



Sonoma County Fire District Board of Directors
Regular Board Agenda
Tuesday August 15, 2023 2:00 PM
Location: Fire Station 1 - 8200 Old Redwood Hwy. Windsor

The Board meeting agenda and all supporting documents are available for public review at 8200 Old Redwood Highway, Windsor, CA, 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 8200 Old Redwood Hwy, Windsor, during normal business hours and on the website at www.sonomacountyfd.org. Copies of supplemental materials distributed at the Board meeting will be available for public inspection at the meeting location.

In accordance with the Americans with Disabilities Act, anyone needing special assistance to participate in this meeting should contact District Executive Assistant Kathy Washington at the District Office at 707-838-1170. Notification 48-hours before the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

President Tognozzi

Vice President Treanor

Director Briare

Secretary/Treasurer So

Director Hamann

Director Klick

Director Weaver

OPEN TIME FOR PUBLIC EXPRESSION

(Three-minute time limit)

This is an opportunity for any member of the public to briefly address the District Board on any matter that does not appear on this agenda. Items that appear to warrant a lengthier presentation or Board consideration may be placed on the agenda for discussion at a future meeting.

AGENDA ADJUSTMENTS

An opportunity for the Board President to approve adjustments to the current agenda.

SONOMA COUNTY PROFESSIONAL FIREFIGHTERS' ASSOCIATION PRESIDENT'S REPORT

An opportunity for the President of the Sonoma County Professional Firefighters Association to address the Board on matters of the Association.

DIRECTOR REPORTS

An opportunity for Directors to report on their individual activities related to District business.

FIRE CHIEF'S REPORT

Chief Heine will report on District administration and operations.

CONSENT CALENDAR ITEMS

These items can be acted on in one consolidated motion or may be removed from the Consent Calendar and separately considered at the request of any Director.



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1. Approve the minutes from the July 18, 2023 Regular Board of Directors Meeting
2. Approve bills and payables for July 2023.

ACTION ITEMS

1. **APPROVAL OF EMPLOYMENT AGREEMENT WITH FIRE CHIEF MARK HEINE**
The Board will consider approving the employment agreement with Fire Chief Mark Heine.
2. **ADOPTION OF SONOMA COUNTY FIRE DISTRICT STRATEGIC PLAN 2023-2026**
The Board will consider adopting the Sonoma County Fire District strategic plan for 2023-2026.
3. **MEMORANDUM OF UNDERSTANDING BETWEEN THE SONOMA COUNTY FIRE DISTRICT AND THE SONOMA COUNTY PROFESSIONAL FIREFIGHTERS ASSOCIATION, REVISION 8/15/2023**
The Board will consider approving a revision to "Appendix A" of the MOU between the Sonoma County Fire District and the Sonoma County Professional Firefighters Association.
4. **CONTRACT WITH KITCHELL FOR CONTRACT MANAGEMENT SERVICES**
The Board will consider approving a contract with Kitchell for project management services for the District's capital improvement plan.

COMMITTEE REPORT

1. Standing Committee: Finance Committee
2. Ad Hoc: Facilities

FINANCIAL REPORTS

COMMUNICATIONS

CLOSED SESSION

1. Conference with Legal Counsel – Pending Litigation (Govt Code section 54956.9(a):
AMR West v. California Department of Health Care Services, Sonoma County Fire District, Sonoma Valley Fire District, City of Petaluma, et al.; Sacramento County Superior Court Case No. 34-2021-80003757
2. Anticipated Litigation (two cases) (Government Code section 54956.9(b)).

REPORT OUT ON CLOSED SESSION

ADJOURNMENT



Sonoma County Fire District Board of Directors
Regular Board Minutes
Tuesday July 18, 2023 2:00 PM
Location: Fire Station 1 - 8200 Old Redwood Hwy. Windsor

CALL TO ORDER

Tognozzi called the meeting to order at 2:04
Present for Staff: Chief Heine, Bolduc, Washington
Counsel: Adams

PLEDGE OF ALLEGIANCE

ROLL CALL

President Tognozzi-present	Director Klick-present
Vice President Treanor-present	Secretary/Treasurer So-present
Director Briare -present	Director Hamann-absent Director Weaver-present

OPEN TIME FOR PUBLIC EXPRESSION

None

AGENDA ADJUSTMENTS

An opportunity for the Board President to approve adjustments to the current agenda.

None

SONOMA COUNTY PROFESSIONAL FIREFIGHTERS' ASSOCIATION PRESIDENT'S REPORT

An opportunity for the President of the Sonoma County Professional Firefighters Association to address the Board on matters of the Association.

Engineer Rutkowski spoke about promotions and hiring. He also mentioned that they had raised about 241k for Measure G. (Chief Heine added that he heard this morning that they accomplished the target of 263k today) Local 1401 also held a town hall meeting and invited employees from AMR so that they could address questions and concerns, and another is happening soon. FF/Medic Crenshaw attended the Wine Country to the Rescue event and made many contacts and networker with various individuals.

DIRECTOR REPORTS

An opportunity for Directors to report on their individual activities related to District business.

None

FIRE CHIEF'S REPORT

Chief Heine reviewed the activities of the crews and events over the month. He discussed; important upcoming dates for meetings and events; There may be a need for a Special BOD meeting in August; We have 5 FF/Medics in background and they will begin the academy on 8/16/23; Welcome Dave Bynum to the new position of EMS Captain; State funding will provide us with 1 million for wildland engine funding; Strike team is out at the Rabbit Fire and there has been great progress; SoCo1 training is ongoing; We continue to support the communities with numerous events all over the District; July 3 was a great family event at our SCY3 station; Social media posts still doing well and are received well; Prevention Division had 11k in revenue.



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REPORT OUT ON JUNE 27, 2023, CLOSED SESSION

Instruction given to staff; no reportable action taken.

CONSENT CALENDAR ITEMS

A motion by Weaver and a second by Treanor approved the minutes from the June 27, 2023, regular meeting, and the bills and payables from June 2023. 6-0-1.

ACTION ITEMS

1. **PLANNING THE PUBLIC HEARING FOR THE DISTRICT SPECIAL TAX ROLL FOR FY 2023/2024**

The Board will consider setting August 29, 2023, as the public hearing date for the district special tax roll for FY 2023/2024.

A motion by Treanor and a second by Briare set the special tax roll hearing for August 29, 2023, 2:00 pm. 6-0-1

2. **RESOLUTION 2023-15 A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SONOMA COUNTY FIRE DISTRICT TO PROVIDE BASE PAY RAISES AS FOLLOWS: 2% BASE PAY RAISE EFFECTIVE JULY 1, 2023, 3% BASE PAY RAISE EFFECTIVE JANUARY 1, 2024, 2% BASE PAY RAISE EFFECTIVE JULY 1, 2024 AND 3% BASE PAY RAISE EFFECTIVE JANUARY 1, 2025 FOR THE FOLLOWING UNREPRESENTED ADMINISTRATIVE POSITIONS: FIRE CHIEF, DEPUTY FIRE CHIEFS, DIVISION CHIEFS, BATTALION CHIEFS, FINANCE MANAGER, EXECUTIVE ASSISTANT, ADMINISTRATIVE ASSISTANTS, ACCOUNTING SUPPORT, LOGISTICS SPECIALIST AND COMMUNITY OUTREACH SPECIALIST AND APPROVAL OF ADDING JUNETEENTH AS A RECOGNIZED AND PAID HOLIDAY**

The Board will consider approving Resolution 2023-15 to provide a 2% base pay raise effective July 1, 2023, 3% base pay raise effective January 1, 2024, 2% base pay raise effective July 1, 2024 and 3% base pay raise effective January 1, 2025 for the following unrepresented administrative positions: Fire Chief, Deputy Chiefs, Division Chiefs, Battalion Chiefs, Finance Manager, Executive Assistant, Administrative Assistants, Accounting Support, Logistics Specialist and Community Outreach Specialist and approval of adding Juneteenth as a recognized and paid holiday.

A motion by So and seconded by Briare adopted Resolution 2023-14 with one change, the removal of Finance manager from above list. This resolution does not apply to that position. 6-0-1. Roll call vote.

3. **APPROVAL OF UPDATED ORGANIZATIONAL CHART TO REFLECT THE RECLASSIFICATION OF FINANCE MANAGER TO CHIEF FINANCIAL OFFICER**

The Board will consider approving the updated organizational chart to reflect the reclassification of Finance Manager to Chief Financial Officer.



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A motion by Treanor and seconded by Weaver approved updating the Organizational Chart to reflect reclassification of Finance Manager. 6-0-1.

4. **APPROVAL OF EMPLOYMENT AGREEMENT WITH CHIEF FINANCE OFFICER TERRI BOLDUC**

The Board will consider approving the employment agreement with Chief Finance Officer Terri Bolduc.

A motion by So and seconded by Weaver approved the new employment agreement with Teresa (Terri) Bolduc. 6-0-1. Roll call vote.

5. **ADOPTION OF 2023-2025 STRATEGIC PLAN**

The Board will consider approving and adopting a new strategic plan for the District.

This item was tabled and will be put forward on a future agenda.

COMMITTEE REPORT

1. Standing Committee: Finance Committee- n/a
2. Ad Hoc: Facilities- n/a

FINANCIAL REPORTS

Enclosed

COMMUNICATIONS

None

CLOSED SESSION- Board entered closed session at 2:50

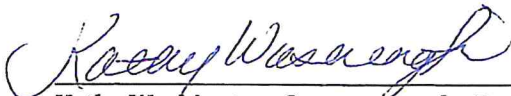
1. Conference with Legal Counsel – Pending Litigation (Govt Code section 54956.9(a): *AMR West v. California Department of Health Care Services, Sonoma County Fire District, Sonoma Valley Fire District, City of Petaluma, et al.*; Sacramento County Superior Court Case No. 34-2021-80003757
2. Anticipated Litigation (two cases) (Government Code section 54956.9(b)).

REPORT OUT ON CLOSED SESSION

Board ended closed session at 3:45. Instruction given to staff; no reportable action taken.

ADJOURNMENT

3:45


Kathy Washington- Secretary to the Board

12:17 PM
08/10/23

**Sonoma County Fire District- General Fund
Transaction List by Vendor**

July 2023

Type	Date	Num	Memo	Account	Clr	Split	Amount
1000 Bulbs.com							
Bill	07/25/2023	Invoice # ...		Accounts Payable		6180 A- Base Mainte...	-65.48
Bill Pmt -Check	07/25/2023	9878		105-Summit- Checking		Accounts Payable	-65.48
A. Nash							
Bill	07/11/2023		Boot reimbursement	Accounts Payable		6022 B -Wildland Saf...	-450.00
Bill Pmt -Check	07/11/2023	9799	Boot reimbursement	105-Summit- Checking	X	Accounts Payable	-450.00
AFLAC							
Bill	07/18/2023	Invoice # ...		Accounts Payable		5910 A- Salaries for ...	-4,388.86
Bill Pmt -Check	07/18/2023	9850		105-Summit- Checking	X	Accounts Payable	-4,388.86
Air Exchange Inc							
Bill	07/11/2023	Invoice # ...		Accounts Payable		6180 K- Plymovent S...	-1,126.72
Bill Pmt -Check	07/11/2023	9800		105-Summit- Checking	X	Accounts Payable	-1,126.72
Bill	07/25/2023		Invoice # 91610054...	Accounts Payable		-SPLIT-	-294.70
Bill Pmt -Check	07/25/2023	9879	Invoice # 91610054...	105-Summit- Checking		Accounts Payable	-294.70
AT&T/Calnet3							
Bill	07/11/2023			Accounts Payable		-SPLIT-	-133.70
Bill Pmt -Check	07/11/2023	9801		105-Summit- Checking	X	Accounts Payable	-133.70
Bill	07/25/2023			Accounts Payable		-SPLIT-	-283.74
Bill Pmt -Check	07/25/2023	9892		105-Summit- Checking		Accounts Payable	-283.74
Banc of America Leasing							
Bill	07/25/2023	Invoice # ...		Accounts Payable		-SPLIT-	-137,947.12
Bill Pmt -Check	07/25/2023	9880		105-Summit- Checking		Accounts Payable	-137,947.12
Bauer Compressors							
Bill	07/11/2023	Invoice # ...		Accounts Payable		6140 C- Compressor ...	-1,118.01
Bill Pmt -Check	07/11/2023	9802		105-Summit- Checking	X	Accounts Payable	-1,118.01
Bay Alarm Co							
Bill	07/05/2023	2063950...		Accounts Payable		-SPLIT-	-245.28
Bill Pmt -Check	07/05/2023	9779		105-Summit- Checking	X	Accounts Payable	-245.28
Bill	07/11/2023	Invoice # ...		Accounts Payable		-SPLIT-	-509.34
Bill Pmt -Check	07/11/2023	9826		105-Summit- Checking	X	Accounts Payable	-509.34
Bennett Valley Ace Hardware							
Bill	07/11/2023	Account ...		Accounts Payable		-SPLIT-	-23.98
Bill Pmt -Check	07/11/2023	9803		105-Summit- Checking	X	Accounts Payable	-23.98
Bill Lellis							
Bill	07/11/2023		Plan Review of Red...	Accounts Payable		6500 A- Plan Review ...	-105.00
Bill Pmt -Check	07/11/2023	9804	Plan Review of Red...	105-Summit- Checking	X	Accounts Payable	-105.00
Bill	07/25/2023		Plan Review 9491 S...	Accounts Payable		6500 A- Plan Review ...	-140.00
Bill Pmt -Check	07/25/2023	9881	Plan Review 9491 S...	105-Summit- Checking		Accounts Payable	-140.00
Bound Tree Medical, LLC							
Bill	07/18/2023	Invoice# ...		Accounts Payable		6261 A -ALS/BLS Me...	-60.26
Bill Pmt -Check	07/18/2023	9851		105-Summit- Checking	X	Accounts Payable	-60.26
Burton's Fire Inc							
Bill	07/11/2023	S61112		Accounts Payable		6140 A- Maintenance	-85.62
Bill Pmt -Check	07/11/2023	9827		105-Summit- Checking	X	Accounts Payable	-85.62
Bill	07/18/2023	S 61171		Accounts Payable		6140 A- Maintenance	-459.36
Bill Pmt -Check	07/18/2023	9852		105-Summit- Checking	X	Accounts Payable	-459.36
Bill	07/25/2023	Invoice # ...		Accounts Payable		6140 A- Maintenance	-315.01
Bill Pmt -Check	07/25/2023	9882		105-Summit- Checking	X	Accounts Payable	-315.01
C. Thomas							
Bill	07/11/2023			Accounts Payable		7120 N- Volunteer Tr...	-84.41
Bill Pmt -Check	07/11/2023	9805		105-Summit- Checking	X	Accounts Payable	-84.41
CAL-PERS							
Check	07/31/2023	EFT	2023/2024 UAL Cla...	107-Summit- Payroll		5923 B- PERS UAL ...	-222,958.00
Check	07/31/2023	EFT	2023/2024 UAL Cla...	107-Summit- Payroll		5923 B- PERS UAL ...	-3,731.00
Check	07/31/2023	EFT	2023/2024 UAL Cla...	107-Summit- Payroll		5923 B- PERS UAL ...	-123,311.00
CAL Pers 457 Supplemental Income Plan							
Check	07/12/2023	EFT	7/1-7/15/23	107-Summit- Payroll	X	-SPLIT-	-33,942.96
California American Water							
Bill	07/25/2023	1015-210...		Accounts Payable		7320 A- Utilities	-131.94
Bill Pmt -Check	07/25/2023	9893		105-Summit- Checking		Accounts Payable	-131.94
California Fire Chiefs Association							
Bill	07/05/2023	Invoice # ...		Accounts Payable		6280 D- Annual Mem...	-1,920.00
Bill Pmt -Check	07/05/2023	9780		105-Summit- Checking	X	Accounts Payable	-1,920.00
California State Disbursement Unit							
Bill	07/18/2023	Order ID ...		Accounts Payable		5910 A- Salaries for ...	-877.50
Bill Pmt -Check	07/18/2023	9854		105-Summit- Checking	X	Accounts Payable	-877.50
Clark Pest Control							
Bill	07/18/2023			Accounts Payable		-SPLIT-	-197.00
Bill Pmt -Check	07/18/2023	9855		105-Summit- Checking	X	Accounts Payable	-197.00
Bill	07/25/2023			Accounts Payable		-SPLIT-	-559.00
Bill Pmt -Check	07/25/2023	9883		105-Summit- Checking		Accounts Payable	-559.00
Coast Counties Peterbuilt							
Bill	07/25/2023	Invoice #...		Accounts Payable		-SPLIT-	-6,880.10
Bill Pmt -Check	07/25/2023	9894		105-Summit- Checking	X	Accounts Payable	-6,880.10
Comcast							
Bill	07/18/2023	Invoice # ...		Accounts Payable		7320 A- Utilities	-902.70
Bill Pmt -Check	07/18/2023	9856		105-Summit- Checking	X	Accounts Payable	-902.70
Comcast Business							
Bill	07/05/2023			Accounts Payable		-SPLIT-	-556.36
Bill Pmt -Check	07/05/2023	9781		105-Summit- Checking	X	Accounts Payable	-556.36
Bill	07/18/2023			Accounts Payable		-SPLIT-	-541.36
Bill Pmt -Check	07/18/2023	9857		105-Summit- Checking	X	Accounts Payable	-541.36
Craig Miller							
Bill	07/05/2023			Accounts Payable		6820 F- Helipad Rent...	-297.00
Bill Pmt -Check	07/05/2023	9782		105-Summit- Checking	X	Accounts Payable	-297.00
Cream's Towing Inc							
Bill	07/11/2023	Invoice # ...		Accounts Payable		6140 A- Maintenance	-229.90
Bill Pmt -Check	07/11/2023	9828		105-Summit- Checking	X	Accounts Payable	-229.90
Dana Hampson							
Bill	07/25/2023	Invoice # ...		Accounts Payable		6500 B- Strategic Co...	-3,000.00
Bill Pmt -Check	07/25/2023	9895		105-Summit- Checking		Accounts Payable	-3,000.00

12:17 PM
08/10/23

**Sonoma County Fire District- General Fund
Transaction List by Vendor
July 2023**

Type	Date	Num	Memo	Account	Clr	Split	Amount
Dean Crothers							
Bill	07/05/2023		Vegetation Inspecti...	Accounts Payable		6501 A- Contractors ...	-2,250.00
Bill Pmt -Check	07/05/2023	9757	Vegetation Inspecti...	105-Summit- Checking		Accounts Payable	-2,250.00
Donald Reynolds							
Bill	07/25/2023		VOID: Refund-amb...	Accounts Payable	X	3670 A- Ambulance ...	0.00
Bill Pmt -Check	07/25/2023	9896	VOID: Refund-amb...	105-Summit- Checking	X	Accounts Payable	0.00
Donna Mahoney							
Bill	07/25/2023		Refund- Ambulance	Accounts Payable		3670 A- Ambulance ...	-225.00
Bill	07/25/2023		Refund Ambulance	Accounts Payable		3670 A- Ambulance ...	-225.00
Bill Pmt -Check	07/25/2023	9897	Refund- Ambulance	105-Summit- Checking		Accounts Payable	-225.00
Bill Pmt -Check	07/25/2023	9912	Refund Ambulance	105-Summit- Checking		Accounts Payable	-225.00
Everbridge, Inc							
Bill	07/18/2023		Invoice # ...	Accounts Payable		6463 B- Nixle System	-16,609.01
Bill Pmt -Check	07/18/2023	9858		105-Summit- Checking	X	Accounts Payable	-16,609.01
FAIRA							
Bill	07/18/2023		PREM 20...	Accounts Payable		6100 A- Insurance Pr...	-372,434.00
Bill Pmt -Check	07/18/2023	9859		105-Summit- Checking	X	Accounts Payable	-372,434.00
Ferrelgas							
Bill	07/11/2023		Acct No. ...	Accounts Payable		-SPLIT-	-244.37
Bill Pmt -Check	07/11/2023	9806		105-Summit- Checking	X	Accounts Payable	-244.37
Fire Dist Assn of CA							
Bill	07/11/2023			Accounts Payable		6280 D- Annual Mem...	-525.00
Bill Pmt -Check	07/11/2023	9829		105-Summit- Checking	X	Accounts Payable	-525.00
Fire Risk Management Svcs							
Bill	07/05/2023		FDAC07...	Accounts Payable		-SPLIT-	-212,823.25
Bill Pmt -Check	07/05/2023	9783		105-Summit- Checking	X	Accounts Payable	-212,823.25
Bill	07/18/2023		FRMS08...	Accounts Payable		-SPLIT-	-214,487.23
Bill Pmt -Check	07/18/2023	9860		105-Summit- Checking	X	Accounts Payable	-214,487.23
Fishman Supply Co.							
Bill	07/05/2023		1404938 ...	Accounts Payable		-SPLIT-	-489.11
Bill Pmt -Check	07/05/2023	9758		105-Summit- Checking	X	Accounts Payable	-489.11
Forestville Water District							
Bill	07/05/2023		Cust# 28...	Accounts Payable		-SPLIT-	-703.00
Bill Pmt -Check	07/05/2023	9759		105-Summit- Checking	X	Accounts Payable	-703.00
Franchise Tax Board							
Bill	07/18/2023		FTB ID:1...	Accounts Payable		5910 A- Salaries for ...	-1,555.30
Bill Pmt -Check	07/18/2023	9861		105-Summit- Checking	X	Accounts Payable	-1,555.30
GALLS, Inc							
Bill	07/18/2023		0250424...	Accounts Payable		-SPLIT-	-352.19
Bill Pmt -Check	07/18/2023	9862		105-Summit- Checking	X	Accounts Payable	-352.19
Garrett Hardware of Windsor							
Bill	07/05/2023		18008	Accounts Payable		-SPLIT-	-322.88
Bill Pmt -Check	07/05/2023	9760		105-Summit- Checking	X	Accounts Payable	-322.88
Gervais & Associates							
Bill	07/11/2023		Oct, Nov, & Dec 2022	Accounts Payable		6610 A- Legal Services	-1,581.25
Bill	07/11/2023		January-June 2023	Accounts Payable		6610 A- Legal Services	-10,425.00
Bill Pmt -Check	07/11/2023	9807	Oct, Nov, & Dec 2022	105-Summit- Checking	X	Accounts Payable	-1,581.25
Bill Pmt -Check	07/11/2023	9823	January-June 2023	105-Summit- Checking	X	Accounts Payable	-10,425.00
Golden Gate North							
Bill	07/25/2023		Invoice # ...	Accounts Payable		6140 F- Apparatus W...	-2,311.43
Bill Pmt -Check	07/25/2023	9884		105-Summit- Checking	X	Accounts Payable	-2,311.43
Golden State Emergency Vehicle Services							
Bill	07/05/2023		CI040071	Accounts Payable		6140 A- Maintenance	-537.40
Bill Pmt -Check	07/05/2023	9784		105-Summit- Checking	X	Accounts Payable	-537.40
Gone for Good -UCPNB							
Bill	07/18/2023		NCC SC...	Accounts Payable		6463 C-Parcel Lists, ...	-75.00
Bill Pmt -Check	07/18/2023	9839		105-Summit- Checking	X	Accounts Payable	-75.00
GoTo Communications, Inc							
Bill	07/05/2023		IN71020...	Accounts Payable		7320 A- Utilities	-1,789.36
Bill Pmt -Check	07/05/2023	9785		105-Summit- Checking	X	Accounts Payable	-1,789.36
Heather Rathbun							
Bill	07/06/2023			Accounts Payable		7150 A- Employee R...	-254.68
Bill Pmt -Check	07/06/2023	9798		105-Summit- Checking	X	Accounts Payable	-254.68
Huffman Engineering & Surveying							
Bill	07/18/2023		Invoice # ...	Accounts Payable		8510 N- Station Septi...	-1,840.00
Bill Pmt -Check	07/18/2023	9849		105-Summit- Checking	X	Accounts Payable	-1,840.00
Bill Pmt -Check	07/25/2023		QuickBooks genera...	105-Summit- Checking	X	Accounts Payable	0.00
IBS							
Check	07/14/2023		EFT	107-Summit- Payroll	X	-SPLIT-	-419,896.45
Check	07/14/2023		EFT taxes	107-Summit- Payroll	X	-SPLIT-	-135,719.83
Check	07/14/2023		EFT	107-Summit- Payroll	X	6633 A- Payroll Expe...	-1,125.90
Check	07/31/2023		EFT	107-Summit- Payroll	X	6633 A- Payroll Expe...	-403.70
Check	07/31/2023		EFT	107-Summit- Payroll	X	-SPLIT-	-499,504.83
Check	07/31/2023		EFT taxes	107-Summit- Payroll	X	5910 A- Salaries for ...	-169,196.47
Ideal Hardware							
Bill	07/11/2023		Acct # 270	Accounts Payable		-SPLIT-	-10.37
Bill Pmt -Check	07/11/2023	9808		105-Summit- Checking		Accounts Payable	-10.37
Integrated Communications Strategies, LLC							
Bill	07/05/2023		21048	Accounts Payable		6610 A- Legal Services	-5,000.00
Bill Pmt -Check	07/05/2023	9786		105-Summit- Checking	X	Accounts Payable	-5,000.00
International Mailing Equipment, Inc							
Bill	07/05/2023		Invoice # ...	Accounts Payable		6400 A- Office Suppli...	-203.51
Bill Pmt -Check	07/05/2023	9761		105-Summit- Checking	X	Accounts Payable	-203.51
Interstate Batteries							
Bill	07/11/2023		Acct # 25...	Accounts Payable		-SPLIT-	-588.71
Bill Pmt -Check	07/11/2023	9809		105-Summit- Checking	X	Accounts Payable	-588.71
J. Selfridge							
Bill	07/11/2023		Reimbursement	Accounts Payable		7120 P- Training Per ...	-741.40
Bill Pmt -Check	07/11/2023	9810	Reimbursement	105-Summit- Checking	X	Accounts Payable	-741.40
James Salvante							
Bill	07/25/2023		Ambulance Refund	Accounts Payable		3670 A- Ambulance ...	-43.00
Bill Pmt -Check	07/25/2023	9898	Ambulance Refund	105-Summit- Checking		Accounts Payable	-43.00

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Sonoma County Fire District- General Fund
Transaction List by Vendor

