



**Sonoma County Fire District Board of Directors
Regular Board Meeting Agenda
Tuesday June 15, 2021 5:00PM**

Location: Fire Station 1 - 8200 Old Redwood Hwy. Windsor

**Pursuant to the Governor of California's Executive Order N-25-20
Dated March 12, 2020**

**This meeting will be held via teleconference (information below)
1-301-715-8592**

Meeting ID: 915 1281 5413

Join Zoom Meeting

<https://zoom.us/j/91512815413>

Thank you for supporting our COVID-19 precautions.

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 Klick

Vice President Tognozzi

Director So

Secretary/Treasurer Weaver

Director Hamann

Director Treanor

Director Briare

REPORT OUT ON CLOSED SESSION

1. May 18, 2021

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.



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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.

1. Approve the minutes from the May 4, 2021 Special Board of Directors Meeting
2. Approve the minutes from the May 18, 2021 Regular Board of Directors Meeting
3. Approve bills and payables for May 2021.

ACTION ITEMS

1. RESOLUTION 2021-09 ADOPTING A RECORD RETENTION SCHEDULE

The Board will consider approving Resolution 2021-09 Adopting a record retention schedule that complies with the guidelines provided by the California Secretary of State pursuant to California Government Code Section 12236.

2. RESOLUTION 2021-10 DECLARING WEEDS AND RUBBISH UPON OR IN FRONT OF CERTAIN PROPERTIES WITHIN THE SONOMA COUNTY FIRE DISTRICT TO BE A PUBLIC NUISANCE

The Board will consider approving Resolution 2021-10 Declaring weeds and rubbish upon or in front of certain properties within the Sonoma County Fire District to be a public nuisance; and directing the Sonoma County Fire District to give notice thereof pursuant to Section 14892 of the Health and Safety Code.

3. RESOLUTION 2021-11 APPROVE PRELIMINARY BUDGET FOR FISCAL YEAR 2021/2022

The Board will consider approving Resolution 2021-11 adopting the FY 2021/2022 preliminary budget and will set the date for FY 2021/2022 Final Budget adoption.



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4. **RESOLUTION 2021-12: A RESOLUTION OF THE SONOMA COUNTY FIRE DISTRICT ADOPTING THE WAGES AND BENEFITS DESCRIBED IN THE MEMORANDUM OF UNDERSTANDING BETWEEN THE SONOMA COUNTY FIRE DISTRICT AND THE SONOMA COUNTY PROFESSIONAL FIREFIGHTERS ASSOCIATION, IAFF LOCAL 1401.**

The Board will consider approving Resolution 2021-12 which adopts and approves the wages, benefits, and working conditions outlined in the Memorandum of Understanding between the Sonoma County Fire District and the Sonoma County Professional Firefighters Association, IAFF Local 1401, which has a two-year term and a total contract cost to the District of \$959,278.09.

COMMITTEE REPORT

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

FINANCIAL REPORTS

COMMUNICATIONS

CLOSED SESSION

1. Anticipated Litigation (two cases) (Government Code Section 54956.9(b)).

REPORT OUT ON CLOSED SESSION WILL BE AT OPEN MEETING ON JULY 20, 2021

ADJOURNMENT



**Sonoma County Fire District Board of Directors
Special Board Meeting Minutes
Tuesday May 4, 2021 5:00PM**

Location: Fire Station 1 - 8200 Old Redwood Hwy. Windsor
Pursuant to the Governor of California's Executive Order N-25-20
Dated March 12, 2020

This meeting will be held via teleconference (information below)
1-301-715-8592 Meeting ID: 957 2629 9462
Join Zoom Meeting
<https://zoom.us/j/95726299462>

Thank you for supporting our COVID-19 precautions.

CALL TO ORDER

Klick called meeting to order at 5:00
Present for Staff: Chief Heine, Washington, Gustafson, Busch, Flowers
Present for Counsel: Adams

PLEDGE OF ALLEGIANCE

ROLL CALL

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

OPEN TIME FOR PUBLIC EXPRESSION

None

AGENDA ADJUSTMENTS

None

FIRE CHIEF'S REPORT

Chief Heine reported that the Forestville FPD annexation LAFCO meeting is tomorrow, 5/5/21 at 2:00 pm; The new recruit academy is in week 5; MOU negotiations are underway; We hope to bring the Impact Fees before the Town of Windsor Board soon.

ACTION ITEMS

1. PROFESSIONAL SERVICES SUBCONTRACTOR AGREEMENT WITH MEDIC AMBULANCE SERVICES, INC.

The Board will consider approving a subcontractor agreement with Medic Ambulance Services, Inc. to support the District's publicly managed ambulance transport system and response to the pending Sonoma County Request for Proposal for emergency ambulance services in the County Exclusive Operating Area 1.

A motion by Treanor and a second by Klick approved the subcontractor agreement with Medic Ambulance Services, Inc. 5-0-2 Roll call vote taken.

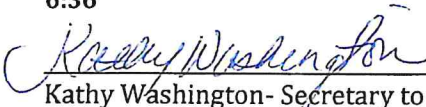
CLOSED SESSION- Entered into closed session at 5:15

1. Anticipated Litigation (two cases) (Government Code Section 54956.9(b)).

REPORT OUT ON CLOSED SESSION WILL BE AT OPEN MEETING ON MAY 18, 2021

ADJOURNMENT

6:36


Kathy Washington- Secretary to the Board



Sonoma County Fire District Board of Directors

Regular Board Meeting Minutes

Tuesday May 18, 2021 5:00PM

Location: Fire Station 1 - 8200 Old Redwood Hwy. Windsor

Pursuant to the Governor of California's Executive Order N-25-20

Dated March 12, 2020

This meeting will be held via teleconference (information below)

1-301-715-8592

Meeting ID: 962 5966 9076

Join Zoom Meeting

<https://zoom.us/j/96259669076>

Thank you for supporting our COVID-19 precautions.

CALL TO ORDER

Klick called meeting to order at 5:00

Present for Staff: Chief Heine, Bolduc, Washington, Gustafson, Busch, Flowers

Present for Counsel: Adams

PLEDGE OF ALLEGIANCE

ROLL CALL

President Klick-present

Director Treanor-absent

Vice President Tognozzi-present Secretary/Treasurer Weaver-present

Director So-present

Director Hamann-present

Director Briare-present

REPORT OUT ON CLOSED SESSION

1. April 20, 2021- No action taken
2. May 4, 2021- No action taken

OPEN TIME FOR PUBLIC EXPRESSION

None

RECOGNITION

John Keller

The District recognized John Keller for his 8 years of service as our Courier. Chief Gustafson presented him with a plaque. We all thank him for his service.

AGENDA ADJUSTMENTS

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.

President Estes reported that everyone is focused on training; new recruits are just about finished with the academy; congratulated John Keller on his retirement; we are working on integrating Forestville staff; recognized upcoming retirements.

DIRECTOR REPORTS

None

FIRE CHIEF'S REPORT

Chief Heine reviewed the activities of the crews and the events over the month. He highlighted the station 6 construction is underway; Contract with REACH is in progress and will be ready for review soon; Hiring of FF/Medics, Community Outreach Specialist has been hired and will start June 1, 2021.; Academy begins on April 1, 2021; Training and Operations have been busy; Station 4 continues to be the busiest station and the total call volume for the month was 670; Ambulance RFQ should be finished at the State level soon; finished hose and pump testing;

CONSENT CALENDAR ITEMS

A motion by Briare and a second by So approved the minutes from the April 6, 2021 Special Board Meeting and the April 20, 2021 Regular Board Meeting as well as the bills and payables for April 2021. 6-0-1 Roll call vote.

DISCUSSION ITEMS

1. **RECORD RETENTION**

Staff will brief Board on proposed plan for record retention.



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Thank you for supporting our COVID-19 precautions.

Counsel Adams reviewed the States records retention and management information and stated that we would need to consider working on cleaning out old records from all our previously annexed Districts. The District will work on developing a policy and will bring it to the Board for a future vote.

ACTION ITEMS

1. RESOLUTION 2021-08 DECLARING WEEDS AND RUBBISH UPON OR IN FRONT OF CERTAIN PROPERTIES WITHIN THE SONOMA COUNTY FIRE DISTRICT TO BE A PUBLIC NUISANCE

The Board will consider approving Resolution 2021-08 Declaring weeds and rubbish upon or in front of certain properties within the Sonoma County Fire District to be a public nuisance; and directing the Sonoma County Fire District to give notice thereof pursuant to Section 14892 of the Health and Safety Code.

A motion by Hamann and a second by Briare approved Resolution 2021-08. 6-0-1 Roll call vote taken.

2. SURPLUS AND DONATION OF TYPE 3 FIRE ENGINE

The Board will consider the surplus/donation of Engine 7576 to Bodega Bay Fire Protection District.

A motion by So and a second by Briare approved the surplus of engine 7576 and donation of the apparatus to Bodega Bay Fire Protection District. 6-0-1 Roll call vote taken.

COMMITTEE REPORT

1. Standing Committee: Finance Committee- Special meeting on June 2, 2021 for draft FY 21/22 Budget.
2. Ad Hoc: Facilities- Chief Gustafson reported that the station 6 project is moving forward very well with just a few delays. It is still anticipated that the crews should be able to use it in the Fall.

FINANCIAL REPORTS

Enclosed

COMMUNICATIONS

None

Entered into closed session at 5:38

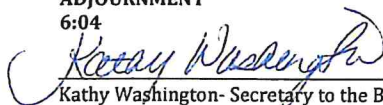
CLOSED SESSION

1. Anticipated Litigation (two cases) (Government Code Section 54956.9(b)).
2. Conference with Labor Negotiators (Government Code Section 54957.6)
 - a. Agency designated representative: Chief Heine
 - b. Represented employees: International Association of Firefighters, Local 1401, Sonoma County Professional Firefighters Association

