	<u>-464,856.25</u>
Net Income	<u><u>-464,856.25</u></u>	<u><u>-464,856.25</u></u>

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

	Feb 24	Feb 23	\$ Change	% Change
Ordinary Income/Expense				
Income				
17 · Use of Money/Property				
1700 · Interest on Cash	12,845.68	10,880.66	1,965.02	18.1%
Total 17 · Use of Money/Property	12,845.68	10,880.66	1,965.02	18.1%
20 · Intergovernmental Revenues				
2589 · State Refunds-Strike Team	0.00	13,365.59	-13,365.59	-100.0%
Total 20 · Intergovernmental Revenues	0.00	13,365.59	-13,365.59	-100.0%
30 · Charges/Fees for Services				
3600 · Fire Marshal Services	3,806.50	3,106.00	700.50	22.6%
3601 · Finance Charge/Late Fee	0.00	224.88	-224.88	-100.0%
3641 · Fire Services - Casino Contract	65,024.00	0.00	65,024.00	100.0%
3661 · Cost Recovery	1,621.77	4,722.97	-3,101.20	-65.7%
3670 · Weed Abatement	0.00	21,836.00	-21,836.00	-100.0%
3700 · Copy Fee	0.00	35.00	-35.00	-100.0%
Total 30 · Charges/Fees for Services	70,452.27	29,924.85	40,527.42	135.4%
40 · Miscellaneous Revenues				
4040 · Misc. Revenue	4,993.92	845.61	4,148.31	490.6%
4100 · Workers Comp. Reimbursement	14,783.88	6,158.84	8,625.04	140.0%
4102 · Donations or Reimbursements	0.00	188.28	-188.28	-100.0%
Total 40 · Miscellaneous Revenues	19,777.80	7,192.73	12,585.07	175.0%
Total Income	103,075.75	61,363.83	41,711.92	68.0%
Gross Profit	103,075.75	61,363.83	41,711.92	68.0%
Expense				
50 · Salaries and Benefits				
5910 · Full-Time Personnel	310,281.02	244,767.71	65,513.31	26.8%
5911 · Part-Time Staffing	20,277.00	9,266.40	11,010.60	118.8%
5912 · Overtime	80,190.10	50,666.12	29,523.98	58.3%
5914 · FLSA	7,227.54	8,170.37	-942.83	-11.5%
5922 · Social Security Payroll Taxes	627.19	0.00	627.19	100.0%
5923 · CalPERS	55,382.62	48,793.45	6,589.17	13.5%
5924 · Medicare	5,685.92	4,339.00	1,346.92	31.0%
5930 · Health Insurance	25,015.32	29,673.72	-4,658.40	-15.7%
5931 · Disability Insurance	783.00	841.00	-58.00	-6.9%
5932 · Dental Insurance	2,447.55	2,541.60	-94.05	-3.7%
5933 · Life Insurance	347.10	347.10	0.00	0.0%
5934 · Vision Insurance	369.09	0.00	369.09	100.0%
5935 · Unemployment Insurance	144.20	332.15	-187.95	-56.6%
5936 · Retiree Insurance	600.00	0.00	600.00	100.0%
Total 50 · Salaries and Benefits	509,377.65	399,738.62	109,639.03	27.4%
60 · Supplies & Services				
6020 · Uniforms	-230.06	1,011.43	-1,241.49	-122.8%
6022 · Safety Clothing	2,496.34	334.02	2,162.32	647.4%
6040 · Communications	1,337.55	2,752.75	-1,415.20	-51.4%
6045 · Pagers & Radios	159.42	7,285.95	-7,126.53	-97.8%
6060 · Food	-155.36	686.78	-842.14	-122.6%
6080 · Household Expense	1,107.56	520.84	586.72	112.7%
6100 · Property & Liability Insurance	457.88	0.00	457.88	100.0%
6140 · Equipment Maintenance	794.22	232.64	561.58	241.4%
6155 · Apparatus Maintenance	3,477.12	2,245.02	1,232.10	54.9%
6165 · SCBA Maintenance	1,951.48	0.00	1,951.48	100.0%
6180 · Building Maintenance	108.38	767.66	-659.28	-85.9%
6260 · Medical Supplies	379.27	676.04	-296.77	-43.9%
6280 · Memberships	400.00	960.00	-560.00	-58.3%
6400 · Office Supplies	231.59	581.78	-350.19	-60.2%
6410 · Postage and Shipping	0.00	28.56	-28.56	-100.0%
6461 · Operational Expense	3,626.20	1,316.01	2,310.19	175.6%