July 2023

Type	Date	Num	Memo	Account	Clr	Split	Amount
John Lantz							
Bill	07/05/2023	Invoice # ...		Accounts Payable		6500 D- John Lantz	-949.00
Bill Pmt -Check	07/05/2023	9762		105-Summit- Checking	X	Accounts Payable	-949.00
Kaiser Foundation Health Plan							
Bill	07/25/2023	6384464...		Accounts Payable		3670 A- Ambulance ...	-3,300.00
Bill	07/25/2023	7024589...		Accounts Payable		3670 A- Ambulance ...	-555.07
Bill Pmt -Check	07/25/2023	9899		105-Summit- Checking		Accounts Payable	-3,300.00
Bill Pmt -Check	07/25/2023	9913		105-Summit- Checking		Accounts Payable	-555.07
Kaiser Foundation Health Plan-Utah							
Bill	07/25/2023	4K0152269		Accounts Payable		3670 A- Ambulance ...	-296.40
Bill Pmt -Check	07/25/2023	9914		105-Summit- Checking		Accounts Payable	-296.40
Karri Pierson							
Bill	07/05/2023		6/16/23-6/30/23	Accounts Payable		6500 Q- CQI Contract	-1,105.00
Bill Pmt -Check	07/05/2023	9763	6/16/23-6/30/23	105-Summit- Checking	X	Accounts Payable	-1,105.00
Bill	07/18/2023			Accounts Payable		6500 Q- CQI Contract	-1,007.50
Bill Pmt -Check	07/18/2023	9863		105-Summit- Checking	X	Accounts Payable	-1,007.50
Kone							
Bill	07/05/2023	Invoice # ...		Accounts Payable		6180 L- Elevator Mai...	-4,940.50
Bill Pmt -Check	07/05/2023	9764		105-Summit- Checking	X	Accounts Payable	-4,940.50
Bill	07/11/2023	Invoice # ...		Accounts Payable		6180 L- Elevator Mai...	-303.81
Bill Pmt -Check	07/11/2023	9830		105-Summit- Checking	X	Accounts Payable	-303.81
Kyocera Document Solutions N. CA Inc							
Bill	07/05/2023	5025501...		Accounts Payable		6820 A- Copier Rentals	-209.40
Bill Pmt -Check	07/05/2023	9787		105-Summit- Checking	X	Accounts Payable	-209.40
Bill	07/18/2023	Invoice # ...		Accounts Payable		6820 A- Copier Rentals	-209.40
Bill Pmt -Check	07/18/2023	9864		105-Summit- Checking	X	Accounts Payable	-209.40
Kyocera Document Solutions Northern CA							
Bill	07/11/2023		Invoice # 55E17368...	Accounts Payable		-SPLIT-	-10.12
Bill Pmt -Check	07/11/2023	9811	Invoice # 55E17368...	105-Summit- Checking	X	Accounts Payable	-10.12
L N Curtis & Sons							
Bill	07/05/2023	INV718768		Accounts Payable		6880 A- Small Tools	-384.74
Bill Pmt -Check	07/05/2023	9765		105-Summit- Checking	X	Accounts Payable	-384.74
Bill	07/18/2023	Inv724920		Accounts Payable		6880 A- Small Tools	-273.42
Bill Pmt -Check	07/18/2023	9865		105-Summit- Checking	X	Accounts Payable	-273.42
Leo Ortega-Lolas							
Bill	07/11/2023		Refund	Accounts Payable		3145 A -Fire Preventi...	-151.00
Bill Pmt -Check	07/11/2023	9831	Refund	105-Summit- Checking	X	Accounts Payable	-151.00
Life Assist, Inc.							
Bill	07/11/2023	Account ...		Accounts Payable		-SPLIT-	-6,108.48
Bill Pmt -Check	07/11/2023	9812		105-Summit- Checking	X	Accounts Payable	-6,108.48
Loma King							
Bill	07/25/2023		Ambulance Refund	Accounts Payable		3670 A- Ambulance ...	-50.00
Bill Pmt -Check	07/25/2023	9900	Ambulance Refund	105-Summit- Checking		Accounts Payable	-50.00
Lubrivan Truck Svcs Inc							
Bill	07/05/2023	230224		Accounts Payable		-SPLIT-	-14,776.54
Bill Pmt -Check	07/05/2023	9766		105-Summit- Checking	X	Accounts Payable	-14,776.54
Lynne Barnes							
Bill	07/25/2023		Ambulance Refund	Accounts Payable		3670 A- Ambulance ...	-250.00
Bill Pmt -Check	07/25/2023	9901	Ambulance Refund	105-Summit- Checking		Accounts Payable	-250.00
MacLeod Watts, Inc.							
Bill	07/25/2023	Invoice # ...		Accounts Payable		6463 C-Parcel Lists, ...	-2,000.00
Bill Pmt -Check	07/25/2023	9902		105-Summit- Checking		Accounts Payable	-2,000.00
Marian Morgan							
Bill	07/25/2023		Ambulance Refund	Accounts Payable		3670 A- Ambulance ...	-200.00
Bill Pmt -Check	07/25/2023	9903	Ambulance Refund	105-Summit- Checking		Accounts Payable	-200.00
Matt Gustafson							
Bill	07/11/2023	Invoice # ...		Accounts Payable		6500 P- Fire Prev Pr...	-720.00
Bill Pmt -Check	07/11/2023	9813		105-Summit- Checking	X	Accounts Payable	-720.00
McKesson Medical							
Bill	07/05/2023	56192142		Accounts Payable		6261 A -ALS/BLS Me...	-76.13
Bill Pmt -Check	07/05/2023	9767		105-Summit- Checking	X	Accounts Payable	-76.13
Medic Ambulance Service							
Bill	07/11/2023	April 2023		Accounts Payable		-SPLIT-	-216,254.64
Bill	07/11/2023	May 2023		Accounts Payable		-SPLIT-	-219,616.32
Bill	07/11/2023	June 2023		Accounts Payable		-SPLIT-	-212,350.32
Bill Pmt -Check	07/11/2023	9814		105-Summit- Checking	X	Accounts Payable	-216,254.64
Bill Pmt -Check	07/11/2023	9824		105-Summit- Checking	X	Accounts Payable	-219,616.32
Bill Pmt -Check	07/11/2023	9825		105-Summit- Checking	X	Accounts Payable	-212,350.32
Municipal Emergency Services/MES							
Bill	07/05/2023	IN1897644		Accounts Payable		6022 B -Wildland Saf...	-173.59
Bill Pmt -Check	07/05/2023	9768		105-Summit- Checking	X	Accounts Payable	-173.59
Bill	07/18/2023	IN1903002		Accounts Payable		6022 B -Wildland Saf...	-401.43
Bill Pmt -Check	07/18/2023	9866		105-Summit- Checking	X	Accounts Payable	-401.43
Bill	07/25/2023	Invoice # ...		Accounts Payable		6022 A -Struct. Safet...	-433.99
Bill Pmt -Check	07/25/2023	9885		105-Summit- Checking		Accounts Payable	-433.99
Nate DeJung							
Bill	07/11/2023		Vegetation Inspecti...	Accounts Payable		6501 A- Contractors ...	-720.00
Bill Pmt -Check	07/11/2023	9815	Vegetation Inspecti...	105-Summit- Checking	X	Accounts Payable	-720.00
Bill	07/11/2023		Vegetation Inspecti...	Accounts Payable		6501 A- Contractors ...	-405.00
Bill Pmt -Check	07/11/2023	9832	Vegetation Inspecti...	105-Summit- Checking	X	Accounts Payable	-405.00
Bill	07/25/2023		Vegetation Inspecti...	Accounts Payable		-SPLIT-	-1,200.00
Bill Pmt -Check	07/25/2023	9886	Vegetation Inspecti...	105-Summit- Checking		Accounts Payable	-1,200.00

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**Sonoma County Fire District- General Fund
Transaction List by Vendor
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Type	Date	Num	Memo	Account	Clr	Split	Amount
Nick Barbieri Trucking, LLC							
Bill	07/05/2023	0041189-...		Accounts Payable		7201 A -Gas/Oil Costs	-846.21
Bill	07/05/2023	CL19912		Accounts Payable		7201 A -Gas/Oil Costs	-2,237.23
Bill Pmt -Check	07/05/2023	9769		105-Summit- Checking	X	Accounts Payable	-846.21
Bill Pmt -Check	07/05/2023	9776		105-Summit- Checking	X	Accounts Payable	-2,237.23
Bill	07/18/2023	CL21057		Accounts Payable		7201 A -Gas/Oil Costs	-2,376.28
Bill	07/18/2023	0043682-...		Accounts Payable		7201 A -Gas/Oil Costs	-1,143.99
Bill Pmt -Check	07/18/2023	9867		105-Summit- Checking	X	Accounts Payable	-2,376.28
Bill Pmt -Check	07/18/2023	9876		105-Summit- Checking	X	Accounts Payable	-1,143.99
Bill	07/25/2023	Invoice # ...		Accounts Payable		-SPLIT-	-773.03
Bill Pmt -Check	07/25/2023	9887		105-Summit- Checking		Accounts Payable	-773.03
North Bay Commercial Services, Inc.							
Bill	07/25/2023	Invoice # ...		Accounts Payable		8510 E- Replace HV...	-21,150.00
Bill Pmt -Check	07/25/2023	9888		105-Summit- Checking	X	Accounts Payable	-21,150.00
Northern Sonoma County Air Pollution							
Bill	07/05/2023	452-24		Accounts Payable		-SPLIT-	-484.00
Bill Pmt -Check	07/05/2023	9788		105-Summit- Checking		Accounts Payable	-484.00
O'Reilly Automotive, Inc.							
Bill	07/11/2023	3553288...		Accounts Payable		6140 A- Maintenance	-21.48
Bill Pmt -Check	07/11/2023	9816		105-Summit- Checking	X	Accounts Payable	-21.48
Pacific Mobile Structures							
Bill	07/05/2023	INV-0030...		Accounts Payable		6820 D- Station 5 Re...	-2,457.04
Bill Pmt -Check	07/05/2023	9789		105-Summit- Checking	X	Accounts Payable	-2,457.04
Bill	07/18/2023	INV-0031...		Accounts Payable		6820 D- Station 5 Re...	-2,457.04
Bill Pmt -Check	07/18/2023	9868		105-Summit- Checking	X	Accounts Payable	-2,457.04
PG&E							
Bill	07/05/2023			Accounts Payable		-SPLIT-	-3,009.61
Bill Pmt -Check	07/05/2023	9770		105-Summit- Checking	X	Accounts Payable	-3,009.61
Bill	07/18/2023			Accounts Payable		-SPLIT-	-5,217.86
Bill Pmt -Check	07/18/2023	9840		105-Summit- Checking	X	Accounts Payable	-5,217.86
Bill	07/25/2023			Accounts Payable		-SPLIT-	-2,660.45
Bill Pmt -Check	07/25/2023	9904		105-Summit- Checking		Accounts Payable	-2,660.45
Piranha Propellers Inc							
Bill	07/18/2023	Invoice # ...		Accounts Payable		6881 B- Water Rescue	-311.81
Bill Pmt -Check	07/18/2023	9841		105-Summit- Checking	X	Accounts Payable	-311.81
Portola Systems Inc.							
Bill	07/05/2023	63225		Accounts Payable		-SPLIT-	-2,676.84
Bill Pmt -Check	07/05/2023	9790		105-Summit- Checking	X	Accounts Payable	-2,676.84
Bill	07/11/2023	Invoice # ...		Accounts Payable		6457 C- Software & ...	-1,496.25
Bill Pmt -Check	07/11/2023	9833		105-Summit- Checking	X	Accounts Payable	-1,496.25
Bill	07/18/2023	Invoice # ...		Accounts Payable		6457 C- Software & ...	-555.00
Bill Pmt -Check	07/18/2023	9842		105-Summit- Checking	X	Accounts Payable	-555.00
Press Democrat, The							
Bill	07/18/2023	Account ...		Accounts Payable		6463 C-Parcel Lists, ...	-187.20
Bill Pmt -Check	07/18/2023	9869		105-Summit- Checking	X	Accounts Payable	-187.20
Range Global Services							
Bill	07/11/2023	Invoice # ...		Accounts Payable		6457 L- Satellite Pho...	-220.00
Bill Pmt -Check	07/11/2023	9834		105-Summit- Checking	X	Accounts Payable	-220.00
Bill	07/18/2023	231811060	VOID:	Accounts Payable	X	7320 A- Utilities	0.00
Bill Pmt -Check	07/18/2023	9870	VOID:	105-Summit- Checking	X	Accounts Payable	0.00
Recology Sonoma Marin							
Bill	07/11/2023			Accounts Payable		-SPLIT-	-1,075.42
Bill Pmt -Check	07/11/2023	9817		105-Summit- Checking	X	Accounts Payable	-1,075.42
Resolve Insurance Systems							
Bill	07/11/2023	June 2023		Accounts Payable		6666 C- Collection S...	-1,969.91
Bill Pmt -Check	07/11/2023	9818		105-Summit- Checking	X	Accounts Payable	-1,969.91
Rosada Dearmond							
Bill	07/25/2023		Ambulance Refund	Accounts Payable		3670 A- Ambulance ...	-200.00
Bill Pmt -Check	07/25/2023	9905	Ambulance Refund	105-Summit- Checking		Accounts Payable	-200.00
Santa Rosa, City of							
Bill	07/05/2023	032652		Accounts Payable		7320 A- Utilities	-119.12
Bill Pmt -Check	07/05/2023	9771		105-Summit- Checking	X	Accounts Payable	-119.12
Bill	07/25/2023	Account ...		Accounts Payable		7320 A- Utilities	-58.52
Bill Pmt -Check	07/25/2023	9906		105-Summit- Checking	X	Accounts Payable	-58.52
Santander Bank, N.A.							
Bill	07/05/2023	6050683		Accounts Payable		-SPLIT-	-37,685.92
Bill Pmt -Check	07/05/2023	9791		105-Summit- Checking	X	Accounts Payable	-37,685.92
Silveria Chevrolet							
Bill	07/11/2023	Acct # 69...		Accounts Payable		-SPLIT-	-407.54
Bill Pmt -Check	07/11/2023	9819		105-Summit- Checking		Accounts Payable	-407.54
Softchoice Corp.							
Bill	07/18/2023	91076589		Accounts Payable		6457 C- Software & ...	-4,102.20
Bill Pmt -Check	07/18/2023	9871		105-Summit- Checking	X	Accounts Payable	-4,102.20
Sonoma County Assessor							
Bill	07/11/2023	Invoice # ...		Accounts Payable		6463 C-Parcel Lists, ...	-3,114.50
Bill Pmt -Check	07/11/2023	9835		105-Summit- Checking	X	Accounts Payable	-3,114.50
Sonoma County Professional FF L1401							
Bill	07/18/2023	July 2023		Accounts Payable		5910 A- Salaries for ...	-12,780.00
Bill Pmt -Check	07/18/2023	9872		105-Summit- Checking	X	Accounts Payable	-12,780.00
Sonoma LAFCO							
Bill	07/05/2023			Accounts Payable		-SPLIT-	-21,497.00
Bill Pmt -Check	07/05/2023	9792		105-Summit- Checking	X	Accounts Payable	-21,497.00
Bill	07/11/2023			Accounts Payable		6587 A- LAFCO Fees	-2,087.00
Bill Pmt -Check	07/11/2023	9836		105-Summit- Checking		Accounts Payable	-2,087.00
Standard Insurance Company							
Bill	07/05/2023	00 64835...		Accounts Payable		5931 A- Disability Ins...	-2,987.00
Bill Pmt -Check	07/05/2023	9793		105-Summit- Checking	X	Accounts Payable	-2,987.00
Steven Flores							
Bill	07/25/2023		Ambulance Refund	Accounts Payable		3670 A- Ambulance ...	-133.72
Bill Pmt -Check	07/25/2023	9907	Ambulance Refund	105-Summit- Checking		Accounts Payable	-133.72

**Sonoma County Fire District- General Fund
Transaction List by Vendor
July 2023**

Type	Date	Num	Memo	Account	Clr	Split	Amount
Streamline							
Bill	07/11/2023	DEC71D...		Accounts Payable		6500 E- Website Dev...	-5,964.00
Bill Pmt -Check	07/11/2023	9837		105-Summit- Checking	X	Accounts Payable	-5,964.00
T. Paine							
Bill	07/11/2023		Reimbursement	Accounts Payable		7120 P- Training Per ...	-741.40
Bill Pmt -Check	07/11/2023	9820	Reimbursement	105-Summit- Checking		Accounts Payable	-741.40
Target Solutions Learning, LLC							
Bill	07/05/2023	INV73064		Accounts Payable		-SPLIT-	-20,285.92
Bill Pmt -Check	07/05/2023	9794		105-Summit- Checking	X	Accounts Payable	-20,285.92
The Six Foundation							
Bill	07/05/2023	Invoice # ...		Accounts Payable		6461 A- Health & We...	-637.50
Bill Pmt -Check	07/05/2023	9772		105-Summit- Checking	X	Accounts Payable	-637.50
Bill	07/18/2023	301		Accounts Payable		6461 A- Health & We...	-375.00
Bill Pmt -Check	07/18/2023	9873		105-Summit- Checking	X	Accounts Payable	-375.00
Bill	07/25/2023	301		Accounts Payable		6461 A- Health & We...	-480.00
Bill	07/25/2023	Invoice 301		Accounts Payable		6461 A- Health & We...	-6,000.00
Bill Pmt -Check	07/25/2023	9889		105-Summit- Checking		Accounts Payable	-480.00
Bill Pmt -Check	07/25/2023	9891		105-Summit- Checking		Accounts Payable	-6,000.00
Thomas Newberg							
Bill	07/25/2023		Ambulance Refund	Accounts Payable		3670 A- Ambulance ...	-225.00
Bill Pmt -Check	07/25/2023	9908	Ambulance Refund	105-Summit- Checking		Accounts Payable	-225.00
TIAA, FSB							
Bill	07/25/2023	Invoice # ...		Accounts Payable		6820 A- Copier Rentals	-260.40
Bill Pmt -Check	07/25/2023	9890		105-Summit- Checking		Accounts Payable	-260.40
Tim Farfan							
Bill	07/05/2023			Accounts Payable		6820 F- Helipad Rent...	-297.00
Bill Pmt -Check	07/05/2023	9795		105-Summit- Checking	X	Accounts Payable	-297.00
Town of Windsor- Fuel							
Bill	07/25/2023	Invoice # ...		Accounts Payable		7201 A -Gas/Oil Costs	-11,280.87
Bill Pmt -Check	07/25/2023	9909		105-Summit- Checking		Accounts Payable	-11,280.87
Town of Windsor Water District							
Bill	07/25/2023		Customer # 000264...	Accounts Payable		-SPLIT-	-833.17
Bill Pmt -Check	07/25/2023	9910	Customer # 000264...	105-Summit- Checking		Accounts Payable	-833.17
Transverse							
Bill	07/25/2023	2295800...	Ambulance Refund	Accounts Payable		3670 A- Ambulance ...	-859.77
Bill Pmt -Check	07/25/2023	9911	Ambulance Refund	105-Summit- Checking		Accounts Payable	-859.77
True Value Hardware							
Bill	07/18/2023	725-164		Accounts Payable		-SPLIT-	-80.30
Bill Pmt -Check	07/18/2023	9843		105-Summit- Checking	X	Accounts Payable	-80.30
True Value Hardware of Larkfield, Inc							
Bill	07/11/2023	392205		Accounts Payable		6140 A- Maintenance	-85.14
Bill Pmt -Check	07/11/2023	9821		105-Summit- Checking	X	Accounts Payable	-85.14
U.S. Postal Service							
Bill	07/05/2023	Box # 530		Accounts Payable		6400 A- Office Suppli...	-354.00
Bill Pmt -Check	07/05/2023	9796		105-Summit- Checking	X	Accounts Payable	-354.00
Universal Building Services							
Bill	07/05/2023	515451 &...		Accounts Payable		-SPLIT-	-897.00
Bill Pmt -Check	07/05/2023	9773		105-Summit- Checking	X	Accounts Payable	-897.00
Bill	07/18/2023	Invoice # ...		Accounts Payable		6180 A- Base Mainte...	-1,490.00
Bill Pmt -Check	07/18/2023	9844		105-Summit- Checking	X	Accounts Payable	-1,490.00
US-Bank Equipment Finance							
Bill	07/11/2023	Invoice # ...		Accounts Payable		-SPLIT-	-715.02
Bill Pmt -Check	07/11/2023	9838		105-Summit- Checking	X	Accounts Payable	-715.02
US Bank Corporate Payment Services							
Bill	07/05/2023	4246044...		Accounts Payable		6463 D- Calcard to Al...	-14,475.50
Bill Pmt -Check	07/05/2023	9774		105-Summit- Checking	X	Accounts Payable	-14,475.50
Verizon Wireless							
Bill	07/18/2023	Invoice # ...		Accounts Payable		7320 A- Utilities	-3,299.05
Bill Pmt -Check	07/18/2023	9845		105-Summit- Checking	X	Accounts Payable	-3,299.05
Wells Fargo Vendor Financial Serv, LLC							
Bill	07/18/2023	5025934...		Accounts Payable		6820 A- Copier Rentals	-166.01
Bill Pmt -Check	07/18/2023	9874		105-Summit- Checking	X	Accounts Payable	-166.01
Wendy Omiotek							
Bill	07/18/2023		Notary Documents	Accounts Payable		6463 C-Parcel Lists, ...	-120.00
Bill Pmt -Check	07/18/2023	9877	Notary Documents	105-Summit- Checking	X	Accounts Payable	-120.00
WEX BANK							
Bill	07/11/2023	Invoice #...		Accounts Payable		7201 A -Gas/Oil Costs	-2,471.43
Bill Pmt -Check	07/11/2023	9822		105-Summit- Checking	X	Accounts Payable	-2,471.43
William L Adams PC							
Bill	07/05/2023	Invoice # ...		Accounts Payable		6610 A- Legal Services	-5,389.50
Bill	07/05/2023	Invoice # ...		Accounts Payable		6610 A- Legal Services	-14,340.00
Bill	07/05/2023	Invoice # ...		Accounts Payable		6610 A- Legal Services	-3,055.50
Bill Pmt -Check	07/05/2023	9775		105-Summit- Checking	X	Accounts Payable	-5,389.50
Bill Pmt -Check	07/05/2023	9777		105-Summit- Checking	X	Accounts Payable	-14,340.00
Bill Pmt -Check	07/05/2023	9778		105-Summit- Checking	X	Accounts Payable	-3,055.50
Wittman Enterprises, LLC.							
Bill	07/18/2023	Invoice # ...		Accounts Payable		6666 A- EMS Billing/...	-11,028.96
Bill Pmt -Check	07/18/2023	9846		105-Summit- Checking	X	Accounts Payable	-11,028.96
Wright, L'Estrange & Ergastolo							
Bill	07/18/2023	Invoice # ...		Accounts Payable		6610 A- Legal Services	-18,034.32
Bill Pmt -Check	07/18/2023	9848		105-Summit- Checking		Accounts Payable	-18,034.32
WSCFF							
Bill	07/18/2023			Accounts Payable		5910 A- Salaries for ...	-8,400.00
Bill Pmt -Check	07/18/2023	9853		105-Summit- Checking		Accounts Payable	-8,400.00
ZOLL Medical Corporation							
Bill	07/18/2023	Invoice # ...		Accounts Payable		6261 A -ALS/BLS Me...	-364.56
Bill Pmt -Check	07/18/2023	9847		105-Summit- Checking	X	Accounts Payable	-364.56
Bill	07/18/2023	Invoice # ...		Accounts Payable		6261 A -ALS/BLS Me...	-346.71
Bill Pmt -Check	07/18/2023	9875		105-Summit- Checking	X	Accounts Payable	-346.71
Zoom Video Communications, Inc.							
Bill	07/05/2023	INV2046...		Accounts Payable		6457 C- Software & ...	-299.80
Bill Pmt -Check	07/05/2023	9797		105-Summit- Checking	X	Accounts Payable	-299.80



Sonoma County Fire District Board of Directors
Staff Report

Date: August 15, 2023

Topic: Employment Agreement with Fire Chief Mark Heine

Recommendation:

Approve the Employment Agreement with Fire Chief Mark Heine.

Financial Impact:

The increase in base salary represents a 4.63% increase.

The increase in accrued PTO hours represents a 50.04% increase in accrued PTO hours.

Background:

The current employment agreement with the Fire Chief expired January 31, 2023. The proposed Employment Agreement includes items from the previous employment agreement, sets a new base salary, and increases PTO hours. The terms of the agreement shall be retroactive to February 1, 2023.

Attachments:

1. Draft Employment Agreement with Fire Chief Mark Heine.

EMPLOYMENT AGREEMENT
BETWEEN THE SONOMA COUNTY FIRE DISTRICT
AND FIRE CHIEF MARK HEINE

ARTICLE 1 PREAMBLE

This Agreement is between the Sonoma County Fire District (“District”) and Fire Chief Mark Heine (“Fire Chief”).

The term of this Agreement shall be effective on February 1, 2023, and shall be automatically renewed each year, for successive one-year terms unless one party gives a written notice of non-renewal to the other party at least 60 days before the end of the then current term.

This Agreement has been arrived at as a result of meeting and conferring in good faith with the District Board of Directors (“Board”) and having been approved by affirmative public vote of the Board.

ARTICLE 2 AT-WILL EMPLOYMENT PROVISION

Employment of the Fire Chief at the District is offered on an “at will” basis within the meaning of California Labor Code §2922 and within the applicable provisions of California Government Code 3250-2362. This means that either the Fire Chief or the District may end the relationship at any time with or without cause or notice.

ARTICLE 3 TERMINATION

1. The Board may elect to terminate this Agreement before the expiration of its term, with or without cause, upon 60 days advance written notice. If this Agreement is terminated by the Board for misconduct (as defined below), or if the Fire Chief terminates this Agreement without a Good Reason (as defined below), then the Fire Chief shall not receive the severance payment specified in Article 3 below. If this Agreement is terminated before the expiration of its term for any other reason, then the Fire Chief shall receive the severance payment specified in Article 3 below.
2. The Fire Chief may terminate this Agreement and resign at any time by giving the District at least 60 days advanced written notice. If the termination by the Fire Chief is for a Good Reason (as defined below), then the Fire Chief shall receive the severance benefits described in Article 3 below. If the termination by the Fire Chief is not for a Good Reason, then the Fire Chief shall not receive any severance benefits.
3. For the purposes of this Agreement, the term “Misconduct” means (a) Fire Chief’s conviction or, or plea of guilty or no contest to, any felony; (b) any act of fraud or

embezzlement by Fire Chief; or (c) gross negligence or repeated failure to perform his duties and responsibilities, but in either case, only after delivery of written notice and reasonable opportunity to cure.

4. For the purposes of this Agreement, the term "Good Reason" means (without Fire Chief's consent), (a) a material reduction in his title, authority, status, or responsibilities; (b) a material breach by the District of its obligations under this Agreement; or (c) Fire Chief's death or disability.

ARTICLE 4 SEVERANCE

1. If any provision of this Agreement should be found invalid, unconstitutional, unlawful, or unenforceable by reason of any existing or subsequently enacted constitutional or legislative provision or by final judicial authority, the offending provision shall be severed, and all other provisions of the agreement shall remain in full force and effect for the duration of the agreement.
2. In the event that any provision of the Agreement should be found invalid, unconstitutional, unlawful, or unenforceable, the District and representatives of the management and administrative employees agree to meet and confer in a timely manner in an attempt to negotiate a substitute provision. Such negotiations shall apply only to the severed provision of the agreement and shall not in any way modify or impact the remaining provisions of the existing Agreement.
3. If the District terminates the Agreement before the end of the term for a reason that does not constitute Misconduct (as defined in ARTICLE 2), or if the Fire Chief terminates the Agreement on 60 days advance notice for a Good Reason (defined in ARTICLE 2), then the Fire Chief shall receive a severance payment that is equal to 180 days base salary.