REPORT OUT ON CLOSED SESSION WILL BE AT OPEN MEETING ON JUNE 15, 2021

ADJOURNMENT

6:04


Kathy Washington- Secretary to the Board

**Sonoma County Fire District
Transaction List by Vendor
May 2021**

Type	Date	Num	Memo	Account	Clr	Split	Amount
1000 Bulbs.com							
Bill Pmt -Check	05/18/2021	5556	Invoice # W...	105-Summit- Che...	X	Accounts Pa...	-219.59
2 Hot Uniforms, Inc.							
Bill Pmt -Check	05/27/2021	5583	Invoice # 20...	105-Summit- Che...		Accounts Pa...	-3,157.98
AFLAC							
Bill Pmt -Check	05/27/2021	5584	Invoice # 70...	105-Summit- Che...		Accounts Pa...	-2,094.06
Air Exchange Inc							
Bill Pmt -Check	05/04/2021	5474	Invoice # 91...	105-Summit- Che...	X	Accounts Pa...	-546.51
Bill Pmt -Check	05/04/2021	5509	Invoice # 91...	105-Summit- Che...	X	Accounts Pa...	-762.11
Bill Pmt -Check	05/04/2021	5517	Invoice # 91...	105-Summit- Che...	X	Accounts Pa...	-1,775.87
Bill Pmt -Check	05/18/2021	5557	Invoice # 91...	105-Summit- Che...	X	Accounts Pa...	-312.50
Alpine Springs Water Distribution							
Bill Pmt -Check	05/04/2021	5475	Invoice # 65...	105-Summit- Che...	X	Accounts Pa...	-127.50
AT&T							
Bill Pmt -Check	05/04/2021	5476	Account # 7...	105-Summit- Che...	X	Accounts Pa...	-213.22
Bill Pmt -Check	05/11/2021	5520	Account # 7...	105-Summit- Che...	X	Accounts Pa...	-462.43
AT&T/Calnet3							
Bill Pmt -Check	05/11/2021	5549	BAN # 9391...	105-Summit- Che...	X	Accounts Pa...	-31.38
B W S Dist Inc							
Bill Pmt -Check	05/04/2021	5477	Invoice # 26...	105-Summit- Che...	X	Accounts Pa...	-79.79
Bauer Compressors							
Bill Pmt -Check	05/11/2021	5521	Invoice #00...	105-Summit- Che...	X	Accounts Pa...	-605.82
Bay Alarm							
Bill Pmt -Check	05/11/2021	5522	Invoice # 18...	105-Summit- Che...	X	Accounts Pa...	-205.00
Bill Pmt -Check	05/27/2021	5585	Account #1...	105-Summit- Che...		Accounts Pa...	-185.73
Bay Area Air Quality Management Dist							
Bill Pmt -Check	05/18/2021	5558	Invoice # 4J...	105-Summit- Che...	X	Accounts Pa...	-362.00
Bill Lellis							
Bill Pmt -Check	05/04/2021	5478	9800 Keith ...	105-Summit- Che...	X	Accounts Pa...	-60.00
Bill Pmt -Check	05/11/2021	5523	Redwood Vi...	105-Summit- Che...	X	Accounts Pa...	-240.00
Bodega Bay FPD							
Bill Pmt -Check	05/11/2021	5524	CQI billing ...	105-Summit- Che...	X	Accounts Pa...	-503.00
C I T							
Bill Pmt -Check	05/18/2021	5559	Invoice# 37...	105-Summit- Che...	X	Accounts Pa...	-189.88
California American Water							
Bill Pmt -Check	05/11/2021	5525	Account # 1...	105-Summit- Che...	X	Accounts Pa...	-125.13
California Embroidery & Screen Printing							
Bill Pmt -Check	05/18/2021	5560	Invoice # C...	105-Summit- Che...	X	Accounts Pa...	-1,277.37
Campway's Truck Accessory							
Bill Pmt -Check	05/04/2021	5479	Invoice # 04...	105-Summit- Che...	X	Accounts Pa...	-2,468.50
Carr's Construction Service, Inc							
Bill Pmt -Check	05/04/2021	5480	Station 6	105-Summit- Che...	X	Accounts Pa...	-224,089.78
Clark Pest Control							
Bill Pmt -Check	05/04/2021	5481	Invoice # 28...	105-Summit- Che...	X	Accounts Pa...	-140.00
Comcast							
Bill Pmt -Check	05/11/2021	5526	Account # 9...	105-Summit- Che...	X	Accounts Pa...	-902.70
Bill Pmt -Check	05/27/2021	5586	Account # 9...	105-Summit- Che...		Accounts Pa...	-362.24
Comcast Business							
Bill Pmt -Check	05/04/2021	5482	Account # 8...	105-Summit- Che...	X	Accounts Pa...	-244.92
Bill Pmt -Check	05/04/2021	5510	Account # 8...	105-Summit- Che...	X	Accounts Pa...	-164.50
Bill Pmt -Check	05/04/2021	5518	Account # 8...	105-Summit- Che...	X	Accounts Pa...	-348.39
Bill Pmt -Check	05/11/2021	5550	Account # 8...	105-Summit- Che...	X	Accounts Pa...	-232.66
Bill Pmt -Check	05/11/2021	5553	Account # 8...	105-Summit- Che...	X	Accounts Pa...	-169.07
Bill Pmt -Check	05/18/2021	5561	Account # 8...	105-Summit- Che...	X	Accounts Pa...	-243.15
County of Sonoma Human Resources							
Bill Pmt -Check	05/04/2021	5483	Invoice # R...	105-Summit- Che...	X	Accounts Pa...	-710.46
CrewSense, LLC							
Bill Pmt -Check	05/04/2021	5484	Invoice # 00...	105-Summit- Che...	X	Accounts Pa...	-99.99
D & S Awards							
Bill Pmt -Check	05/04/2021	5485	Invoice # 64...	105-Summit- Che...	X	Accounts Pa...	-151.31
DCS Testing & Equipment, Inc.							
Bill Pmt -Check	05/27/2021	5587	Invoice # 18...	105-Summit- Che...		Accounts Pa...	-13,733.29
Dean Crothers							
Bill Pmt -Check	05/04/2021	5486	3/29/21-4/1...	105-Summit- Che...	X	Accounts Pa...	-720.00
Department of Health Care Services							
Bill Pmt -Check	05/27/2021	5588	GEMT Sup...	105-Summit- Che...		Accounts Pa...	-3,996.22

Sonoma County Fire District
Transaction List by Vendor
May 2021

Type	Date	Num	Memo	Account	Clr	Split	Amount
DMV							
Bill Pmt -Check	05/11/2021	5527	License # 6...	105-Summit- Che...		Accounts Pa...	-23.00
Dynamic Truck Repair							
Bill Pmt -Check	05/04/2021	5487	Invoice # 18...	105-Summit- Che...	X	Accounts Pa...	-875.00
Bill Pmt -Check	05/11/2021	5528	Invoice # 18...	105-Summit- Che...	X	Accounts Pa...	-1,014.00
Bill Pmt -Check	05/27/2021	5589	Invoice # 18...	105-Summit- Che...		Accounts Pa...	-687.50
FasTrak							
Bill Pmt -Check	05/27/2021	5590	Invoice # I7...	105-Summit- Che...		Accounts Pa...	-6.00
FDAC EBA							
Bill Pmt -Check	05/27/2021	5591	Invoice # F...	105-Summit- Che...		Accounts Pa...	-156,244.22
Ferrellgas							
Bill Pmt -Check	05/11/2021	5529	Account # 2...	105-Summit- Che...	X	Accounts Pa...	-1,016.70
Fishman Supply Co.							
Bill Pmt -Check	05/04/2021	5488	Invoice #12...	105-Summit- Che...	X	Accounts Pa...	-458.40
Garrett Hardware of Windsor							
Bill Pmt -Check	05/04/2021	5489	Account # 1...	105-Summit- Che...	X	Accounts Pa...	-154.54
Golden Gate North							
Bill Pmt -Check	05/18/2021	5562	Invoice # 49...	105-Summit- Che...	X	Accounts Pa...	-300.90
Government Finance Officers Association							
Bill Pmt -Check	05/18/2021	5563	Notice # 02...	105-Summit- Che...	X	Accounts Pa...	-160.00
Jeff Davis							
Bill Pmt -Check	05/27/2021	5592	4/26/21-5/1...	105-Summit- Che...		Accounts Pa...	-945.00
Joe's Farmers Septic, Inc.							
Bill Pmt -Check	05/04/2021	5490	Invoice # 29...	105-Summit- Che...		Accounts Pa...	-95.00
John Lantz							
Bill Pmt -Check	05/04/2021	5491	Invoice # 21...	105-Summit- Che...	X	Accounts Pa...	-2,149.00
Bill Pmt -Check	05/11/2021	5530	Invoice # 21...	105-Summit- Che...	X	Accounts Pa...	-330.32
Johnston Thomas Attorneys at Law, PC							
Bill Pmt -Check	05/04/2021	5492	Invoice # 38...	105-Summit- Che...	X	Accounts Pa...	-16,317.00
Bill Pmt -Check	05/04/2021	5511	Invoice # 38...	105-Summit- Che...	X	Accounts Pa...	-5,670.00
Bill Pmt -Check	05/27/2021	5593	Invoice # 20...	105-Summit- Che...		Accounts Pa...	-5,000.00
Bill Pmt -Check	05/27/2021	5606	Invoice # 20...	105-Summit- Che...		Accounts Pa...	-4,345.00
K. Lew							
Bill Pmt -Check	05/04/2021	5493	Training	105-Summit- Che...	X	Accounts Pa...	-440.00
Kitchell							
Bill Pmt -Check	05/27/2021	5594	Invoice # 97...	105-Summit- Che...		Accounts Pa...	-17,008.00
KME Fire Apparatus							
Bill Pmt -Check	05/11/2021	5531	Invoice # ca...	105-Summit- Che...	X	Accounts Pa...	-1,489.63
Kyocera Document Solutions Northern CA							
Bill Pmt -Check	05/04/2021	5494	Invoice# 55...	105-Summit- Che...	X	Accounts Pa...	-13.20
L N Curtis & Sons							
Bill Pmt -Check	05/04/2021	5495	Invoice # IN...	105-Summit- Che...	X	Accounts Pa...	-18,228.00
Lambert's 76, LLC.							
Bill Pmt -Check	05/11/2021	5532	SCF 51126	105-Summit- Che...	X	Accounts Pa...	-92.76
LEHR							
Bill Pmt -Check	05/04/2021	5496	Invoice # SI...	105-Summit- Che...	X	Accounts Pa...	-598.13
Leo Electric							
Bill Pmt -Check	05/27/2021	5595	Invoice # 40...	105-Summit- Che...		Accounts Pa...	-525.00
Les Schwab Tire Centers							
Bill Pmt -Check	05/11/2021	5533	Invoice # 63...	105-Summit- Che...	X	Accounts Pa...	-1,196.76
Life Assist, Inc.							
Bill Pmt -Check	05/11/2021	5534	Account # 9...	105-Summit- Che...	X	Accounts Pa...	-4,979.96
LTP, Inc.							
Bill Pmt -Check	05/11/2021	5535	Invoice # 26...	105-Summit- Che...	X	Accounts Pa...	-174.00
Lubrivan Truck Svcs Inc							
Bill Pmt -Check	05/04/2021	5497	Invoice # 75...	105-Summit- Che...	X	Accounts Pa...	-101.71
McKesson Medical							
Bill Pmt -Check	05/18/2021	5564	Invoice # 23...	105-Summit- Che...	X	Accounts Pa...	-575.48
McLea's							
Bill Pmt -Check	05/11/2021	5536	Invoice # 70...	105-Summit- Che...	X	Accounts Pa...	-111.80
Mid Pacific Engineering, Inc.							
Bill Pmt -Check	05/04/2021	5498	Invoice # 20...	105-Summit- Che...	X	Accounts Pa...	-320.00
Bill Pmt -Check	05/04/2021	5512	Invoice # 2...	105-Summit- Che...	X	Accounts Pa...	-10,749.20
Bill Pmt -Check	05/04/2021	5519	Invoice # 20...	105-Summit- Che...	X	Accounts Pa...	-5,215.00
Bill Pmt -Check	05/18/2021	5565	Invoice # 20...	105-Summit- Che...	X	Accounts Pa...	-135.00

