



MONTE RIO FIRE PROTECTION DISTRICT

P.O. Box 279 • Monte Rio, CA 95462 • (707) 865-2067

Fire Chief • Steve Baxman • www.monteriofire.org

NOTICE & AGENDA OF THE BOARD OF DIRECTORS REGULAR MEETING

Monday, August 17, 2020 6:00 PM

Via Zoom Video Conference

Web URL: <https://uso2web.zoom.us> Meeting ID: 880 0429 4273 Passcode: 497517

Phone (audio only): (669) 900-6833 Meeting ID: 880 0429 4273 Passcode: 497517

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE
2. APPROVAL OF AGENDA (changes, additions, or deletions) (*Action Item*)
3. PUBLIC COMMENT ON ITEMS NOT AGENDIZED
*Any citizen wishing to speak to the Board on any item **not listed on the Agenda** may do so under public comment. All presentations made under public comment are normally restricted to three (3) minutes in length per meeting unless the Board Chair specifically authorizes additional time.*
4. APPROVAL OF MINUTES (*Action Item*)
 - a. July 20, 2020 Regular Board Meeting
5. CORRESPONDENCE
6. OLD BUSINESS
 - a. Selecting New Auditor (*Discussion Item, possible Action Item*)
 - b. Contract Services for Personnel (*Discussion Item, possible Action Item*)
 - c. Consolidation Ad Hoc Committee Report (*Discussion Item*)
7. NEW BUSINESS
8. TREASURER'S REPORT
9. CHIEF'S REPORT
10. PRESIDENT'S REPORT
11. DIRECTOR'S REPORT
12. SECRETARY/CLERK'S REPORT
13. ADJOURNMENT



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Accessible Meeting Information

The Monte Rio Community Center meeting room is accessible to persons using wheelchairs and other assistive mobility device.

Please make your requests for documents in alternative format (large font or Braille) or additional accommodations such as sign language interpretation or real-time captioning to District Administrative Staff, Tiffanie Palmer at (707) 823-1089 (Voice), call **711 for the free Telecommunications Relay Service**, or e-mail tpalmer@goldridgefire.org.

Requesting accommodations at least 72 hours prior to the meeting will help to ensure availability.

At the discretion of the Board, all items appearing on this agenda, whether or not expressly listed for action, may be deliberated and may be subject to action by the Board.

CERTIFICATION OF POSTING

I certify that I posted a copy of the foregoing agenda at the regular meeting place of the Board of Directors of the Monte Rio Fire Protection District at least 72 hours in advance of the meeting of the Board of Directors. (Government Code Section 54954.2).

/s/ _____



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BOARD OF DIRECTORS MEETING MINUTES

Via Zoom Video Conference
Monday, July 20, 2020 6:00 p.m.

1. **CALL TO ORDER** – The regular meeting of the Board of Directors of the Monte Rio Fire Protection District was called to order by President Dan Fein at 6:00PM. Roll Call of Directors: Dan Fein, Tim Cahn, Josh Dale, Paul Casini and Geff Smith.
2. **APPROVAL OF AGENDA** – Motion to approve the agenda; Smith and seconded by Cahn.
3. **PUBLIC COMMENT ON ITEMS NOT AGENDIZED** – None
4. **APPROVAL OF MINUTES**
 - a. June 15, 2020 Regular Board Meeting – Motion to approve Josh Dale seconded by Tim Cahn.
 - b. June 29, 2020 Special Board Meeting – Motion to approve Tim Cahn seconded by Geffory Smith.
5. **CORRESPONDENCE**
6. **OLD BUSINESS**
 - a. Selecting New Auditor – we were given three different proposals for a new auditor from Goranson & Associates, David Farnsworth CPA, and James Marta & Company LLP. There was discussion about all three, Dan Fein stated he was more inclined to select Goranson because not only are they a local firm but also have a working relationship with the administration. This was approved then amended after public comment to defer for another month to allow Bloomberg & Griffin to propose a bid.
 - b. Consolidation Ad Hoc Committee Report – in looking at the proposals, it seems like that going with SCFD is not in the budget for the Monte Rio Fire currently. There have been conversations with other districts to form a JPA agreement between Occidental, Camp Meeker, Monte Rio, Cazadero and Fort Ross.
7. **NEW BUSINESS**
 - a. Resolution 20/21-02 Appropriations Limit – motion to approve the appropriations limit by Director Cahn; this was seconded by Director Smith.
 - b. Review of Current Operations and Future Staffing – director Dale requested a more in-depth report from Chief Baxman for the monthly board meeting including categories like staffing, apparatus, maintenance, etc.
 - c. Offers for Contract Services of Personnel – there were two offers from Sonoma County Fire District and Gold Ridge Fire Protection District. It was the consensus to move forward with Gold Ridge and start having conversations and to move forward with some