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 Cash Basis

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

	Feb 24	Feb 23	\$ Change	% Change
6463 · FPO Expense	103.49	0.00	103.49	100.0%
6500 · Payroll Fees	616.15	520.30	95.85	18.4%
6590 · Contracted FM Services	1,837.50	1,225.00	612.50	50.0%
6610 · Legal Services	12,205.66	0.00	12,205.66	100.0%
6630 · Annual Audit Charges	0.00	8,445.00	-8,445.00	-100.0%
6635 · Bank Fees	0.00	93.21	-93.21	-100.0%
6820 · Rent/Lease Equipment	445.61	464.02	-18.41	-4.0%
6880 · Small Tools Expense	489.41	14.92	474.49	3,180.2%
6881 · Safety Equipment	7,012.25	0.00	7,012.25	100.0%
6889 · Computer Software and Equipment	2,829.04	2,274.92	554.12	24.4%
7120 · Training Expense	2,713.16	5,000.55	-2,287.39	-45.7%
7201 · Fuel	5,836.41	6,456.36	-619.95	-9.6%
7320 · Utilities	8,324.08	4,766.98	3,557.10	74.6%
Total 60 · Supplies & Services	58,554.35	48,660.74	9,893.61	20.3%
95 · Capital Improvements - Assets				
9510 · Building Improvements	0.00	5,605.63	-5,605.63	-100.0%
9560 · New Equipment - Apparatus	0.00	944.53	-944.53	-100.0%
Total 95 · Capital Improvements - Assets	0.00	6,550.16	-6,550.16	-100.0%
Total Expense	567,932.00	454,949.52	112,982.48	24.8%
Net Ordinary Income	-464,856.25	-393,585.69	-71,270.56	-18.1%
Net Income	-464,856.25	-393,585.69	-71,270.56	-18.1%

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Cash Basis

Rancho Adobe Fire Protection District Balance Sheet Prev Year Comparison As of February 29, 2024