Sonoma County Fire District
Transaction List by Vendor
May 2021

Type	Date	Num	Memo	Account	Clr	Split	Amount
Municipal Emergency Services/MES							
Bill Pmt -Check	05/04/2021	5499	Invoice# IN...	105-Summit- Che...	X	Accounts Pa...	-3,124.41
Bill Pmt -Check	05/04/2021	5513	Invoice # IN...	105-Summit- Che...	X	Accounts Pa...	-347.16
Bill Pmt -Check	05/11/2021	5537	Invoice# IN...	105-Summit- Che...	X	Accounts Pa...	-2,786.15
N. Nicholson							
Bill Pmt -Check	05/11/2021	5538	Training	105-Summit- Che...	X	Accounts Pa...	-400.00
Nate Girard							
Bill Pmt -Check	05/04/2021	5500	Invoice # 21...	105-Summit- Che...	X	Accounts Pa...	-300.00
Noridian Medicare JE Part B Refunds-CA							
Bill Pmt -Check	05/27/2021	5609	2U44T36V...	105-Summit- Che...		Accounts Pa...	-431.03
North Bay Petroleum							
Bill Pmt -Check	05/04/2021	5501	Invoice # 11...	105-Summit- Che...	X	Accounts Pa...	-764.37
Bill Pmt -Check	05/04/2021	5514	Invoice # 22...	105-Summit- Che...	X	Accounts Pa...	-2,377.62
Bill Pmt -Check	05/18/2021	5566	Invoice # 22...	105-Summit- Che...	X	Accounts Pa...	-3,073.41
Opperman & Son Inc							
Bill Pmt -Check	05/04/2021	5502	Account # 8...	105-Summit- Che...	X	Accounts Pa...	-906.90
P. Mendez							
Bill Pmt -Check	05/18/2021	5567	Training	105-Summit- Che...	X	Accounts Pa...	-615.00
Pacific Mobile Structures							
Bill Pmt -Check	05/18/2021	5568	INV-001629...	105-Summit- Che...	X	Accounts Pa...	-2,150.05
Peterson Trucks							
Bill Pmt -Check	05/04/2021	5503	Account # 1...	105-Summit- Che...	X	Accounts Pa...	-5,571.17
PG&E							
Bill Pmt -Check	05/04/2021	5504	Account # 8...	105-Summit- Che...	X	Accounts Pa...	-301.50
Bill Pmt -Check	05/04/2021	5515	Account # 9...	105-Summit- Che...	X	Accounts Pa...	-584.37
Bill Pmt -Check	05/11/2021	5539	Account # 5...	105-Summit- Che...	X	Accounts Pa...	-565.42
Bill Pmt -Check	05/11/2021	5551	Account # 4...	105-Summit- Che...	X	Accounts Pa...	-7.56
Bill Pmt -Check	05/18/2021	5569	Account # 3...	105-Summit- Che...	X	Accounts Pa...	-181.09
Bill Pmt -Check	05/18/2021	5580	Account # 4...	105-Summit- Che...	X	Accounts Pa...	-726.16
Bill Pmt -Check	05/18/2021	5582	Account # 8...	105-Summit- Che...	X	Accounts Pa...	-3,224.80
Bill Pmt -Check	05/27/2021	5596	Account # 0...	105-Summit- Che...		Accounts Pa...	-1,060.61
Bill Pmt -Check	05/27/2021	5607	Account # 6...	105-Summit- Che...		Accounts Pa...	-99.61
Bill Pmt -Check	05/27/2021	5608	Account # 4...	105-Summit- Che...		Accounts Pa...	-7,725.07
Portola Systems Inc.							
Bill Pmt -Check	05/04/2021	5505	Invoice #42...	105-Summit- Che...	X	Accounts Pa...	-787.50
Bill Pmt -Check	05/18/2021	5570	Invoice # 11...	105-Summit- Che...	X	Accounts Pa...	-3,542.00
Bill Pmt -Check	05/27/2021	5597	Invoice # 42...	105-Summit- Che...		Accounts Pa...	-1,800.00
Precision Wireless Service							
Bill Pmt -Check	05/27/2021	5598		105-Summit- Che...		Accounts Pa...	-9,771.24
Quadient Finance USA, Inc.							
Bill Pmt -Check	05/11/2021	5540	Account # 7...	105-Summit- Che...	X	Accounts Pa...	-1,003.00
Quadient Leasing USA, Inc.							
Bill Pmt -Check	05/18/2021	5571	Invoice # N...	105-Summit- Che...	X	Accounts Pa...	-260.61
R. Estes							
Bill Pmt -Check	05/18/2021	5572	Boots Reim...	105-Summit- Che...		Accounts Pa...	-350.00
Recology Sonoma Marin							
Bill Pmt -Check	05/11/2021	5541	Account # 1...	105-Summit- Che...	X	Accounts Pa...	-353.70
Bill Pmt -Check	05/11/2021	5552	Account # 1...	105-Summit- Che...	X	Accounts Pa...	-430.07
Bill Pmt -Check	05/11/2021	5554	Account # 1...	105-Summit- Che...	X	Accounts Pa...	-451.12
Bill Pmt -Check	05/11/2021	5555	Account # 1...	105-Summit- Che...	X	Accounts Pa...	-58.75
S. Johnson							
Bill Pmt -Check	05/27/2021	5599		105-Summit- Che...		Accounts Pa...	-2,559.16
Santa Rosa Junior College							
Bill Pmt -Check	05/27/2021	5600	Invoice # A...	105-Summit- Che...		Accounts Pa...	-4,614.00
Santa Rosa, City of							
Bill Pmt -Check	05/04/2021	5506	Account # 0...	105-Summit- Che...	X	Accounts Pa...	-117.43
Bill Pmt -Check	05/18/2021	5573	Account # 0...	105-Summit- Che...	X	Accounts Pa...	-54.21
Scott's PPE Recon, Inc.							
Bill Pmt -Check	05/11/2021	5542	Invoice # 36...	105-Summit- Che...	X	Accounts Pa...	-807.74
Shannon Wager							
Bill Pmt -Check	05/27/2021	5601	April 2021	105-Summit- Che...		Accounts Pa...	-350.00
Sonoma County Professional FF L1401							
Bill Pmt -Check	05/18/2021	5574	April 2021	105-Summit- Che...		Accounts Pa...	-7,870.00
Standard Insurance Company							
Bill Pmt -Check	05/27/2021	5602	Policy # 00 ...	105-Summit- Che...		Accounts Pa...	-2,262.00
Stryker Sales Corporation							
Bill Pmt -Check	05/11/2021	5543	Invoice # 33...	105-Summit- Che...	X	Accounts Pa...	-336.60

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06/08/21

**Sonoma County Fire District
Transaction List by Vendor
May 2021**

Type	Date	Num	Memo	Account	Clr	Split	Amount
Symfab							
Bill Pmt -Check	05/11/2021	5544	Invoice # 00...	105-Summit- Che...	X	Accounts Pa...	-2,080.00
Teleflex LLC							
Bill Pmt -Check	05/04/2021	5507	Invoice # 95...	105-Summit- Che...	X	Accounts Pa...	-1,805.75
TIAA Bank							
Bill Pmt -Check	05/27/2021	5603	Invoice # 81...	105-Summit- Che...		Accounts Pa...	-260.40
Town of Windsor- Administration Services							
Bill Pmt -Check	05/18/2021	5575	AT&T bill M...	105-Summit- Che...	X	Accounts Pa...	-393.37
Town of Windsor Water District							
Bill Pmt -Check	05/18/2021	5576	Customer #...	105-Summit- Che...	X	Accounts Pa...	-1,265.24
Bill Pmt -Check	05/18/2021	5581	Customer #...	105-Summit- Che...	X	Accounts Pa...	-848.48
True Value Hardware							
Bill Pmt -Check	05/18/2021	5577	Account # 7...	105-Summit- Che...	X	Accounts Pa...	-251.37
Tucker Bierbaum, M.D.							
Bill Pmt -Check	05/11/2021	5545	May 2021	105-Summit- Che...	X	Accounts Pa...	-2,500.00
US-Bank Equipment Finance							
Bill Pmt -Check	05/11/2021	5546	Invoice # 44...	105-Summit- Che...	X	Accounts Pa...	-554.02
US Bank-National Assoc							
Bill Pmt -Check	05/11/2021	5547	Account # 4...	105-Summit- Che...	X	Accounts Pa...	-22,249.25
Verizon Wireless							
Bill Pmt -Check	05/18/2021	5578	Account # 3...	105-Summit- Che...	X	Accounts Pa...	-3,062.85
WEX BANK							
Bill Pmt -Check	05/11/2021	5548	Invoice # 71...	105-Summit- Che...	X	Accounts Pa...	-1,482.29
Wittman Enterprises, LLC.							
Bill Pmt -Check	05/18/2021	5579	Invoice # 21...	105-Summit- Che...	X	Accounts Pa...	-1.87
Bill Pmt -Check	05/27/2021	5604	Invoice # 21...	105-Summit- Che...		Accounts Pa...	-218.04
Z. Bandfield							
Bill Pmt -Check	05/27/2021	5605	Training	105-Summit- Che...		Accounts Pa...	-250.00
ZOLL Medical Corporation							
Bill Pmt -Check	05/04/2021	5508	Invoice # 32...	105-Summit- Che...	X	Accounts Pa...	-1,506.10
Bill Pmt -Check	05/04/2021	5516	Invoice # 32...	105-Summit- Che...	X	Accounts Pa...	-628.07

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06/08/21

**Sonoma County Fire District
Transaction List by Vendor
May 2021**

Filters applied on this Report:

Account: Multiple accounts...

Date: Custom

Detail Level: Summary only

Name: All vendors

Posting Status: Either

RESOLUTION NO. 2021-09

Dated: June 15, 2021

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SONOMA COUNTY
FIRE DISTRICT ADOPTING A RECORD RETENTION SCHEDULE THAT
COMPLIES WITH THE GUIDELINES PROVIDED BY THE CALIFORNIA
SECRETARY OF STATE PURSUANT TO CALIFORNIA GOVERNMENT CODE
SECTION 12236**

WHEREAS, the Board of Directors (“Board”) of the Sonoma County Fire District (“District”), an independent fire district organized and operating pursuant to the California Fire Protection District Law of 1987, California Health and Safety Code section 13800 et seq. (“Fire District Law”); and

WHEREAS, the District was established by successive Sonoma LAFCO-approved consolidations of the Bennett Valley, Forestville, Rincon Valley, Russian River and Windsor Fire Protection Districts, as well as the Mountain Volunteer Fire Department and portions of County Service Area 40; all of which had varied record retention policies and voluminous retained records; and

WHEREAS, section 13868 of the Fire District Law requires that the District keep a record of all its acts, including its financial transactions, and allows the District to adopt a records retention schedule pursuant to California Government Code section 60200, et seq.; and

WHEREAS, California Government Code section 60201 authorizes the District Board, by Resolution, to adopt and comply with a record retention schedule that complies with guidelines provided by the California Secretary of State, pursuant to California Government Code section 12236; and specifies procedures and criteria for destruction of District records; and

WHEREAS, the District Board desires to adopt and implement a District-wide record retention policy pursuant to California Government Code section 12236, in order to provide a procedure for the review and transition of retained records to electronic storage to the maximum extent possible and to allow for the review and destruction of records that are not required to be retained or that do not have particular historical importance.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Sonoma County Fire District hereby adopts a District-wide record retention policy pursuant to California Government Code section 12236, for implementation during Fiscal Year 2021-2022 and maintenance as the District record retention policy until changed by future Board Resolution; and

BE IT FURTHER RESOLVED, that the Fire Chief is hereby authorized to take all actions necessary to implement this new District record retention policy, including, but not limited to, budgeting for and supervision of record review, scanning, and destruction; coordination with communities of consolidated entities for input on retaining records and documents of particular historical importance; and reporting to the Board quarterly on implementation progress.

