



**Sonoma County Fire District
Finance Committee Meeting Agenda**

June 7, 2022

Time: 4:00 p.m.

Location: Fire Station 1

8200 Old Redwood Hwy. Windsor

The Board meeting agenda and all supporting documents are available for public review at 8200 Old Redwood Highway, Windsor, CA, 72 hours in advance of a scheduled board meeting. Materials related to an item on this Agenda submitted to the Board after distribution of the agenda packet, and not otherwise exempt from disclosure, will be made available for public inspection at the District Office at 8200 Old Redwood Hwy, Windsor, during normal business hours and on the website at www.sonomacountyfd.org. Copies of supplemental materials distributed at the Board meeting will be available for public inspection at the meeting location.

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

CALL TO ORDER

ROLL CALL

Director Briare

Director Hamann

Director Treanor

CONSENT ITEMS

Approve minutes from the February 15, 2022 meeting.

DISCUSSION ITEMS

1. Review draft preliminary 2022/2023 fiscal year budget and provide feedback to staff.

ADJOURNMENT



Sonoma County Fire District
Finance Committee Meeting Minutes
February 15, 2022
Time: 4:00 p.m.
Location: Fire Station 1
8200 Old Redwood Hwy. Windsor

CALL TO ORDER

Meeting was called to order at 4:15

ROLL CALL

Director Briare- present
Director Hamann- present
Director Treanor- present

CONSENT ITEMS

All Directors approved the minutes from the November 16, 2021, meeting.

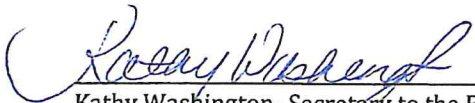
DISCUSSION ITEMS

Finance Manager Terri Bolduc gave the following presentations:

1. 2021-2022 Fiscal Year Mid-Year Budget Review Presentation & Staff Mid-Year Budget Revisions
2. Review recommendation for establishment of EMS Fund & Initial Fund Designation
3. 2022-2023 Fiscal Year Budget Development Process

ADJOURNMENT

4:50


Kathy Washington- Secretary to the Board

SONOMA COUNTY FIRE DISTRICT REVENUE - FISCAL YEAR 2022/23

Account Code	Line Item	Description	FY 2022-2023 Total Requested
1000	<u>Property Taxes - Current Year Secured</u>		\$10,931,600
	A	22-23 FY Property Taxes SCFD plus an estimated 2.75% Growth	\$10,931,600
1001	<u>Current Year Direct Taxes - Special Tax</u>		\$7,738,700
	A	Special Tax Assessments (SCFD)	\$7,738,700
1008	<u>RDA Increment</u>		-\$884,100
	A		-\$884,100
1011	<u>SB2557 Property Tax Administration</u>		-\$121,500
	A	Administration Fee Charged by the Tax Collector's Office	-\$121,500
1014	<u>AB 1290 RDA Pass-throughs</u>		\$245,400
	A		\$245,400
1017	<u>Residual Property Tax - RPTTF</u>		\$533,200
	A		\$533,200
1020	<u>Property Tax - Current Year Supplemental</u>		\$163,200
	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.	\$163,200
1040	<u>Property Tax - Current Year Unsecured</u>		\$329,300
	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.	\$329,300
1061	<u>Prior Year Special Tax</u>		\$96,200
	A	Special Taxes Paid That Were Assessed in a Prior Tax Year	\$96,200
Total Tax Revenue			\$19,032,000

SONOMA COUNTY FIRE DISTRICT REVENUE - FISCAL YEAR 2022/23

Account Code	Line Item	Description	FY 2022-2023 Total Requested
1700	Interest on Pooled Cash		\$20,000
	A	Interest Earned on Bank Account Balances	\$20,000
1800	Rents and Concessions		\$56,500
	A	Rental Income from Towers at St 1 and 8	\$56,500
Total Use of Money/Property			\$76,500
2440	State HOPTR		\$48,300
	A	Homeowner's Property Tax Relief (Homeowner's Exemption)	\$48,300
2441	State-Other		\$0
	A	No State- Other Anticipated	\$0
2495	Sonoma County Abatement Program Grant		\$150,000
	A	County of Sonoma Abatement Grant	\$150,000
2500	Grant Income		\$76,500
	A	Re-Budget Station 5 Generator Grant	\$69,500
	B	Rotary Grant-Demonstration Garden	\$7,000
2600	County Tax Exchange Agreement		\$5,014,900
	A	Tax Exchange Agreement (2.5% growth x 21-22 FY Actual)	\$1,888,900
	B	Bodega Bay Consolidation Tax Exchange	\$3,126,000
2700	Town of Windsor (Mitigation Fund)		\$126,000
	A	Town of Windsor - Nixie Cost Share	\$11,000
	B	Mitigation Funds - Station 1 Ringdown Project	\$115,000
2750	Federal Grant		\$173,100
	A	USDA Community Facilities Program Grant (Type 6)	\$173,100
Total Intergovernmental Revenues			\$5,588,800