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sort of a contract . There was a motion to approve by Josh Dale; this was seconded by Tim Cahn.

- d. Add Pledge of Allegiance to Agenda – motion to approve by Josh Dale; this was seconded by Tim Cahn.

8. TREASURER'S REPORT

9. CHIEF'S REPORT – Chief Baxman

- a. 380 calls to date. 100 down from last year
- b. 2-3 engines to sell.
- c. The door in the pickup was damaged by a skateboarder who fell into the door straight on.

10. PRESIDENT'S REPORT

- a. Nothing to report

11. DIRECTOR'S REPORT

- a. Nothing to report

12. SECRETARY/CLERK REPORT

- a. Nothing to report

13. **ADJOURNMENT** – Motion to approve: Director Geff Smith seconded by Director Tim Cahn. The Board was adjourned at 7:47PM

MINUTES READ, APPROVED & ACCEPTED

Respectfully submitted,

/s/ _____ President Fein

/s/ _____ Director Casini

/s/ _____ Director Dale

/s/ _____ Director Cahn

/s/ _____ Director Smith

**Monte Rio Fire Protection District
Bank Accounts Register
As of July 31, 2020**

8:13 AM
08/17/20
Accrual Basis

Type	Date	Num	Name	Memo	Split	Debit	Credit	Balance
105 · Community First Operating								
Check	07/01/2020	9715	Gold Ridge Fire Protection ...	JUN20-ADMIN	6510 · Administrati...			331,834.78
Transfer	07/01/2020			Funds Transfer	106 · Community Fi...	169.40	3,173.94	328,660.84
Transfer	07/01/2020			Funds Transfer	109 · Community Fi...	301,722.49		328,830.24
Check	07/13/2020	9716	Jeffrey K Smith	June 2020	25000 · Lcv Value ...		1,050.00	630,552.73
Check	07/13/2020	9717	Mareen S Geoghegan	June 2020	25000 · Lcv Value ...		1,050.00	629,502.73
Check	07/15/2020		Innovative Business Soluti...	June 2020 PR Taxes	6540 · Payroll Servi...		91.60	628,452.73
Check	07/15/2020		Innovative Business Soluti...	PR June 2020 DD	-SPLIT-		1,982.67	628,361.13
Check	07/15/2020	50224	Steven T Ashdown	June 2020 Stipend	-SPLIT-		1,541.62	626,378.46
Check	07/15/2020	50225	James C. Baier	June 2020 Stipend	5913 · Stipend		1,355.90	624,836.84
Check	07/15/2020	50226	Zachary J. McGunagle	June 2020 Stipend	5913 · Stipend		340.48	623,140.46
Check	07/15/2020	50227	Dave J. Pelzer	June 2020 Stipend	5913 · Stipend		138.52	623,001.94
Check	07/15/2020	50228	Mike Rutkowski	June 2020 Stipend	5913 · Stipend		361.07	622,640.87
Check	07/15/2020	50229	Matthew Simmons	June 2020 Stipend	5913 · Stipend		772.82	621,868.05