Approved and adopted on June 15, 2021, at a regular meeting of the Board of Directors of the Sonoma County Fire District by the following votes:

Director Briare ____, Director Treanor ____, Director So ____, Director Hamann ____
Director Weaver ____, Director Klick ____, Director Tognozzi ____

President, Board of Directors

Ayes: _____
Noes: _____
Absent: _____

CERTIFICATION:

Clerk of the Board of Directors

Resolution No. 2021-10
June 15, 2021

A RESOLUTION OF THE GOVERNING BOARD OF THE SONOMA COUNTY FIRE DISTRICT, COUNTY OF SONOMA, STATE OF CALIFORNIA, DECLARING WEEDS AND RUBBISH UPON OR IN FRONT OF CERTAIN PROPERTIES WITHIN THE SONOMA COUNTY FIRE DISTRICT TO BE A PUBLIC NUISANCE; AND DIRECTING THE SONOMA COUNTY FIRE DISTRICT TO GIVE NOTICE THEREOF PURSUANT TO SECTION 14892 OF THE HEALTH AND SAFETY CODE

WHEREAS, it is the determination of the Board of Directors of the Sonoma County Fire District that certain weeds growing upon the streets and sidewalks and upon or in front of private property within the Sonoma County Fire District which bear seeds of a wingy or downy nature, and other weeds which have attained or will attain a full, natural growth in height in excess of four inches, and vines which are closer than twenty feet to any combustible building, fence or other combustible improvements whatsoever, are noxious and dangerous, and that the same constitute a public nuisance; and

WHEREAS, It is the further determination of the Board of Directors of the Sonoma County Fire District that rubbish consisting of all combustible or noncombustible waste, refuse and worthless or useless articles of property left, deposited or abandoned on those parcels within the Sonoma County Fire District in Exhibit "A" (attached) in such fashion and in such quantity as to be unhealthful, dangerous to persons, or so as to interfere with the abatement of weeds under this article, be and the same are hereby declared to constitute a public nuisance;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Sonoma County Fire District that such weeds and rubbish as herein above described now growing or situated upon the streets or sidewalks or upon or in front of private property within the Sonoma County Fire District and identified in Exhibit "A" (attached) constitute and are hereby declared to be a public nuisance; and

BE IT FURTHER RESOLVED that the Sonoma County Fire District is hereby authorized to give notice directing the abatement of such nuisances in accordance with the provisions of Section 14892 of the Health and Safety Code, which notice shall contain the time and place for hearing objections as herein set forth.

THE FOREGOING RESOLUTION was introduced by Director _____, who moved its adoption, seconded by Director _____, and adopted by the following vote:

Director Briare _____, Director Treanor _____, Director So _____, Director Hamann _____
Director Weaver _____, Director Klick _____, Director Tognozzi _____

WHEREUPON, the President declared the foregoing resolution adopted, and

SO ORDERED.

ATTEST:

Kathy Washington
Secretary of the Board

Parcel Number	Site Address	Street	City
181 020 018	1632	Manzanita Ave	Santa Rosa
181 020 017	1632	Manzanita Ave	Santa Rosa
034 043 005	2390	San Miquel Ave	Santa Rosa
029 250 012	3453	Hidden Hills Dr.	Santa Rosa
039 200 013	1020	WIKIUP DR	Santa Rosa
039 200 014	1058	WIKIUP DR	Santa Rosa
067 050 025	5770	Heights Rd	Santa Rosa
067 050 024	6051	Heights Rd	Santa Rosa
067 040 028	5333	Crystal Dr	Santa Rosa
049 101 053	0	Pressley Rd	Santa Rosa
049 101 057	4470	Pressley Rd	Santa Rosa
049 091 014	4455	Sonoma Mtn Rd	Santa Rosa
072 040 077	14935	Old Cazadero Rd	Guerneville
039 012 061		Carriage Ln	Santa Rosa
072 031 084	15533	Monte Rosa Ave.	Guerneville
072 340 032	15533	Monte Rosa Ave.	Guerneville
130 331 010	5353	Oak Meadow Dr.	Santa Rosa
058 300070	170	PACIFIC HEIGHTS DR	Santa Rosa
058 310 022	623	Jean Marie Dr	Santa Rosa
058 310 030	575	Jean Marie Dr	Santa Rosa
082 202 054	10049	Old River Rd	Forestville
058 310 022	623	Jean Marie Dr	Santa Rosa
130 520 001	4890	Hall Rd	Santa Rosa
045-290-093	171	Connely	Santa Rosa
044-220-008	4405	Petaluma Hill Rd	Santa Rosa
058 132 002	4927	Deerwood Dr	Santa Rosa
071 310 032	15959	Birkhoffer rd	Guerneville
071 310 033	15965	Birkhoffer rd	Guerneville
071 310 009	15950	Birkhoffer rd	Guerneville
071 310 008	15956	Birkhoffer rd	Guerneville
071 310 021	15960	Birkhoffer rd	Guerneville
071 310 006	15964	Birkhoffer rd	Guerneville
071 310 007	0	Birkhoffer rd	Guerneville
069 220 014	16020	Brookdale	Guerneville
069 220 046	16126	Brookdale	Guerneville
049 270 003	3805	Valley View Dr	Santa Rosa
059 080 007	4032	Cervantes Rd	Santa Rosa
029 233 002	4187	Bayberry Dr	Santa Rosa
029 290 001	2715	Riebli Rd	Santa Rosa
029 231 003	2120	Riebli Rd	Santa Rosa
164 150 040	1185	Kittyhawk blvd	Windsor
039 390 019	5243	Faught Rd	Santa Rosa
163 171 037	270	Windsor River Rd	Windsor

163 171 037	60	Shiloh Rd	Windsor
163 171 037	6011	Shiloh Rd	Windsor
039 100 008	631	Vista Grande Pl	Santa Rosa
066 170 033	8703	Bell Rd	Windsor
164 010 020	8820	Larsen Way	Windsor
164 020 008	8711	Bell Rd	Windsor
066 170 013	8777	Bell Rd	Windsor
164 020 005	8716	Bell Rd	Windsor
162 240 072	535	Buckeye	Windsor
049 240 017	4018	Bennett Valley Rd	Santa Rosa
058 253 015	4520	Old Redwood Hwy	Santa Rosa
058 221 012	205	Dover North Ct	Santa Rosa
057 021 003	3658	Piner Rd	Santa Rosa
163 171 039	295	Shiloh Rd	Windsor
045 162 022	469	Horn Ave	Santa Rosa
180 090 007	0	Chanate Rd	Santa Rosa
034 091 027	2568	Piner Rd	Santa Rosa
029 080 002	4237	Wallace rd	Santa Rosa
180 090 006	3324	Chanate Rd	Santa Rosa
134 132 017	3454	Santa Rosa Ave	Santa Rosa
067 150 027	5112	Wilshire Dr	Santa Rosa
067 150 026	5030	Wilshire Dr	Santa Rosa
036 111 010	1696	Lance Dr	Santa Rosa
086 150 033	855	Dragonly Ln	Healdsburg
086 150 032	883	Dragonfly Ln	Healdsburg
161 040 040	10821	Rio Ruso	Windsor
161 040 041	10817	Rio Ruso	Windsor
163 200 005	212	Merner Dr	Windsor
030 141 016	965	Los Alamos Rd	Santa Rosa
030 141 032	965	Los Alamos Rd	Santa Rosa
130 332 003	5350	Oak Meadow Dr	Santa Rosa
130 331 010	5353	Oak Meadow Dr	Santa Rosa
057 040 091	2487	Olivet Rd	Santa Rosa
049 240 026	3981	Jansen Lane	Santa Rosa
071 021 003	14821	Northern Ave	Guernevile
055 191 004	2625	Bennett Ridge Rd	Santa Rosa
055 150 003	7329	Bennett Valley Rd	Santa Rosa
055 160 007	2952	Bardy Rd	Santa Rosa
180 090 016	0	Sycamore Ave	Santa Rosa
031 030 065	258	Somerville rd.	Santa Rosa
072 270 007	18424	Old Monte Rio Rd	Guernevile
058 222 005	120	S Dover Ct	Santa Rosa
029 080 051	4212	Wallace Rd	Santa Rosa
029 080 057	422	Royal Meadows Ct.	Santa Rosa

044 240 006	4200	Petaluma Hill rd	Santa Rosa
049 290 012	4326	Panorama Dr	Santa Rosa
058 401 013	4863	Old Redwood Hwy	Santa Rosa
071 191 036	16620	Guernewood Rd	Guerneville
163 172 018	60	Shiloh Rd	Santa Rosa



Sonoma County Fire District Board of Directors
Staff Report

Date: June 15, 2021

Topic: Resolution 2021-11; Adoption of preliminary budget for fiscal year 2021/2022.

Recommendation:

Approve Resolution 2021-11 Adopting the preliminary budget for fiscal year 2021/2022.
Set the date for the adoption of the Final Budget as August 31, 2021.

Financial Impact:

The Preliminary Budget is balanced and includes \$21,328,573 in Revenue; \$21,646,073 in Expenditures; and the use of \$317,500 of fund balances for capital building improvements.

Background:

Staff has prepared a preliminary budget for fiscal year 2021/2022. Highlights of the proposed preliminary budget include:

Service Delivery Enhancements for our Communities:

- Enhances EMS services for the Forestville community:
 - 3-person staffing provides Advanced Life Support (“ALS”) level Engine
- Enhances EMS services for in the Larkfield community:
 - Provides for ALS level Engine
- Continues the previously enhanced EMS services in the Guerneville community
 - 3-person staffing provides ALS level Engine
 - Paramedic staffed ambulance
- Maintains 3 person staffing at Station 1 (Windsor-East), Station 3 (Windsor-West), Station 4 (Todd Rd), and Station 8 (Bennett Valley)
- Augments the District’s utilization of the Explorer, Volunteer and Apprentice Firefighter Programs to provide additional response capabilities
- Enhances community risk reduction programs
- Includes Fire Inspectors performing proactive inspection services
- Continues weed abatement contract positions performing proactive defensible space education and complaint resolution services



**Sonoma County Fire District Board of Directors
Staff Report**

Service Delivery Enhancements for our Members:

- Implements and enriches a comprehensive employee health and wellness initiative
 - Annual NFPA compliant physical health exams
 - Behavioral health training and support services

District Infrastructure Improvements:

- Fulfills the planned organizational chart positions
- Incorporates the annexation of Forestville Fire Protection District
- Completes the Station 6 upgrade project

Fiscal Sustainability

- Utilizes conservative approaches to allow the District to position for economic unknowns
- Aligns ongoing expenses with ongoing revenue
- Invests in the Districts critical infrastructure- Staffing, Apparatus and Facilities
- Strategic, targeted use of the District's reserves
- Leverages available grant funding
- Maximizes partnerships with our non-profit partner organizations
- Addresses the most critical facility improvements
- Invests in the wellness of the District's employees

Attachments:

1. Resolution 2021-11, Adopting the FY 2021/2022 Preliminary Budget
2. Proposed preliminary budget fiscal year 2021/2022 Summary
3. Proposed preliminary budget fiscal year 2021/2022 Detail

Resolution No: 2021-11
Dated: June 15, 2021

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SONOMA COUNTY FIRE DISTRICT OF THE COUNTY OF SONOMA, STATE OF CALIFORNIA, ADOPTING THE FY 2021/2022 PRELIMINARY BUDGET FOR THE GENERAL FUND

WHEREAS, the Board of Directors of the Sonoma County Fire District has reviewed the preliminary budget for the General Fund for the 2021/2022 fiscal year;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Sonoma County Fire District does adopt a preliminary budget for the General Fund for the 2021/2022 fiscal year in the amount of \$21,646,073. The final budget adoption is set for August 31, 2021.