ARTICLE 5 HOURS OF WORK

1. The normal work week of the Fire Chief shall be forty (40) hours per week.
2. Rest and meal periods to be observed in accordance with law.
3. The usual workday for the Fire Chief shall be eight (8) hours.
 - a. Alternative work schedules such as 4-10 and 9-80 work schedules are permitted.
4. The parties acknowledge that the requirements of the position often result in the Fire Chief working after normal work hours, on weekends, on holidays, and require response to emergency incidents at any time.

ARTICLE 6 HOLIDAYS

District recognizes the following paid holidays:

- New Year's Day, Presidents Day, Independence Day, Veterans Day, Friday after Thanksgiving, Martin Luther King Jr. Day, Memorial Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, Juneteenth.
- If the holiday falls on a weekend day, the following workday may be taken off.
- One floating holiday used for the employee's Birthday.

ARTICLE 7 SALARY

For the services to be rendered by the Fire Chief hereunder, the District agrees to pay, or to cause to be paid to the Fire Chief, a monthly salary. The Fire Chief's annual salary at the beginning of the term of this Agreement shall be \$225,000.00.

Property Tax Salary Growth Calculation-If the property tax estimate adopted by the Board of Directors in the Fire District's Final Budget as of September in each property tax year is more than 3% above the previous year's actual property tax revenue, the Fire Chief's base salary would be increased by 2%. Then for each full 1% percentage increase in property tax that the District estimates over 3%, the Fire Chief will receive a .5% additional increase in their annual base salary capped at a maximum of an additional 1%. As an example, if the District's property tax growth was 5%, employee would receive a 3% wage increase (2% +.5% +.5%).

ARTICLE 8 PERSONAL TIME OFF ("PTO")

The DISTRICT shall provide PTO hours to the Fire Chief to be used for illness, non-industrial injury, and at the discretion of the Fire Chief for other personal time off needs. PTO shall also serve as compensation for work performed after normal work hours as defined in ARTICLE 4.

1. The Fire Chief shall accrue 40 PTO hours each month.
2. There is no cap on the amount of PTO accrual.
3. On February 1st of each calendar year, the Fire Chief may elect to receive payment for a maximum of 400 hours of PTO. All time cashed out will be deducted from the Fire Chief's balance of PTO.
4. Upon retirement, the Fire Chief shall be compensated for all unused PTO at the Fire Chief's base hourly wage.

ARTICLE 9 ON CALL / STAND-BY STIPEND ("Duty Chief" assignment)

The Fire Chief, if assigned to be on-call off duty and after normal business hours ("Duty Chief") shall be compensated \$150 per day stand-by pay and shall be compensated time and one-half (1.5) pay when responding to significant incidents or at the request of the on-duty Battalion Chief. Overtime will be rounded to the nearest hour with a two-hour minimum.

ARTICLE 10 EMERGENCY RESPONSE COMPENSATION

The District recognizes that the nature and responsibilities of the Fire Chief require response to emergency incidents that occur after normal assigned work hours as described in ARTICLE 4. If the Board declares a local emergency, the Fire Chief will be compensated for overtime at time and one half (1.5) pay for hours worked during the emergency that exceed the normal work schedule as follows:

- a. Response to emergency incidents
- b. Department Operations Center activation
- c. Emergency Operations Center activation
- d. Unified Command with an Incident Management Team

ARTICLE 11 COMPENSATION FOR BUSINESS EXPENSES

The Fire Chief shall be reimbursed for ordinary and necessary expenses incurred in connection with employment including but not limited to expenses of travel and entertainment, meals, lodgings, and other expenses of a business nature, upon presentation of appropriate receipts.

ARTICLE 12 HEALTH CARE INSURANCE

The Fire Chief will not receive medical or dental insurance covered under the plans provided by the District. The Fire Chief shall receive a medical stipend of \$1,530 per month.

ARTICLE 13 RETIREMENT

District shall provide coverage for the Fire Chief under its current retirement benefit plan with CALPERS, which provides for a [PEPRA-2.75%@57](#) formula. The Fire Chief's current contribution to the retirement plan is 13.54% and is subject to change annually.

ARTICLE 14 DEFERRED COMPENSATION

District will contribute dollar for dollar to match the Fire Chief's contribution to a PERS457 plan, provided the Fire Chief contributes at least the equal amount per month. District will contribute a maximum of \$350 per month.

ARTICLE 15 VEHICLE

District shall provide the Fire Chief with a District-owned and maintained vehicle for the Fire Chief's use while conducting District business. The Fire Chief may use the District vehicle for incidental personal use. District shall also reimburse Employee for any use of his personal vehicle when it is used for District business. Reimbursement shall be for mileage only at the current IRS mileage rates.

ARTICLE 16 UNIFORMS

The District shall provide the Fire Chief with all necessary personal protective equipment and uniforms as needed.

ARTICLE 17 TRAINING AND EDUCATION

The District encourages the Fire Chief to continue his education and training and recognizes the educational value of participating in ongoing training and conferences. The District shall pay for the travel expenses, meal costs, and provide paid time to attend training, and education as the Fire Chief deems necessary for his ongoing training and education.

ARTICLE 18 CALIFORNIA FIRE CHIEFS' ASSOCIATION

The District supports the Fire Chief serving on the Executive Board of the California Fire Chiefs Association. The District shall pay for travel expenses, meal costs, and provide paid time for his participation.

ARTICLE 19 ANNUAL REVIEW OF COMPENSATION AND AGREEMENT

In January of each calendar year, the Board of Directors and Fire Chief shall review the Fire Chief's Agreement for compliance with the Agreement terms.

Mark Heine
SCFD Fire Chief

Date

Arnie Tognozzi
SCFD Board President

Date



Sonoma County Fire District Board of Directors
Staff Report

Date: August 15, 2023

Topic: Adoption of Sonoma County Fire District Strategic Plan 2023 - 2026.

Recommendations:

Recommend adoption of the Sonoma County Fire District Strategic Plan for 2023 – 2026.

Financial Impact:

No financial Impact

Background:

The Sonoma County Fire District plays a vital role in protecting the lives, property, and environment of our community. As a fire service organization, we face a dynamic landscape of challenges, including evolving fire risks, changing demographics, emerging technologies, and the ongoing need to enhance community outreach and engagement.

To address these challenges and effectively plan for the future, the Fire District embarked on an inclusive and collaborative strategic planning process. The process involved extensive input from the Board of Directors and staff, internal assessments, and an examination of industry best practices.

The result is the Strategic Plan 2023-2026, which presents a comprehensive roadmap for the organization's growth and development. The plan outlines the organization's goals, objectives, and key initiatives for the next three years and serves as a guiding document to direct our actions and resources towards the vision of a safe and resilient community.

Sonoma County Fire District Strategic Plan 2023 - 2026

Mission: To compassionately care for the safety of our communities and our visitors through progressive professional emergency preparedness and response



Adopted by resolution No. _____

Draft as of August 2023

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Executive Summary

Strategic Planning is defined as a “continuous and systematic process where the guiding members of an organization make decisions about its future, develop the necessary procedures and operations to achieve that future, and determine how success is to be measured.” The Sonoma County Fire District (SCFD) set forth to develop a dynamic strategic plan in 2020 that would enable the department to accomplish its mission of protecting life and property and reflect the department’s vision of meeting customer expectations through quality service delivery. Back then, SCFD knew it needed to take bold steps to address many challenges it faced including building financial stability.

In 2023, the SCFD re-affirmed the department’s mission, vision, and core value statements which are the keystones of organizational purpose, direction, and character. A Strengths, Problems, Opportunities, and Threats (S.P.O.T.) analysis was done and identified key factors that affect organizational performance. When compared to core programs, the internal Divisions visions, this analysis identified critical issues facing the SCFD. The success of this plan will not be measured strictly by the implementation of goals and objectives; but rather from the realization of our vision, support received by SCFD elected officials, members of the department, and the community. This support will be realized by the plan adoption, commitment of resources, department accountability, and continued community involvement. This vested interest will ultimately enable the department to execute this plan as it strives for organizational excellence.

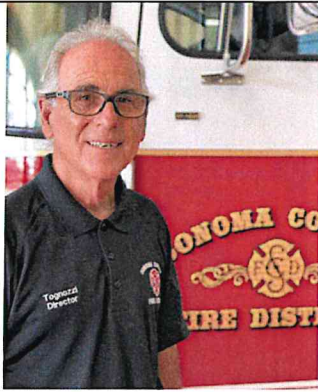
Introduction

The Sonoma County Fire District (SCFD) is pleased to present its 2023 - 2026 Strategic Plan. Our Strategic plan defines our mission, vision for the future, our guiding principles, and strategic strategies that will guide our organization for the next three – to – five years.

SCFD is mission-driven and a customer-focused agency. Our community can depend on us to provide exceptional emergency medical, fire, and rescue services. The members of the SCFD serve our communities with pride, integrity, and an unwavering commitment to excellence. Our agency is an “all risk” fire district, meaning we will respond to the needs of the community regardless of the nature of the incident and begin the process of solving the problem to lead to a positive outcome. We are a combination agency (volunteer and full-time staff). As a newly formed agency, we have a rich history of great agencies with a new history in the making.

One of the strategies SCFD has incorporated into its long-term plans is to follow the process of fire service accreditation through the Center for Public Safety Excellence (CPSE), Fire and Emergency Services Self-Assessment Manual (FESSAM). The accreditation process for the fire service is similar to the accreditation process for hospitals, schools, and law enforcement agencies. Developing a strategic plan using those guidelines will position SCFD a step closer to accreditation.

This living document is a collaborative effort and developed to assist with guiding the Sonoma County Fire District into the future of our ever-changing community and industry. The identified goals and strategies as outlined in this Strategic Plan will guide the district into the future. However, we acknowledge there will be unforeseeable issues that will arise and impact how our Fire District operates and provides service to the community. These issues will offer both challenges and opportunities to our Board of Directors, Fire District administrators and personnel, who will need to review, assess and work together to identify options and find solutions. It is these opportunities for growth and development, guided by the structure provided in this Strategic Plan that will keep us united and fluid as an organization, constantly.



Strategic planning plays a vital role in the fire service by ensuring effective emergency response and overall operational success. By carefully assessing risks, resources, and community needs, strategic planning enables the Sonoma County Fire District to allocate resources efficiently, prioritize District needs, and develop long-term goals. It helps identify gaps in capabilities, plan for future growth, and enhance collaboration with other agencies. Moreover, strategic planning enables our Fire District to adapt to evolving challenges, such as the evolving threat of wildland fires and expanded services we provide.

Arnie Tognozzi, SCFD Board of Directors President



I am pleased to present the 2023 -2026 Strategic Plan for your Sonoma County Fire District. This plan is the result of a collaborative effort to develop a roadmap for our department into the future. The implementation of the goals and strategies identified in the plan will help us fulfill our commitment to providing the district and its citizens with exceptional service before the time of need (fire prevention, disaster preparedness), and by providing efficient services during an emergency for the best outcome possible. As our industry standards, the economy, and the community change, so do the methods by which we provide our services. As such, this is a "living document" meaning we will update our plan periodically to keep it relevant and up to date.

Mark Heine, Fire Chief

Mission, Vision, and Guiding Principles

Mission, vision, and guiding principal statements serve as the foundation for an organization's strategic plan. Mission, vision, and guiding principles convey the purpose, direction, and underlying values of the organization. When developed and implemented in a thoughtful and deliberate manner, these statements can serve as powerful tools that provide organizations with meaningful guidance, especially in times of rapid change.

Consequently, taking the time to craft relevant mission, vision, and guiding principles statements, and moreover keep them relevant and fresh, has always been important to SCFD.

Vision -- The vision of an organization is what clearly defines and establishes what it is the organization intends to become. SCFD vision statement is:

We will position the fire district to provide fiscal sustainability while providing excellent emergency response and community preparedness.

Mission -- The mission statement what clearly defines the core services and agency provides. The mission statement identifies why the organization exists and it keeps department members focused on what is truly important. SCFD mission statement is:

To compassionately care for the safety of our community and our visitors through progressive, professional emergency preparedness and response.

SCFD Guiding Principles -- Guiding principles identify the fire department's culture and belief system; they guide the organization's internal conduct, as well as its relationships with the communities that it serves.

SCFD core principles are: Honesty, Respect, Integrity

- We believe in providing the highest level of professionalism to our communities; therefore, we will remain committed to honesty and integrity.
- We believe in a positive and professional work environment; therefore, we will treat everyone with respect and honesty.
- We believe in the importance of flexibility and adaptability; therefore, we will welcome growth and change.
- We believe that honesty is essential; therefore, we will be transparent in every aspect of service.
- We believe being compassionate is essential; therefore, we will treat everyone with kindness.



Leaders Intent – The Fire Chief's Vision

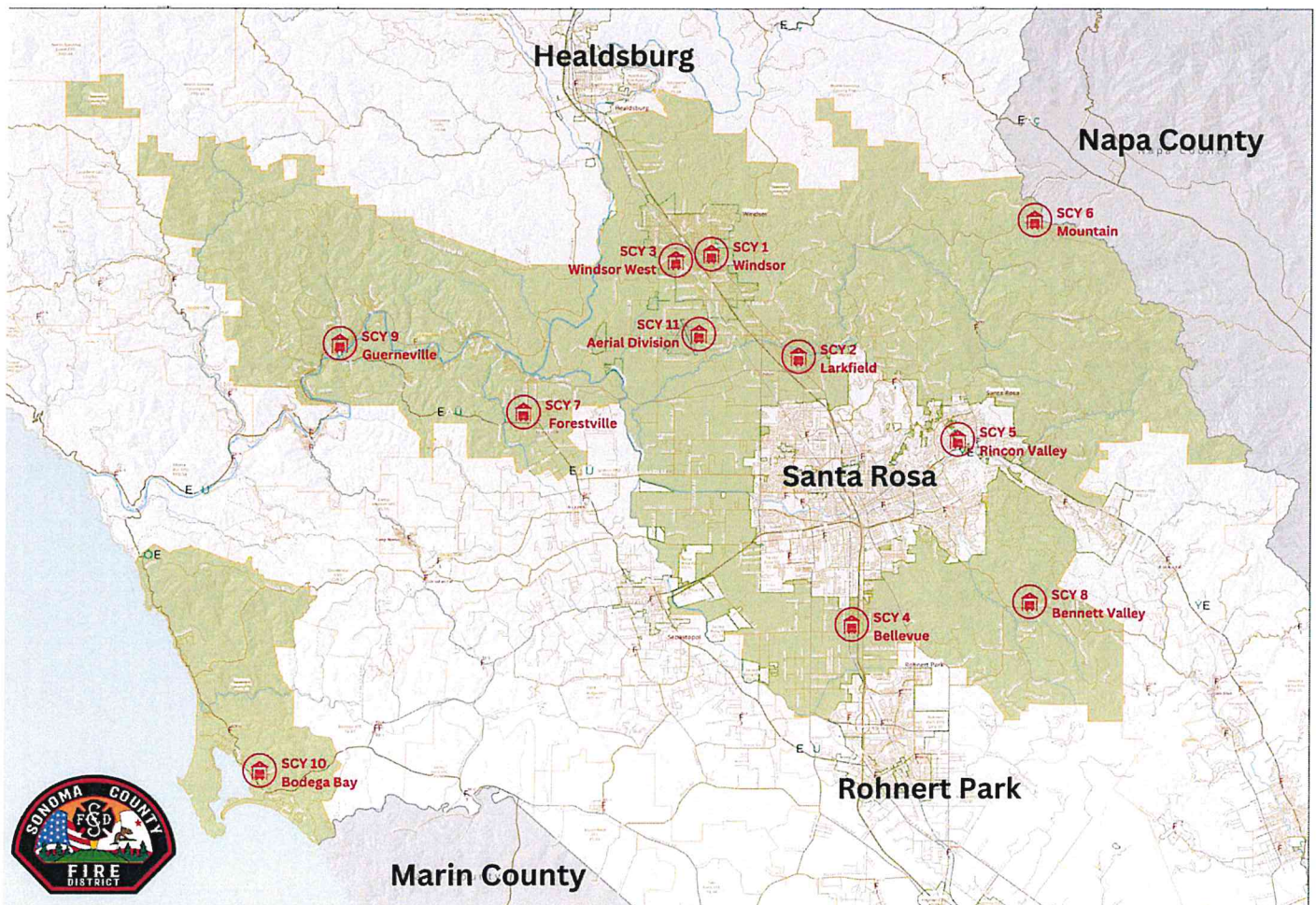
A Chief's vision statement serves as a guide for continuous self-improvement and provides additional direction and focus for the department and community. The Fire Chief has three specific essentials: People sustainability; Money sustainability and; Service sustainability.

People	Physicals Good equipment and working conditions Compensated to the best of our abilities Health and Safety committee Strong training program Employee support systems
Money	Sound budget process Long range planning Reserve funds Fiscal policies Best practices
Service	Standards of Cover (SOC) Expand Advance Life Support (ALS) Helicopter Boat Water Rescue Russian River Flood Events

SCFD Organization

Beginning several years ago, the district started the journey of annexation to merge several agencies into one, with the singular goal of maintaining and in some cases increasing overall services to our communities. In April 2019, Sonoma County Fire District (SCFD) was formed after the process of annexing the Rincon Valley Fire District (established 1945), the Bennett Valley Fire District (established 1948) the Windsor Fire District (established 1965), and the Mountain Volunteer Fire Department (established 1968). In July 2020, the Russian River Fire Protection District (established 1922 as the Guerneville Fire Protection District) annexed into SCFD. In 2021 and 2022, the Forestville (established 1938), and Bodega Bay (established 1984) Fire Protection Districts, respectively, were annexed into the district. All these Districts bring a very rich history and their milestones are now integrated into the new organization to begin and create "new history" for SCFD.

Today, The Sonoma County Fire District is seen as a leader in the fire-EMS industry. SCFD serves the Town of Windsor, Larkfield, Wikiup, Mark West, Mountain Home area, Middle Rincon Valley, Bennett Valley, Bellevue, The Graton Casino, Fulton, Russian, River / Guerneville, Forestville, Bodega Bay, and the surrounding unincorporated areas. The district is 250 Square miles (436 square miles ambulance zone), with approximately 80,000 people. SCFD responded to 12,000 calls in 2022 out of 11 strategically placed fire stations. SCFD annual budget is \$32.5 million.



SCFD is a “special” district (defined by California Health & Safety Code 13800), independent of any town, city or county government, funded by a portion of the ad-valorem property tax and a special tax assessment on properties within its district. While fire districts generally provide service to rural and/or unincorporated areas SCFD serves the entire Town of Windsor and two large Federal Indian lands (one residential, and one casino, hotel, resort). SCFD is governed by a 7-member board of directors who are elected to serve by the people. Board members serve 4-year terms.

SCFD is seen as an industry leader. Customer care and community involvement is our culture. “We have it all” when it comes to diversity of response areas, including a municipal airport, commuter rail, large wineries, a large rural area, a variety of businesses both large and small, a large wildlife preserve, the Pacific Ocean, and one of the state’s largest casinos. The Russian River runs through the district, surrounded by large wineries, farmland, and open space. With that kind of variety, there are no “routine” calls for service in our district.

Today, by the numbers, SCFD has 84-line staff, 6 Apprentice Firefighters, and 49 Volunteers Firefighters. The administration includes a Fire Chief, three Deputy Chiefs, four Division Chiefs, four Battalion Chiefs (shift, Volunteer), a Deputy Fire Marshal, one Fire Inspector, one Public Outreach Officers, a Finance Officer, and administrative team supporting the divisions and providing human resources. As the district grows, it is discovering the need for increased staffing and infrastructure replacement.

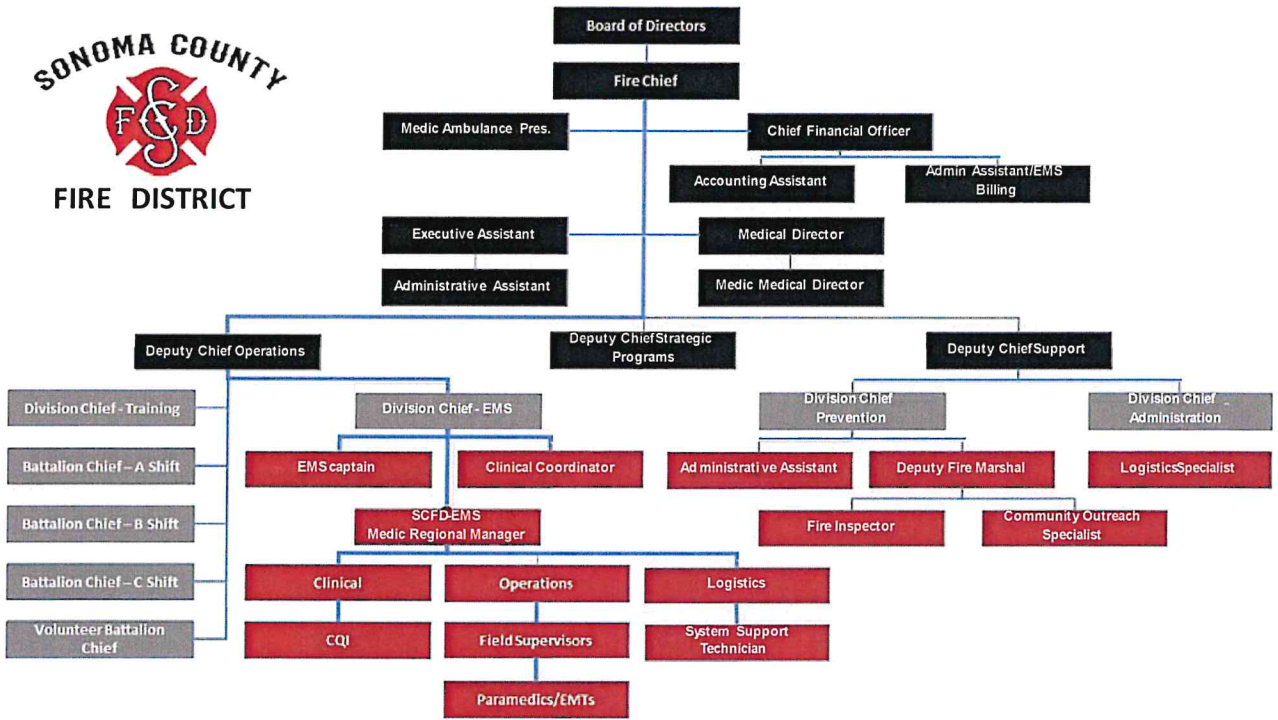
Services

SCFD is an “all risk” (or “all hazard”) fire-rescue agency and responds to every level of a hazard response whether it is trench rescue, hazardous materials, confined space, building collapse, rope rescue, fire extinguishment (all fires), emergency medicals aids, dive rescue, swift water, and vehicle extraction.

Divisions

SCFD is considered to be a progressive organization, paramilitary and hierarchical in that directives are issued at the top of the organization and travel down through divisions and an established chain of command.

SCFD has an executive branch (Fire Chief and two Deputy Chiefs supporting fire administration and operations), Division Chiefs (Administrative, EMS, Fire Marshal, Training). SCFD has a Human Resource Manager and a Finance Manager, and various support staff. SCFD has three full-time Battalion Chiefs (one each shift) who oversee day to day operations of 8 staffed fire stations. Shown below is the Fire District organizational chart.

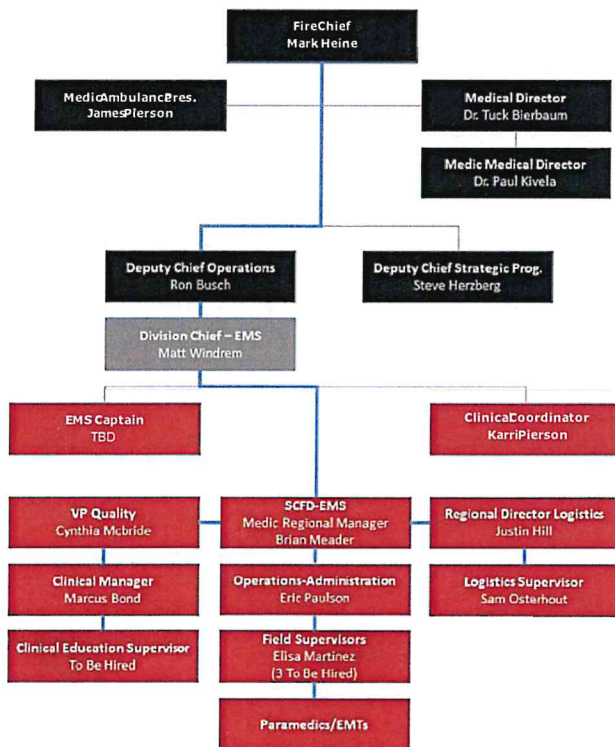


EOA-1 Operations

In late 2021, the district entered into a contract with Medic Ambulance, Inc., to provide ground ambulance services to the District. In 2022, the District added additional single-role ambulances, staffed by Medic personnel to support District service territory. This contract and relationship allowed the District to bid on the Sonoma County RFP for Ground Ambulance Service in Exclusive Operating Area 1 (EOA-1). In early 2023, the district, with Medic as a subcontractor, submitted a bid to provide ground ambulance services to EOA-1. After scoring highest in the rating process, the district was awarded the contract to serve EOA-1 by the County of Sonoma in June 2023.

Through the rest of 2023 and into 2024, the district and Medic Ambulance will be expanding operations, hiring staff, training, and preparing for the implementation of service in EOA-1 on January 16, 2024. Most of the added staff members will be hired directly by Medic Ambulance. The District is adding an EMS Captain and an EMS Billing/Finance Analyst to support EOA-1 operations. The District has created an SCFD-EMS Enterprise Fund for the accounting associated with EOA-1 operations.