SONOMA COUNTY FIRE DISTRICT REVENUE - FISCAL YEAR 2022/23

Account Code	Line Item	Description	FY 2022-2023 Total Requested
3145	Plans & Inspection Services		\$143,000
	A	Fire Prevention Fees	\$143,000
3600	Reach Helicopter Program Revenue		\$180,000
	A	Reach Helicopter Contract Revenue	\$180,000
3661	Fire Control Services		\$0
	A	For Services Provided to IRP Areas	\$0
3670	Ambulance Billings		\$4,660,000
	A	Collections on ambulance services provided SCFD	\$1,200,000
	B	Collections on ambulance services provided for former BBFPD	\$460,000
	C	Enhanced ALS response ambulance revenue	\$3,000,000
		Total Charges for Services	\$4,983,000
4040	Misc. Revenue		\$37,000
	A	Donations	\$5,000
	B	Address Sign Program Revenue	\$2,000
	C	Misc. Reimbursements	\$30,000
4041	Graton Rancheria		\$973,500
	A	Year three of the five year distribution agreement adopted by the Board of Supervisors on 7-14-2020	\$973,500
4103	Work Comp Reimbursement		\$100,000
	A	Reimbursements of Workers Compensation Insurance for injured employees	\$100,000
4159	Lytton Tribal Funds		\$115,000
	A	Base Annual Contract	\$115,000
		Total Miscellaneous Revenues	\$1,225,500
		Total Revenue	\$30,905,800
		Transfer in from Sonoma County Fire District's Reserves (Fund Balances)	\$1,354,000
	A	TSF from Designated Equipment Replacement Fund (50K Hose, 49K Holmatro Tool, 55 Server Replacement)	\$154,000
	B	TSF from General Fund, One Time Revenue (Pro-rated FY21-22 BBFPD Tax Exchange \$400K,	\$400,000
	C	TSF from Apparatus Replacement Fund	\$800,000
		Total Revenue and Transfers	\$32,259,800

SONOMA COUNTY FIRE DISTRICT EXPENDITURES - FISCAL YEAR 2022/23

Account Code	Line Item	Description	FY 2022-2023 Total Requested
5906	<u>Volunteer Firefighter Stipends/Pay</u>		\$30,000
	A	Incident Response and Training Stipend	\$30,000
5907	<u>Apprentice Firefighter Stipends</u>		\$60,000
	A	Apprentice Shift Stipends	\$60,000
5910	<u>Permanent Positions</u>		\$13,115,884
	A	Salaries for Permanent Positions	\$12,615,625
	B	Holiday Pay	\$500,259
5912	<u>Overtime</u>		\$2,100,000
	A	Overtime- Helicopter Program	\$100,000
	B	Overtime	\$2,000,000
5913	<u>On-Call Stipends</u>		\$109,500
	A	Prevention 365 days @ \$150/per	\$54,750
	B	Duty 365 days @	\$54,750
5923	<u>Public Employees Retirement System (PERS)-District Expense</u>		\$2,107,558
	A	PERS Contributions for Employees	\$2,102,592
	B	Safety Adjustment - Fire Inspector Position	\$4,966
5924	<u>Medicare/FICA</u>		\$182,927
	A	Medicare/Fica Tax	\$182,927
5929	<u>Retiree Health Ins/Benefits</u>		\$258,215
	A	Benefit Costs for Retirees	\$258,215
5930	<u>Health Insurance</u>		\$2,172,817
	A	Health Insurance for Employees	\$2,172,817
5931	<u>Disability Insurance</u>		\$36,300
	A	Disability Insurance for Employees	\$36,300
5932	<u>Dental Insurance</u>		\$178,593
	A	Dental Insurance for Employees	\$178,593
5933	<u>Life Insurance</u>		\$7,590
	A	Life Insurance for Employees	\$7,590