The above and foregoing resolution was introduced by Director _____, who moved its adoption; seconded by Director _____; and adopted by the following vote:

President Klick _____, Vice President Tognozzi _____; Director Briare _____
Director Hamann _____; Director So _____; Director Treanor _____
Director Weaver _____

AYES: _____ NOES: _____ ABSENT/NOT VOTING: _____

WHEREUPON, the President declared the foregoing resolution adopted and **SO ORDERED**.

Attested:

Signature: _____
Kathy Washington Secretary of the Board



Sonoma County Fire District
Fiscal Year 2021-2022 Preliminary Budget
For the Period of July 1, 2021 to June 30, 2022

10 - Taxes	
1000 - Property Taxes - CY Secured	\$10,048,862
1001 - CY Direct Taxes - Special Tax	\$6,560,023
1008 - RDA Increment	-\$763,394
1011 - SB2557 Property Tax Administration	-\$106,000
1014 - AB 1290 RDA Pass-throughs	\$210,322
1017 - Residual Property Tax - RPTTF	\$533,192
1020 - Property Tax - CY Supplemental	\$106,000
1040 - Property Tax - CY Unsecured	\$422,130
1061 - PY Special Tax	\$22,000
Total 10 - Taxes	\$17,033,135
17 - Use of Money/Property	
1700 - Interest on Pooled Cash	\$7,500
1800 - Rents and Concessions	\$48,827
Total 17 - Use of Money/Property	\$56,327
20 - Intergovernmental Revenues	
2440 - ST- HOPTR	\$97,800
2495 - Sonoma County Abatement Program Grant	\$92,000
2500 - SAFER Grant Funding	\$36,166
2600 - County Tax Exchange Agreement	\$1,894,795
2700 - Town of Windsor	\$10,833
Total 20 - Intergovernmental Revenues	\$2,131,594
30 - Charges for Services	
3145 - Plans & Inspection Services	\$50,000
3661 - Fire Control Services	\$10,000
3670 - Ambulance Billings	\$950,000
Total 30 - Charges for Services	\$1,010,000
40 - Miscellaneous Revenues	
4040 - Misc. Revenue	\$38,600
4041 - Graton Rancheria	\$898,917
4103 - Work Comp Reimbursement	\$75,000
4159 - Lytton Tribal Funds	\$85,000
Total 40 - Miscellaneous Revenues	\$1,097,517
Total Revenue	\$21,328,573
Transfer in from Sonoma County Fire District's Reserve (Fund Balance)	\$317,500
Total Revenue and Transfers	\$21,646,073

50 - Salaries/Employment Benefits

5906 - Volunteer Firefighter Stipends/Pay	\$30,000
5907 - Apprentice Firefighter Stipends	\$60,000
5910 - Permanent Positions	\$10,103,499
5911 - Part Time Employees	\$0
5912 - Overtime	\$1,800,000
5913 - On-Call Stipends	\$109,500
5923 - PERS - District Expense	\$2,835,070
5924 - Medicare/FICA	\$141,044
5929 - Retiree Health Ins/Benefits	\$159,864
5930 - Health Insurance	\$1,686,516
5931- Disability Insurance	\$29,040
5932 - Dental Insurance	\$152,388
5933 - Life Insurance	\$6,072
5934 - Vision Insurance	\$12,509
5935 - Unemployment Insurance	\$20,951
5940 - Worker's Comp	\$853,078
5969 - Deferred Comp	\$50,400
5971 - PTO Payout	\$0
5972 - Medical Stipend	\$27,816
5999 - Planned Salary Savings	-\$52,871
Total 50 - Salaries/Employment Benefits	\$18,024,876

60 - Services/Supplies

6021 - Uniform Expense	\$80,000
6022 - Safety Clothing	\$141,110
6040 - Communications	\$99,000
6060 - Food	\$10,000
6084 - Janitorial Supplies	\$25,000
6100 - Insurance	\$177,233
6140 - Maintenance-Equip & Apparatus	\$327,500
6154 - Maintenance-Equip.-Hose Replace	\$32,300
6180 - Maintenance Buildings	\$57,950
6261 - Medical Supplies	\$284,300
6280 - Memberships	\$24,400
6300 - Prevention Materials	\$19,847
6400 - Office Expense	\$17,000
6410 - Postage	\$2,500
6457 - Computer Charges	\$208,192
6461 - Employee Wellness Programs	\$94,125
6462 - Furniture	\$22,500
6463 - Resource Materials	\$58,000

60 - Services/Supplies (Continued)

6500 - Professional/Special Services	\$164,200
6501 - Weed Abatement Program Contract	\$92,000
6587 - LAFCO	\$33,000
6610 - Legal Services	\$108,000
6630 - Audit/Accounting Services	\$16,000
6633 - Payroll Expense	\$15,000
6634 - Bank Service Charges	\$3,500
6666 - Ambulance Charges	\$50,000
6800 - Public/Legal Notices	\$1,000
6820 - Rents/Leases - Equipment	\$45,500
6880 - Small Tools/Instruments	\$41,800
6881 - Safety Equipment	\$57,500
7120 - Training-in-service	\$224,604
7150 - Employee Recognition	\$5,000
7201 - Gas/Oil	\$100,000
7320 - Utilities	\$175,000

Total 60 - Services/Supplies **\$2,813,061**

75 - Long Term Debt

7910 - L.T. Debt - Principal	\$294,363
7930 - Interest L.T. Debt	\$46,273

Total 75 - Long Term Debt **\$340,636**

85 - Capital Expenditures

8510 - Buildings/Improvements	\$317,500
8570 - CERBT Contributions	\$150,000

Total 85 - Capital Expenditures **\$467,500**

Total Expenditures **\$21,646,073**

SONOMA COUNTY FIRE DISTRICT REVENUE - FISCAL YEAR 2021/22

Account Code	Line Item	Description	Sub Total	Total
1000	<u>Property Taxes - Current Year Secured</u>			\$10,048,862
	A	20-21 FY Property Taxes SCFD plus an estimated 4% Growth	8,736,078	
	B	Estimated Property Taxes from new Forestville Area plus 2% Growth	1,420,960	
	C	Anticipated Property Tax loss due to Glass Fire	(108,176)	
1001	<u>Current Year Direct Taxes - Special Tax</u>			\$6,560,023
	A	Special Tax Assessments (SCFD)	5,899,807	
	B	Special Taxes from the former Forestville Area	660,216	
1008	<u>RDA Increment</u>			(\$763,394)
	A		(\$763,394)	
1011	<u>SB2557 Property Tax Administration</u>			(\$106,000)
	A	Administration Fee Charged by the Tax Collector's Office	(106,000)	
1014	<u>AB 1290 RDA Pass-throughs</u>			\$210,322
	A		210,322	
1017	<u>Residual Property Tax - RPTIF</u>			\$533,192
	A		533,192	
1020	<u>Property Tax - Current Year Supplemental</u>			\$106,000
	A	When property changes ownership or new construction occurs, the property is reassessed. If the property has been reassessed at a higher value, the owner will receive one or more supplemental tax bills in addition to the annual tax bill. The District receives its portion of the re-assessment.	106,000	
1040	<u>Property Tax - Current Year Unsecured</u>			\$422,130
	A	Types of tax bill on the unsecured roll are: business equipment and leasehold improvements, aircraft and vessels (including fishing vessels, cabins on leased or publicly owned property, leased business equipment.	422,130	
1061	<u>Prior Year Special Tax</u>			\$22,000
	A	Special Taxes Paid That Were Assessed in a Prior Tax Year	22,000	
Total Tax Revenue				\$17,033,135

DRAFT PRELIMINARY BUDGET

3145	<u>Plans & Inspection Services</u>				\$50,000
	A	Fire Prevention Fees		50,000	
3661	<u>Fire Control Services</u>				\$10,000
	A	For Services Provided to IRP Areas		10,000	
3670	<u>Ambulance Billings</u>				\$950,000
	A	Collections on ambulance services provided		950,000	
		Total Charges for Services			\$1,010,000
4040	<u>Misc. Revenue</u>				\$38,600
	A	Miscellaneous Donations/Reimbursements and Rebates from the Calcard Program		32,600	
	B	Address Sign Program Revenue		6,000	
	C	Reimbursement from Airport for Training			
4041	<u>Graton Rancheria</u>				\$898,917
	A	Year two of the five year distribution agreement adopted by the Board of Supervisors on 7-14-2020		898,917	
4103	<u>Work Comp Reimbursement</u>				\$75,000
	A	Reimbursements of Workers Compensation Insurance for injured employees		75,000	
4159	<u>Lytton Tribal Funds</u>				\$85,000
	A	Base Annual Contract		50,000	
	B	Additional Installment Due 1/1/22		35,000	
		Total Miscellaneous Revenues			\$1,097,517
		Total Revenue			\$21,328,573
		Transfer in from Sonoma County Fire District's Reserve (Fund Balance)			\$317,500
		Total Revenue and Transfers			\$21,646,073

SONOMA COUNTY FIRE DISTRICT EXPENDITURES - FISCAL YEAR 2021/22

Account Code	Line Item	Description	Sub Total	Total
5906	<u>Volunteer Firefighter Stipends/Pay</u>		\$ 30,000	\$ 30,000
	A	Incident Response and Training Stipend		
5907	<u>Apprentice Firefighter Stipends</u>		\$ 60,000	\$ 60,000
	A	Apprentice Shift Stipend 10AFFF (Avg. 3 per day)		
5910	<u>Permanent Positions</u>		\$ 9,727,153	\$ 10,103,499
	A	Salaries for Permanent Positions		
	B	Holiday Pay	\$ 376,346	
5911	<u>Part Time Employees</u>		\$ -	\$ -
	A	Part Time Positions Eliminated		
5912	<u>Overtime</u>		\$ 1,800,000	\$ 1,800,000
	A	Overtime		
5913	<u>On-Call Stipends</u>		\$ 54,750	\$ 109,500
	B	Prevention 365 days @ \$150/per Duty 365 days @		
5923	<u>Public Employees Retirement System (PERS)-District Expense</u>		\$ 1,738,507	\$ 2,835,070
	A	PERS Contributions for Employees		
	B	PERS UAL Payments	\$ 1,096,563	
5924	<u>Medicare/FICA</u>		\$ 141,044	\$ 141,044
	A	Medicare/Fica Tax		
5929	<u>Retiree Health Ins/Benefits</u>		\$ 159,864	\$ 159,864
	A	Benefit Costs for Retirees		
5930	<u>Health Insurance</u>		\$ 1,686,516	\$ 1,686,516
	A	Health Insurance for Employees		
5931	<u>Disability Insurance</u>		\$ 29,040	\$ 29,040
	A	Disability Insurance for Employees		