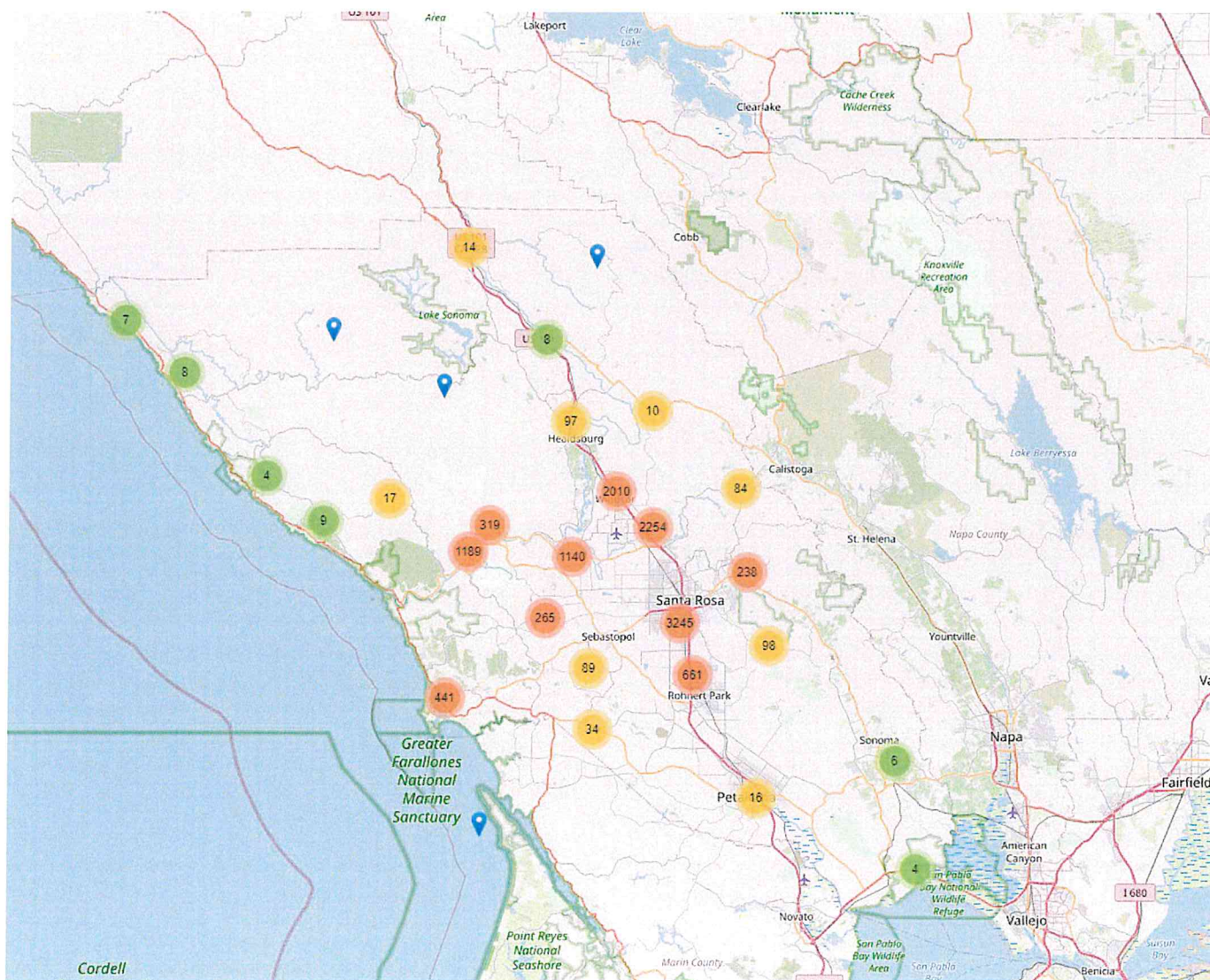
SCFD - EMS Organization Chart



Division	Vision
Administrative Support	<i>Ensuring our members health and safety are the top priority while being innovative to put our department on the cutting edge of progress.</i>
Emergency Medical Services	<i>Bring compassionate and professional medical care to the residents and visitors of Sonoma County in their time of need.</i>
Finance	<i>To create a fiscal culture within the fire district that sets the district up to achieve short-term & long-term goals for desired staffing levels, equipment, apparatus, and facilities and build accounting, contract and procurement systems that are transparent, fiscally responsible and follow best governmental practices.</i>
Fire Prevention	<i>To continue to build a customer focused, accessible team that is engaged to support each of our individual communities & visitors through exceptional community risk reduction and progressive fire prevention programs & investigations.</i>
Human Resources	<i>Invest in programs that will enrich the wellness of our employees, by empowering them to engage in their benefits.</i>
Operations	<i>Ensure we are prepared for all risk incidents while maintaining the health of the organization and increasing service levels to the communities we serve.</i>
Training and Safety	<i>Maintain proficiency in all skills, while keeping pace with technology & changes to our world that will drive our culture to have a rising standard over time. We will not let complacency, budgetary constraints, or poor attitude deter us from our pursuit of excellence in everything we do.</i>

Standards of Cover

A Standards of Cover (SOC) is defined in *Community Risk Assessment* and written policies and procedures that establish the distribution and concentration of fixed and mobile resources of an organization. These policies are relative to risk classification (Fire, emergency medical services, technical rescue, hazardous materials) and category (low, moderate, high, maximum). The purpose for completing this document is to assist the SCFD in ensuring a safe and effective response force for fire suppression, emergency medical services, and specialty response situations in addition to homeland security issues. Creating an Integrated Risk Management Plan – Standards of Cover requires that a number of areas be researched, studied, and evaluated. SCFD completed a SOC in 2022. The following shows the number of calls in each area of the county where our units responded to.



Finances

SCFD's budget is one of the most important policy and directive documents the district produces. It provides a financial plan and a framework for the entire district's operations. Developing and managing a budget is how we successfully allocate, track, and plan fiscal spending and long-term financial forecasting. SCFD budgeting process is driven by its mission; *We will position the fire district to provide fiscal sustainability while providing excellence in emergency response and community preparedness.*



Sonoma County Fire District Current 5 Year Financial Projections

	2023-2024	2024-2025 Projection*	2025-2026 Projection*	2026-2027 Projection*	2027-2028 Projection*
Total 10 · Taxes	\$20,019,746	\$21,020,733	\$21,861,563	\$22,736,025	\$23,645,466
Total 17 · Use of Money/Property	\$95,573	\$95,573	\$95,573	\$95,573	\$95,573
Total 20 · Intergovernmental Revenues	\$5,523,626	\$5,689,335	\$5,860,015	\$6,035,816	\$6,216,890
Total 30 · Charges for Services	\$4,547,950	\$4,684,389	\$4,824,920	\$4,969,668	\$5,118,758
Total 40 · Miscellaneous Revenues	\$1,807,316	\$1,807,316	\$1,807,316	\$1,807,316	\$1,807,316
Total Revenue	\$31,994,211	\$33,297,346	\$34,449,387	\$35,644,397	\$36,884,003
Total 50 · Salaries/Benefits	\$23,244,593	\$24,406,823	\$25,139,027	\$25,893,198	\$26,669,994
Total 60 · Services/Supplies	\$7,073,321	\$7,285,521	\$7,504,086	\$7,729,209	\$7,961,085
Total 75 · Long Term Debt	\$1,571,097	\$1,474,154	\$1,295,838	\$1,158,539	\$1,158,539
Total 85 · Capital Assets	\$665,700				
Total Expenditures	\$32,554,711	\$33,166,497	\$33,938,952	\$34,780,946	\$35,789,618
OPERATING SURPLUS / (DEFICIT)	-\$560,500	\$130,849	\$510,435	\$863,451	\$1,094,385

*FY 23/24 Includes significant Capital Improvements totaling \$560,500. of which \$560,500. funded from designated reserves

* Assumes 4% Growth on Property Taxes for FY23/24, FY24/25, FY25/26, FY26/27 & FY27/28
 Assumes 5% increase on Salaries and Benefits for FY 24/25 and 3% growth for FY25/26, 26/27 & 27/28
 Assumes 3% Cost Inflation on Service and Supplies for FY23/24, FY 24/25, FY25/26 & FY 26/27
 Long Term Debt Payoff of Ambulance Loan in March 2024, Multi Apparatus Loan in FY25/26
 Does not include full cost dispatch charges, which may begin in FY 24/25

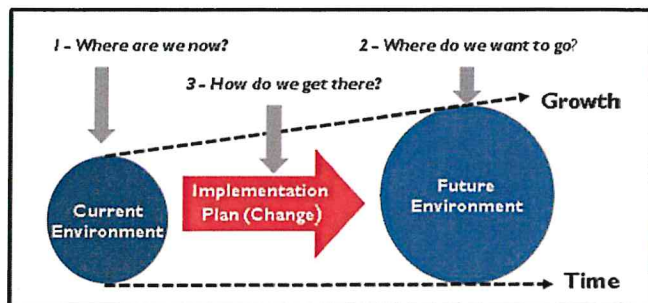
DRAFT prepared by T. Bolduc
6/22/2023

SCFD's annual budget is crafted following standards created by the Government Account Standards Board (GASB). GASB is an independent, non-political organization founded to promote clear, consistent, transparent, and comparable financial reporting for state and local governments. The GASB's mission is achieved through an open and independent process that encourages broad participation from all stakeholders and objectively considers and analyzes all their views. The SCFD preliminary budget is adopted prior to July 1st each year and provides control of revenues and expenses including appropriations (budgeted expenses) on a line-item basis and the means of financing those items (budgeted revenues). Monthly reports are generated on expense activity that assist district managers to monitor activities and programs. These financial reports are also reviewed by the Board of Directors at their monthly meeting to ensure budgetary compliance. The budget is posted on the district website as it is a public document. On a quarterly basis, the budget committee (appointed by the Board of Directors) reviews the budget progress. SCFD is audited annually by an outside accounting firm for proper fiscal practices and procedures. As a recipient of federal, state, and county financial funding, the SCFD ensures adequate control structures are in place which comply with applicable laws and regulations related to those programs. The budget supports the operations of 10 fire stations (8 staffed full time), initial attack engines, a ladder truck, advanced life support ambulances, command chief officers, rescue, and other support staff and equipment.

The Strategic Planning Process

For any organization, public or private, to reach its full potential, it must have a strategic plan. Strategic planning is an organization's process of defining its strategy, or direction, and making decisions on how to set priorities to pursue this strategy. In the simplest terms, the strategic planning process is the method that organizations use to develop plans to achieve overall, short, and long-term goals.

SCFD strategic planning process accomplishes more than just the development of this document; it challenges the members of the SCFD to look critically at paradigms, values, philosophies, beliefs, and desires. The strategic plan challenges individuals to work in the best interest of the "team." In addition, the plan provides the members of the district with the opportunity to participate in the development of their organization's long-term direction and focus. The SCFD planning efforts include:



Where are we now?

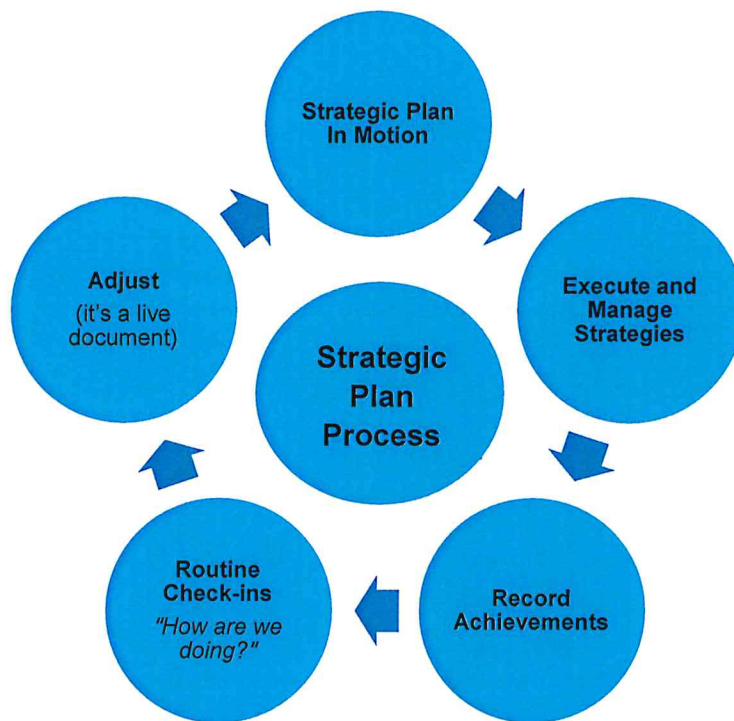
- An evaluation of the organization's mission, vision, guiding principles, goals, and strategic initiatives checking for currency and relevancy.
- Reviewed the past three year's achievements, checking to be sure the agency is on track.
- Perform a diagnosis of the environment, industry trends, current and predictable environment (Strengths, Problems, Opportunities, Threats).

Where do we want to go?

- SCFD wants to be the leaders in fire and EMS services, providing fiscal sustainable emergency and fire prevention services.
- We want to be poised and ready or even ahead of what might come our way specific to our industry, but also local, state-wide, and international events.
- We are positioning SCFD to increase its services to district-wide advanced life support.

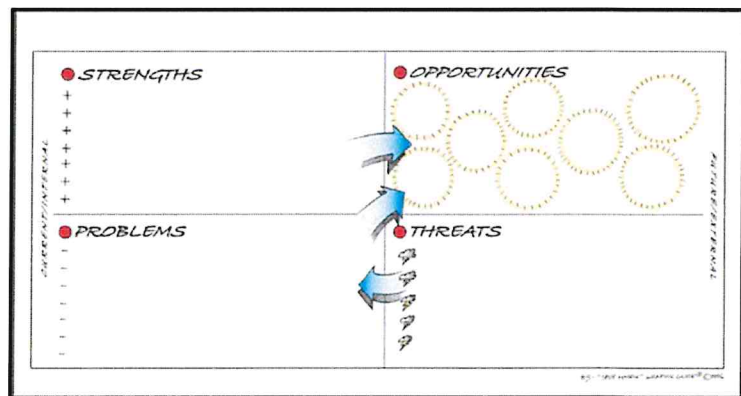
How will we get there?

- Create a customer service centric strategic plan.
- Execute and manage strategies.
- Record (and celebrate) achievements.
- Perform routine check in's (Quarterly progress, how are we doing)?
- Adjust the plan as needed (this is very much a live and continuous document)



Strengths, Problems, Opportunities, Threats (SPOT)

SPOT is an acronym for Strengths, Problems, Opportunities and Threats. SPOT analysis guides the district to identify its strengths and problems (S-P), as well as broader opportunities and threats (O-T). A SPOT Analysis is the most renowned tool for auditing and analysis of the overall strategic position of the district and its environment. Its key purpose is to identify the strategies that will create a firm specific business model that will best align the district resources and capabilities to the requirements of the environment in which it operates. It views all positive and negative factors inside and outside the agency that affect the success. A consistent study of the environment in which the district operates helps in forecasting/predicting the changing trends and helps in including them in the decision-making process of the organization.



S.P.O.T

Strengths	Strengths describe where an organization excels. The identification of organizational strengths is the first step in an environmental scan. An organization’s strengths identify its capability to provide the services requested by its customers.
Problems	Problems are also an important environmental scan element. To move forward, the organization must take a candid look at the issues that have created barriers to its success – internally and externally.
Opportunities	Opportunities refer to favorable factors that the organization has or can explore. Opportunities are focused on existing services and on expanding and developing new possibilities inside and beyond the traditional service area. Many opportunities exist for the department.
Threats (challenges)	Threats (challenges) refer to factors that have the potential to harm or distract an organization. There are conditions that are often not under the organization’s control. The identification of these conditions allows the organization to develop plans to mitigate or respond when a challenge becomes an obstacle. By recognizing these challenges, the organization can greatly reduce the potential for loss, delay, or distraction.

The district identified the following at Top SPOT topics (the full list SPOT listed in Appendix III) The district completed a SPOT Analysis ahead of strategy / objectives setting.

	S trength	O pportunities
P O S I T I V E	Loyalty to the brand Visionaries RFP / Ambulance Internet	[More opportunity to] celebrate successes Diversity / inclusion / “all” RFP/ Ambulance Community support / community connections Internet
	P roblems (or challenges)	T hreats
N E G A T I V E	Infrastructure needs are extensive (Stuck in some) traditions Pipeline of new employees Internet	Needs vs. money Staff burning out Culture shifts (SCFD is not prepared) Internet

Goals and Strategic Initiative

In an ever-changing world, it's imperative to have strategic goals and a plan to guide organizational efforts. Strategic initiatives are action-oriented and measurable goals that translate our organization's focus areas into specific outcomes. They're concise with clear deadlines and owner(s). SCFD goals are, Workforce, Infrastructure and Equipment, Fiscal Responsibilities, Health and Safety, Service Enhancements, and community Service.



GOAL 1
Fiscal Responsibilities

Sustain and improve our services by planning for funding challenges and opportunities.

Strategic Initiatives:

Explore fiscal opportunities that will bring new funding mechanisms to the district.

Utilizing team concepts to secure grant opportunities and securing subject matter experts to support the grant team. Identify and utilize traditional and non-traditional funding opportunities.

Continue to analyze economic challenges/landscape to make sure planning is consistent with what is going on around us.

	Strategic Action Items	Budget	Lead	Timeframe	Priority
1.1	6 month and 1-year financial analysis of EOA-1		Bolduc	6-month mark and 1 year mark	
1.2	Explore funding opportunities with outside partner agencies: <ul style="list-style-type: none"> • Veg. management program • Cost share opportunities 		Bolduc/Division Managers	Ongoing over next 12 months.	
1.3	Evaluate enterprise fund relationship with the general fund for fire district.		Bolduc	Prior to January 2024	
1.4	Explore opportunities for outside vendors to support grant team.		Chief Grinnell	Review every 6 months	
1.5	Update of general fee schedules.		Chief Heine	October 2023	
1.6	Explore division specific revenue opportunities.		Division Managers		
1.7	Prepare district finances for recession.		Chief Heine/Bolduc		
1.8	Perform annual budget workshops		Bolduc		

**GOAL 2
Infrastructure and Equipment**

Strengthen capabilities by enhancing fleet and facilities designed to better serve the communities.

Strategic initiative:

Explore all opportunities to modernize infrastructure.

Research sale of unused properties.

Start the process for replacement of aging facilities.

Plan for capital equipment needs.

	Strategic Action Items	Budget	Lead	Timeframe	Priority
2.1	Evaluate use of: <ul style="list-style-type: none"> • Rio Nido • Administration • Alpine • CalTrans yard 		Chief Johnson		
2.2	Explore opportunities related to Station 5		Chief Johnson		
2.3	Building committee shall identify locations for replacement of: <ul style="list-style-type: none"> • STN 9 • STN 4 • STN 2 • Administration 		Chief Johnson		
2.4	Align apparatus and equipment purchases with current and anticipated service demands: <ul style="list-style-type: none"> • Plan for purchase of 100'+ ladder truck. • Plan for unanticipated needs. • Adhere to apparatus replacement schedule. • Develop equipment replacement plan. 		Chief Estes		

2.5	Identify annual contributions to fund facilities, apparatus, and equipment: <ul style="list-style-type: none"> • Facility replacement schedule • Equipment replacement schedule • Apparatus replacement schedule 		Chief Busch/Estes/Bolduc		
2.6	Implement a district wide facility security plan: <ul style="list-style-type: none"> • Engage consultant to develop analysis and plan. • Identify immediate security measures for facilities. • Review and update policies. 		Chief Bisordi		
2.7	Transition remaining apparatus to Tablet Command		Chief Johnson		

**GOAL 3
Workforce**

Cultivate a healthy, safe, productive work environment and focus on retention and recruitment.

Strategic initiative:

Invest in our own members. (Career development, health/longevity).

Create a road map for full time employment and advancement.

Recruit and hire a diverse workforce.

Establish a plan to secure skilled staff by revamping hiring policy.

	Strategic Action Items	Budget	Lead	Timeframe	Priority
3.1	Establish career development plan that addresses all levels of organization		Chief Johnson/Chief Grinnell/Rutkowski	1 year	
3.2	Develop employee recognition program		Washington	3 months	
3.3	Identify scholarships and funding opportunities: <ul style="list-style-type: none"> • Internal • External • Foundation funded 		Chief Grinnell		
3.4	Schedule workshop focused on: <ul style="list-style-type: none"> • Scholarships • Career ladder 		Chief Johnson		
3.5	Develop a recruitment team. <ul style="list-style-type: none"> • Marketing • Ride-a-long • Station visits • Career fairs • Accelerate hiring process 		Washington/Hancock/Flowers		
3.6	Develop a contemporary hiring process. <ul style="list-style-type: none"> • Hiring bonus • On the job training 		Chief Busch		
3.7	Identify opportunities at St. 5 and 6		Chief Busch / Johnson		

**GOAL 4
Community Service**

Provide high-level quality emergency and non-emergency services.

Strategic initiative:

Review volunteer program looking for best practices, effective use of volunteers.

Identify key events for each community.

Prioritize events and attend only within district. Condense smaller events into larger ones.

Evaluate partnership opportunities.

	Strategic Action Items	Budget	Lead	Timeframe	Priority
4.1	Evaluate structure of volunteer program: <ul style="list-style-type: none"> • Rank • Support • Safety/Non-safety • Compensation • Intern (suppression/non-suppression) 		Chief Grinnell		
4.2	Develop matrix/best practices on event attendance: <ul style="list-style-type: none"> • Identify and prioritize the events the district will attend. • Messaging 		Chief Foreman/Hancock/Rathbun		
4.3	Convert remaining staffed engine companies from BLS to ALS		Chief Busch		

GOAL 5
Health and Safety

Invest in programs that will enrich the wellness of our employees.

Strategic initiative:

Break down any health and safety barriers.

Offer several resiliencies courses each year. Continue to support and provide Peer support training.

Explore options for employees to seek health and safety assistance.

	Strategic Action Items	Budget	Lead	Timeframe	Priority
5.1	Educate staff about how to utilize services/programs currently in place. <ul style="list-style-type: none"> Intranet or app 		Washington/Flowers		
5.2	Support PEER support training. <ul style="list-style-type: none"> Explore funding opportunities. 		Chief Johnson		
5.3	Education on workers comp. and explore on how to reduce claims.		Washington		
5.4	Review safety program/IIPP <ul style="list-style-type: none"> Improve communications 		Chief Johnson		

GOAL 6
Service Delivery Enhancements

Continue to build a customer focused, accessible team that is engaged to support each of our individual communities & visitors.

Strategic initiatives:

Evaluate staffing needs based on call volume/emergency response.

Review District operational deployment needs.

Create a service model to address Fire Prevention and community risk reduction needs.

	Strategic Action Items	Budget	Lead	Timeframe	Priority
6.1	Identify service gaps in all districts: <ul style="list-style-type: none"> • Heat map of call volume. • Identify BC coverage/supervisory oversight. • Evaluate service provided by adjoining forces • Work on method to deploy an additional Battalion Chief. 		Chief Busch/R. Lantz/Flowers/Hancock		
6.2	Continuing to improve ALS service delivery: <ul style="list-style-type: none"> • Dual vs. single role • ALS engine companies 		Chief Windrem		
6.3	Review existing fire prevention model and create future prevention models/zones/staffing: <ul style="list-style-type: none"> • Business inspections • Investigations • Contract inspectors • Community Outreach 		Chief Foreman/Piloni		

**Appendix I
SCFD Strengths, Problems, Opportunities, Threats
(Full analysis)**

SCFD Board Perspective of Strengths, Opportunities, Problems, Threats (SPOT)

	S trengths	O pportunities
P O S I T I V E	<p>We challenge the paradigm Our people / workforce Political connections strong Labor/management strong Fleet is modern, safe Live within our means – never provide an over budget Culture Have not gone to taxpayers for increase In the lead Leaders Vision, mission, and guiding principles Building diversity Partnerships Problem solvers Accept and often create change (“we’ve always done it that way” is not in our vocabulary) Adaptability (even with disasters) Good at reimbursements Good at achieving grants</p>	<p>Ambulance contract To do more outreach Airport Staff Station 5 Tribal Government relations</p>
	P roblems (or challenges)	T hreats
N E G A T I V E	<p>Ambulance contract, lots of work Administration office -- out of space Infrastructure Unforeseen disasters Housing staff in expensive area Workload Pace of organization Updates to the Brown Act Funding capital needs Chief span of control Keeping pace with technology External communications – reaching the other 80%</p>	<p>Recruitment Career succession looming Economic conditions (6% inflation) Energy – electric vehicles Political issues SR Annexations (Santa Rosa Ave) Revenues keeping pace Keeping pace with community expectations Managing and ambulance contract % Of salary / benefits reaching 80%</p>

SCFD Staff Perspective -- Strengths, Opportunities, Problems, Threats (SPOT)

	S trength	O pportunities
P O S I T I V E	<p>Social Media Staff is engaged – mission driven Loyalty to the brand</p> <p>Not much turn over, people staying (We provide) great service</p> <p>Recognize problem right away Vision</p> <p>Flexible Fearless</p> <p>RFP / Ambulance (We are) doing a great job Cost effective In the high schools (recruiting) (We are) nice You are all good people</p>	<p>Social Media (More opportunity to) celebrate successes</p> <p>Reimagining Hiring challenges More investment in Hispanic hiring Diversity / enclosing / “all” To listen more Reimagining volunteer program To create jobs that people want (and therefore, will stay) To do more group teambuilding Community support / community connections Use of experts to help with communications More effective communications</p>
	P roblems (or challenges)	T hreats
N E G A T I V E	<p>Social Media Infrastructure (stuck in some) traditions A lot is forced on us</p> <p>Pipeline of new employees Career successions Growing our own (is it working?) Need more inclusion (Having a) voice Reaching our rural areas Hiring challenges Process for our volunteers to do things One size fit all for volunteers (out of date?) Volunteer input</p>	<p>Social Media Increasing costs of just about everything District can no way keep pace with costs Needs vs. money Unknown costs (unpredictable, too hard to plan) All the available OT vs. want OT Staff burning out Demands on staff Demand on the fire service community Disasters Operational readiness Airport (LF / HR) Inflation Culture shifts (SCFD is not prepared) Events -- we can't get to them all) Infrastructure is very poor 9 of 11 fire stations in need up upgrade Station 1 is too small Per SOC, stations in good spot, but hard to get to Generation appears not to “care” about the same things the last generation did Being off duty (home) vs. on duty (work)</p>

Appendix II SCFD History

1980	In the early 1980s, discussions between Rincon Valley and Windsor Fire Protection District began on how the two agencies could better work together. The two agencies began sharing resources (from mutual aid to automatic aid) and worked on several projects together.
2005	Rincon Valley Fire Protection District Administrative Staff (Chief, Assistant Chief, Executive Assistant) move their offices to Windsor Fire Protection District Fire Station 1. Both agencies shared infrastructure costs including utilities, shared computer services, and were able to collaborate overall more effectively.
2006	Battalion 7 was created using a combination of one battalion chief and one assistant chief from Rincon Valley FPD, and one battalion chief/fire marshal from Windsor FPD providing battalion coverage 24/7 to both districts. Each district used its own command vehicle with its own branding. Only a magnetic "BC7" was added to the vehicle.
2011	After several planning meetings, Central Fire Authority of Sonoma County (CFA) – a more formal administrative division of both Windsor and Rincon Valley -- was created. CFA provided joint administrative services to both agencies, but both agencies retained their autonomy (two board of directors, two operations, etc.), and shared a fire chief and fire marshal.
2017	CFA was disbanded and both agencies were managed by one contractual fire chief.
2017	The Tubbs fire aggressively ran through the district. At the time, the Tubbs fire was one of the worse fires in California history, burning 36,807 acres, destroying 5,643 structures, killing 22 people, and burning 40% of the Rincon Valley FPD. The destruction and impacts of the Tubbs Fire profoundly impacted Rincon Valley FPD, Windsor FPD, and other fire agencies throughout Sonoma County.
2018	LAFCO ¹ provides studies indicating annexation recommendations. Crews from Rincon Valley and Windsor Fire Protection Districts along with Bennett Valley Fire District and the Mountain Volunteer Fire Department met at the Holiday Inn Ballroom (Windsor) to figure out how the agencies could collaborate. Using the incident management system, the crews developed a 1-year plan to merge the agencies, created a values statement and guiding principles.
2019 (April)	Windsor Fire Protection District (established 1965), Rincon Valley Fire District (established 1945), the Bennett Valley Fire District (established 1948) and the Mountain Volunteer Fire Department (established 1968) all consolidated and created the Sonoma County Fire District (SCFD).
2019	First mission, values, and vision statements and Guiding Principles were created <ul style="list-style-type: none"> ➤ We believe in providing the highest level of professionalism to our communities; therefore, we will remain committed to honesty and integrity. ➤ We believe in a positive and professional work environment; therefore, we will

¹ Local Agency Formation Commission (<https://sonomalafco.org>)

	<p>treat everyone with respect and honesty.</p> <ul style="list-style-type: none"> ➤ We believe in the importance of flexibility and adaptability; therefore, we will welcome growth and change. ➤ We believe that honesty is essential; therefore, we will be transparent in every aspect of service. ➤ We believe being compassionate is essential; therefore, we will treat everyone with kindness.
2020	Russian River Fire Protection District (established 1922 as the Guerneville Fire Protection District) joined the Sonoma County Fire District.
2021	Forestville Fire Protection District (established 1938 and became a District in 1958) joined the SCFD.
2022	Bodega Bay Fire Protection District (established 1984) joined the Sonoma County Fire District. Partnership with Medic Ambulance
2023	SCFD awarded the ambulance contract.