SONOMA COUNTY FIRE DISTRICT EXPENDITURES - FISCAL YEAR 2022/23

Account Code	Line Item	Description	FY 2022-2023 Total Requested
5934	<u>Vision Insurance</u>		\$10,398
	A	Vision Insurance for Employees	\$10,398
5935	<u>Unemployment Insurance</u>		\$26,189
	A	Unemployment for Employees	\$26,189
5940	<u>Worker's Comp</u>		\$1,135,500
	A	Worker's Comp Premium	\$1,135,500
5969	<u>Deferred Comp</u>		\$52,800
	A	Deferred Compensation	\$52,800
5971	<u>PTO Payout</u>		\$102,913
	A	Payouts for Retiring or Employees Terminating	\$102,913
5972	<u>Medical Stipend</u>		\$27,816
	A	Medical Stipend Expense	\$27,816
Total Salaries and Employee Benefits			\$21,625,000
6015	<u>Annexation Related Expense</u>		\$75,000
	A	Annexation Expenses	\$75,000
6021	<u>Uniform Expense</u>		\$103,300
	A	Uniform Pants	\$19,500
	B	Class B	\$19,500
	C	Replacement Shirts	\$7,000
	D	Boots	\$18,000
	E	Hats/Belts/PT Wear	\$3,600
	F	Class A	\$18,000
	G	Jackets	\$12,000
	H	Badges	\$2,000
	I	Polo Shirts/Pullover Sweatshirt for Admin staff and board members	\$1,000
	J	Explorer Badges and name plates	\$2,200
	K	Explorer Uniforms	\$500

SONOMA COUNTY FIRE DISTRICT EXPENDITURES - FISCAL YEAR 2022/23

Account Code	Line Item	Description	FY 2022-2023 Total Requested
6022	Safety Clothing		\$175,000
	A	Structural Safety Clothing (Annual Replacement and New Hires)	\$90,000
	B	Wildland Safety Clothing	\$65,800
	C	PPE Inspection & Repairs, Branding (Shipping)	\$9,100
	D	Rain Jackets (6 new employees & up to 10 volunteers)	\$6,800
	E	Explorer Helmets	\$3,300
6040	Communications		\$119,000
	A	Portable Radios	\$35,000
	B	Mobile Radios	\$50,000
	C	Pager and Radio Repair	\$15,000
	D	Pagers (Purchase pagers and Icom portables)	\$19,000
6060	Food		\$15,000
	A	Food for meetings and Emergency Incidents	\$15,000
6084	Janitorial Supplies		\$25,000
	A	Janitorial supplies for stations	\$25,000
6100	Insurance		\$343,000
	A	Insurance Premium	\$343,000
6140	Maintenance -Equip & Apparatus		\$349,500
	A	Maintenance on Apparatus	\$300,000
	B	Compressor Annual Testing and Service	\$5,500
	C	Annual Pump Testing	\$9,000
	D	Apparatus washing and waxing supplies	\$5,000
	E	Engine Number Placarding	\$30,000
6154	Maintenance-Equip.-Hose Replace		\$82,300
	A	Structure Nozzles	\$13,000
	B	50' lengths of 1.75" DJ hose (Equipment Replacement Fund 20K)	\$20,000
	C	6"NH -4" storz TFT Intake valves	\$3,500
	D	Misc. Nozzle repair kits	\$2,500
	E	Misc. hose coupler supplies	\$1,000
	F	100' 4" Storz Supply hose (Equipment Replacement Fund 20K)	\$20,300
	G	50' 2.5" DJ hose (Equipment Replacement Fund 10K)	\$18,000
	H	Misc. Wildland related items (Hose packs, nozzles, fittings & clamps)	\$4,000

SONOMA COUNTY FIRE DISTRICT EXPENDITURES - FISCAL YEAR 2022/23

Account Code	Line Item	Description	FY 2022-2023 Total Requested
6180	Maintenance Buildings		\$98,000
	A	Baseline Maintenance (10 Stations x \$6,000 per station)	\$60,000
	B	Annual Service for 10 Generators	\$11,000
	C	Service on Water and Septic Systems at Stations 6 & 8	\$5,000
	D	Plymovent System-Annual Service	\$15,000
	E	Station 1 Elevator Maintenance, and Repairs (landing door, hoistway, machinery)	\$5,000
	F	Station 1 retaining wall/gate-repair wall and gate	\$2,000
6261	Medical Supplies		\$576,000
	A	All ALS/BLS Medical Supplies	\$140,000
	B	Backstock for ALS stations	\$10,000
	C	Re-Budget Power COT W/ 5YR SVC Plan	\$25,000
	D	LIFEPAK 1000 SVC CONTRACT	\$9,500
	E	Six new 12-lead heart monitors (One Time Funding)	\$180,000
	F	ALS Equipment & Supplies for add'l engines (One Time Funding)	\$81,000
	G	Replacement Narcotics Safes & Monitoring Program - (One Time Funding)	\$45,000
	H	Zoll Monitor Service plan (10 monitors) (One Time Funding)	\$7,500
	I	Video Laryngoscopes (One Time Funding)	\$12,000
	J	Mechanical CPR device (add to 3 SCY Ambulances) (One Time Funding)	\$66,000
6280	Memberships		\$24,900
	A	Fire Prevention Memberships- NFPA, ICC, FPO/FITF	\$2,000
	B	Explorer Program Charter Fee	\$1,500
	C	CSFA Memberships	\$14,000
	D	Annual Memberships Baseline	\$7,400
6300	Prevention Materials		\$24,000
	A	Prevention Marketing Materials	\$13,000
	B	Prevention Tools (Kestral, Camera, Tools, bolt cutters)	\$4,000
	C	Address Sign Program - 300 Signs	\$4,600
	D	CUPA Fees (Station 6,7,8)	\$2,400