Check	07/15/2020	50230	Ryan Wilson {2}	June 2020 Volunteer	5911 · Volunteer Pay		2,595.33	619,272.72
Transfer	07/17/2020			Funds Transfer	119 · Sonoma Coun...		221.64	619,051.08
Check	07/21/2020			Wire Fee	6634 · Bank Service...		400,000.00	219,051.08
			Total 105 · Community First Operating			301,891.89	414,700.59	219,026.08
106 · Community First Money Market								
Transfer	07/01/2020			Funds Transfer	105 · Community Fi...		169.40	169.40
Total 106 · Community First Money Market								
109 · Community First Savings Account								
Transfer	07/01/2020			Funds Transfer	105 · Community Fi...		169.40	301,772.49
Total 109 · Community First Savings Account								
119 · Sonoma County Pooled Cash								
Transfer	07/17/2020			Funds Transfer	105 · Community Fi...		301,722.49	50.00
Total 119 · Sonoma County Pooled Cash								
200 · Summit State Bank *0784								
Bill Pmt -Check	07/07/2020	9800	Ferrellgas - Sta 1-345	50106345	20000 · Accounts P...		95.43	750,000.00
Bill Pmt -Check	07/07/2020	9801	Ferrellgas - Sta 2-383	50106383	20000 · Accounts P...		20.00	749,904.57
Bill Pmt -Check	07/07/2020	9802	Fire Agencies Self Insuran...		20000 · Accounts P...		7,757.00	749,884.57
Bill Pmt -Check	07/07/2020	9803	Leete Generators		20000 · Accounts P...		<66.24	742,127.57
Bill Pmt -Check	07/07/2020	9804	Samba Safety	14612	20000 · Accounts P...		67.03	741,661.33
Bill Pmt -Check	07/07/2020	9805	Verizon	971310118-00001	20000 · Accounts P...		68.89	741,594.30
Check	07/07/2020	9806	BUSINESS CARD	5472063582480485	0485 · Bank of Ame...		750.34	741,525.41
Transfer	07/10/2020			Funds Transfer	205 · Summit State ...		500,000.00	740,775.07
Bill Pmt -Check	07/10/2020	9808	AT&T - Circuit	195210871	20000 · Accounts P...		78.80	240,696.27
Bill Pmt -Check	07/10/2020	9809	Enhanced Communication...	2309453	20000 · Accounts P...		19.05	240,677.22
Bill Pmt -Check	07/10/2020	9810	L N Curtis & Sons	Cust. # C1615	20000 · Accounts P...		281.45	240,395.77
Bill Pmt -Check	07/15/2020	9811	M&M Construction		20000 · Accounts P...		2,383.26	238,012.51
Bill Pmt -Check	07/15/2020	9812	Pat's Equipment Repair		20000 · Accounts P...		5,150.00	232,862.51
Check	07/16/2020	9813	S.K. Baxman	Reimbursement for shipping the e...	6500 · Professional ...		2,050.00	230,812.51
Deposit	07/17/2020			Deposit	-SPLIT-	104,742.79		335,555.30
Bill Pmt -Check	07/20/2020	9814	Ferrellgas - Sta 1-345	50106345	20000 · Accounts P...		17.55	335,537.75