**Appendix III
Glossary of Abbreviations, Acronyms and Terms**

All Risk	An “all risk” (or “all hazard”) fire department represents every level of a hazard response whether it is trench rescue, hazardous materials, confined space, building collapse, rope rescue, fire extinguishment, EMS, dive rescue, swift water, and vehicle extraction.
All Hazard	An “all hazard” (or “all risk”) fire department represents every level of a hazard response whether it is trench rescue, hazardous materials, confined space, building collapse, rope rescue, fire extinguishment, EMS, dive rescue, swift water, and vehicle extraction.
Accreditation	A process by which an association or agency evaluates and recognizes a program of study or an institution as meeting certain predetermined standards or qualifications. It applies only to institutions or agencies and their programs of study or their services.
Accredited	The act of accrediting or the state of being accredited, especially the granting of approval to an institution or agency by an official review board or organization that has established nationally accepted standards.
ALS	Advance Life Support (Paramedics)
Automatic Aid	Automatic aid is an agreement among emergency responders to lend assistance across jurisdictional boundaries automatically.
Battalion Chief	Typically, 3 rd in command – oversees daily operations of the 9 stations
BLS	Basic Life Support (EMT)
BOD	Board of Directors
BOS	Board of Supervisor
CAD	Computer Aided Dispatch
CAL-JAC	California Joint Apprentice Commission
CalPERS	California Public Employees' Retirement System
CCTV	Close Circuit Television (security system)
CERT	Community Emergency Response Team program educates volunteers about disasters and form teams on how to mitigate impacts of disasters
CFAI	The Commission on Fire Accreditation International
CFC	California Fire Code
COPE	Citizens Organized to Prepare for Emergencies program organizes blocks or other groups of people to prepare for disasters
CPP	COVID-19 Prevention Program
CPSE	The Center for Public Safety Excellence, Inc. (CPSE), a nonprofit 501 (c)(3) corporation, establishes and promotes recognized professional standards to help fire agencies move beyond tactical deployment to continuous strategic improvement.

CQI	Continuous Quality Improvement
Customer	A customer is a person or group of people who establish the requirement of a process and receives or uses the outputs of that process; or the person or entity directly served by the department or agency. A stakeholder is any person, group, or organization that can place a claim on, or influence, the organization's resources or outputs, is affected by those outputs, or has an interest in or expectation of the organization.
Deputy Chief	Typically, 2 nd in command – oversees overall district operations
Division Chief	Typical 3 rd in command – oversees a division such as EMS, Fire Prevention (Fire Marshal) and Training)
EMS	Emergency Medical Services
EMT	Emergency Medical Technician
EOA	Exclusive Operating Area (applied to EMS/ALS provider coverage area)
EOC	Emergency Operations Center
F-42	Office of emergency services day-to-day record for const reimbursements
FDAC	Fire Districts Association of California. FDAC is a non-profit organization, whose primary function is to provide its members with representation and advocacy in California's legislature. FDAC provides programs, health and life insurance, and other services and classes to help the districts they serve and their personnel and representatives become more successful and effective.
FEMA	The Federal Emergency Management Agency is a function of the United States Department of Homeland Security. The agency's primary purpose is to coordinate the response to a disaster that has occurred in the United States and that overwhelms the resources of local and state authorities.
FEMA	The Federal Emergency Management Agency, or FEMA, is an agency of the United States Department of Homeland Security.
FEMA Task Force 4	Task Force 4 is the California Urban Search and Rescue Team out of Oakland CA. We provide a rescue K9 and other technically trained USAR personnel
Fire Chief	Typically, the Fire Chief is the CEO and CFO of a fire district
FMAG	Fire Management Assistance Grant (FMAG) program provides a 75 percent Federal cost share and the State pays the remaining 25 percent for actual cost of a disaster
FP	Fire Prevention
GASB	Government Account Standards Board (GASB)
GIS	Geospatial or Geographic Information System
ICS	Incident Command System / Emergency Management Command and Control Process
ICS	Incident Command System
IFC	International Fire Code

Impact Fees	A fee applied to developers for development within the district
LAFCO	The Local Agency Formation Commission is an independent agency established by State law. The commission is responsible for reviewing, approving, or disapproving changes in organization to cities and special districts including annexations, detachments, new formations, and incorporations.
Mission	A mission is an enduring statement of purpose, the organization's reason for existence. Describes what the organization does, for whom it does it, and how it does it.
Mutual Aid	Mutual aid is an agreement among emergency responders to lend assistance across jurisdictional boundaries. This may occur due to an emergency response that exceeds local resources, such as a disaster or a multiple alarm fire.
Nixle	Nixle is a company that offers notification services for local police departments, county emergency management offices, municipal governments, and their agencies. The Nixle service allows government agencies to send messages to residents via phone, email, and web. Information is delivered almost instantly.
OES	Office of Emergency Service
OES Engine	Office of Emergency Service Engine assigned to the district
OES WT	Office of Emergency Service Water Tender assigned to the district
Paramedic (PM)	A paramedic is a certified medical professional, usually a member of the emergency medical services, who primarily provides pre-hospital advanced medical and trauma care. A paramedic is charged with providing emergency on-scene treatment, crisis intervention, life-saving stabilization, and transport of ill or injured patients to definitive emergency medical and surgical treatment facilities, such as hospitals and trauma centers.
Performance Indicator	Key performance indicators are measurable factors of extreme importance to the organization in achieving the strategic goals, objectives, vision, and values that if not implemented properly would likely result in significant decrease in customer satisfaction, employee morale, and financial management.
Performance Measure	A performance measure is a specific measurable result for each goal and/or program that indicates achievement.
SCFD	Sonoma County Fire District
SM	Social Media
SMART	Specific, measurable, achievable, relevant, time-bound goals
SOC	Standard of Cover – measuring call statistics and applied industry trends to plan for fire stations, staffing, and equipment
SOC	A Standards of Cover consists of decisions made regarding the placement of field resources (number, type, and location) in relation to the potential demand placed on them by the type of risk and historical need in the

	community. Furthermore, if Standards of Cover is to be meaningful to the community, the outcome must demonstrate that lives are saved and properties are protected. The variety of risks and levels of hazards that exist in each community mandate that each department conduct a self-assessment, and design and develop an "all hazards" response system that will meet the needs of the community in a safe, efficient, and effective manner. Fire service leaders much continue to strive for consensus on programs that create a standard for minimal level of response in all communities.
SPOT	An analyst exercise recognizing an organizations Strengths, Problems, Opportunities
Stakeholder	A stakeholder is any person, group, or organization that can place a claim on, or influence, the organization's resources or outputs, is affected by those outputs, or has an interest in or expectation of the organization.
Strategy	Strategic planning is the process of organizing, preparing, and aligning an organizations priorities and resources to achieve a specific outcome.
STS	Sonoma County Airport
TEAMS	TEAMs is the districts primary Video Conferencing Program
Type I Engine	Required to have not less than 300 gallons of water (our agency engines carry 500 gallons or more) and be able to pump 1500 gallons per minute.
Type III Engine	Required to have a minimum of 500 gallons of water and be able to pump 150 gallons per minute. Traditionally shorter and nimbler for off road operations. Typically built on a standard medium duty truck and chassis
Type VI Engine	Required to have a minimum of 150 gallons of water and be able to pump 50 gallons per minute although can be much larger. Typically built on a standard on a light duty truck and chassis.



Sonoma County Fire District Board of Directors
Staff Report

Date: August 15, 2023

Topic: Memorandum of Understanding between the Sonoma County Fire District and the Sonoma County Professional Firefighters Association, REVISION 8/15/23.

Recommendation:

Approve the revised MOU between the Sonoma County Fire District and the Sonoma County Professional Firefighter's Association. The revision is found in "Appendix A" of the MOU.

Financial Impact:

None.

Background:

The current MOU provides a salary schedule as "Appendix A". Currently, when a Captain is reassigned from a shift work assignment to a 40-hour administrative assignment the move results in the employee realizing a 3% drop in base pay due to FLSA changes. The purpose of the revised salary schedule is to ensure that a Captain who is transferred from shift work to a 40-hour administrative assignment does not receive a pay reduction. This currently affects the Deputy Fire Marshal position and the EMS Captain position.

Attachments:

1. Proposed revised MOU.

MEMORANDUM OF UNDERSTANDING

**between the
Sonoma County Fire District
and the
Sonoma County Professional Firefighters Association**

July 1, 2023 through June 30, 2025

This Memorandum of Understanding is made and entered into as of this 27th day of June 2023 by and between the Sonoma County Fire District (hereinafter called "District") and they Sonoma County Professional Firefighters Association (hereinafter called the "Association").

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SECTION 1 EMPLOYEE REPRESENTATION

- 1.1 The District recognizes the Association, which is acknowledged to be affiliated with the International Association of Firefighters, Local 1401, as exclusive representative of employees in classifications covered by the Memorandum. This Memorandum shall apply to all permanent employees working in classifications listed below and to any other classifications, which may be established within the scope of the duties now included within these classifications:
- o CAPTAIN
 - o ADMINISTRATIVE CAPTAIN
 - o ENGINEER
 - o FIREFIGHTER/MEDIC
 - o FIREFIGHTER/EMT
 - o PARAMEDIC/FIREFIGHTER TRAINEE
 - o FIRE INSPECTOR
- 1.2 The following rules and regulations, as they exist now or as they may be amended through the meet and confer process, shall be applicable unless superseded by any provision of the Agreement:
- Personnel Rules and Regulations;
 - Employer-Association Member Relations Rules and Regulations;
 - Fire District Standard Operating Procedures/Guidelines ("SOP" or "SOG").
 - Fire District Special Notices ("SN's")

The District shall not change the rules and regulations listed in this section without first providing the Association with notice and an opportunity to meet and confer about matters within the scope of representation under the Meyers-Milias-Brown Act.

SECTION 2 OBJECTIVES

- 2.1 The purposes of the Memorandum of Understanding are to promote an orderly and equitable policy for labor-management relations that is in alignment with the District's Visions, Mission, and Guiding Principles.
- 2.2 The District and the Association agree not to discriminate for or against any employee regardless of membership in the Association or because of reasonable activities on behalf of the Association.
- 2.3 Both parties recognize their mutual obligation to cooperate with each other to assure maximum service of the highest quality and efficiency to the citizens of the Sonoma County Fire District.
- 2.4 Term of this Memorandum of Understanding will be from July 1, 2023, to June 30, 2025.

SECTION 3 WAGES & HOURS

3.1 Salaries

Effective July 1, 2023 the salaries of all employees covered in this Memorandum of Understanding shall be as stated in Appendix A. The basis of these computations shall be as follows:

- 3.1.1 Hourly rates for 56-hour employees shall be calculated by dividing an employee's annual salary by 2912.
- 3.1.2 Hourly rates for 40-hour employees shall be calculated by dividing an employee's annual salary by 2080.
- 3.1.3 Salary adjustments: July 1, 2023 a base pay raise of 2%; January 1, 2024, a base pay raise of 3%; July 1, 2024, a base pay raise of 2%; January 1, 2025, a base pay raise of 3%.

3.2 FLSA Work Period

- 3.2.1 For the purposes of calculating District overtime, all hours worked in excess of the employee's regularly scheduled hours (e.g., hours in excess of 192 hours in a 24-day work cycle for shift personnel) shall be compensated at the rate of one and one-half (1.5) times the Regular Rate of Pay as set forth in 29 USC Section 207 and 29 C.F.R. Section 778.113. Vacation and sick leave shall not impact the calculations of hours worked.
- 3.2.2 The District has adopted an extended work period as authorized under Section 207(k) of the Fair Labor Standards Act. The District declares a 24-day work cycle with an FLSA threshold of 182 hours for shift personnel. Members will work 192 hours in the 24-day work cycle which results in 10 hours of overtime premiums for their regular work cycle. The formula to be used to account for this is $10 \times (365/24)/24 = 6.32$ hours of one and one-half times the regular rate of pay per pay period. Hours worked in excess of 192 hours in the work period shall be paid overtime under the FLSA rate of one and one-half times (1.5) regular rate of pay inclusive of all applicable incentives.

3.3 Overtime

Employees shall be paid overtime in accordance with Section 207(k) of the Fair Labor Standards Act. The rate of pay for overtime shall be one and one-half times the employee's hourly rate of pay inclusive of all applicable incentives.

3.4 Recall Pay

The District may recall off-duty personnel due to significant emergency incidents (fire, rescues, disasters) and to provide additional on-duty staffing during periods of elevated community risk (storms, Red Flag Warnings). Members recalled to duty on regularly scheduled day(s) off shall be paid at their overtime rate. Will be in alignment with the Emergency Staffing Plan.

3.5 Jury Duty

No deductions shall be made from the salary of any employee while the employee is on jury duty, provided the employee shall reimburse the District any compensation received, less mileage and expenses, received as a juror.

3.6 Salary Steps

Salary step increases shall be in one-year increments on the employee's anniversary date.

In the case of promotions, the employee will receive salary step increases on the anniversary date of promotion.

Salary steps are in Appendix A.

3.7 Out of Class Pay

Working out of classification is defined as compensation within the meaning of Section 20636 of the California Government Codes and Section 571(a)(1) of the PERS Regulations. If an employee performs temporary duty in a classification higher than their rank, then they are paid for the hours worked in the higher classification at premium pay rate.

3.8 Union Leave

3.8.1 A time bank shall be established, allowing members of the Association designated by its President to utilize the time bank for Association activities. Time taken off by Association members on Association Business Leave shall be counted by the District as time worked.

3.8.2 The time bank of vacation hours contributed by employees shall be maintained by the District's payroll department. Represented employees shall contribute seven (7) vacation hours to the time bank per year in July.

3.8.3 Use of Association Business Leave shall not be unreasonably denied by the District.

3.8.4 The District shall be reimbursed for these leaves from the time bank at the rate of one hour per hour of Association Business Leave used.

3.8.5 When an Association member takes Association Business Leave, it shall be charged to the time bank of vacation hours contributed by employees.

3.8.6 In the event there are insufficient hours in the time bank to reimburse the District, the employee's personal vacation leave will be charged.

3.9 On-Call

3.9.1 The Administrative Captain, when assigned to a shared on-call position as a Fire Investigator on their routine time off, shall receive a daily stipend of \$125. Any hours worked, if deployed, shall be compensated at their overtime rate for the hours worked and shall be paid "portal to portal"; with a 2-hour payout minimum.

3.9.2 The Fire Inspector, when assigned to a shared on-call position as a Fire Investigator on their routine time off, shall receive a daily stipend of \$100. Any hours worked, if deployed, shall be compensated at their overtime rate for the hours worked and shall be paid "portal to portal"; with a 2-hour payout minimum.

SECTION 4 STAFFING LEVELS

4.1 First Right of Refusal

The Association shall have "First Right of Refusal" for all available shifts.

4.2 Shift Trades

The Association shall have the right to work shift trades rank for rank with other members at no disservice to the District.

Members on new hire probation are limited to six (6) trades until completion of probationary period. The District is not responsible for ensuring trades are paid back; this responsibility solely rests upon the individuals who are engaging in this practice.

4.3 Minimum Staffing

4.3.1 The minimum staffing level at each staffed station shall be:

- Each engine will be staffed with one (1) Captain, one (1) Engineer and one (1) Firefighter.
- Each ambulance will be staffed with two (2) Firefighters. One (1) is required to be a Firefighter/Paramedic.
- Each shift will be staffed with an additional Firefighter (EMT or Paramedic). During times when the shift is one over, the Firefighter will be added to SCY station 1 staffing. Positions will be used to fill any vacancy that they are able to fill in their rank or through others acting up.

4.4 Station Bids

Station bidding will occur within the assigned shift and will be by seniority defined in Section 7.1.1.

All members currently employed with the District will be allowed to bid.

The process will start October 1st of every year and the Association will submit the staffing list to the District Deputy Fire Chiefs by November 1st of the same year.

An employee can only bid and be assigned to the same station for three (3) consecutive years and after that, must bid another station. If the lowest senior member is placed into the same station for the fourth (4th) year, they will swap with the second least senior member.

The Fire Chief will retain the right to assign personnel to apparatus or station to best meet operational needs. Examples of this include probationary personnel, newly promoted personnel, training, and discipline.

4.5 Maximum Number of Members Off

The maximum daily number of members permitted to be off duty utilizing either vacation or alternative leave is four (4). Vacation and alternative leave are the only leave categories affected by this provision.

4.6 Work Down

The District allows Captains and Engineers to work one rank below in order to prevent mandatory overtime. Refer to Policy 1042

SECTION 5 GENERAL BENEFITS

The District agrees to provide the following general benefits to employees covered by this Memorandum of Understanding, subject to the rights and limitation imposed by the California Public Employees' Pension Reform Act:

5.1 Health & Retirement Insurance

5.1.1 Represented employees of the District and their legal dependents, as defined by the State of California and the Internal Revenue Service, are eligible to participate in a group medical plan provided by the District.

5.1.2 Under California Law, the rights and responsibilities of Registered Domestic Partners are the same as spouses under California law. Existing law defines domestic partners as two adults who have chosen to share one another's lives in an intimate and committed relationship of mutual care. A domestic partnership is formed when people file a Declaration of Domestic Partnership with the Secretary of State and meet required criteria.

5.1.3 Regardless of the plan chosen by the individual employee, the District shall pay the actual premium charged by the approved health care provider for providing coverage to the employees and their dependents under the terms of the plan up to the following monthly maximum amounts:

Employee with no dependents	\$788/month
Employee plus 1 dependent	\$1576/month
Employee plus 2 or more dependents	\$2045/month

5.1.4 The employee may choose any plan made available by the District. The employee shall be responsible for paying the difference between the amounts listed in 5.1.2 and the actual cost of the plan selected. Any difference shall be deducted monthly from the employee's pay.

5.1.4.1 The District offers an I.R.S. Section 125 Plan for the portion of the premiums for medical benefits that are the responsibility of the employee to pay.

5.1.5 This section shall only apply to qualified employees and spouses from the former Rincon Valley Fire Protection District.

The District shall offer medical insurance to qualified retired employees and the qualified spouses of qualified retired employees hired prior to July 1, 2012 subject to the following restrictions:

- 5.1.5.1 The employee retires from the District with a minimum of eleven (11) complete years of full-time permanent service with the District.
- 5.1.5.2 The qualified retired employee or the qualified retired employee's spouse is not otherwise eligible for the same level of medical coverage through another employer.
 - 5.1.5.2.1 The qualified retired employee or the qualified spouse of the qualified retired employee shall exercise due diligence in identifying coverage available through another employer.
 - 5.1.5.2.2 If only one of the qualified retired employee or the qualified spouse of the qualified retired employee are eligible for the same level of medical coverage through another employer, then the remaining individual shall continue to be the qualified under this section.
 - 5.1.5.2.3 The qualified retired employee and the qualified retired employee's spouse participate in Medicare to the full extent allowed by law.
 - 5.1.5.2.4 At the time that a qualified retired employee or qualified spouse of a qualified retired employee reaches age 65, the District shall be furnished with a statement of earnings from Social Security.
 - 5.1.5.2.5 If neither a qualified retired employee nor qualified spouse of a qualified retired employee claim to be eligible for Medicare at age 65, a notarized statement to that effect shall be provided to the District.
 - 5.1.5.2.6 The maximum contribution for the aggregate of the qualified retired employee and the qualified retired employee's spouse shall be \$1,261.15 per month for an employee retiring with twenty (20) complete, full-time, permanent years of service with District (which includes any probationary time as a permanent full-time employee). Service with the District shall include any full-time permanent service with an agency absorbed by the Rincon Valley Fire Protection District. The most restrictive maximum amount shall apply unless proof of eligibility for a less restrictive maximum amount is provided by the qualified employee or qualified spouse of the qualified retired employee.

- 5.1.5.2.7 For retired employees with more than eleven (11) complete full-time permanent years of service and less than twenty (20) complete full-time permanent years of service the District shall contribute the following maximum amounts (based on amount set in Section 5.1.4.2.6) for the aggregate of the retired employee and the retired employee's spouse.
 - 5.1.5.2.8 Eleven complete years, but less than twelve:
10% of actual premium to a maximum of 10% of the applicable maximum amount.
 - 5.1.5.2.9 Twelve complete years, but less than thirteen:
20% of actual premium to a maximum of 20% of the applicable maximum amount.
 - 5.1.5.2.10 Thirteen complete years, but less than fourteen:
30% of actual premium to a maximum of 30% of the applicable maximum amount.
 - 5.1.5.2.11 Fourteen complete years, but less than fifteen:
40% of actual premium to a maximum of 40% of the applicable maximum amount.
 - 5.1.5.2.12 Fifteen complete years, but less than sixteen:
50% of actual premium to a maximum of 50% of the applicable maximum amount.
 - 5.1.5.2.13 Sixteen complete years, but less than seventeen:
60% of actual premium to a maximum of 60% of the applicable maximum amount.
 - 5.1.5.2.14 Seventeen complete years, but less than eighteen:
70% of actual premium to a maximum of 70% of the applicable maximum amount.
 - 5.1.5.2.15 Eighteen complete years, but less than nineteen:
80% of actual premium to a maximum of 80% of the applicable maximum amount.
 - 5.1.5.2.16 Nineteen complete years, but less than twenty:
90% of actual premium to a maximum of 90% of the applicable maximum amount.
- 5.1.5.3 The retired employee was a full-time permanent employee of the District on or after January 1, 2003.
- 5.1.5.4 "Retiree" or "Retired employee" means a person who is eligible to retire under PERS rules at the time of separation from the District service.

- 5.1.5.5 Eligible dependents of a qualified retired employee, other than the qualified spouse, may be covered at the expense of the retired employee.
- 5.1.5.6 The retired employee's share, if any, shall be billed directly to the retiree by the District's third-party administrator. The failure of the retired employee to pay the required share shall cause the coverage to be terminated.
- 5.1.5.7 The benefit to the qualified retired employee shall expire upon the death of the qualified retired employee and the benefit to the qualified spouse of the qualified retired employee shall expire upon the death of the qualified spouse of the qualified employee unless the benefit expires pursuant to other provision in Section 5.1.4.
- 5.1.5.8 The benefit to the qualified spouse of the qualified retired employee shall only apply to a spouse that has been legally married pursuant to California law to the qualified retired employee for a minimum of one year prior to the date of retirement.
- 5.1.5.9 The spouse of a qualified retired employee shall cease to be a qualified spouse and shall no longer be eligible for any benefits under this section upon the termination of the marriage to the qualified retired employee for any reason other than death.
- 5.1.5.10 A qualified retired employee and/or the qualified spouse of a qualified retired employee that does not request the benefit at the time of the qualified employee's retirement or who terminates the coverage prior to death may reactivate the coverage during a month in each year designated by the District or upon a qualifying life event.
- 5.1.5.11 It is the intent of this section that the qualified retired employee and the qualified spouse of the qualified retired employee shall only be eligible for the plan that is offered through the District and that is shall not be constructed to mean that the qualified retired employee and the qualified spouse of the qualified retired employee shall be eligible for any reimbursement or offset for selecting or participating in a different plan.

5.1.6 Retirement Healthcare
The District shall deduct \$100.00 from the employee, per pay period for retiree medical trust.

5.2 Dental & Vision Insurance

5.2.1 Dental
Represented employees and their legal dependents, as defined by the State of California and the Internal Revenue Service, are eligible to participate in a group dental plan selected by the District. The District shall pay the actual premium charged by the approved dental insurance provider for providing coverage to the employees and their

dependents under the terms of the plan up to a maximum amount of \$153 per employee toward monthly premium.

5.2.2 Vision

Represented employees are eligible to participate in a group vision plan selected by the District. The District shall pay the actual premium charged by the approved vision insurance provider for providing coverage to the employees and their dependents under the terms of the plan. The District covers the cost of the employee only and shall contribute a maximum of \$9.00 toward the monthly premium.

5.3 Deferred Compensation

The District shall offer the employees a deferred compensation plan under IRS Regulation 457. The District shall make no contribution to said plan.

5.4 Retirement

5.4.1 The District shall provide Classic employees with 3% @ 55 plan, formula (Classic PERS). Classic employees shall pay 10% employee contribution of applicable compensation.

5.4.2 The District shall provide PEPRA employees, hired after January 1, 2013, with 2.7% @ 57 plan, formula (PEPRA Members). PEPRA employees will pay 50% of the normal cost, as set annually by PERS, contribution of applicable salary.

5.4.3 Retirement benefits for all employees covered in this Memorandum of Understanding shall be stated in the California Public Employee's Retirement System Benefit Summary for each of the above plans.

5.4.4 In lieu of the CalPERS Sick Leave Credit, the employee may choose to have the District pay the employee thirty percent (30%) of all unused sick leave accrued by the employee at the time of retirement based on the employee's hourly rate of pay inclusive of applicable incentives.

5.4.5 Employees of a newly annexed agency will follow the SCFD MOU on the "go live" date agreed upon by the Sonoma County Fire District (SCFD) Board of Directors.