SONOMA COUNTY FIRE DISTRICT EXPENDITURES - FISCAL YEAR 2022/23

Account Code	Line Item	Description	FY 2022-2023 Total Requested
6400	Office Expense		\$17,000
	A	Office Supplies	\$17,000
	B	Storage Unit/Organization of personnel files	\$3,000
6410	Postage		\$3,000
	A	Postage	\$3,000
6457	Computer Charges		\$314,800
	A	Avenza Pro for iPad - offline mobile maps for wildland incidents	\$1,700
	B	Software & Hardware	\$165,000
	C	Tablet Command (Integration w/ crewsense \$2,000, ongoing \$1,000 annual + Tablet command annual cost)	\$20,000
	D	Computer Replacements(4)	\$5,600
	E	Crewsense	\$1,200
	F	Imagetrend	\$40,000
	G	Computer additions	\$5,600
	H	2 new HP Servers (2)	\$55,000
	I	Station 10 Network needs	\$8,700
	J	2-Large status Monitors @ Station 1	\$2,000
	K	Replace 3G Ipads (10)	\$10,000
6461	Employee Wellness Programs		\$129,925
	A	Health and Wellness Program (Physicals, fitness, peer training)	\$110,800
	B	Safety Program	\$5,000
	C	Exercise Equipment for Stations	\$14,125
6462	Furniture		\$20,000
	A	Replacement Furniture and Appliances (as needed)	\$20,000
6463	Resource Materials		\$59,000
	A	Fire Prevention Resource Books, Software, Manuals	\$2,500
	B	Nixel Alerting System	\$33,500
	C	Actuarial Reporting, Assessor Parcel Lists, Newspaper	\$23,000

SONOMA COUNTY FIRE DISTRICT EXPENDITURES - FISCAL YEAR 2022/23			
Account Code	Line Item	Description	FY 2022-2023 Total Requested
6500	Professional/Special Services		\$3,212,000
	A	Plan Review Services Contract	\$10,000
	B	EMS Billing Consultant	\$10,000
	C	John Lantz	\$20,000
	D	Website Development	\$4,800
	E	Janitorial Services - Station 1	\$11,000
	F	Hose and Ladder Testing	\$15,000
	G	City of Sebastopol	\$10,000
	H	Medical Director	\$42,000
	I	Background, Psych Exams & Physicals for new hires	\$11,000
	J	SkyApp Programming- Annual cost	\$1,200
	K	Record Retention Project Shredding	\$2,000
	L	Contract for ambulance services	\$3,000,000
	M	Contract for Fire Prevention Program Development	\$15,000
	N	CQI Contract	\$60,000
6501	Weed Abatement Program Contract		\$166,000
	A	Contractors to provide Weed Abatement Services- (Offset by Grant Revenue)	\$121,000
	B	CEQUA Study	\$29,000
	C	Life Safety Inspections	\$16,000
6526	Dispatch		\$22,600
	A	Dispatch Costs- MDC & Aircard Assessments	\$22,600
6587	LAFCO		\$36,500
	A	LAFCO Fees	\$36,500
6610	Legal Services		\$175,000
	A	Legal Services	\$175,000
6630	Audit/Accounting Services		\$31,550
	A	Annual Audit required on 2 agencies	\$31,550
6633	Payroll Expense		\$18,000
	A	Payroll Expenses	\$18,000
6634	Bank Service Charges		\$500
	A	Bank Fees	\$500