	Feb 29, 24	Feb 28, 23	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1035 · Summit State Bank - Operating	160,444.90	-16,814.00	177,258.90	1,054.2%
1036 · Summit State Bank - ICS	1,453,156.79	1,873,081.11	-419,924.32	-22.4%
1037 · Summit State Bank - Payroll	4,106.63	191,736.71	-187,630.08	-97.9%
1038 · CDARS	2,769,381.91	3,022,504.58	-253,122.67	-8.4%
1090 · Petty Cash	200.00	200.00	0.00	0.0%
Total Checking/Savings	4,387,290.23	5,070,708.40	-683,418.17	-13.5%
Accounts Receivable				
107 · Accounts Receivable	-3,214.00	-100.00	-3,114.00	-3,114.0%
Total Accounts Receivable	-3,214.00	-100.00	-3,114.00	-3,114.0%
Total Current Assets	4,384,076.23	5,070,608.40	-686,532.17	-13.5%
Fixed Assets				
170 · Land	74,634.00	74,634.00	0.00	0.0%
171 · Buildings and Improvements	1,185,360.97	755,665.64	429,695.33	56.9%
172 · Equipment	4,565,635.75	3,848,634.88	717,000.87	18.6%
178 · Accum. Depreciation - Building	-603,437.69	-576,580.69	-26,857.00	-4.7%
179 · Accum. Depreciation - Equipment	-2,056,611.53	-1,754,906.53	-301,705.00	-17.2%
Total Fixed Assets	3,165,581.50	2,347,447.30	818,134.20	34.9%
Other Assets				
195 · Due From Operating Fund	1,916,890.00	1,916,890.00	0.00	0.0%
325 · Deferred Outflows	8,457,066.00	9,200,694.00	-743,628.00	-8.1%
Total Other Assets	10,373,956.00	11,117,584.00	-743,628.00	-6.7%
TOTAL ASSETS	17,923,613.73	18,535,639.70	-612,025.97	-3.3%
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	0.00	5,928,260.00	-5,928,260.00	-100.0%
336 · Capital One Loan	0.07	0.07	0.00	0.0%
337 · Accrued Interest Payable	2,129.35	2,129.35	0.00	0.0%
338 · Capital Lease - Current	4.55	55,806.47	-55,801.92	-100.0%
Total Other Current Liabilities	89,013.15	6,073,075.07	-5,984,061.92	-98.5%
Total Current Liabilities	89,013.15	6,073,075.07	-5,984,061.92	-98.5%
Long Term Liabilities				
145 · Deferred Inflow	5,637,113.00	3,987,593.00	1,649,520.00	41.4%
300 · Compensated Absences	565,321.48	545,622.48	19,699.00	3.6%
340 · Bonds Payable - Current	0.10	252,891.00	-252,890.90	-100.0%
342 · Notes Payable - Long Term	224,985.96	333,267.78	-108,281.82	-32.5%
345 · Bonds Payable - Noncurrent	5,357,109.00	5,357,109.00	0.00	0.0%
355 · Due To Capital Improvement Fund	1,916,890.00	1,916,890.00	0.00	0.0%
744 · Net Pension Liability	4,196,252.00	6,214,613.00	-2,018,361.00	-32.5%
Total Long Term Liabilities	17,897,671.54	18,607,986.26	-710,314.72	-3.8%
Total Liabilities	17,986,684.69	24,681,061.33	-6,694,376.64	-27.1%
Equity				
30000 · Opening Balance Equity	-1,566,111.26	-908,986.26	-657,125.00	-72.3%
320 · Unreserved-Undesignated FD Bal	2,452,517.00	-8,200,854.76	10,653,371.76	129.9%
321 · Future Liabilities - PERS UAL	300,000.00	0.00	300,000.00	100.0%
330 · Operational Reserves	0.00	2,155,346.00	-2,155,346.00	-100.0%
331 · Apparatus Reserves	405,000.00	0.00	405,000.00	100.0%
332 · Unrestricted Fund Reserves	11,938.79	0.00	11,938.79	100.0%
334 · Buildings/Facility Reserves	21,545.80	1,916,890.00	-1,895,344.20	-98.9%

10:49 AM
03/07/24
Cash Basis

Rancho Adobe Fire Protection District
Balance Sheet Prev Year Comparison
As of February 29, 2024

	<u>Feb 29, 24</u>	<u>Feb 28, 23</u>	<u>\$ Change</u>	<u>% Change</u>
Net Income	<u>-1,687,961.29</u>	<u>-1,107,816.61</u>	<u>-580,144.68</u>	<u>-52.4%</u>
Total Equity	<u>-63,070.96</u>	<u>-6,145,421.63</u>	<u>6,082,350.67</u>	<u>99.0%</u>
TOTAL LIABILITIES & EQUITY	<u>17,923,613.73</u>	<u>18,535,639.70</u>	<u>-612,025.97</u>	<u>-3.3%</u>

NEW BUSINESS

2024 STRATEGIC PLAN



Rancho Adobe Fire District

Staff Report

Date: March 12, 2024

Topic: Rancho Adobe Fire District Strategic Plan

Recommendation:

Staff recommends the Board of Directors adopt the District's 2024 Strategic Plan update.

Background:

In January 2024, the District's management team, elected officials and labor leaders met, reviewed and updated the District's Strategic Plan. The team spent the day reviewing the previous years plan and accomplishments and identifying priorities for 2024.

The 2024 Strategic Plan identifies ongoing goals and objectives that are a work in progress, as well as, short, medium and long term goals.

This living document informs our budget process, priorities and workflow.

Financial Impact:

The financial impact resulting from the Strategic Plan will be identified, budgeted and funded within our annual budget development process.

Options:

1. Board adoption of the Strategic Plan
2. Direct staff to complete and refine the actions required to meet the goals.

Approved by:

Jeff Veliquette
Fire Chief

Attachments:

1. Rancho Adobe Fire District *Draft* Strategic Plan - 2024



Rancho Adobe Fire District
Strategic Planning

January 26, 2024

Message from the Chief

This is the second Strategic Planning session undertaken by the men and women of the Rancho Adobe Fire Protection District. In 2023 the Staff and Board met along with Union leadership to develop a plan for our future.