Incoming employees from the annexed agency to SCFD will begin to receive the SCFD CalPERS retirement formula upon completion of the CalPERS contract amendment process. This process can take several months to complete. While this process is taking place, employees will still be paid through the annexed District payroll system and earnings reported under that District in CalPERS.

5.5 Holidays

5.5.1 Holiday Pay is defined as compensation within the meaning of Section 20636 of the California Government Code and Section 571(a)(5) of the PERS Regulations.

5.5.2 Employees covered under this agreement shall receive a payment equal to thirteen (13) hours of pay at the employee's regular rate of pay inclusive of applicable incentives for

each holiday listed in this agreement. This total of one hundred fifty-six (156) hours of pay for the calendar year. The following holidays shall be recognized by the District:

New Year's Day	Martin Luther King Junior Day
President's Day	Memorial Day
Juneteenth	Independence Day
Labor Day	Veteran's Day
Thanksgiving Day	Friday after Thanksgiving
Christmas Eve	Christmas Day
Employee's Birthday	

- 5.5.3 For 40-hour employees, if the holiday falls on a weekend day, the previous Friday or following Monday can be taken off.
- 5.5.4 For 56-hour employees, Holiday pay shall be paid for each of the thirteen (13) observed holidays as they occur.
- 5.5.5 Each employee who separates from District service shall be entitled to payment of the monetary equivalent of all holidays accrued prior to such employee as of the time of separation, computed based on such employee's hourly rate of pay inclusive of applicable incentives. In accordance with IRS and CalPERS provision in place at the time of the employee's separation.

5.6 Uniforms

- 5.6.1 The District will provide the employee with three (3) full sets of uniforms and with one (1) set of safety equipment. Uniforms will be replaced as needed and as approved by a program manager per District Uniform Policy.
- 5.6.2 The District will provide the employee with a pair of station and wildland boots. Replacement will be as needed. Maximum allowance of \$450 per year and in accordance with District Uniform Policy
- 5.6.3 Laundering and basic maintenance of uniforms shall be the responsibility of the employee. District laundering facilities and laundry supplies shall be made available to employees for laundering uniforms.
- 5.6.4 Uniform allowance is defined as compensation within the meaning of Section 20636 of the California Government Codes and Section 571(a)(5) of the PERS Regulations and shall be reported to PERS for Classic Members.

5.7 Leave of Absence

- 5.7.1 Personal Leave
 - 5.7.1.1 Alternative Leave
 - 56-hour employees shall receive twenty-four (24) hours of Alternative Leave per calendar year. The Alternative Leave hours may be used at the employee's discretion, subject to scheduling considerations of the District. Alternative Leave

will not accumulate and can only be used within the calendar year it was received. Alternative Leave must be used in a whole twenty-four (24) block.

40-hour employees shall receive 1 (one) workday of Alternative Leave per calendar year. The Alternative Leave hours may be used at employee's discretion, subject to scheduling with supervisor. Alternative Leave will not accumulate and can only be used with the calendar it was received.

5.7.1.2 Bereavement Leave

In the event of a death in the immediate family, employees shall be granted two (2) shifts (for 56-hour employees) or three (3) consecutive days (for 40-hour employees) off with pay. The immediate family includes an employee's existing spouse, child, stepchildren foster child, mother, father, mother-in-law, father-in-law, brother, sister, grandparents, grandchildren, stepparents, foster parents, or any close relative reside in the employee's household.

Bereavement Leave does not come from Sick Leave bank.

In the event of a death to member of an employee's family who is not specifically listed above, the employee is granted one (1) shift or one (1) day off with pay.

5.7.2 Sick Leave

5.7.2.1 Sick leave is an absence from work due to a non-industrial illness or injury to an employee.

Sick leave may also include absence due to the birth of an employee's child, or illness or injury to a family member. Family members are the employee's child, mother, father, mother-in-law, father-in-law, brother, sister, grandparents, stepparents, foster parents, or any close relative residing in the employee's household.

Non-industrial illness or injury does not include injury or illness suffered in the course and scope of employment for the District or any other person or entity.

5.7.2.2 Accrual

56-hour personnel shall accrue twelve (12) hours per month of sick leave up to and including the fifteenth (15th) year of service (0-191 months) The accrual rate shall increase to twenty-four (24) hours per month beginning with the sixteenth (16th) year (192nd month and beyond) of service.

40-hour personnel shall accrue ten (10) hours per month of sick leave up to and including the fifteenth (15th) year of service (0-191 months). The accrual rate shall increase to sixteen (16) hours per month beginning with the sixteenth (16th) year (192nd month and beyond) of service.

5.7.2.3 Use

56-hour personnel shall use sick leave in 24-hour blocks.

40-hour personnel shall use sick leave at the rate of one hour for each hour off.

Employees must report sick leave absences at least one (1) hour in advance of the start of their shift to the Company Officer at the staffing station or on-duty Battalion Chief. Failure to do so, or to exercise due diligence in reporting will result in the absence being charged as leave without pay.

5.7.2.4 Monitoring

The District reserves the right to monitor the use and operation of sick leave. The District also reserves the right to request a medical release from members physician when submission of a sick leave totaling more than 96 consecutive hours of use. The District also reserves the right to require a doctor's certification of fitness to return to duty before allowing an employee to return to work. Failure to provide such certification upon request may result, at the discretion of the Fire Chief, in imposition of leave without pay.

5.7.2.5 Sick Leave Payoff Due to Death

Survivor(s) of each employee separated from the District service by death shall be entitled to payment at such employee's hourly rate of pay inclusive of applicable incentives for all unused sick leave remaining to such employee's credit as of the time of death.

5.7.2.6 The District shall pay an employee 30% of any unused sick leave accrued by the employee at time of separation from the District (other than retirement) based on the employee's hourly rate of pay inclusive of applicable incentives.

5.7.3 Military Leave

A represented member may be absent on military leave as authorized in Section 395 through 395.8 of the Military and Veterans Code of California, Federal Uniformed Services Employment and Re-employment Rights Act and any District policies. The represented employee shall furnish the District's Administrative Office satisfactory proof of orders to report for duty and of actual service pursuant to such orders. Represented members shall take military leave with compensation from the District as provided in the Military and Veterans Code.

5.7.4 Leave-of-Absence Without Pay

Under exceptional circumstances, the Fire Chief may, on written request, authorize a leave-of-absence without pay or benefits in accordance with federal law.

5.8 Vacation

5.8.1 Vacation Accrual

56-hour per week employee		
MONTHS OF SERVICE	ACCRUED PER MONTH	ACCRUED PER YEAR
0-71 months	12 hours	144 hours
72-119 months	18 hours	216 hours

120-191 months	22 hours	264 hours
192 months and greater	26 hours	312 hours

40- hour per week employee		
MONTHS OF SERVICE	ACCRUED PER MONTH	ACCRUED PER YEAR
0-71 months	8 hours	96 hours
72-119 months	10 hours	120 hours
120- 191 months	13 hours	156 hours
192 months and greater	17 hours	204 hours

5.8.2 Vacation Use

56-hour personnel shall use vacation leave in 24-hour blocks.

40-hour personnel shall use vacation leave at the rate of one hour for each hour off.

5.8.3 Payout Upon Separation

For purposes of remuneration, at time of separation, employees will be credited at their hourly rate of pay inclusive of incentive for accrued hours of vacation.

Employees shall be compensated for unused vacation at the time of separation from the District either as monetary remuneration or as compensatory time off upon the agreement of both parties.

5.8.4 Anniversary Date

An employee's anniversary date will be considered as the first (1st) of the month in which the employee became a full-time permanent employee.

5.8.5 Maximum Allowable Accumulated Vacation

Vacation balances maximum shall be two (2) years of accrual.

Should an employee reach the maximum vacation accrual, the District shall pay hours in excess to the employee at their regular rate of pay.

Employees on extended "sick or injury" leave or vacation that has been canceled by the District, shall have vacation time in excess of the maximum allowed carried forward by written request approved by the Fire Chief.

5.9 Incentives

Employees covered under this MOU and maintain the following will receive additional pay per month per incentive, calculated on the base pay as specified in Appendix A.

- 5.9.1 Educational Incentive – 3%
Educational Incentive is defined as compensation within the meaning of Section 20636 of the California Government Codes and Section 571(a)(1) of the PERS Regulations.
- 5.9.1.1 Fire Technology Certificate; or
 - 5.9.1.2 Degree in Fire related field; Associate degree; or
 - 5.9.1.3 Thirty (30) units and/or 300 hours, and/or combination of units and of job-related education exclusive of Driver Operator 1, Fire Officer, Firefighter 1 and EMT and EMT-P. Fifteen (15) of the thirty (30) units or 150 of the 300 hours must be of Fire Science in nature. For purposes of calculation, each one (1) unit is equal to ten (10) hours, each ten (10) hours is equal to one (1) unit.
- 5.9.2 Bachelor's Degree – 5%
- 5.9.2.1 Possession of a bachelor's degree in arts or science from an accredited post-secondary institution.
 - 5.9.2.2 Cannot combine Educational Incentive in Section 5.9.1 and bachelor's degree in 5.9.2.
- 5.9.3 Bilingual Pay – 3%
- An employee must be able to demonstrate the ability to verbally communicate with Spanish-speaking individuals normally encountered during the performance of their duties. This includes gathering personal information, injury and illness complaints, medical history and any other information related to fires, hazardous materials, technical rescues, vehicle collisions or any other emergency related incident. The testing/retesting and certification is as follows:
- At the request of the employee in writing, the District will schedule an evaluation to determine if the employee meets the above criteria. The evaluation will be proctored at any High School located within the District by the Spanish Department head or their designee. Evaluation will be scheduled during normal school periods. The District will notify the employee within four (4) business days of a schedule evaluation.
- 5.9.4 Swiftwater Technician – 2%
- 5.9.4.1 Completion of Swiftwater Rescue Technician and Boat Operations.
 - 5.9.4.2 District reserves the right to cap the number of Technicians based on operational needs.
- 5.9.5 Hazardous Materials Technician – 2%
- 5.9.5.1 Completion of Hazardous Material Technician or Specialist Certification.
 - 5.9.5.2 District reserves the right to cap the number of Technicians/Specialists based on operational needs.

5.9.6 Paramedic Preceptor/Field Training Officer pay.

Paramedics that are performing Preceptor or Training Officer duties will receive a stipend of \$75 for each 24-hour shift while performing those duties.

5.10 Longevity Pay

Longevity Pay is defined as compensation within the meaning of Section 20636 of the California Government Codes and Section 571(a)(1) of the PERS Regulations.

After six (6) years of full-time permanent service, (72 months) employees will receive 3% additional pay per month of base pay as specified in Appendix A.

After twelve (12) years of full-time permanent service, (144 months) employees will receive 3% additional pay per month of base pay, (for a total of 6%) as specified in Appendix A.

After eighteen (18) years of full-time permanent service, (216 months) employees will receive 3% additional pay per month of base pay, (for a total of 9%) as specified in Appendix A.

SECTION 6 QUALIFICATIONS & CERTIFICATIONS

6.1 Driver's License

All members will be required to always possess a California Driver's License (Class C or greater based on the requirements for your position) as a condition of employment. If the member fails to maintain licensure, the member will be placed on unpaid leave (or allowed to use any accrued vacation time) until such time they can regain their license for a period not to exceed six (6) months. If the license has not been regained after six (6) months, the District reserves the right to administratively disqualify and release the member from employment in accordance with the procedures established in the Firefighter Procedural Bill of Rights.

The District will reimburse to the employee the cost of DMV medical physical renewal fee upon receipt of reimbursement documentation.

6.2 EMT Requirement

All non-Paramedic members must always possess and maintain a valid EMT certification and as a condition of employment. If the member fails to maintain certification, the member will be placed on unpaid leave (or allowed to use any accrued vacation time) until such time they can regain their EMT certification for a period not to exceed six (6) months. If the EMT certification has not been regained after six (6) months, the District reserves the right to administratively disqualify and release the member from employment in accordance with procedures established in the Firefighter Procedural Bill of Rights. The District will reimburse the employee the Coastal Valleys EMS Agency renewal fee upon receipt of reimbursement documentation.

6.3 Paramedic License

Paramedics must always possess and maintain a valid California Paramedic license and a Coastal Valleys EMS Agency Paramedic accreditation and as a condition of employment as a

Firefighter/Paramedic. If the member fails to maintain license and accreditation, the member will be placed on unpaid leave (or allowed to use any accrued vacation time) until such time they can regain their Paramedic license and accreditation for a period not to exceed six (6) months. If the Paramedic license and accreditation have not been regained after six (6) months, the District reserves the right to administratively disqualify and release the member from employment in accordance with procedures established in the Firefighter Procedural Bill of Rights. The District will reimburse the employee the California Emergency Medical Service Authority renewal fee upon receipt of reimbursement documentation.

SECTION 7 SENIORITY

7.1 Seniority

Seniority for competitive purposes (e.g., vacation selections, layoffs, etc.) is defined as the total length of continuous service with the Sonoma County Fire District. In the case of a merger or annexation, the full-time hire date of the predecessor agency.

7.1.1 Seniority used for Station Bids in Section 4.4 will be date of promotion (Captains and Engineers) or date of hire for Firefighters. When 2 or more entry level Firefighter/Paramedics or Fire Fighter /EMT have the same hire date, seniority will be based on academy scores.

7.2 Continuity of Service

Continuity of service will not be broken, and seniority will accrue where an employee:

- Is inducted, enlist, or is called to active duty in the Armed Forces of the United States or service in the Merchant Marines, under any Act of Congress which provides that the employee is entitled to re-employment rights.
- Is on duty with the National Guard.
- Is absent due to lay-off for a period of less than 2 years.
- Members will not continue to accrue seniority while on unpaid leave of absence.

7.3 Layoff

In the event of personnel reduction, the employee with the least seniority will be laid off first. If an eliminated position is re-established within 24 months from the date of layoff, the laid-off employee shall have a right to reinstatement with a pre-employment fit for duty exam pursuant to NFFPA 1582 and compliance of Section 6 of this MOU.

SECTION 8 GRIEVANCE PROCEDURES

8.1 Definition

A grievance is a claimed violation, misinterpretation, inequitable application, or non-compliance with provision of the following:

- 8.1.1 Collective Bargaining Agreement;
 - 8.1.2 Personnel ordinances;
 - 8.1.3 Existing practices affecting the status or working conditions of District employees;
 - 8.1.4 Complaints of harassment, discrimination, and retaliation based on protected class or activity shall be handled in accordance with District's Anti-Harassment Policy and shall not be subject to the grievance procedure. Complaints of harassment, discrimination and retaliation for Association activity shall be subject to a grievance.
- 8.2 **Grievance Procedure – Step 1**
Deputy Fire Chief
- 8.2.1 Within thirty (30) calendar days of the event giving rise to a grievance, the grievant shall present the grievance to the Deputy Fire Chief for disposition.
 - 8.2.2 The Deputy Fire Chief, or their designee, shall issue a written response within fourteen (14) calendar days. If the Deputy Fire Chief fails to issue a written response within fourteen (14) days, the grievant may proceed to Step 2.
- 8.3 **Grievance Procedure – Step 2**
Fire Chief
- 8.3.1 If the grievant believes that the grievance has not been redressed in Step 1, he/she may appeal the decision in writing to the Fire Chief within fourteen (14) calendar days of receipt of the Step 1 decision.
 - 8.3.2 Within twenty-one days (21) calendar days after a Step 2 grievance is filed, the Fire Chief shall investigate the grievance, confer with the grievant in an attempt to resolve the grievance and make a decision in writing.
 - 8.3.3 Association grievances based on a claim of violation within its scope of representation shall be initiated at Step 2.
- 8.4 **Grievance Procedure – Step 3**
Arbitration
- 8.4.1 If the grievant believes that the grievance has not been adequately resolved at Step 2, the Association may file, in writing, within fourteen (14) calendar days of receipt of the Step 2 decision, a request to arbitrate the grievance.
 - 8.4.2 The grievance will be determined by an arbitrator selected by mutual agreement between the District and the Association.
 - 8.4.3 The decision of the arbitrator will be final and binding on all parties.

8.4.4 Both parties shall endeavor to submit the grievance to the arbitrator within sixty (60) calendar days after filing of the appeal to Step 3.

8.5 Immediate Arbitration

8.5.1 In cases of alleged irreparable injury, the Association (only) may invoke "immediate arbitration." The purpose of this provision is to have a determination by the arbitrator of the propriety or impropriety of the intended action before the action/omission occurs. The parties shall, by mutual agreement, or "striking", choose an arbitrator within five (5) workdays of the grievance reaching Step 2, or use the usual "striking" procedures and timelines if the action is stayed pending a decision.

8.5.2 There shall be an oral argument after the evidence is submitted. Post hearing briefs may be submitted by mutual agreement. Pre-hearing briefs may be submitted at the option of either party.

8.6 General Conditions

8.6.1 Any time limit may be extended by mutual agreement in writing.

8.6.2 An aggrieved employee may be represented by a representative of his/her choice and said representative is entitled to be present at all formal meetings, conference and hearings pertaining to the grievance.

SECTION 9 PEACEFUL RESOLUTION OF DIFFERENCES

Both parties recognize the desirability of continuous and uninterrupted operation of the District during the term of this contract and the avoidance of disputes which threaten to interfere with such operation. Since the parties are establishing a comprehensive grievance procedure under which unresolved disputes may be settled, the parties have removed the basic cause to work interruptions during the period of this Memorandum of Understanding.

The Association accordingly agrees that during the period this Memorandum of Understanding, no strikes of any kind shall be caused or sanctioned by the Association.

The District agrees that no lockouts of employees shall be instituted by the District during the term of this Memorandum of Understanding.

SECTION 10 MANAGEMENT RIGHTS

10.1 The District, on its own behalf and on behalf of the taxpayers of the District, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities

conferred upon and vested in it by the laws and the Constitution of the State of California and of the United States, including but without limiting the generality of the foregoing, the right:

- 10.1.1 To exercise executive management and administrative control of the District and its properties and facilities, and the duties of its employees during the hours of work.
- 10.1.2 To hire all employees and subjects to the provision of the law, to determine their qualifications and the conditions of their continued employment or their dismissal and/or assign and transfer such employees.
- 10.1.3 The exercise of the forgoing powers, rights, authority, duties and responsibilities by the District, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgement and discretion in connection therewith shall be limited only by the specific and express terms hereof, and the Constitution and laws of the United States.

SECTION 11 SAVINGS CLAUSE

If any provision of this Memorandum of Understanding is held invalid, illegal, or unenforceable by operation of law or by any tribunal of competent jurisdiction, such provision shall be separable, the remainder of this Agreement shall not be affected thereby.

SECTION 12 TERM OF AGREEMENT

This Memorandum of Understanding shall be effective as of the date signed and shall remain in full force and effect until June 30, 2025, unless the District and Association agree, in writing, sixty (60) days prior to the expiration date, to continue the Memorandum.

SECTION 13 FULL UNDERSTANDING CLAUSE

This Memorandum of Understanding sets forth the full and entire understanding of the parties regarding the matters set forth herein; and any other prior or existing understanding or agreements by the parties, whether formal or informal, regarding any such matters are hereby superseded or terminated in their entirety, if they conflict with this Memorandum of Understanding.

It is agreed and understood that each party hereto voluntarily waives its rights to negotiate and agrees that the other party shall not be required to negotiate with respect to any matter covered herein during the term of this Memorandum of Understanding. However, in the event of fiscal or operational crisis that could result in layoff of personnel and/or changes in statutory or decisional law, the District may implement change only after exhausting all obligations of meet and confer.

Nothing herein shall preclude or limit the District from making changes in matters not covered by the Memorandum but within the scope of representation. If the District intends to make such changes, it will give prior notice to the Association and an opportunity to meet and confer over said changes.

Nothing in this section shall preclude the parties from jointly agreeing to meet and confer on any issue(s) within the scope of representation during the term of this Memorandum of Understanding.

RATIFICATION

Sonoma County Professional Firefighters Association

Association President

Date

Sonoma County Fire District

President, Board of Directors

Date

Appendix A

July 1, 2023- 2% increase				
Classification	Step 1	Step 2	Step 3	Step 4
Paramedic/ Firefighter Trainee	\$6,110.30			
Firefighter/EMT	\$6,431.90	\$6,787.66	\$7,144.55	\$7,500.32
Firefighter/Medic	\$7,075.09	\$7,466.43	\$7,859.01	\$8,250.35
Engineer	\$7,691.71	\$8,014.82	\$8,343.57	\$8,684.70
Captain- 56 hour	\$9,276.89	\$9,634.90	\$9,990.67	\$10,352.06
Captain- 40 hour	\$9,457.02	\$9,822.29	\$10,185.21	\$10,552.85
<u>Captain- 40 hour</u>	<u>\$9,740.73</u>	<u>\$10,116.95</u>	<u>\$10,490.76</u>	<u>\$10,869.43</u>
Fire Inspector- 40 hour	\$7,075.09	\$7,466.43	\$7,859.01	\$8,250.35

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January 1, 2024- 3% increase				
Classification	Step 1	Step 2	Step 3	Step 4
Paramedic/ Firefighter Trainee	\$6,293.61			
Firefighter/EMT	\$6,624.86	\$6,991.29	\$7,358.89	\$7,725.33
Firefighter/Medic	\$7,287.34	\$7,690.42	\$8,094.78	\$8,497.86
Engineer	\$7,922.46	\$8,255.26	\$8,593.88	\$8,945.24
Captain- 56 hour	\$9,555.20	\$9,923.95	\$10,290.39	\$10,662.62
Captain- 40 hour	\$9,740.73	\$10,116.96	\$10,490.77	\$10,869.44
<u>Captain- 40 hour</u>	<u>\$10,032.95</u>	<u>\$10,420.46</u>	<u>\$10,805.49</u>	<u>\$11,195.52</u>
Fire Inspector- 40 hour	\$7,287.34	\$7,690.42	\$8,094.78	\$8,497.86

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July 1, 2024- 2% increase				
Classification	Step 1	Step 2	Step 3	Step 4
Paramedic/ Firefighter Trainee	\$6,419.48			
Firefighter/EMT	\$6,757.35	\$7,131.12	\$7,506.06	\$7,879.84
Firefighter/Medic	\$7,433.09	\$7,844.23	\$8,256.68	\$8,667.82
Engineer	\$8,080.91	\$8,420.37	\$8,765.75	\$9,124.15
Captain- 56 hour	\$9,746.30	\$10,122.43	\$10,496.20	\$10,875.87
Captain- 40 hour	\$9,935.55	\$10,319.30	\$10,700.58	\$11,086.82

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<u>Captain- 40 hour</u>	<u>\$10,233.61</u>	<u>\$10628.87</u>	<u>\$11,021.59</u>	<u>\$11,419.42</u>
Fire Inspector- 40 hour	\$7,433.09	\$7,844.23	\$8,256.68	\$8,667.82

January 1, 2025- 3% increase				
Classification	Step 1	Step 2	Step 3	Step 4
Paramedic/ Firefighter Trainee	\$6,612.07			
Firefighter/EMT	\$6,960.07	\$7,345.05	\$7,731.25	\$8,116.23
Firefighter/Medic	\$7,656.08	\$8,079.56	\$8,504.38	\$8,927.85
Engineer	\$8,323.34	\$8,672.98	\$9,028.73	\$9,397.87
Captain- 56 hour	\$10,038.69	\$10,426.10	\$10,811.08	\$11,202.15
Captain- 40 hour	\$10,233.61	\$10,628.88	\$11,021.60	\$11,419.43
<u>Captain- 40 hour</u>	<u>\$10,540.61</u>	<u>\$10,947.74</u>	<u>\$11,352.24</u>	<u>\$11,762.01</u>
Fire Inspector- 40 hour	\$7,656.08	\$8,079.56	\$8,504.38	\$8,927.85

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Sonoma County Fire District Board of Directors
Staff Report

Date: August 15, 2023

Topic: Contract with Kitchell for fire station construction management services.

Recommendation:

Approve the contract with Kitchell to provide construction management services for the District's capital improvement plan.

Financial Impact:

The contract cost is \$100,000. This amount is budgeted in the preliminary FY 23/24 budget. Additionally, Kitchell owes the District \$48,385 of project work resulting from the contractual agreement to rebuild Station 6. Kitchell's contract scope of work includes the \$100,000 budgeted by the District and the \$48,385 of work owed to the District by Kitchell.

Background:

The District's capital improvement plan calls for the rebuilding of Stations 2, 4, 5, and 9. The 2024 sales tax measure proposed by the Sonoma County Fire Chiefs Association would result in funding to the District for the annual debt service payments on the rebuild of three fire stations. District staff desires to engage Kitchell to begin construction project planning and management services in anticipation of fire station constructions project in 2024 and beyond.

The District has budgeted \$100,000 for initial construction management services in the preliminary FY23/24 budget. Additionally, Kitchell owes the District \$48,385 worth of services that was identified at the conclusion of the District's contract with Kitchell for management of the Station 6 rebuild project.

District Policy 1203.15(a) provides an exception to the competitive contract bid process for construction management services. Therefore, Staff recommends awarding this construction management services to Kitchell.

Attachments:

1. Draft contract for construction management services with Kitchell.

AGREEMENT FOR SERVICES

This Agreement for Services (“Agreement”) is made as of the date next to the last signature hereto (the “Effective Date”) by and between Sonoma County Fire District, a California fire protection District formed in accordance with the California Fire Protection District Law (Health & Safety Code sections 13800 et seq., and hereinafter “District”), and Kitchell CEM (hereinafter “Contractor”) with reference to the following facts.

RECITALS

WHEREAS, Contractor represents that it is a duly qualified, full service Construction Management firm; and

WHEREAS, in judgment of District’s Board of Directors, it is necessary and desirable to employ the services of Contractor to work with District;

NOW THEREFORE, in consideration of the mutual covenants contained herein, the parties hereto agree as follows:

AGREEMENT

1. Scope of Services.

1.1. Contractor’s Specified Services. Contractor shall perform the services described in Exhibit A, attached hereto and incorporated herein by this reference (hereinafter “Scope of Work”), within the times or by the dates provided for in Exhibit A and Article 6.

1.2. Cooperation with District. Contractor shall work closely with District and District staff in the performance of all work hereunder.

1.3. Performance Standard. Contractor shall perform all work hereunder in a manner consistent with the level of competency and standard of care normally observed by a person practicing in Contractor’s profession. If District determines that any of Contractor’s work is not in accordance with such level of competency and standard of care, District shall have the right to do any or all of the following: (a) require Contractor to meet with District to review the quality of the work and resolve matters of concern; (b) require Contractor to repeat the work at no additional charge until it is satisfactory; or (c) terminate this Agreement pursuant to the provision of Article 4.

1.4. Assigned Personnel. Contractor shall assign only competent personnel to perform work hereunder. In the event that at any time District, for no good cause shown, desires the removal of any person or persons assigned by Contractor to perform any work hereunder, Contractor shall remove such person or persons immediately upon receiving written notice from District.