SONOMA COUNTY FIRE DISTRICT EXPENDITURES - FISCAL YEAR 2022/23

Account Code	Line Item	Description	FY 2022-2023 Total Requested
6666	Ambulance Charges		\$77,700
	A	Wittman	\$72,700
	B	Resolve Services	\$5,000
6669	GEMT QAF		\$185,000
	A	QAF Anticipated Expenses	\$185,000
6800	Public/Legal Notices		\$3,500
	A	Public Notices	\$3,500
6820	Rents/Leases - Equipment		\$50,650
	A	Copier Rentals	\$16,000
	B	Misc. Equipment Rentals	\$1,100
	C	Epson Plotter	\$2,300
	D	Station 5 Rental \$2150.05 x 12	\$26,000
	E	Caltrans Station at Bodega Bay	\$5,250
6880	Small Tools/Instruments		\$101,800
	A	Baseline Small Tools (Maintenance, Replacements)	\$20,000
	B	Core Pump Replacement	\$12,500
	C	Chainsaws and Chain	\$1,800
	D	Smoke Blower	\$3,000
	E	Annual Service on Holmatro Tools	\$10,500
	F	Adapters/Fittings/Mounting (Misc & New Engines)	\$5,000
	G	Complete Holmatro Set -Batt (Replace set at SCY 5) (Equipment Replacement Fund)	\$49,000
6881	Safety Equipment		\$65,000
	A	Rope Rescue Program	\$22,000
	B	Water Rescue Program	\$28,000
	D	SCBA Maintenance Tool Kit	\$6,000
	E	Calibration of Flow x 2 (Every Year)	\$3,000
	F	MSA Parts (Add'l parts for repairs)	\$2,000
	G	Battery Pack, G1, Alkaline (Out of County Engines)	\$4,000

SONOMA COUNTY FIRE DISTRICT EXPENDITURES - FISCAL YEAR 2022/23

Account Code	Line Item	Description	FY 2022-2023 Total Requested
7120	<u>Training-in-service</u>		\$243,036
	A	Fire Prevention Division Training	\$3,400
	B	EMT Recert Fees	\$7,500
	C	Medic Recert Fees	\$4,500
	D	CPR Recert Fees	\$4,000
	E	Medic Ongoing Training	\$24,000
	F	EFO Symposium (7)	\$10,000
	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)	\$63,436
	K	Recruit Academy	\$15,000
	L	Explorers	\$3,100
	M	Volunteer training	\$7,500
	N	Santa Rosa FD training facility fee	\$6,500
	O	Annual training per member	\$28,200
	P	Target Solutions	\$12,800
	Q	Materials for training props, OSB, Wood	\$7,100
	R	Imagetrend Training Conference	\$8,000
	S	Pilot Program-Medic School Sponsorship	\$10,000
7150	<u>Employee Recognition</u>		\$5,000
	A	Employee Recognition	\$5,000
7201	<u>Gas/Oil</u>		\$175,000
	A	Fuel	\$175,000
7300	<u>Travel</u>		\$50,000
	A	Hotels during deployment due to COVID	\$50,000
7320	<u>Utilities</u>		\$310,000
	A	Station Utilities	\$310,000
Total Services and Supplies			\$7,482,561

SONOMA COUNTY FIRE DISTRICT EXPENDITURES - FISCAL YEAR 2022/23			
Account Code	Line Item	Description	FY 2022-2023 Total Requested
7910	L.T. Debt-Principal		\$1,483,027
	A	Type 3 Apparatus Lease	\$31,034
	B	Ambulance Lease	\$24,670
	C	Multi-Apparatus Lease	\$263,323
	D	Station 10 Lease	\$64,000
	E	Pension Debt Obligation (Estimated)	\$1,100,000
7930	Interest-L.T. Debt		\$47,612
	A	Type 3 Apparatus Lease	\$6,653
	B	Ambulance Lease	\$3,280
	C	Multi-Apparatus Lease	\$11,677
	D	Station 10 Lease	\$26,002
		Total Long Term Debt	\$1,530,639
8510	Buildings/Improvements		\$98,500
	A	Re-budget Station 5 Generator	\$69,500
	B	Station 2 HVAC-replace non working units	\$15,000
	C	Station 2 sewer clean out	\$8,000
	D	Station 8 booster pump and pressure tank-replace old unit	\$6,000
8560	Equipment		\$973,100
	A	Type 6 USDA Portion	\$173,100
	B	Ambulance (Apparatus Replacement Fund/Apply for USDA Grant)	\$300,000
	C	Water Tender (Apparatus Replacement Fund)	\$500,000
8570	CERBT Contributions		\$150,000
	A	Annual contribution to CERBT	\$150,000
		Total Capital Assets	\$1,221,600
		Total Expenditures	\$31,859,800
		Total Revenue and Transfers	\$32,259,800
		Total Expenditures	\$31,859,800
		Savings from UAL Restructuring Project (To be addressed at Final Budget Adoption)	\$400,000