2023 was a productive year for the district. We saw many promotions, a few retirements and the addition of new personnel to our rosters. The success of the organization is credit to each of the men and women of the District, as we have one goal and that is to provide excellent service to our community.

2024 presents opportunities for the District with the passing of Measure H, the ½ cent sales tax approved by the voters in March, 2024. Measure H is critically important to the district's sustainability and growth. The passage of the Measure provides new funding, new positions as well as needed infrastructure improvements. All are very much needed for the organization. Once again, the community has shown its support to the fire service and in turn, we must continue to provide the community a high level of emergency and non-emergency response.

As we look to and plan the future of the District, providing Advanced Life Support to our community and stabilizing our budget are top priorities and are reflected in the following pages. Fire District consolidation also remains a possibility and is a priority for us to continue a methodical exploration.

In 2024 we will continue our focus on the community. Through fire inspections and fire prevention we will work to keep the community safe from fire and other hazards. Our continued push to hire first responder paramedics on our engine companies will also provide a higher level of care to the community when suffering a medical emergency.

I am proud to be your fire chief and serve alongside these dedicated individuals to support our community.

Jeff Veliquette
Rancho Adobe Fire Chief

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

Staff: Fire Chief Jeff Veliquette, Administrative Manager Jennifer Bechtold, Battalion Chief Herb Wandel, Battalion Chief James Deurloo

Labor Representatives: Captain Eric Gromala, Engineer Daniel Ikalani, Engineer Tim Henry

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

Facilitator: Dana Hampson

Rancho Adobe Fire District 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.

Rancho Adobe Fire District 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.

Rancho Adobe Fire District Core Values

I.C.A.R.E

Integrity | Courage | Accountability |
Respect | Empowerment

**added "and safe" to the definition of Core Value – Courage*

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SWOT

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Finance Overview and Study Session

Consolidation Overview and Study Session

Mission Vision & Core Values

Goal Setting 2024

Session Goals and Guidelines

- Set a Shared Vision for the Organization
- Review and recognize accomplishments in 2023
- Gather input, validate, modify, and prioritize goals.
- Review our Mission, Vision and Core Values
- Build relationships with each other.
- Gain an understanding of District funding and expenditures
- Evaluate Consolidation and potential partnerships
- Develop a written document to memorialize the goals and actions necessary to meet our Vision
- Share with the organization

What do we hope leave with today?

1. Knowing that all voices were heard
2. A shared Vision for the organization
3. Goals for 2024 and beyond
4. Strategic direction on Consolidation
5. Understanding of District Finances

2023 Organizational Accomplishments

Recruitment:

- ✓ Hired four new part-time staff members who have helped fill voids in our staffing, reducing OT
- ✓ Attended 2 Fire Academy recruiting sessions
- ✓ Explored Part-Time Paramedic employees
- ✓ Multiple recruitment and interview for FF & FF/P
- ✓ Tough year for personnel injuries & illnesses

Advanced Life Support:

- ✓ Secured ALS Ambulance partnership at Cotati
- ✓ Re-established contract with CQI coordinator & Medical Director
- ✓ ALS: Great progress forward with ALS plan and approval through County – inability to hire qualified candidates due to salary deficits and a nationwide shortage of paramedics, but not for lack of trying on our part
- ✓ ALS Approval through CVEMSA complete

Community:

- ✓ Community Education & Engagement: several events were held this past year involving our community.
- ✓ Getting out and being seen in the community this summer through weed abatement inspections and education
- ✓ Participated in Halloween & Christmas events at the engine company level
- ✓ Participated at the Pumpkin Patch – RAFA driven
- ✓ Christmas Toy drive
- ✓ Badge Pinning
- ✓ Station 2 Ribbon Cutting & Open House
- ✓ 9/11 Flag Ceremony – Cotati
- ✓ National Night Out

Facilities:

- ✓ Facility Remodel: completed!!
- ✓ Temporary housing trailer installation, use and removal
- ✓ Training grounds fencing and security project
- ✓ HVAC installation and repair at Liberty & Cotati
- ✓ Station 1 – 3rd bedroom downstairs
- ✓ Updated Facility Needs Assessment Overview

Sonoma State University

- ✓ Sonoma State University response & financial impact assessment
- ✓ Multiple meetings with SSU staff (PD, Facilities, Safety) to reduce calls.