2. Payment. For all services and incidental costs required hereunder, Contractor shall be compensated as set forth in the Scope of Work. Contractor shall invoice the District for all services provided hereunder as set forth in the Scope of Work.

3. Term of Agreement. The initial term of this Agreement shall be for one year following the Effective Date unless terminated earlier in accordance with the provisions of Article 4 below. The term shall be automatically extended for successive periods of one year following the initial term unless either party notifies the other in writing of its election to have the Agreement expire at least thirty days in advance of the end of the then-current term.

4. Termination.

4.1. Termination Without Cause. At any time and without cause, District shall have the right, in its sole discretion, to terminate this Agreement by giving ten (10) days written notice to Contractor. In the event of such termination, District shall pay Contractor for services and associated costs satisfactorily rendered to the date of termination and Contractor shall cooperate with District to affect the transfer of all work-in-progress to District or to a new Contractor designated by District.

4.2. Termination for Cause. Should Contractor fail to perform any of its obligations hereunder, within the time and in the manner herein provided, or otherwise violate any of the terms of this Agreement, District may immediately terminate this Agreement by giving Contractor written notice of such termination, stating the reason for termination. In such event, (i) District shall pay Contractor for services and associated costs satisfactorily rendered to the date of termination; provided, however, that District shall deduct from such amount the amount of damage, if any, sustained by District by virtue of the breach of the Agreement by Contractor, and (ii) Contractor shall cooperate with District to effect the transfer of all work-in-progress to District or to a new Contractor designated by District.

5. Indemnification and Insurance.

5.1 Indemnification. Contractor agrees to accept all responsibility for loss or damage to any person or entity, including but not limited to District, and to defend, indemnify, hold harmless, reimburse and release District, its officers, agents, and employees, from and against any and all actions, claims, damages, disabilities, liabilities and expense, including but not limited to attorneys' fees and the cost of litigation incurred in the defense of claims as to which this indemnity applies or incurred in an action by District to enforce the indemnity provisions herein, whether arising from personal injury, property damage or economic loss of any type, that may be asserted by any person or entity, including Contractor, to the extent caused by the neglect of Contractor hereunder, whether or not there is concurrent negligence on the part of District, but, to the extent required by law, excluding liability due to the sole or active negligence or due to the willful misconduct of District. If there is a possible obligation of indemnify, Contractor's duty to defend exists regardless of whether it is ultimately determined that there is not a duty to indemnify. District shall have the right to select its own legal counsel at the expense of Contractor, subject to Contractor's approval, which approval shall not be unreasonably withheld. This indemnification obligation is not limited in any way by any

limitation on the amount or type of damages or compensation payable to or for Contractor or its agents under workers' compensation acts, disability benefits acts, or other employee benefit acts.

5.2 Insurance. Contractor shall comply with the insurance requirements set forth in Exhibit B, which is attached hereto and incorporated herein.

6. Prosecution of Work.

6.1 Commencement of Work. The execution of this Agreement shall constitute Contractor's authority to proceed immediately with the performance of this Agreement. Performance of the services hereunder shall be completed within the time required herein, provided, however, that if the performance is delayed by earthquake, flood, high water, or other Act of God or by strike, lockout, or similar labor disturbances, the time for Contractor's performance of this Agreement shall be extended by a number of days equal to the number of days Contractor has been delayed.

6.2. Extra or Changed Work. Only the District's Board of Directors may authorize extra or changed work or waive Agreement requirements. Failure of Contractor to secure such written authorization for extra or changed work shall constitute a waiver of any and all right to adjustment in the Agreement price or Agreement time due to such unauthorized work and whatsoever for the performance of such work. Contractor further expressly waives any and all right or remedy by way of restitution and quantum merit for any and all extra work performed without such express and prior written authorization of the Board of Directors.

7. Representations and Warranties of Contractor.

7.1 Standard of Care. District has relied upon the professional ability and training of Contractor as a material inducement to enter into this Agreement. Contractor hereby warrants that all its work will be performed in accordance with generally accepted and applicable professional practices and standards as well as the requirements of applicable federal, state and local laws, it being understood that acceptance of Contractor's work by District shall not operate as a waiver or release.

7.2. Status of Contractor. The parties intend that Contractor, in performing the services specified herein, shall act as an independent Contractor, and shall control the work and the manner in which it is performed. Contractor is not to be considered an agent or employee of District and is not entitled to participate in any pension plan, insurance, bonus, or similar benefits District provides its employees. In the event District exercises its right to terminate this Agreement pursuant to Paragraph 4, above, Contractor expressly agrees that it shall have no recourse or right to appeal under rules, regulations, ordinances, or law applicable to employees.

7.3. Taxes. Except as elsewhere herein provided, Contractor agrees to file federal and state tax returns and pay all applicable taxes on amounts paid pursuant to this Agreement and shall be solely liable and responsible to pay such taxes and other obligations, including, but not limited to, state and federal income and FICA taxes. Contractor agrees to indemnify and hold District harmless from any liability which it may incur to the United States

or to the State of California as a consequence of Contractor's failure to pay, when due, all such taxes and obligations. In case District is audited for compliance regarding any withholding or other applicable taxes, Contractor agrees to furnish District with proof of payment of taxes on these earnings.

7.4. Records Maintenance. Contractor shall keep and maintain full and complete documentation and accounting records concerning all services performed that are compensable under this Agreement and shall make such documents and records available to District for inspection at any reasonable time. Contractor shall maintain such records for a period of four (4) years following completion of work hereunder.

7.5. Conflict of Interest. Contractor covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its services hereunder. Contractor further covenants that in the performance of this Agreement no person having any such interest shall be employed. In addition, if requested to do so by District, Contractor shall complete and file and shall require any other person doing work under this Agreement to complete and file a "Statement of Economic Interest" with District disclosing Contractor's or such other person's financial interest.

7.6. Nondiscrimination. Contractor shall comply with all applicable federal, state and local laws, rules, and regulations in regard to nondiscrimination in employment because of race, color, ancestry, national origin, religion, sex, marital status, age, medical condition, pregnancy, disability, or other prohibited basis. All nondiscrimination rules or regulations required by law to be included in the Agreement are incorporated by this reference.

8. Demand for Assurance. Each party to this Agreement undertakes the obligation that the other's expectations of receiving due performance will not be impaired. When reasonable grounds for insecurity arise with respect to the performance of either party, the other may in writing demand adequate assurance of due performance and until such assurance is received may, if commercially reasonable, suspend any performance for which the agreed return has not been received. "Commercially reasonable" includes not only the conduct of a party with respect to performance under this Agreement, but also conduct with respect to other agreements with parties to this Agreement or others. After receipt of a justified demand, failure to provide within a reasonable time, but not exceeding thirty (30) days, such assurance of due performance as is adequate under the circumstances of the particular case is a repudiation of this Agreement. Acceptance of any improper delivery, service or payment does not prejudice the aggrieved party's rights to demand adequate assurance of future performance.

9. Assignment and Declaration. Neither party hereto shall assign, delegate, sublet, or transfer any interest in or duty under this Agreement without the prior written consent of the other, and no such transfer shall be of any force or effect whatsoever unless and until the other party shall have so consented.

10. Method and Place of Giving Notice, Submitting Bills and Making Payments. All notices, bills, and payments shall be made in writing and may be given by personal delivery or by mail. Notices, bills and payments sent by mail shall be addressed as follows:

District: Sonoma County Fire District
8200 Old Redwood Hwy
P.O. Box 530
Windsor, CA 95492

Contractor: Kitchell CEM
2450 Venture Oaks Way, Suite 500
Sacramento, CA 95833

and when so addressed, shall be deemed given upon deposit in the United States mail, postage prepaid. In all other instances, notices, bills, and payments shall be deemed at the time of actual delivery. Changes may be made in the names and addresses of the person to whom notices, bills, and payments are to be given notice pursuant to this paragraph.

11. Intellectual Property Rights.

11.1 Ownership of Work Product. All reports, drawings, graphics, plans, studies, and other data or documents (including, but not limited to, HTML pages and coding, and related software), in whatever form or format, assembled or prepared by Contractor or Contractor's employees, subcontractors, consultants, and other agents in connection with this Agreement shall be the property of District upon full payment of all sums due hereunder by District, subject to any third party rights retained therein. It is the intention of the parties that Contractor's work hereunder shall constitute "work for hire," to the maximum extent provided for under federal copyright law. To the extent that Contractor's work hereunder does not qualify as work for hire, Contractor hereby transfers all rights, title and interest in said work to District. The foregoing shall not apply with respect to materials owned by Contractor prior to its execution of this Agreement, or pursuant to the express terms of the attached Scope of Work, or with respect to ideas rejected by District, which shall remain Contractor's property. Contractor shall deliver such materials to District upon either the expiration or termination of this Agreement and full payment of all amounts due hereunder in such form or format as the parties reasonably agree. Such materials shall be and will remain the property of District without restriction or limitation. The parties agree that all materials prepared hereunder are intended for use in the United States only, and that District assumes all risk connected with the use of such materials outside the United States.

11.2 Assignment of Rights. Contractor assigns to District all rights throughout the world in perpetuity in the nature of copyright, trademark, patent, right to ideas, in and to all work product, if any, now or later prepared by Contractor in connection with this Agreement. Contractor agrees to take such actions as are necessary to protect the rights assigned to District in this Agreement, and to refrain from taking any action which would impair those rights. Contractor's responsibilities under this provision include, but are not limited to, placing proper notice of copyright on all work product. Contractor shall have an exclusive right to use the work product during the term of this Agreement, but shall not permit another to use the work product without first obtaining written permission of County.

12. Miscellaneous Provisions.

12.1 No Waiver of Breach. The waiver by District or Contractor of any breach of any term or promise contained in this Agreement shall not be deemed to be a waiver of such term or provision or any subsequent breach of the same or any other term or promise contained in the Agreement.

12.2 Construction. To the fullest extent allowed by law, the provisions of this Agreement shall be construed and given effect in a manner that avoids any violation of statute, ordinance, regulation or law. The parties covenant and agree that in the event that any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provisions hereof shall in full force and effect and shall in no way be affected, impaired, or invalidated thereby. Contractor and District acknowledge that they have each contributed to the making of this Agreement and that, in the event of a dispute over the interpretation of this Agreement; the language of the Agreement will not be construed against one party in favor of the other. Contractor and District acknowledge that they have each had an adequate opportunity to consult with counsel in the negotiation and preparation of this Agreement. In the event of a conflict between any provision in the body of this Agreement and any provision in any exhibit to this Agreement, the provision in the body of the Agreement shall be controlling.

12.3. Resolution of Disputes. The parties agree that disputes, which cannot be resolved by the parties alone, will be resolved by the following process:

A. Mediation. The parties agree to mediate any dispute or claim between them arising out of this Agreement or any resulting transaction before resorting to arbitration or court action. The mediation fee, if any, shall be divided equally among the parties involved. In advance of the mediation, the parties shall voluntarily exchange all documents requested by the other party that relate to the dispute. Issues concerning discovery shall be submitted to the mediator prior to mediation; the mediator's decision shall not be binding upon the parties to the dispute. Statements made during any mediation proceeding shall not be admissible in a subsequent arbitration or court proceeding, and shall be privileged to the full extent permitted under California law. If any party commences an arbitration or court action based on a dispute or claim to which this paragraph applies without first attempt to resolve the matter through mediation, then in the discretion of the arbitrator(s) or judge, the other party may apply to such arbitrator or judge for an order staying the arbitration or court action pending mediation.

B. Arbitration. If the parties cannot resolve the dispute with the assistance of a mediator, the parties shall submit the dispute to binding arbitration. So that all claims, disputes, or controversies that may arise can be resolved by arbitration, any dispute or claim in law or equity between the parties arising out of this contract or the breach thereof, or any resulting transaction which is not resolved through mediation, shall be decided by neutral, binding arbitration and not by court action, except as provided by law for judicial review of arbitration proceedings. Arbitration shall take place in Santa Rosa, California. The arbitration shall be conducted in accordance with the rules of either the American Arbitration association ("AAA") or Judicial Arbitration and Mediation Services, Inc. ("JAMS"). The selection between

AAA and JAMS rules shall be made by the claimant first filing for the arbitration, but the parties to the arbitration may agree in writing to use different rules or arbitrators.

12.4 No Third Party Beneficiaries. Nothing contained in this Agreement shall be construed to create and the parties do not intend to create any rights in third parties.

12.5 Applicable Law and Forum. This Agreement shall be construed and interpreted according to the substantive law of California excluding the law of conflicts. Any action to enforce the terms of this Agreement or for the breach thereof shall be brought and tried in the County of Sonoma.

12.6 Captions. The captions in this Agreement are solely for convenience of reference. They are not a part of this Agreement and shall have no effect on its construction or interpretation.

12.7 Merger. This writing is intended both as the final expression of the Agreement between the parties hereto with respect to the included terms and as a complete and exclusive statement of the terms of the Agreement, pursuant to Code of Civil Procedure Section 1856. No modification of this Agreement shall be effective unless and until such modification is evidenced by a writing signed by both parties.

12.8 Time of Essence. Time is and shall be of the essence of this Agreement and every provision hereof.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as set forth below.

DATED: _____

Contractor

By: _____

DATED: _____

Sonoma County Fire District

By: _____
Mark Heine, Fire Chief

Exhibit “A”

Scope of Work

(pursuant to attached Kitchell CEM letter dated August 9, 2023)



August 9, 2023

Mr. Mark Heine
Fire Chief, Sonoma County Fire District
County Station 1
8200 Old Redwood Hwy
Windsor, CA 95492

Re: Kitchell Proposal for Preliminary Construction Management Services for the Sonoma County Fire District Capital Improvement Program

Dear Mr. Heine:

Thank you for the opportunity to submit a fee proposal for **Construction Management Services for the Sonoma County Fire District Capital Improvement Program**. On behalf of our entire team, I would like to thank you for this opportunity.

Based on our discussion on the Scope of Services, please see the attached scope document for specific scope items to be included in our services. The fee to commence this scope of services is a not to exceed amount of \$100,000 plus reasonable and customary reimbursable expenses. Reimbursable expenses may include project office equipment, telecommunications, postage, consumables, plans/prints/photos and project-related travel. Please note that Kitchell will provide an additional \$48,385 of services resulting from the credit Kitchell owes the District from the Mountain Station 6 project. We will provide monthly accounting to the district on the total expenditures and notify the district once we are within 25% of the total amount authorized and seek additional authorizations if needed to complete the scope of services. In preparing the fee, Kitchell assumes commencing support services in August 2023 and completing the preliminary scope of services by February 2024.

Our team is excited for the opportunity to support the Sonoma County Fire District with the services described above. Our resources are in place, and we are ready to commence with this work. If you have any questions, please do not hesitate to contact me at this office.

Sincerely,

A handwritten signature in blue ink, appearing to read "Bill Johal".

Bill Johal
Regional Vice President

Attachments: Sonoma County Fire District Scope of Services

Kitchell CEM

2450 Venture Oaks Way | Suite 500 | Sacramento, CA 95833 | Phone 916.648.9700 | Fax 916.648.6534 | www.kitchell.com



Sonoma District Fire District Scope of Services

I. General

- A. The Sonoma District Fire District Project Development effort ("Project") includes preliminary services to identify and define potential projects. The Project may include facilities and locations anywhere within the Sonoma District Fire District.

II. Scope of Services

A. General

1. Coordinate and collaborate with the District, the District's consultants, and other project stakeholders as needed in support of the Project.
2. Provide monthly updates to the District Representative through the duration of the Project.
3. Develop and maintain a project schedule with monthly updates.
4. Attend project development meetings and other meetings as required.
 - a) Provide meeting agendas and meeting minutes.
5. Project filing in accordance with the District's retention policy.
6. Provide weekly reports of action items and upcoming tasks.

B. Project Planning and Development

1. Identify potential projects and develop preliminary project scopes.
2. Develop preliminary project schedules for each identified project.
3. Develop preliminary project schedules for each identified project.
4. Develop preliminary conceptual cost plans for each identified project.

C. Program Development

1. Develop a Program Management Plan, including an approach, workflow, responsibilities, and tools for primary program and project management activities and tasks.
2. Develop a Procurement Plan to define key consultants and project procurement strategies.
3. Identify existing contract documents and propose a plan to incorporate updated to those documents or an approach for developing additional documents.

III. Duration of Services

- A. This Scope of Services and the associated Fee Summary assume a not to exceed time and materials delivery for a duration of 6 months.

IV. Clarifications and Exceptions

A. Clarifications



Sonoma District Fire District Scope of Services

1. The level of services necessary and scale of projects to develop is undetermined and can vary greatly, therefore the services defined in this Scope of Services shall be provided on a Time and Materials bases.
- B. The following services are excluded from the Project:
 1. Project and Construction Management services not defined in this Scope of Services.
 2. Architectural and Engineering services.
 3. Commissioning services.

Exhibit "B"
Sonoma County Fire District
Insurance Requirements

Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work hereunder by the consultant, his agents, representatives, employees or subcontractors.

Minimum Scope of Insurance

Coverage shall be at least as broad as:

- Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001).
- Insurance Services Office form covering Automobile Liability, code 1 (any auto).
- Worker's Compensation insurance as required by the State of California and Employer's Liability insurance.
- Errors and Omissions liability insurance appropriate to the consultant's profession. Architects and engineers' coverage is to be endorsed to include contractual liability.

Minimum Limits of Insurance

- General Liability: \$2,000,000 per occurrence for bodily injury, personal injury and property damage **including operations, products and completed operations**. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
- Automobile Liability: \$2,000,000 per accident for bodily injury and property damage.
- Workers' Compensation statutory limit and Employer's Liability: \$1,000,000 per accident for bodily injury or disease.
- Errors and Omissions Liability: \$1,000,000 per occurrence.

Other Insurance Provisions

The Commercial General Liability and Automobile Liability policies are to contain, or be endorsed to contain, the following provisions:

- *Sonoma County Fire District (District), its officers, officials, employees and volunteers are to be covered as insured's as respects: liability arising out of work or operations as performed by or on behalf of the consultant; or automobiles owned, leased, hired or borrowed by the consultant.*
- *For any claims related to this project, the consultant's insurance coverage shall be primary insurance as respects the Sonoma County Fire District, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the District, its officers, officials, employees or volunteers shall be in excess of the consultant's insurance and shall not contribute with it.*

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled by either party, unless thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the District.

Coverage shall not extend to any indemnity coverage for the active negligence of the additional insured in any case where an agreement to indemnify the additional insured would be invalid under Subdivision (b) of Section 2782 of the Civil Code.

Waiver of Subrogation

The Worker's Compensation policy is to be endorsed with a waiver of subrogation. The insurance company, in its endorsement, agrees to waive all rights of subrogation against the District, its officers, officials, employees and volunteers for losses paid under the terms of this policy which arises from the work performed by the named insured for the District.

Deductibles and Self-Insurance Retentions

Any deductibles or self-insured retentions must be declared to and approved by the District. At the option of the District, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the District, its officers, officials, employees and volunteers, or the consultant shall provide a financial guarantee satisfactory to the District guaranteeing payment of losses and related investigations, claim administration and defense expenses.

Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the District.

Verification of Coverage

Consultant shall furnish the District with original certificates and amendatory

endorsements effecting coverage required by this clause. The endorsements should be on forms provided by the District or on other than the District's forms provided those endorsements conform to the District's requirements. All certificates and endorsements are to be received and approved by the District before work commences. The District reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time

Subcontractors

Consultant shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

11:58 AM
08/10/23
Accrual Basis

Sonoma County Fire District
Balance Sheet
As of July 31, 2023

	<u>Jul 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
103-Summit -SCFD-Ambulance	168,683.93
105-Summit- Checking	232,916.41
107-Summit- Payroll	154,647.45
109-Summit- ICS	
Apparatus Replacement Fund	500,000.00
Emergency Fund	2,000,000.00
Emergency Medical Services Fund	7,000,000.00
Equipment Replacement Fund	46,000.00
Facilities Capital Improv. Fund	1,100,000.00
109-Summit- ICS - Other	3,285,285.97
Total 109-Summit- ICS	<u>13,931,285.97</u>
111-Summit-Fire Impact Fee	382,756.52
112-Fire Impact Fees @ TOW	
TOW Fire Impact Fees- SCFD	1,470,267.08
Total 112-Fire Impact Fees @ TOW	<u>1,470,267.08</u>
Retiree Health Benefit Fund	3,860,796.27
Total Checking/Savings	<u>20,201,353.63</u>
Other Current Assets	<u>58,433.46</u>
Total Current Assets	20,259,787.09
Fixed Assets	18,131,768.94
Other Assets	25,232,184.00
TOTAL ASSETS	<u><u>63,623,740.03</u></u>
LIABILITIES & EQUITY	
Liabilities	42,853,886.03
Equity	20,769,854.00
TOTAL LIABILITIES & EQUITY	<u><u>63,623,740.03</u></u>

12:06 PM
08/10/23
Accrual Basis

Bodega Bay Fire Protection District
Balance Sheet
As of July 31, 2023

	<u>Jul 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
10020 · Chkg - Amb Billing Acct # 5362	12,666.31
10060 · Chkg- New General Acct # 3267	<u>1,500.00</u>
Total Checking/Savings	<u>14,166.31</u>
Total Current Assets	<u>14,166.31</u>
TOTAL ASSETS	<u><u>14,166.31</u></u>
LIABILITIES & EQUITY	0.00

**Sonoma County Fire District - General Fund
2023-2024 FY Budget vs. Actual**

	Jul 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
10 - Taxes				
1000 Property Taxes- CY Secured				
1000 A- Property Taxes	0.00	11,904,926.00	-11,904,926.00	0.0%
Total 1000 Property Taxes- CY Secured	0.00	11,904,926.00	-11,904,926.00	0.0%
1001 CY Special Tax				
1001 A- Special Tax SCFD	0.00	7,738,700.00	-7,738,700.00	0.0%
Total 1001 CY Special Tax	0.00	7,738,700.00	-7,738,700.00	0.0%
1008 RDA Increment				
1008 A-RDA Increment	0.00	-919,464.00	919,464.00	0.0%
Total 1008 RDA Increment	0.00	-919,464.00	919,464.00	0.0%
1011 Prop Tax Collection Fee				
1011 A- Admin Fee	0.00	-126,360.00	126,360.00	0.0%
Total 1011 Prop Tax Collection Fee	0.00	-126,360.00	126,360.00	0.0%
1014 AB 1290 RDA Pass-Through				
1014 A- RDA Pass-Through	0.00	255,216.00	-255,216.00	0.0%
Total 1014 AB 1290 RDA Pass-Through	0.00	255,216.00	-255,216.00	0.0%
1017- Residual Prop Tax				
1017 A- Residual Property Tax	0.00	554,528.00	-554,528.00	0.0%
Total 1017- Residual Prop Tax	0.00	554,528.00	-554,528.00	0.0%
1020 Prop Taxes- CY Supp				
1020 A- Prop Taxes-CY Supp	0.00	169,728.00	-169,728.00	0.0%
Total 1020 Prop Taxes- CY Supp	0.00	169,728.00	-169,728.00	0.0%
1040 Prop Taxes- CY Unsecure				
1040 A- Prop Taxes- CY Unsecure	0.00	342,472.00	-342,472.00	0.0%
Total 1040 Prop Taxes- CY Unsecure	0.00	342,472.00	-342,472.00	0.0%
1061 PY Special Tax				
1061 A- PY Special Tax	0.00	100,000.00	-100,000.00	0.0%
Total 1061 PY Special Tax	0.00	100,000.00	-100,000.00	0.0%
Total 10 - Taxes	0.00	20,019,746.00	-20,019,746.00	0.0%
17- Use of Money/Property				
1700 Interest on Pooled Cash				
1700 A- Interest Earned	0.00	25,000.00	-25,000.00	0.0%
Total 1700 Interest on Pooled Cash	0.00	25,000.00	-25,000.00	0.0%
1800 Rents & Concessions				
1800 A - Cell Towers	7,191.06	70,573.00	-63,381.94	10.2%
Total 1800 Rents & Concessions	7,191.06	70,573.00	-63,381.94	10.2%
Total 17- Use of Money/Property	7,191.06	95,573.00	-88,381.94	7.5%
20- Intergovernmental Revenues				
2440 ST HOPTR				
2440 A- ST HOPTR	0.00	28,000.00	-28,000.00	0.0%
Total 2440 ST HOPTR	0.00	28,000.00	-28,000.00	0.0%
2495- County Abatement Program				
2495 A-County Abatement Grant	-11,289.00	75,000.00	-86,289.00	-15.1%
Total 2495- County Abatement Program	-11,289.00	75,000.00	-86,289.00	-15.1%
2496-Grants-County of Sonoma				
2496 B- Dept of Emerg. Mgmt.	0.00	114,000.00	-114,000.00	0.0%
Total 2496-Grants-County of Sonoma	0.00	114,000.00	-114,000.00	0.0%
2500 Grant Income				
2500 F- FEMA AFG (Gurney/lift)	-52,287.61			
Total 2500 Grant Income	-52,287.61			
2600-County Tax Exchange				
2600 A- County Tax Exchange	0.00	2,016,452.00	-2,016,452.00	0.0%
2600 B-Bodega Bay Tax Exchange	0.00	3,279,174.00	-3,279,174.00	0.0%
Total 2600-County Tax Exchange	0.00	5,295,626.00	-5,295,626.00	0.0%
2700- Town of Windsor				
2700 A- TOW Nixle Cost	0.00	11,000.00	-11,000.00	0.0%
Total 2700- Town of Windsor	0.00	11,000.00	-11,000.00	0.0%
2900 Refunds- ST Wages				
2900 A - Refund ST Wages	-259,653.75			
Total 2900 Refunds- ST Wages	-259,653.75			