SONOMA COUNTY FIRE DISTRICT EXPENDITURES - FISCAL YEAR 2021/22

Account Code	Line Item	Description	Sub Total	Total
5932	<u>Dental Insurance</u>		\$	152,388
	A	Dental Insurance for Employees	\$ 152,388	
5933	<u>Life Insurance</u>		\$	6,072
	A	Life Insurance for Employees	\$ 6,072	
5934	<u>Vision Insurance</u>		\$	12,509
	A	Vision Insurance for Employees	\$ 12,509	
5935	<u>Unemployment Insurance</u>		\$	20,951
	A	Unemployment for Employees	\$ 20,951	
5940	<u>Worker's Comp</u>		\$	853,078
	A		\$ 853,078	
5969	<u>Deferred Comp</u>		\$	50,400
	A		\$ 50,400	
5971	<u>PTO Payout</u>		\$	-
	A		\$ -	
5972	<u>Medical Stipend</u>		\$	27,816
	A		\$ 27,816	
5999	<u>Planned Salary Savings</u>		\$	(52,871)
		EMS Chief- 3 Mo (52871)	\$ (52,871)	
Total Salaries and Employee Benefits			\$	18,024,876

SONOMA COUNTY FIRE DISTRICT EXPENDITURES - FISCAL YEAR 2021/22

Account Code	Line Item	Description	Sub Total	Total
6015	A	<u>Annexation Related Expense</u>	\$ -	\$ -
		Continued Annexation Planning		
6021		<u>Uniform Expense</u>	\$ -	\$ 80,000
	A	Uniform Pants	\$ 16,000	
	B	Class B	\$ 16,000	
	C	Replacement Shirts	\$ 5,000	
	D	Boots	\$ 15,000	
	E	Hats/Belts/PT Wear	\$ 3,000	
	F	Class A	\$ 15,000	
G	Jackets	\$ 10,000		
6022		<u>Safety Clothing</u>	\$ -	\$ 141,110
	A	Structural Safety Clothing	\$ 74,650	
	B	Wildland Safety Clothing	\$ 54,175	
	C	PPE Inspection & Repairs	\$ 7,060	
	D	Rain Jackets	\$ 4,725	
	E	Fire Prevention Div. Turnouts	\$ 500	
6040		<u>Communications</u>	\$ -	\$ 99,000
	A	20 King Portables	\$ 40,000	
	B	Headset System for 5181	\$ 10,000	
	C	Mobile Radios	\$ 30,000	
	D	Pager and Radio Repair	\$ 13,000	
E	Pagers (for Volunteers)	\$ 6,000		
6060		<u>Food</u>	\$ -	\$ 10,000
6084	A	Food for meetings and Emergency Incidents	\$ 10,000	\$ 10,000
		<u>Janitorial Supplies</u>	\$ -	\$ 25,000
6100	A	Janitorial supplies for stations	\$ 25,000	\$ 25,000
		<u>Insurance</u>	\$ -	\$ 177,233
	A	Insurance projected at 77% increase	\$ 177,233	\$ 177,233

SONOMA COUNTY FIRE DISTRICT EXPENDITURES - FISCAL YEAR 2021/22

Account Code	Line Item	Description	Sub Total	Total
6140	Maintenance-Equip. & Apparatus			\$ 327,500
	A	Maintenance on Apparatus	\$ 290,000	
	B	Tower Light Replacement for 7532	\$ 16,000	
	C	Compressor Annual Testing and Service	\$ 5,500	
	D	Annual Pump Testing	\$ 9,000	
	E	LED Grill Lights - Chief Pickups	\$ 2,000	
	F	Apparatus washing and waxing supplies	\$ 5,000	
				\$ 32,300
6154	Maintenance-Equip.-Hose Replace			\$ 32,300
	A	8-Structure Nozzles 1 per T1 Eng.	\$ 6,400	
	B	40- 50' lengths of 1.75" DJ hose	\$ 7,500	
	C	2- 6"NH-4" storz TFT Intake valves	\$ 3,000	
	D	Misc. Nozzle repair kits	\$ 2,500	
	E	Misc. hose coupler supplies	\$ 1,000	
	F	10-100' 4" Storz Supply hose	\$ 6,500	
G	24- 50' 2.5" DJ hose	\$ 5,400		
				\$ 57,950
6180	Maintenance Buildings			\$ 57,950
	A	Baseline maintenance	\$ 25,000	
	B	Annual Service for 9 Generators	\$ 2,700	
	C	Landscape	\$ 18,000	
	D	Washer and Dryer Replacement - St 5	\$ 2,150	
	E	Replacement Ice Machine - Station 4	\$ 3,400	
	F	Service on Water and Septic Systems at Stations 6 & 8	\$ 2,500	
	G	Disposal of expired foam- Station 2 & Rio Nido	\$ 1,200	
H	Station 2 Flooring Project	\$ 3,000		

SONOMA COUNTY FIRE DISTRICT EXPENDITURES - FISCAL YEAR 2021/22

Account Code	Line Item	Description	Sub Total	Total	
6261	<u>Medical Supplies</u>			\$	284,300
	A	All BLS Medical Supplies	\$ 50,000		
	B	Backstock for ALS stations	\$ 7,500		
	C	ALS supplies ordered weekly	\$ 70,000		
	D	Power COR W/ 5YR SVC Plan	\$ 29,000		
	E	Zoll monitor for M577	\$ 32,000		
	F	Additional items for 577 - MDC	\$ 6,700		
	G	Zoll Maint SVC X9 MON X 5 YRS	\$ 64,600		
	H	LIFEPAK X 3 @ \$5,000 EA	\$ 15,000		
	I	LIFEPAK 1000 SVC CONTRACT	\$ 9,500		
6280	<u>Memberships</u>			\$	24,400
	A	Fire Prevention Memberships- NFPA. ICC. FPO/ITF	\$ 2,000		
	B	Explorer Program Charter Fee	\$ 1,000		
	C	CSFA Memberships	\$ 14,000		
	D	Annual Memberships Baseline	\$ 7,400		
6300	<u>Prevention Materials</u>			\$	19,847
	A	Prevention Marketing Materials	\$ 12,000		
	B	Prevention Tools (Gas Detector, Camera, Tools)	\$ 3,500		
	C	Address Sign Program - 300 Signs	\$ 4,347		
6400	<u>Office Expense</u>			\$	17,000
	A	Office Supplies	\$ 17,000		
6410	<u>Postage</u>			\$	2,500
	A	Postage for Prevention Letters/Postcards	\$ 1,000		
	B	General Postage	\$ 1,500		

SONOMA COUNTY FIRE DISTRICT EXPENDITURES - FISCAL YEAR 2021/22

Account Code	Line Item	Description	Sub Total	Total	
6457	Computer Charges				
	A	2 I Pad Pros -3D Capable for Prevention Inspections/Investigations	\$ 3,200	\$ 208,192	
	B	Avenza Pro for Ipad - offline mobile maps for wildland incidents	\$ 1,700		
	C	Software & Hardware	\$ 111,146		
	D	Tablet Command	\$ 43,946		
	E	Computer Replacements(5)	\$ 7,000		
	F	Crewsense	\$ 1,200		
G	ESO - including new Asset Module- Cancel Zendesk	\$ 40,000			
6461	Employee Wellness Programs			\$ 94,125	
	A	Health and Wellness Program (Physicals, fitness, peer training)	\$ 75,000		
	B	Safety Program	\$ 5,000		
	C	Exercise Equipment (workout mats, Treadmill @ 2, Stair climber @ 1 & 9, Barbells, Hex bar, wallballs, workout box, and bench)	\$ 14,125		
6462	Furniture			\$ 22,500	
	A	Replacement Furniture and Appliances (as needed)	\$ 20,000		
	B	Chest Bed for BC Dorm	\$ 2,500		
6463	Resource Materials			\$ 58,000	
	A	Fire Prevention Resource Books, Software, Manuals	\$ 2,000		
	B	Nixel Alerting System	\$ 33,000		
	C	Actuarial Reporting, Assessor Parcel Lists, Newspaper	\$ 23,000		

SONOMA COUNTY FIRE DISTRICT EXPENDITURES - FISCAL YEAR 2021/22

Account Code	Line Item	Description	Sub Total	Total
6500	Professional/Special Services			\$ 164,200
	A	Plan Review Services Contract	\$ 10,000	
	B	Strategic Communications Consultant	\$ 15,000	
	C	EMS Billing Consultant	\$ 10,000	
	D	John Lantz	\$ 20,000	
	E	Website Development	\$ 3,600	
	F	Janitorial Services - Station 1	\$ 20,000	
	G	Hose and Ladder Testing	\$ 20,000	
	H	City of Sebastopol	\$ 5,000	
	I	Medical Director	\$ 30,000	
	J	Background, Psych Exams & Physicals- New hires (9)	\$ 16,200	
	K	SkyApp Programming- Phase 2	\$ 11,400	
	L	Record Retention Project Shredding	\$ 3,000	
6501	Weed Abatement Program Contract			\$ 92,000
	A	Contractors to provide Weed Abatement Services- (Offset by Grant Revenue)	\$ 92,000	
6587	LAFCO			\$ 33,000
	A	LAFCO Fees	\$ 33,000	
6610	Legal Services			\$ 108,000
	A	Legal Services	\$ 108,000	
6630	Audit/Accounting Services			\$ 16,000
	A	Annual Audit required on 2 agencies	\$ 16,000	
6633	Payroll Expense			\$ 15,000
	A	Payroll Expenses	\$ 15,000	
6634	Bank Service Charges			\$ 3,500
	A		\$ 3,500	

SONOMA COUNTY FIRE DISTRICT EXPENDITURES - FISCAL YEAR 2021/22

Account Code	Line Item	Description	Sub Total	Total
6666	<u>Ambulance Charges</u>		\$ 50,000	\$ 50,000
6800	<u>Public/Legal Notices</u>		\$ 1,000	\$ 1,000
6820	<u>Rents/Leases - Equipment</u>		\$ 45,500	\$ 45,500
	A	Copier rentals	\$ 7,200	
	B	Misc. Equipment Rentals	\$ 3,800	
	C	Epson Plotter	\$ 2,100	
	D	Station 5 Rental \$2700 x 12	\$ 32,400	
6880	<u>Small Tools/Instruments</u>		\$ 41,800	\$ 41,800
	A	Baseline Small Tools (Maintenance, replacements)	\$ 15,000	
	B	Core Pump Replacement	\$ 12,500	
	C	Lawn Mower	\$ 500	
	D	Chainsaws and Chain	\$ 1,800	
	E	Smoke Blower	\$ 1,500	
	F	Annual Service on Holmatro Tools	\$ 10,500	
6881	<u>Safety Equipment</u>		\$ 57,500	\$ 57,500
	A	Rope Rescue Program	\$ 22,000	
	B	Water Rescue Program	\$ 28,000	
	D	SCBA Maintenance Tool Kit	\$ 5,500	
	E	Calibration of Flow and Fit Testers	\$ 2,000	