Financial

- ✓ District's Fee Schedule update and roll out
- ✓ Implementing robust billing practices for fire prevention fees and are working towards improving how we bill contractors based on the new fee schedule (improved forms, communication with City of Cotati etc.).
- ✓ Fire Impact Fee study has commenced which will assist with offsetting some costs of providing services as our community expands.
- ✓ Better understanding of district budget
- ✓ Updated 5-year Budget Projection
- ✓ Cash Investment & Progressive Investment Strategy = \$95,000 in FY22/23
- ✓ Successful Labor negotiations
- ✓ The Board made another good push forward with a 5% pay increase across the board
- ✓ Salary Parity Analysis with SCFD in preparation for Measure 'H'

General:

- ✓ Re-Branding - completed
- ✓ Fire Service Tax measure involvement
- ✓ Career Development Guide implemented
- ✓ 5 Year training guide implemented
- ✓ Full time chief for a year
- ✓ New 9183 in service
- ✓ Promotions: 1 BC, 2 Captains, 2 Engineers and 2 Firefighters.
- ✓ Continued operational relationship with Petaluma Fire
- ✓ Reviewed and updated multiple policies and procedures with input from Labor
- ✓ Many of our projects completed this year were set in motion years ago but never came to fruition
- ✓ Strong commitment at the Fire Chief's Association, Fire District's and REDCOM
- ✓ Led the SCFCA to secure funding through REDCOM for radio infrastructure repair
- ✓ Navigated multiple complex workers comp issues
- ✓ Personnel have stepped up at every level to fill and backfill open spots
- ✓ Improved relationship between the Board and association

2023 Strategic Goals Review

Near Term Goals	Status
Implementation of Advanced Life Support Program	Ongoing
Salary Equity Adjustments	progress
Facility Remodel	completed
Complete Re-Branding process	completed
Community Education & Engagement	some progress
Sonoma State University response & financial impact	ongoing
Medium Term Goals	
Fire Service Tax Measure involvement	completed
Station 3 Facility Upgrades	not started
ALS Stage 2 Implementation	not started
Budget Stability	ongoing
Succession Planning	ongoing
Long Term Goals	
Fleet Replacement	ongoing
Complete Facilities Projects	progress
Implement Financial/Administrative support	Not started
Complete research of shared resources/consolidation	some progress
ALS Implementation Phase 3	not started

2024 Vulnerabilities, Weaknesses & Service Gaps

The Strategic Planning group identified the following Vulnerabilities, Weaknesses & Service Gaps for the District.

Organizational Vulnerabilities

- Impacted workload due to lack of organizational depth
- Budget constraints
- Measure W (ambulance service)

Organizational Weaknesses

- Lack of political interaction / clout
- Below average pay results in retention and recruitment difficulty
- Identifying additional funding sources
- Identification and implementation of specialized equipment for overall wildland threat
- Succession planning

Organizational Service Gaps

- Fire Marshal services
- Public relations / community engagement
- ALS program / Paramedic recruitment

2024 SWOT Analysis

Strengths

- Nimble
- Stronger financial focus
- 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
- 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 stability
- 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 and recruitment / succession
- 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
- Community awareness
- “Rancho Adobe” in community
- Monitoring & pursuit of grant funding

Opportunities

- Rereview fee schedules
- Monitor and apply for grants
- Look outside district for shared resources (coverage) – training, boundary drops, etc.
- Cost reimbursement from Sonoma State
- Reach out and develop political views and relations
- Merge with SCFD/consolidation
- 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
- Measure H
- Recruitment efforts

Threats

- Measure W ambulance commitment
- County change of CSA41 into vegetation management will threaten a future tax measure
- Failure of sales tax measure
- 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
- City annexation of land
- Drought
- Unforeseen legal threats (e.g. workers compensation)

Detailed Finance Review

A Study session on the Districts overall budget process was held.