**Monte Rio Fire Protection District
Bank Accounts Register
As of July 31, 2020**

8:13 AM
08/17/20

Accrual Basis

Type	Date	Num	Name	Memo	Split	Debit	Credit	Balance
Bill Pmt -Check	07/20/2020	9815	Ferrellgas - Sta 2-383	50106383	20000 · Accounts P...		10.00	335,527.75
Bill Pmt -Check	07/20/2020	9816	George Peterson Insurance...		20000 · Accounts P...		1,404.00	334,123.75
Bill Pmt -Check	07/20/2020	9817	McPhail Fuel Co.	MONRIO	20000 · Accounts P...		70.36	334,053.39
Bill Pmt -Check	07/20/2020	9818	Sonoma LAFCO	FY 20/21LAFCO	20000 · Accounts P...		920.00	333,133.39
Bill Pmt -Check	07/20/2020	9819	True Value	725-561	20000 · Accounts P...		74.94	333,058.45
Bill Pmt -Check	07/27/2020	9820	L N Curtis & Sons	Cust. # C1615	20000 · Accounts P...		1,041.00	332,017.45
Bill Pmt -Check	07/27/2020	9821	PG&E - Jenner 316-8	0684318316-8	20000 · Accounts P...		9.81	332,007.64
Bill Pmt -Check	07/27/2020	9822	PG&E - Sta 2-062-1	3309316062-1	20000 · Accounts P...		60.63	331,947.01
Bill Pmt -Check	07/27/2020	9823	Quality Signs and Design		20000 · Accounts P...		188.00	331,759.01
Bill Pmt -Check	07/27/2020	9824	Sonoma County Assessor		20000 · Accounts P...		304.60	331,454.41
Bill Pmt -Check	07/27/2020	9825	Sweetwater Springs Water ...		20000 · Accounts P...		108.78	331,345.63
Bill Pmt -Check	07/27/2020	9826	Webhelper.com	35002300	20000 · Accounts P...		215.00	331,130.63
Bill Pmt -Check	07/30/2020	9827	L N Curtis & Sons	August 2020 Monthly Dues	20000 · Accounts P...		97.86	331,032.77
Bill Pmt -Check	07/30/2020	9828	PG&E - Sta 1-632-2	Cust. # C1615	20000 · Accounts P...		344.87	330,687.90
Bill Pmt -Check	07/30/2020	9829	True Value	3059738632-2	20000 · Accounts P...		16.63	330,671.27
Bill Pmt -Check	07/30/2020	9830	AT&T - Station 1	725-561	20000 · Accounts P...		140.58	330,530.69
Bill Pmt -Check	07/30/2020	9831	AT&T - Station 1	707 865 2067 360-8	20000 · Accounts P...		199.34	330,331.35
Total 200 · Summit State Bank *0784						104,742.79	524,411.44	330,331.35
205 · Summit State Bank ICS								
Transfer	07/10/2020		Funds Transfer		200 · Summit State ...	500,000.00		500,000.00
Deposit	07/31/2020		Interest		4105 · Interest Inco...	31.48		500,031.48
Total 205 · Summit State Bank ICS						500,031.48		500,031.48
TOTAL						*****	1241003.92	1,449,438.91