SONOMA COUNTY FIRE DISTRICT EXPENDITURES - FISCAL YEAR 2021/22

Account Code	Line Item	Description	Sub Total	Total
7120	<u>Training-in-service</u>			\$ 224,604
	A	Fire Prevention Division Training	\$ 3,400	
	B	EMT Recert Fees 62 @ \$117	\$ 7,254	
	C	Medic Recert Fees 18 @ \$250	\$ 4,500	
	D	CPR Recert Fees 146 @ \$25	\$ 3,650	
	E	Medic Ongoing Training 18 @ \$1000	\$ 18,000	
	F	EFO Symposium (7)	\$ 9,000	
	G	FDAC Conference (10)	\$ 12,000	
	H	Calchiefs Conference (8)	\$ 10,000	
	I	LCW Annual Conference (4)	\$ 6,000	
	J	Special Operations Training (LARRO, Confined Space, Boat Rescue Tech, RSI, RSII, Truck Academy)	\$ 55,000	
	K	SCY Airport Operation Training	\$ 14,500	
	L	Recruit Academy	\$ 15,000	
	M	Explorers	\$ 1,700	
	N	Volunteer training	\$ 7,500	
	O	Santa Rosa FD training facility fee	\$ 6,500	
	P	Annual training per member	\$ 28,200	
	Q	BC mentorship program- NEW	\$ 2,500	
	R	Target Solutions	\$ 12,800	
	S	IFSTA/Fire/Leadership books/props	\$ 7,100	
7150	<u>Employee Recognition</u>		\$ 5,000	
	A		\$ 5,000	
7201	<u>Gas/Oil</u>		\$ 100,000	
	A		\$ 100,000	
7320	<u>Utilities</u>		\$ 175,000	
	A		\$ 175,000	
Total Services and Supplies			\$	2,813,061



**Sonoma County Fire District
Board of Directors
Staff Report**

Date: 06/15/21

Topic: RESOLUTION 2021-12: A RESOLUTION OF THE SONOMA COUNTY FIRE DISTRICT ADOPTING THE WAGES AND BENEFITS DESCRIBED IN THE MEMORANDUM OF UNDERSTANDING BETWEEN THE SONOMA COUNTY FIRE DISTRICT AND THE SONOMA COUNTY PROFESSIONAL FIREFIGHTERS' ASSOCIATION, IAFF LOCAL 1401.

Recommendation:

Approve Resolution 2021-12.

Financial Impact:

The total cost of the proposed contract is \$959,278.09. This amount is reflected in the draft preliminary fiscal year 2021/2022 budget.

Background:

The District participates in collective bargaining with IAFF Local 1401, Sonoma County Professional Firefighters, to establish wages, benefits, and working conditions which form a Memorandum of Understanding ("MOU"). The current MOU with L1401 will expire on June 30, 2021.

District leadership has held several collective bargaining meetings with representatives of L1401 which have resulted in a tentative agreement between the two parties for a new MOU to be in effect from July 1, 2021 to June 30, 2023. The tentative MOU has been ratified by a vote of the L1401, Sonoma County Professional Firefighters, membership.

MOU highlights:

- Two-year agreement
- Base pay raises in each year of the contract
 - July 1, 2021 2%
 - January 1, 2022 3%
 - July 1, 2022 2%
 - January 1, 2023 3%
- Staffing level change
 - Eliminates three "over hire" Firefighter positions that results in minimum staffing across each of the three shifts
- Redefined uniform allowance/replacement
- Redefined training allocations
-

Attachments:

1. Draft MOU between the Sonoma County Fire District and the Sonoma County

Professional Firefighters, IAFF Local 1401.

MEMORANDUM OF UNDERSTANDING

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

July 1, 2021 through June 30, 2023

This Memorandum of Understanding is made and entered into as of this 15th day of June 2021 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:

- | | | |
|--------------------------|---------------------------|----------------|
| 1. CAPTAIN | 2. ENGINEER | 3. FIREFIGHTER |
| 4. FIREFIGHTER/PARAMEDIC | 5. ADMINISTRATIVE CAPTAIN | |

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 matter within the scope of representation under the Meyers-Milias-Brown Act.

SECTION 2 OBJECTIVES

- 2.1 The purposes of the Memorandum of Understanding is 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, 2021 to June 30, 2023.

SECTION 3 WAGES & HOURS

3.1 Salaries

Effective July 1, 2021 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, 2021 a base pay raise of 2%; January 1, 2022 a base pay raise of 3%; July 1, 2022 a base pay raise of 2%; January 1, 2023 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 usage shall not reduce an employee's entitlement to this additional compensation.
- 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 half times the regular rate of pay per pay period. Hours worked in excess of 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 in alinement of 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 located 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 his/her hourly rate of pay for each hour worked in a higher classification. This pay category is noted as premium pay.

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 as 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 or Duty Chief on their routine time off, shall receive a daily stipend of \$125. Any hours worked, if deployed, shall be compensated at their OT rate for the hours worked and shall be paid "portal to portal"; with a 2-hour pay out 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 with other qualified 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.

4.4 Station Bids

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

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

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 caring. A domestic partnership is formed when persons file a Declaration of Domestic Partnership with 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 or 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. 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 and the Association agree to meet and confer over the course of the MOU regarding potential retirement healthcare funding.

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.

5.5 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 twelve (12) 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 forty-four (144) 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 |
| 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 twelve (12) 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 on the basis of 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 boot. 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 must be used in a whole twenty-four (24) block.

40-hour employees shall receive 1 (one) work day 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, step parents, 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, step parents, 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. The accrual rate shall increase to twenty-four (24) hours per month beginning with the sixteenth (16th) year 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. The accrual rate shall increase to sixteen (16) hours per month beginning with the sixteenth (16th) year 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 to the District's Administrative Office satisfactory proof or orders to report for duty and of actual service pursuant to such orders. Represented members with less than one (1) year of District service shall take military leave without compensation from the District as provided in the Military and Veterans Code.

5.7.4 Leave-of-Absence Without Pay

Under exceptional circumstances, the 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 for employees on a 56-hour work week

<u>Years of Service</u>	<u>Hours Accrued per Month</u>
0 – 5 Years	12
6 – 9 Years	18
10 – 15 Years	22
16 or more years	26

New hire probationary personnel shall have first vacation credited after completion of first six (6) months worked.

Vacation is accrued on a pro-rate basis on the first date of each month.

Any member who accrued a higher hourly amount of vacation at the time of the original annexation will maintain that accrual amount until the member progresses to the next vacation accrual step.

Vacation Accrual for employees on a 40-hour work week

<u>Years of Service</u>	<u>Hours Accrued per Month</u>
0 – 5 Years	8
6 – 9 Years	10
10 – 15 Years	13
16 or more years	17

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 possess 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; Associates Degree; or

5.9.1.3 Thirty (30) units and/or 300 hours, and/or combination of units and hours of job-related education exclusive of Driver Operator 1, Fire Officer, Firefighter 1 and EMS. 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 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 schedule 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.

5.10 **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 completed full-time permanent service, employees will receive 3% additional pay per month of base pay as specified in Appendix A.

After twelve (12) years of completed full-time permanent service, 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 completed full-time permanent service, employees will receive 3% additional pay per month of base pay, (for a total of 9%) as specified in Appendix A.

5.11 **Personal Exposure Reporting**

The District shall reimburse the Association the amount of twelve dollars (\$12.00) per person, per year, towards the Personal Exposure Reporting System. The Association will invoice the District annual in January.

SECTION 6 QUALIFICATIONS & CERTIFICATIONS

6.1 **Driver's License**

All members will be required to possess DMV licensure (Class C with Firefighter Endorsement or greater), at all times during employment 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.

6.2 EMT Requirement

All members must possess and maintain a valid EMT certification at all times 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.

6.3 Paramedic License

Paramedics must possess and maintain a valid Paramedic certification/license and certified in the County of Sonoma at all times and as a condition of employment as a Firefighter/Paramedic. If the member fails to maintain certification/license, the member will be placed on unpaid leave (or allowed to use any accrued vacation time) until such time they can regain their Paramedic certification/license for a period not to exceed six (6) months. If the Paramedic/license 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.

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. And in a 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.

7.2 Continuity of Service

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

- In inducted, enlists, 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.

7.3 Layoff

In case of personnel reduction, the employee with the least seniority will be laid off first. If an eliminated position is reestablished 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 NFPA 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 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, 2023, 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, 2021 – 2% Increase

Classification	Step 1	Step 2	Step 3	Step 4
Firefighter/EMT	\$5,827.26	\$6,149.58	\$6,472.92	\$6,795.24
Firefighter/Medic	\$6,409.99	\$6,764.54	\$7,120.21	\$7,474.76
Engineer	\$6,968.64	\$7,261.38	\$7,559.22	\$7,868.28
Captain 56-hour	\$8,404.80	\$8,729.16	\$9,051.48	\$9,378.90
Captain 40-hour	\$8,568.00	\$8,898.94	\$9,227.74	\$9,560.82

January 1, 2022 – 3% Increase

Classification	Step 1	Step 2	Step 3	Step 4
Firefighter/EMT	\$6,002.08	\$6,334.07	\$6,667.11	\$6,999.10
Firefighter/Medic	\$6,602.29	\$6,967.47	\$7,333.82	\$7,699.01
Engineer	\$7,177.70	\$7,479.22	\$7,786.00	\$8,104.33
Captain 56-hour	\$8,656.94	\$8,991.03	\$9,323.02	\$9,660.27
Captain 40-hour	\$8,825.04	\$9,165.91	\$9,504.57	\$9,847.64

July 1, 2022 – 2% Increase

Classification	Step 1	Step 2	Step 3	Step 4
Firefighter/EMT	\$6,122.12	\$6,460.75	\$6,800.45	\$7,139.08
Firefighter/Medic	\$6,734.33	\$7,106.82	\$7,480.49	\$7,852.99
Engineer	\$7,321.25	\$7,628.81	\$7,941.72	\$8,266.41
Captain 56-hour	\$8,830.08	\$9,170.86	\$9,509.48	\$9,853.47
Captain 40-hour	\$9,001.54	\$9,349.23	\$9,694.66	\$10,044.59

January 1, 2023 – 3% Increase

Classification	Step 1	Step 2	Step 3	Step 4
Firefighter/EMT	\$6,305.78	\$6,654.57	\$7,004.46	\$7,353.25
Firefighter/Medic	\$6,936.36	\$7,320.03	\$7,704.91	\$8,088.58
Engineer	\$7,540.89	\$7,857.67	\$8,179.97	\$8,514.41
Captain 56-hour	\$9,094.99	\$9,445.98	\$9,794.77	\$10,149.08
Captain 40-hour	\$9,271.59	\$9,629.70	\$9,985.50	\$10,345.93

Sonoma County Fire District
Balance Sheet
As of May 31, 2021

	<u>May 31, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
105-Summit- Checking	37,221.58
107-Summit- Payroll	155,471.21
109-Summit- ICS	12,488,537.41
CA Emp Retiree Benefit Trust	3,359,146.15
SCFD-Ambulance	250,860.24
Total Checking/Savings	<u>16,291,236.59</u>
Total Current Assets	<u>16,291,236.59</u>
TOTAL ASSETS	<u><u>16,291,236.59</u></u>
LIABILITIES & EQUITY	
Equity	<u>16,291,236.59</u>
TOTAL LIABILITIES & EQUITY	<u><u>16,291,236.59</u></u>