Topics Included:

- Revenue Sources
- Expenditures
- Mid-year budget review
- Budget process

5-Year Financials Projections:

An overview of the 5-year financial projections both with and without Measure H revenue was presented .

Highlights from the discussion included:

- Measure H is critical to ensure RAFD's sustainability.
- A breakdown of Measure H funding was provided, including how the revenue will be used for both staffing and infrastructure.

Revisiting Consolidation

Study Session was held to revisit District consolidation.

Topics Included:

- History of Sonoma County consolidations
- Criteria for consolidation evaluation
- Summary of 2022 consolidation evaluation and resulting funding gap which prevented consolidation
- Overview of how Measure H will make it easier to consolidate

Group evaluation of the benefits and negative impacts of consolidation to the community, the district, and the members.

Benefits of Consolidation

- Speeding up of ALS / ambulance service
- Dedicated Fire prevention personnel
- Reduced parcel tax for residents
- Meet Measure W ambulance language
- Improved depth of service and staff
- Increased operational capacity & efficiency
- Improved budget sustainability
- Resiliency due to size of district
- Improved training
- Purchasing power
- Additional career opportunities
- Administrative support depth
- Improvement in Benefits & salaries
- Individual opportunity for career growth
- Continuity of management

Negative Impacts of Consolidation

- Loss of local control/identity/history
- Restructure of firefighters' association
- BLS charges for service
- Perceived potential impact to Liberty station
- Too big and too many levels may limit access and visibility

Next steps:

- ✓ Structured exploration of consolidation with SCFD, starting with an initial discussion before March
- ✓ Update financial analysis with Measure H allowances
- ✓ Chief's to host joint meeting with joint Board Leadership

Where do we want to go

The Strategic Planning group identified the following priorities:

- The community knows us
- Our ALS program is implemented
- We are retaining talent: 1. Pay parity 2. Opportunities
- We have depth in our workforce knowledge
- Additional support personnel:
 - Admin
 - Prevention
 - Maintenance
 - Grant writing
- Explore opportunities for shared service agreements
- Strengthen our regional collaboration
- Enforcement of fee for services
- Implement and retain part-time paramedic program
- Community engagement (e.g. marquis)
- Leverage Fire Fighters 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

2024 Goals

For 2024, “*Ongoing Goals and Activities*” have been broken away from the Near, Mid and Long Term Goals in order to better reflect ongoing activities versus future Goals.

Ongoing Activities & Goals

- Facilities maintenance projects
- Budget Stability
- Designate funds for capital replacement
- Designate funds for pension liabilities
- Succession planning
- Community education & engagement
- Direction of Rancho Adobe's future
- Board training
- Participation with SCFCA
- Regional response alignment & collaboration

Near Term Goals

- Explore shared resources / consolidation
- Complete Advanced Life Support Implementation – Phase 1
- Hire Support personnel (Measure H dependent)
- Salary parity
- Fully implement Fire Impact Fees

Medium Term Goals

- ALS Implementation - Phase 2
- Station 1 facility update (Measure H dependent)
- Station 3 facility update (Measure H dependent)

Long Term Goals

- ALS Implementation - Phase 3

Ongoing Goals & Activities	Status
Facilities maintenance projects <i>Objective: Maintain facilities in good working order for livability and longevity</i>	
*Conduct annual needs assessment and budget accordingly	
Budget Stability <i>Objective: Maintain a budget that is stable and predictable based on revenues and expenditures</i>	
*Update rolling 5-year financial projections	
Designate funds for capital replacement and unfunded pension liabilities <i>Objective: Build designated reserve funds for known capital needs</i>	
*Staff – Board to identify required funds for future capital needs	
*Fund through annual budget process	
Succession planning <i>Objective: Provide training for members to be prepared and proficient for next organizational step</i>	
*Provide training opportunities for “next rank” training	
Community education & engagement <i>Objective: Provide fire and life safety to the community</i>	
*Develop annual calendar of events for community education	
Direction of Rancho Adobe's future <i>Objective : Continuously review opportunities to better serve the community through shared services and consolidation opportunities</i>	
*Chief to ensure communication to/from Board on shared services/consolidation opportunities	
Board training <i>Objective: Provide Board level training to assure compliance with laws and best practices</i>	
*Identify training needs of the Board (FDAC, Brown Act, etc.)	
*Provide ongoing training opportunities as they become available	
Participation with SCFCA <i>Objective: Participate with the Sonoma County Fire Chiefs Association to maintain advocacy and awareness of issues</i>	
*Participate and provide 2-way communication from SCFCA to District	
Regional response alignment & collaboration <i>Objective: Look at opportunities to collaborate with other agencies to provide streamlines services</i>	
*Maintain close relationships with adjoining agencies	
*Work collaboratively to develop a regional and consistent response system	