**Sonoma County Fire District - General Fund
2023-2024 FY Budget vs. Actual**

	Jul 23	Budget	\$ Over Budget	% of Budget
2905 Refunds- ST Other				
2905 A- Refunds- ST Other	-172,987.27			
Total 2905 Refunds- ST Other	-172,987.27			
2906 Refunds- ST Apparatus				
2906 A-Refunds ST Apparatus	-34,808.12			
Total 2906 Refunds- ST Apparatus	-34,808.12			
Total 20- Intergovernmental Revenues	-531,025.75	5,523,626.00	-6,054,651.75	-9.6%
30- Charges for Services				
3145 Plans & Specs				
3145 A -Fire Prevention Fees	-12,151.00	143,000.00	-155,151.00	-8.5%
3145 B- Vacation Rental Program	0.00	98,000.00	-98,000.00	0.0%
Total 3145 Plans & Specs	-12,151.00	241,000.00	-253,151.00	-5.0%
3600 Reach Helicopter Program				
3600 A- Reach Helicopter	0.00	180,000.00	-180,000.00	0.0%
Total 3600 Reach Helicopter Program	0.00	180,000.00	-180,000.00	0.0%
3670- Ambulance Billings				
3670 A- Ambulance Services	19,672.77	1,660,000.00	-1,640,327.23	1.2%
3670 B- ALS Response Ambulance	0.00	2,400,000.00	-2,400,000.00	0.0%
3670 C- Marin Co. Agreement	-54,166.60	66,950.00	-121,116.60	-80.9%
3670 D-Ambulance Transport Prog	0.00	150,000.00	-150,000.00	0.0%
Total 3670- Ambulance Billings	-34,493.83	4,276,950.00	-4,311,443.83	-0.8%
Total 30- Charges for Services	-46,644.83	4,697,950.00	-4,744,594.83	-1.0%
40- Miscellaneous Revenue				
4040 Misc. Revenue				
4040 A- Donations	0.00	5,000.00	-5,000.00	0.0%
4040 B- Address Sign Program	553.00	2,000.00	-1,447.00	27.7%
4040 D- Misc Reimbursements	-24,868.11	51,750.00	-76,618.11	-48.1%
4040 E- Enterprise Fund Reimb.	0.00	400,000.00	-400,000.00	0.0%
Total 4040 Misc. Revenue	-24,315.11	458,750.00	-483,065.11	-5.3%
4041 Graton Rancheria				
4041 A- Graton Rancheria	-243,374.00	1,048,566.00	-1,291,940.00	-23.2%
Total 4041 Graton Rancheria	-243,374.00	1,048,566.00	-1,291,940.00	-23.2%
4103 Work Comp Reimbursement				
4103 A-Reimburse of Worker Comp	25,345.01	200,000.00	-174,654.99	12.7%
Total 4103 Work Comp Reimbursement	25,345.01	200,000.00	-174,654.99	12.7%
4159 Lytton Tribal Funds				
4159 A- Base Annual Contract	0.00	100,000.00	-100,000.00	0.0%
Total 4159 Lytton Tribal Funds	0.00	100,000.00	-100,000.00	0.0%
Total 40- Miscellaneous Revenue	-242,344.10	1,807,316.00	-2,049,660.10	-13.4%
Total Income	-812,823.62	32,144,211.00	-32,957,034.62	-2.5%
Expense				
50 Salaries/Employ Benefits				
5906 Volunteer Firefighters				
5906 A- Incident Response/Train	0.00	30,000.00	-30,000.00	0.0%
Total 5906 Volunteer Firefighters	0.00	30,000.00	-30,000.00	0.0%
5907 Apprentice Firefighters				
5907 A-Apprentice Shift Stipend	4,500.00	60,000.00	-55,500.00	7.5%
Total 5907 Apprentice Firefighters	4,500.00	60,000.00	-55,500.00	7.5%
5910 Perm Position				
5910 A- Salaries for Permanent	875,028.04	13,578,803.00	-12,703,774.96	6.4%
5910 B- Holiday Pay	41,364.84	519,326.00	-477,961.16	8.0%
Total 5910 Perm Position	916,392.88	14,098,129.00	-13,181,736.12	6.5%
5912 Overtime				
5912 A- Overtime	307,520.20	1,576,000.00	-1,268,479.80	19.5%
5912 B-Overtime-Helicopter Prog	0.00	180,000.00	-180,000.00	0.0%
Total 5912 Overtime	307,520.20	1,756,000.00	-1,448,479.80	17.5%
5913 On-Call Stipends				
5913 A- Prevention	2,700.00	54,750.00	-52,050.00	4.9%
5913 B- Duty	4,200.00	54,750.00	-50,550.00	7.7%
Total 5913 On-Call Stipends	6,900.00	109,500.00	-102,600.00	6.3%
5914 Overtime-ST	2,367.68			
5916 OT ST Coverage	1,030.64			
5921 Overtime- Work Down	12,375.33			

**Sonoma County Fire District - General Fund
2023-2024 FY Budget vs. Actual**

	Jul 23	Budget	\$ Over Budget	% of Budget
5923 PERS District Expense				
5923 A -PERS Contributions	0.00	2,167,075.00	-2,167,075.00	0.0%
5923 B- PERS UAL Payment	350,000.00	350,000.00	0.00	100.0%
Total 5923 PERS District Expense	350,000.00	2,517,075.00	-2,167,075.00	13.9%
5924 Medi/FICA				
5924 A-Medicare/FICA Tax	9,651.39	188,741.00	-179,089.61	5.1%
Total 5924 Medi/FICA	9,651.39	188,741.00	-179,089.61	5.1%
5929- Retiree Health Insurance				
5929 A -Benefit Costs/Retirees	35,428.36	247,084.00	-211,655.64	14.3%
Total 5929- Retiree Health Insurance	35,428.36	247,084.00	-211,655.64	14.3%
5930 Health Insurance				
5930 A-Health Insurance	345,351.75	2,194,200.00	-1,848,848.25	15.7%
Total 5930 Health Insurance	345,351.75	2,194,200.00	-1,848,848.25	15.7%
5931 Disability Insurance				
5931 A- Disability Insurance	2,987.00	35,805.00	-32,818.00	8.3%
Total 5931 Disability Insurance	2,987.00	35,805.00	-32,818.00	8.3%
5932 Dental Insurance				
5932 A-Dental Insurance	26,977.44	177,833.00	-150,855.56	15.2%
Total 5932 Dental Insurance	26,977.44	177,833.00	-150,855.56	15.2%
5933 Life Insurance				
5933 A- Life Insurance	3,877.95	7,487.00	-3,609.05	51.8%
Total 5933 Life Insurance	3,877.95	7,487.00	-3,609.05	51.8%
5934 Vision Insurance				
5934 A- Vision Insurance	1,857.12	9,929.00	-8,071.88	18.7%
Total 5934 Vision Insurance	1,857.12	9,929.00	-8,071.88	18.7%
5935 Unemployment Insure				
5935 A- Unemployment Insurance	51.00	25,951.00	-25,900.00	0.2%
Total 5935 Unemployment Insure	51.00	25,951.00	-25,900.00	0.2%
5940 Worker's Comp Premium				
5940 A- Worker's Comp Premium	0.00	1,526,443.00	-1,526,443.00	0.0%
Total 5940 Worker's Comp Premium	0.00	1,526,443.00	-1,526,443.00	0.0%
5969- Deferred Comp				
5969 A- Deferred Comp Premium	2,250.00	48,600.00	-46,350.00	4.6%
Total 5969- Deferred Comp	2,250.00	48,600.00	-46,350.00	4.6%
5971- PTO Payout				
5971 A-PTO for Retirees	8,718.72	250,000.00	-241,281.28	3.5%
Total 5971- PTO Payout	8,718.72	250,000.00	-241,281.28	3.5%
5972 Medical Stipend				
5972 A- Medical Stipend	2,318.00	27,816.00	-25,498.00	8.3%
Total 5972 Medical Stipend	2,318.00	27,816.00	-25,498.00	8.3%
5999- Planned Salary Savings				
5999 A- Salary Savings	0.00	-66,000.00	66,000.00	0.0%
Total 5999- Planned Salary Savings	0.00	-66,000.00	66,000.00	0.0%
Total 50 Salaries/Employ Benefits	2,040,555.46	23,244,593.00	-21,204,037.54	8.8%
60 - Services/Supplies				
6021 Uniform Expense				
6021 A- Class A Uniforms	352.19	15,000.00	-14,647.81	2.3%
6021 B- Class B Uniform	0.00	80,000.00	-80,000.00	0.0%
6021 C- Replacement Shirts	0.00	5,000.00	-5,000.00	0.0%
6021 K- Explorer Uniforms	0.00	1,000.00	-1,000.00	0.0%
Total 6021 Uniform Expense	352.19	101,000.00	-100,647.81	0.3%
6022 Safety Clothing				
6022 A -Struct. Safety Clothing	433.99	90,000.00	-89,566.01	0.5%
6022 B -Wildland Safety Gear	401.43	65,800.00	-65,398.57	0.6%
6022 C-PPE Inspection & Repairs	0.00	9,100.00	-9,100.00	0.0%
6022 D- Rain Jackets	0.00	6,800.00	-6,800.00	0.0%
6022 F- Explorer Helmets	0.00	5,300.00	-5,300.00	0.0%
Total 6022 Safety Clothing	835.42	177,000.00	-176,164.58	0.5%
6040 Communications				
6040 A- Portables	0.00	35,000.00	-35,000.00	0.0%
6040 C- Mobile Radios	0.00	50,000.00	-50,000.00	0.0%
6040 D- Pager & Radio Repair	0.00	15,000.00	-15,000.00	0.0%
6040 E- Pagers	0.00	20,000.00	-20,000.00	0.0%
Total 6040 Communications	0.00	120,000.00	-120,000.00	0.0%

**Sonoma County Fire District - General Fund
2023-2024 FY Budget vs. Actual**

	Jul 23	Budget	\$ Over Budget	% of Budget
6060 Food				
6060 A- Food	0.00	15,000.00	-15,000.00	0.0%
Total 6060 Food	0.00	15,000.00	-15,000.00	0.0%
6084 Janitorial Supplies				
6084 A- Janitorial Supplies	0.00	25,000.00	-25,000.00	0.0%
Total 6084 Janitorial Supplies	0.00	25,000.00	-25,000.00	0.0%
6100-Insurance				
6100 A- Insurance Prem.	372,434.00	411,600.00	-39,166.00	90.5%
6100 B - Insurance Claim	-13,000.00			
6100 C- A D & D Insurance	0.00	5,050.00	-5,050.00	0.0%
Total 6100-Insurance	359,434.00	416,650.00	-57,216.00	86.3%
6140 Maintenance Equip. & Appar				
6140 A- Maintenance	1,627.29	300,000.00	-298,372.71	0.5%
6140 C- Compressor Testing	0.00	16,500.00	-16,500.00	0.0%
6140 D- Pump Testing	0.00	9,000.00	-9,000.00	0.0%
6140 F- Apparatus Wash Supplies	2,311.43	5,000.00	-2,688.57	46.2%
6140 I- Fire Extinguisher Serv.	0.00	4,700.00	-4,700.00	0.0%
Total 6140 Maintenance Equip. & Appar	3,938.72	335,200.00	-331,261.28	1.2%
6154 Maintenance-Hose Replace				
6154 A- Hose and Nozzle Equip.	0.00	185,000.00	-185,000.00	0.0%
Total 6154 Maintenance-Hose Replace	0.00	185,000.00	-185,000.00	0.0%
6180 Maintenance Buildings/Imp.				
6180 A- Base Maintenance	2,060.10	86,200.00	-84,139.90	2.4%
6180 B- Service for Generators	0.00	14,000.00	-14,000.00	0.0%
6180 F- Service on Water/Septic	-750.00	5,000.00	-5,750.00	-15.0%
6180 K- Plymovent System Serv	294.70	15,000.00	-14,705.30	2.0%
6180 L- Elevator Maintenance	303.81	1,215.00	-911.19	25.0%
6180 N- Sprinkler System Maint.	0.00	5,000.00	-5,000.00	0.0%
Total 6180 Maintenance Buildings/Imp.	1,908.61	126,415.00	-124,506.39	1.5%
6261 Medical Supplies				
6261 A -ALS/BLS Medical Supply	-12,777.28	165,000.00	-177,777.28	-7.7%
6261 I- LIFEPAK 1000 SVC	0.00	17,700.00	-17,700.00	0.0%
6261 N- Narcotics Safes Program	0.00	2,000.00	-2,000.00	0.0%
6261 Q- Mech. CPR Device (3)	-37,401.32			
6261 R-Med. Oxygen Fills/Hydro	0.00	2,000.00	-2,000.00	0.0%
6261 S-Training Mannequins	0.00	6,500.00	-6,500.00	0.0%
Total 6261 Medical Supplies	-50,178.60	193,200.00	-243,378.60	-26.0%
6280 Memberships				
6280 A- Prev. Memberships	0.00	2,000.00	-2,000.00	0.0%
6280 B- Explorer Prog. Fee	0.00	3,275.00	-3,275.00	0.0%
6280 C- CSFA Memberships	0.00	14,000.00	-14,000.00	0.0%
6280 D- Annual Memberships	2,445.00	5,625.00	-3,180.00	43.5%
Total 6280 Memberships	2,445.00	24,900.00	-22,455.00	9.8%
6300 Prevention Materials				
6300 A- Prevention Materials	0.00	15,000.00	-15,000.00	0.0%
6300 B- Prevention Tools	0.00	5,000.00	-5,000.00	0.0%
6300 C- Address Sign Program	0.00	4,600.00	-4,600.00	0.0%
6300 D-CUPA Fees (Stn 6,7,8)	0.00	2,400.00	-2,400.00	0.0%
6300 E- Fire Prev. Resource Mat	0.00	2,000.00	-2,000.00	0.0%
6300 F- Marketing	0.00	15,000.00	-15,000.00	0.0%
Total 6300 Prevention Materials	0.00	44,000.00	-44,000.00	0.0%
6400 Office Expense				
6400 A- Office Supplies	354.00	20,000.00	-19,646.00	1.8%
Total 6400 Office Expense	354.00	20,000.00	-19,646.00	1.8%
6410 Postage				
6410 B-General Postage	0.00	5,500.00	-5,500.00	0.0%
Total 6410 Postage	0.00	5,500.00	-5,500.00	0.0%
6457 Computer Charges				
6457 A- IPads	0.00	12,400.00	-12,400.00	0.0%
6457 B- Avenza Pro for Ipad	0.00	1,700.00	-1,700.00	0.0%
6457 C- Software & Hardware	8,575.09	205,111.00	-196,535.91	4.2%
6457 E- Computer Replacements	0.00	24,800.00	-24,800.00	0.0%
6457 F- Vector Target Solutions	20,285.92	20,186.00	99.92	100.5%
6457 G- ImageTrend	0.00	22,122.00	-22,122.00	0.0%
6457 H- Computer Additions	0.00	2,800.00	-2,800.00	0.0%
6457 K- Technology Enhancements	0.00	17,700.00	-17,700.00	0.0%
6457 L- Satellite Phones	220.00	5,000.00	-4,780.00	4.4%
Total 6457 Computer Charges	29,081.01	311,819.00	-282,737.99	9.3%

**Sonoma County Fire District - General Fund
2023-2024 FY Budget vs. Actual**

	Jul 23	Budget	\$ Over Budget	% of Budget
6461 Employee Wellness Programs				
6461 A- Health & Wellness Prog.	6,855.00	164,000.00	-157,145.00	4.2%
6461 B-Safety Program	0.00	5,000.00	-5,000.00	0.0%
6461 C- Exercise Equipment	0.00	17,325.00	-17,325.00	0.0%
Total 6461 Employee Wellness Programs	6,855.00	186,325.00	-179,470.00	3.7%
6462- Furniture				
6462 A- Replacement Furniture	0.00	20,000.00	-20,000.00	0.0%
Total 6462- Furniture	0.00	20,000.00	-20,000.00	0.0%
6463 Resource Materials				
6463 B- Nixle System	16,609.01	33,500.00	-16,890.99	49.6%
6463 C-Parcel Lists, Newspaper	3,421.70	23,000.00	-19,578.30	14.9%
6463 D- Calcard to Allocate	-14.95			
Total 6463 Resource Materials	20,015.76	56,500.00	-36,484.24	35.4%
6500 Professional Services				
6500 A- Plan Review Services	140.00	10,000.00	-9,860.00	1.4%
6500 C- EMS Billing Consult	0.00	10,000.00	-10,000.00	0.0%
6500 D- John Lantz	0.00	20,000.00	-20,000.00	0.0%
6500 E- Website Develop.	5,964.00	5,964.00	0.00	100.0%
6500 F- Janitorial Services	0.00	14,500.00	-14,500.00	0.0%
6500 G- Hose/Ladder Testing	0.00	15,000.00	-15,000.00	0.0%
6500 H- City of Sebastopol	0.00	10,000.00	-10,000.00	0.0%
6500 I- Medical Director	0.00	42,000.00	-42,000.00	0.0%
6500 J- Background/Exams NH	0.00	15,000.00	-15,000.00	0.0%
6500 K- SkyApp Prog	0.00	1,200.00	-1,200.00	0.0%
6500 O- Contract for Ambulance	0.00	2,400,000.00	-2,400,000.00	0.0%
6500 Q- CQI Contract	1,007.50	60,000.00	-58,992.50	1.7%
6500 S-Prof. Development	0.00	10,000.00	-10,000.00	0.0%
6500 T-Strategic Planning	0.00	5,000.00	-5,000.00	0.0%
6500 U- Fee Schedule Contract	0.00	35,000.00	-35,000.00	0.0%
6500 V- REACH Air- SoCo 1	-89,562.56			
Total 6500 Professional Services	-82,451.06	2,653,664.00	-2,736,115.06	-3.1%
6501 Abatement Contractors				
6501 A- Contractors Weed Abate.	1,605.00	20,000.00	-18,395.00	8.0%
6501 B-Life Safety Inspections	0.00	16,000.00	-16,000.00	0.0%
Total 6501 Abatement Contractors	1,605.00	36,000.00	-34,395.00	4.5%
6526 Dispatch Services				
6526 A- Dispatch Costs	0.00	108,110.00	-108,110.00	0.0%
Total 6526 Dispatch Services	0.00	108,110.00	-108,110.00	0.0%
6587 LAFCO charges				
6587 A- LAFCO Fees	23,584.00	36,500.00	-12,916.00	64.6%
Total 6587 LAFCO charges	23,584.00	36,500.00	-12,916.00	64.6%
6610 Legal Services				
6610 A- Legal Services	5,000.00	175,000.00	-170,000.00	2.9%
Total 6610 Legal Services	5,000.00	175,000.00	-170,000.00	2.9%
6630 Audit/Accounting Services				
6630 A- Annual Audit	0.00	17,000.00	-17,000.00	0.0%
Total 6630 Audit/Accounting Services	0.00	17,000.00	-17,000.00	0.0%
6633 Payroll Expense				
6633 A- Payroll Expenses	1,529.60	18,000.00	-16,470.40	8.5%
Total 6633 Payroll Expense	1,529.60	18,000.00	-16,470.40	8.5%
6634 Bank Service Charges				
6634 A- Bank Fees	0.00	500.00	-500.00	0.0%
Total 6634 Bank Service Charges	0.00	500.00	-500.00	0.0%
6666- Ambulance Charges				
6666 A- EMS Billing/Collection	0.00	145,000.00	-145,000.00	0.0%
6666 C- Collection Services	0.00	7,000.00	-7,000.00	0.0%
Total 6666- Ambulance Charges	0.00	152,000.00	-152,000.00	0.0%
6667-Ambulance Transport Cost				
6667 A-IGT Fees	0.00	150,000.00	-150,000.00	0.0%
6667 B- PPGEMT	0.00	190,000.00	-190,000.00	0.0%
Total 6667-Ambulance Transport Cost	0.00	340,000.00	-340,000.00	0.0%
6800 Public/Legal Services				
6800 A- Public/Legal Services	0.00	2,500.00	-2,500.00	0.0%
Total 6800 Public/Legal Services	0.00	2,500.00	-2,500.00	0.0%

**Sonoma County Fire District - General Fund
2023-2024 FY Budget vs. Actual**

	Jul 23	Budget	\$ Over Budget	% of Budget
6820 Rent/Leases Equipment				
6820 A- Copier Rentals	1,288.98	16,000.00	-14,711.02	8.1%
6820 B- Misc. Equip. Rentals	0.00	1,100.00	-1,100.00	0.0%
6820 C- Epson Plotter	208.32	2,500.00	-2,291.68	8.3%
6820 D- Station 5 Rental	4,914.08	29,500.00	-24,585.92	16.7%
6820 E- Caltrans Station Rental	0.00	5,450.00	-5,450.00	0.0%
6820 F- Helipad Rental-Stn 10	594.00	1,188.00	-594.00	50.0%
Total 6820 Rent/Leases Equipment	7,005.38	55,738.00	-48,732.62	12.6%
6880 Small Tools/Instruments				
6880 A- Small Tools	273.42	20,000.00	-19,726.58	1.4%
6880 B- Core Pump Replacement	0.00	12,500.00	-12,500.00	0.0%
6880 D- Chainsaws/Chains	0.00	9,800.00	-9,800.00	0.0%
6880 E- Smoke Blower	0.00	3,000.00	-3,000.00	0.0%
6880 F- Serv. on Holmatro tool	0.00	10,500.00	-10,500.00	0.0%
6880 H- Adapters/Fittings/Mount	0.00	5,000.00	-5,000.00	0.0%
6880 J- Fire Foam	0.00	12,000.00	-12,000.00	0.0%
6880 K-Warehouse Equip.	0.00	7,000.00	-7,000.00	0.0%
Total 6880 Small Tools/Instruments	273.42	79,800.00	-79,526.58	0.3%
6881 Safety Equipment				
6881 A- Rope Rescue	0.00	24,000.00	-24,000.00	0.0%
6881 B- Water Rescue	0.00	29,000.00	-29,000.00	0.0%
6881 C- SCBA Maintenance	0.00	8,000.00	-8,000.00	0.0%
6881 D- Calibration	0.00	8,000.00	-8,000.00	0.0%
6881 E- MSA Parts	0.00	8,000.00	-8,000.00	0.0%
6881 H- Hydro SCBA Bottles	0.00	8,000.00	-8,000.00	0.0%
Total 6881 Safety Equipment	0.00	85,000.00	-85,000.00	0.0%
7005 - Election Costs				
7005 A- Election Costs	0.00	150,000.00	-150,000.00	0.0%
Total 7005 - Election Costs	0.00	150,000.00	-150,000.00	0.0%
7120 Training-In-Service				
7120 A -Fire Prev. Training	0.00	6,000.00	-6,000.00	0.0%
7120 B- EMT Recert Fees	0.00	7,500.00	-7,500.00	0.0%
7120 C- Medic Recert Fees	0.00	4,500.00	-4,500.00	0.0%
7120 D- CPR Recert fees	0.00	4,000.00	-4,000.00	0.0%
7120 E- Medic Training/Confer.	0.00	29,000.00	-29,000.00	0.0%
7120 F- EFO Symposium	0.00	10,000.00	-10,000.00	0.0%
7120 G- FDAC Conference	0.00	12,000.00	-12,000.00	0.0%
7120 H- Cal Chiefs Conf.	0.00	13,800.00	-13,800.00	0.0%
7120 I-LCW Conference	0.00	6,000.00	-6,000.00	0.0%
7120 J- Special Op Training	0.00	50,000.00	-50,000.00	0.0%
7120 L- Recruit Academy	0.00	15,000.00	-15,000.00	0.0%
7120 M- Explorers	0.00	5,800.00	-5,800.00	0.0%
7120 N- Volunteer Training	0.00	7,500.00	-7,500.00	0.0%
7120 O- SRFD Training Facility	0.00	6,500.00	-6,500.00	0.0%
7120 P- Training Per Member	0.00	28,200.00	-28,200.00	0.0%
7120 S- Materials	0.00	7,100.00	-7,100.00	0.0%
7120 T- Imagetrend Conference	0.00	8,000.00	-8,000.00	0.0%
7120 U-Pilot Prog. Medic School	0.00	10,000.00	-10,000.00	0.0%
7120 V- CA Spec. District Conf	0.00	5,000.00	-5,000.00	0.0%
Total 7120 Training-In-Service	0.00	235,900.00	-235,900.00	0.0%
7150- Employee Recognition				
7150 A- Employee Recognition	254.68	5,000.00	-4,745.32	5.1%
Total 7150- Employee Recognition	254.68	5,000.00	-4,745.32	5.1%
7201 Gas/Oil				
7201 A -Gas/Oil Costs	4,293.30	185,000.00	-180,706.70	2.3%
Total 7201 Gas/Oil	4,293.30	185,000.00	-180,706.70	2.3%
7300 Travel/Transportation				
7300 A-Travel (Striketeam)	0.00	50,000.00	-50,000.00	0.0%
Total 7300 Travel/Transportation	0.00	50,000.00	-50,000.00	0.0%
7320 Utilities				
7320 A- Utilities	3,667.94	324,000.00	-320,332.06	1.1%
Total 7320 Utilities	3,667.94	324,000.00	-320,332.06	1.1%
Total 60 - Services/Supplies	339,803.37	7,073,221.00	-6,733,417.63	4.8%
75 - Long Term Debt				
7910 LT Debt Principal				
7910 A- Type 3 Lease	32,054.40	37,686.00	-5,631.60	85.1%
7910 B- Ambulance Lease	0.00	39,007.00	-39,007.00	0.0%
7910 C- Apparatus Lease	133,432.00	266,863.00	-133,431.00	50.0%
7910 D- Station 10 Lease	0.00	68,000.00	-68,000.00	0.0%
7910 E- Pension Debt Obligation	0.00	509,000.00	-509,000.00	0.0%
Total 7910 LT Debt Principal	165,486.40	920,556.00	-755,069.60	18.0%

**Sonoma County Fire District - General Fund
2023-2024 FY Budget vs. Actual**

	Jul 23	Budget	\$ Over Budget	% of Budget
7930 Interest on LT Debt				
7930 A- Type 3 Lease	5,631.52	5,632.00	-0.48	100.0%
7930 B- Ambulance Lease	0.00	2,009.00	-2,009.00	0.0%
7930 C- Apparatus Lease	4,515.12	8,136.00	-3,620.88	55.5%
7930 D- Station 10 Lease	0.00	23,444.00	-23,444.00	0.0%
7930 E- Pension Debt	0.00	611,320.00	-611,320.00	0.0%
Total 7930 Interest on LT Debt	10,146.64	650,541.00	-640,394.36	1.6%
Total 75 - Long Term Debt	175,633.04	1,571,097.00	-1,395,463.96	11.2%
85 - Capital Expenditures				
8510 Buildings/Equipment				
8510 E- Replace HVAC STN 1	21,150.00			
8510 F-Station Planning	0.00	100,000.00	-100,000.00	0.0%
8510 H-Station Ringdown Systems	0.00	125,000.00	-125,000.00	0.0%
8510 L- STN Compress/Generators	0.00	80,100.00	-80,100.00	0.0%
8510 N- Station Septic/Sewer	0.00	70,000.00	-70,000.00	0.0%
8510 Q- Station Security Improv	0.00	36,400.00	-36,400.00	0.0%
Total 8510 Buildings/Equipment	21,150.00	411,500.00	-390,350.00	5.1%
8560 Equipment				
8560 D-Ambulance	-27,172.66			
8560 G-Trailers	0.00	5,200.00	-5,200.00	0.0%
Total 8560 Equipment	-27,172.66	5,200.00	-32,372.66	-522.6%
8570 CERBT Contributions				
8570 A- Contribution CERBT	0.00	100,000.00	-100,000.00	0.0%
Total 8570 CERBT Contributions	0.00	100,000.00	-100,000.00	0.0%
Total 85 - Capital Expenditures	-6,022.66	516,700.00	-522,722.66	-1.2%
Total Expense	2,549,969.21	32,405,611.00	-29,855,641.79	7.9%
Net Ordinary Income	-3,362,792.83	-261,400.00	-3,101,392.83	1,286.5%
Net Income	-3,362,792.83	-261,400.00	-3,101,392.83	1,286.5%