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Accrual Basis

Russian River Fire Protection District
Balance Sheet
As of May 31, 2021

	<u>May 31, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
225 · Summit Ambulance	59,515.33
Total Checking/Savings	<u>59,515.33</u>
Total Current Assets	<u>59,515.33</u>
TOTAL ASSETS	<u><u>59,515.33</u></u>
LIABILITIES & EQUITY	0.00

Sonoma County Fire District
Budget vs. Actual
 July 2020 through May 2021

Accrual Basis

	Jul '20 - May 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
10 - Taxes				
1000 Property Taxes- CY Secur...	8,222,445.47	8,400,000.00	-177,554.53	97.9%
1001 CY Special Tax	5,846,073.30	5,675,000.00	171,073.30	103.0%
1008 RDA Increment	-868,137.61	-761,000.00	-107,137.61	114.1%
1011 Prop Tax Collection Fee	-84,276.51	-90,000.00	5,723.49	93.6%
1014 AB 1290 RDA Pass-Throu...	240,991.59	210,000.00	30,991.59	114.8%
1017- Residual Prop Tax	327,282.48	488,200.00	-160,917.52	67.0%
1020 Prop Taxes- CY Supp	80,265.95	84,000.00	-3,734.05	95.6%
1040 Prop Taxes- CY Unsecure	250,002.00	265,000.00	-14,998.00	94.3%
1060 Prop Taxes PY Secured	0.00			
1061 PY Special Tax	22,514.25	42,000.00	-19,485.75	53.6%
1080 Supp Prop Tax PY	44,252.72			
1100 Prop Taxes PY Unsecured	0.00			
Total 10 - Taxes	14,081,413.64	14,313,200.00	-231,786.36	98.4%
17- Use of Money/Property				
1700 Interest on Pooled Cash	9,084.38	5,000.00	4,084.38	181.7%
1800 Rents & Concessions	41,283.20	36,000.00	5,283.20	114.7%
Total 17- Use of Money/Property	50,367.58	41,000.00	9,367.58	122.8%
20- Intergovernmental Revenues				
2440 ST HOPTR	25,304.05	90,300.00	-64,995.95	28.0%
2441 State-Other	182.03	22,929.00	-22,746.97	0.8%
2495- County Abatement Progr...	10,650.00	103,000.00	-92,350.00	10.3%
2500 Grant Income	69,500.00	434,000.00	-364,500.00	16.0%
2600-County Tax Exchange	1,789,230.00	1,800,000.00	-10,770.00	99.4%
2700- Town of Windsor	0.00	160,000.00	-160,000.00	0.0%
2750 Federal Grant	0.00	59,400.00	-59,400.00	0.0%
2899 Refunds- County Upstaffing	6,508.44			
2900 Refunds- ST Wages	1,803,141.61			
2905 Refunds- ST Other	413,271.05			
2906 Refunds- ST Apparatus	475,522.52			
Total 20- Intergovernmental Rev...	4,593,309.70	2,669,629.00	1,923,680.70	172.1%
30- Charges for Services				
3145 Plans & Specs	16,981.50	50,000.00	-33,018.50	34.0%
3661 Fire Control Service	0.00	10,000.00	-10,000.00	0.0%
3670- Ambulance Billings	250,474.75	920,000.00	-669,525.25	27.2%
3700 Copy/Transcribe Fee	93.00			
Total 30- Charges for Services	267,549.25	980,000.00	-712,450.75	27.3%
40- Miscellaneous Revenue				
4040 Misc. Revenue	60,089.36	32,600.00	27,489.36	184.3%
4041 Graton Rancheria	600,736.38	824,820.00	-224,083.62	72.8%
4100 Donations- Kincade	17,000.00			
4102 Donations/Reimbursements	38,805.00			
4103 Work Comp Reimburseem...	111,299.90	25,000.00	86,299.90	445.2%
4104 Insurance reimbursement	5,306.22			
4105 Donations Walbridge	200.00			
4159 Lytton Tribal Funds	0.00	50,000.00	-50,000.00	0.0%
4600 Sale of Fixed Asset	28,150.00			
Total 40- Miscellaneous Revenue	861,586.86	932,420.00	-70,833.14	92.4%
Total Income	19,854,227.03	18,936,249.00	917,978.03	104.8%

Sonoma County Fire District
Budget vs. Actual
 July 2020 through May 2021

Accrual Basis

Expense	Jul '20 - May 21	Budget	\$ Over Budget	% of Budget
50 Salaries/Employ Benefits				
5906 Volunteer Firefighters	14,080.00	38,500.00	-24,420.00	36.6%
5907 Apprentice Firefighters	59,769.40	31,500.00	28,269.40	189.7%
5910 Perm Position	6,254,575.01	9,296,003.00	-3,041,427.99	67.3%
5911 Part Time	12,606.25	36,000.00	-23,393.75	35.0%
5912 Overtime	1,602,220.75	1,300,000.00	302,220.75	123.2%
5913 On-Call Stipends	63,975.00	125,000.00	-61,025.00	51.2%
5914 Overtime-ST	1,562,858.01			
5915 ST Coverage	444.40			
5916 OT ST Coverage	387,809.13			
5918 OOC Strike Team OT	2,207.28			
5919 Overtime-COVID	8,025.53			
5923 PERS District Expense	1,724,717.77	1,726,719.00	-2,001.23	99.9%
5924 Medi/FICA	172,551.40	128,012.00	44,539.40	134.8%
5929- Retiree HealthIns/Benefit	159,144.00	144,000.00	15,144.00	110.5%
5930 Health Insurance	1,409,607.04	1,634,940.00	-225,332.96	86.2%
5931 Disability Insurance	24,755.90	26,400.00	-1,644.10	93.8%
5932 Dental Insurance	112,796.88	146,880.00	-34,083.12	76.8%
5933 Life Insurance	7,682.53	5,520.00	2,162.53	139.2%
5934 Vision Insurance	7,536.00	8,640.00	-1,104.00	87.2%
5935 Unemployment Insure	18,724.48	22,000.00	-3,275.52	85.1%
5940 Work Comp Premium	785,288.00	794,800.00	-9,512.00	98.8%
5970 Payroll Contingency	0.00	53,400.00	-53,400.00	0.0%
5971- PTO Payout	11,023.60	35,000.00	-23,976.40	31.5%
5972 Medical Stipend	28,791.00	38,000.00	-9,209.00	75.8%
Total 50 Salaries/Employ Benefits	14,431,189.36	15,591,314.00	-1,160,124.64	92.6%
60 - Services/Supplies				
6015 Annexation Costs	37,712.97	100,000.00	-62,287.03	37.7%
6021 Uniform Expense	66,694.32	92,300.00	-25,605.68	72.3%
6022 Safety Clothing	78,412.60	144,500.00	-66,087.40	54.3%
6040 Communications	109,942.65	92,947.00	16,995.65	118.3%
6060 Food	23,683.41	5,500.00	18,183.41	430.6%
6084 Janitorial Supplies	19,999.28	20,000.00	-0.72	100.0%
6100-Insurance	74,171.00	88,750.00	-14,579.00	83.6%
6140 Maintenance Equip. & Ap...	281,644.15	215,300.00	66,344.15	130.8%
6154 Maintenance-Hose Replace	21,821.12	66,810.00	-44,988.88	32.7%
6180 Maintenance Buildings/l...	60,515.21	47,500.00	13,015.21	127.4%
6261 Medical Supplies	74,698.79	138,000.00	-63,301.21	54.1%
6280 Memberships	3,499.29	22,400.00	-18,900.71	15.6%
6300 Prevention Materials	5,735.41	20,000.00	-14,264.59	28.7%
6400 Office Expense	10,415.39	15,000.00	-4,584.61	69.4%
6410 Postage	2,466.14	2,500.00	-33.86	98.6%
6457 Computer Charges	162,204.14	138,750.00	23,454.14	116.9%
6461 Employee Wellness Progr...	17,520.19	78,800.00	-61,279.81	22.2%
6462- Furniture	14,224.00	17,500.00	-3,276.00	81.3%
6463 Resource Materials	48,759.18	23,300.00	25,459.18	209.3%
6500 Professional Services	161,545.66	430,500.00	-268,954.34	37.5%
6501 Abatement Contractors	28,722.00	103,000.00	-74,278.00	27.9%
6502 Mountain Stn.	0.00			
6526 Dispatch Services	8,684.08			
6587 LAFCO Charges	29,338.00	20,000.00	9,338.00	146.7%
6610 Legal Services	189,366.53	108,000.00	81,366.53	175.3%
6630 Audit/Accounting Services	495.00	16,000.00	-15,505.00	3.1%
6633 Payroll Expense	11,805.70	15,000.00	-3,194.30	78.7%
6634 Bank Service Charges	70.00	3,500.00	-3,430.00	2.0%
6654 Medical Exams	349.00			
6666- Ambulance Charges	35,599.91	80,000.00	-44,400.09	44.5%
6800 Public/Legal Services	3,384.00	1,000.00	2,384.00	338.4%
6820 Rent/Leases Equipment	37,485.08	38,900.00	-1,414.92	96.4%
6880 Small Tools/Instruments	18,394.74	33,150.00	-14,755.26	55.5%
6881 Safety Equipment	22,399.15	37,600.00	-15,200.85	59.6%
7120 Training-in-Service	31,979.37	140,100.00	-108,120.63	22.8%
7150- Employee Recognition	1,409.63	2,500.00	-1,090.37	56.4%
7201 Gas/Oil	97,584.06	82,000.00	15,584.06	119.0%

Sonoma County Fire District
Budget vs. Actual
 July 2020 through May 2021

Accrual Basis

	Jul '20 - May 21	Budget	\$ Over Budget	% of Budget
7250 Reimbursable Expense-ST	12,276.80			
7300 Travel/Transportation	29,314.68			
7320 Utilities	178,940.12	118,500.00	60,440.12	151.0%
Total 60 - Services/Supplies	2,013,262.75	2,559,607.00	-546,344.25	78.7%
75 - Long Term Debt				
7910 LT Debt Principal	180,262.81	179,375.00	887.81	100.5%
7930 Interest on LT Debt	22,871.20	23,873.00	-1,001.80	95.8%
Total 75 - Long Term Debt	203,134.01	203,248.00	-113.99	99.9%
85 - Capital Expenditures				
8510 Buildings/Equipment	1,306,093.55	1,566,726.00	-260,632.45	83.4%
8560 Equipment	121,601.37	180,000.00	-58,398.63	67.6%
8570 CERBT Contributions	0.00	350,000.00	-350,000.00	0.0%
Total 85 - Capital Expenditures	1,427,694.92	2,096,726.00	-669,031.08	68.1%
Total Expense	18,075,281.04	20,450,895.00	-2,375,613.96	88.4%
Net Ordinary Income	1,778,945.99	-1,514,646.00	3,293,591.99	-117.4%
Net Income	1,778,945.99	-1,514,646.00	3,293,591.99	-117.4%