Action Steps

Near Term Goals (now - 18 months)	Status
<p>Explore shared resources / consolidation. <i>Objective: Explore opportunities to enter into a full consolidation or shared resource opportunities to better serve the community</i></p>	
Action Items:	
Review, update and analyze financial overview of consolidation with Measure H support	
Agency leadership to meet and discuss opportunities	
Review all opportunities for increased service and stable funding	
Develop joint plan and timelines toward consolidation	
<p>Complete Advanced Life Support Implementation – Phase 1 <i>Objective: Implement Advanced Life Support program at one station</i></p>	
Action Items:	
Recruit, hire and onboard paramedics	
Identify and purchase remaining equipment and supplies	
Utilize educator and Medical Director for training and program implementation	
<p>Hire Support personnel (Measure H dependent) <i>Objective: Hire support personnel to support Administration, Fire Prevention and Fleet Maintenance based on funding.</i></p>	
Action Items:	
Analyze needs and required skills for positions	
Complete a financial impact assessment	
Recruit, hire and on-board positions	
<p>Salary parity <i>Objective: Achieve salary parity with Sonoma County fire agencies to increase recruitment and longevity of personnel</i></p>	
Action Items:	
Outline pay parity steps – utilizing funding from Measure H	
Meet and confer with represented groups	
Implement salary structure	
<p>Fully implement Fees <i>Objective: Implement fees according to adopted fees schedule to provide cost recovery.</i></p>	
Action Items:	
Onboard Interim Fire Marshal	
Initiate inspections	
Bill for services	

Action Steps

Medium Term Goals (18 - 36 months)	Status
ALS Implementation - Phase 2	
<i>Objective</i>	
Action Items:	
Recruit, hire and onboard paramedics	
Identify and purchase remaining equipment and supplies	
Utilize educator and Medical Director for training and program implementation	
Station 1 & 3 facility update (Measure H dependent)	
<i>Objective: Update facilities based on Master Plan & Needs Assessment</i>	
Action Items:	
Engage District "Facilities" ad-hoc committee	
Develop "Master Plan" for facilities	
Engage Construction Management & Architectural firm	
Review and select funding methodology	
Utilize process to obtain qualified contractors	
Long Term Goals (3 – 5 years)	
ALS Implementation - Phase 3	
<i>Objective: Implement first responder Advanced Life Support</i>	
Action Items:	
Recruit, hire and onboard paramedics	
Identify and purchase remaining equipment and supplies	
Utilize educator and Medical Director for training and program implementation	

CHANGE IN SUMMIT STATE BANK SIGNERS



Rancho Adobe Fire District

Staff Report

Date: March 13, 2024

Topic: Summit State Banking Changes

Recommendation:

I recommend the Board of Directors approve a change in current signers, removing Battalion Chief Andy Taylor and adding Battalion Chief Tim Caldwell as signer.

Once all changes have been made to Summit State Bank, the bank signers will be Chief Jeff Veliquette, Battalion Chief's James Deurloo, Tim Caldwell and Herb Wandel, and Directors Mark Hemmendinger, Brian Proteau, Michael Gadoua and Sage Howell.

Discussion:

Due to the promotion of Battalion Chief Tim Caldwell, the District will need to update the account signers for Summit State Bank. Currently, we have Battalion Chief Andy Taylor as a signer, and he will need to be removed due to his retirement in February 2024.

Financial Impact:

No financial impact.

Options:

Approve the addition of signer, Tim Caldwell and remove Andy Taylor as a signer for Summit State Bank.

Approved by:

Jeff Veliquette
Fire Chief