**Monte Rio Fire Protection District
Profit & Loss Budget vs. Actual**

July 1 through August 17, 2020

	TOTAL				
	Jul 20	Jul 1 - Aug 17, 20	Budget	\$ Over Budget	% of Budget
Income					
10 · Tax Revenue					
1000 · Property - CY Secured	15,353.21	15,353.21	0.00	15,353.21	100.0%
1001 · Direct Charges - CY	9,215.50	9,215.50	0.00	9,215.50	100.0%
1008 · RDA Increment	0.00	0.00	0.00	0.00	0.0%
1011 · SB2557 Prop Tax Admin	0.00	0.00	0.00	0.00	0.0%
1014 · RDA Pass Through	513.61	513.61	0.00	513.61	100.0%
1017 · Residual - RPTTF	72,325.57	72,325.57	0.00	72,325.57	100.0%
1020 · Supplemental Prop Taxes - CY	4,331.83	4,331.83	0.00	4,331.83	100.0%
1040 · Property - CY Unsecured	480.47	480.47	0.00	480.47	100.0%
1042 · CollectCost Del CY Unsecured	0.00	0.00	0.00	0.00	0.0%
1060 · Property - PY Secured	-7.83	-7.83	0.00	-7.83	100.0%
1080 · Supplemental Prop Taxes - PY	-8.69	-8.69	0.00	-8.69	100.0%
1100 · Property - PY Unsecured	249.88	249.88	0.00	249.88	100.0%
10 · Tax Revenue - Other	0.00	0.00	0.00	0.00	0.0%
Total 10 · Tax Revenue	102,453.55	102,453.55	0.00	102,453.55	100.0%
17 · Use of Money/Property	0.00	0.00	0.00	0.00	0.0%
20 · Intergovernmental Revenues					
2440 · State HOPTR	1,498.75	1,498.75	0.00	1,498.75	100.0%
2470 · Timber Yield Tax	50.78	50.78	0.00	50.78	100.0%
2490 · State - Other In-lieu tax	0.00	0.00	0.00	0.00	0.0%
2500 · Intergovernmental Rev. - State	0.00	0.00	0.00	0.00	0.0%
2510 · Equip Rental	0.00	0.00	0.00	0.00	0.0%
2970 · RDA Asset Distribution	0.00	0.00	0.00	0.00	0.0%
20 · Intergovernmental Revenues - Other	0.00	0.00	0.00	0.00	0.0%
Total 20 · Intergovernmental Revenues	1,549.53	1,549.53	0.00	1,549.53	100.0%
30 · Charge for Services	0.00	0.00	0.00	0.00	0.0%
40 · Miscellaneous Revenues					
4040 · Misc. Income	0.00	0.00	0.00	0.00	0.0%
4102 · Donations/Grants	0.00	0.00	0.00	0.00	0.0%
4105 · Interest Income	771.19	771.19	0.00	771.19	100.0%
4200 · Other Revenue	0.00	0.00	0.00	0.00	0.0%
40 · Miscellaneous Revenues - Other	0.00	0.00	0.00	0.00	0.0%
Total 40 · Miscellaneous Revenues	771.19	771.19	0.00	771.19	100.0%
Total Income	104,774.27	104,774.27	0.00	104,774.27	100.0%
Cost of Goods Sold					
50000 · Cost of Goods Sold	0.00	0.00	0.00	0.00	0.0%
Total COGS	0.00	0.00	0.00	0.00	0.0%
Gross Profit	104,774.27	104,774.27	0.00	104,774.27	100.0%
Expense					
50 · Payroll Expenses					
5910 · Permanent Positions	0.00	0.00	0.00	0.00	0.0%
5911 · Volunteer Pay	465.00	465.00	0.00	465.00	100.0%
5913 · Stipend	8,126.00	8,126.00	0.00	8,126.00	100.0%
5914 · Strike Team	0.00	0.00	0.00	0.00	0.0%
5922 · FICA-Retirement	532.64	532.64	0.00	532.64	100.0%
5924 · Medicare	124.57	124.57	0.00	124.57	100.0%
5930 · Health Insurance	0.00	0.00	0.00	0.00	0.0%
5935 · Unemployment	61.84	61.84	0.00	61.84	100.0%

**Monte Rio Fire Protection District
Profit & Loss Budget vs. Actual**

July 1 through August 17, 2020

	TOTAL				
	Jul 20	Jul 1 - Aug 17, 20	Budget	\$ Over Budget	% of Budget
5940 · Workers' Compensation	7,757.00	7,757.00	0.00	7,757.00	100.0%
50 · Payroll Expenses - Other	0.00	0.00	0.00	0.00	0.0%
Total 50 · Payroll Expenses	17,067.05	17,067.05	0.00	17,067.05	100.0%
60 · Services/Supplies					
6021 · Clothing/Personal	0.00	0.00	0.00	0.00	0.0%
6022 · Safety Clothing - PPE	3,173.51	3,173.51	0.00	3,173.51	100.0%
6040 · Communications	88.39	105.16	0.00	105.16	100.0%
6060 · Food	0.00	0.00	0.00	0.00	0.0%
6080 · Household Expense	102.22	162.57	0.00	162.57	100.0%
6100 · Insurance	1,404.00	1,404.00	0.00	1,404.00	100.0%
6140 · Maint - Equipment	5,413.25	5,849.99	0.00	5,849.99	100.0%
6180 · Maint. - Building	0.00	2,383.26	0.00	2,383.26	100.0%
6261 · Medical Supplies	0.00	0.00	0.00	0.00	0.0%
6280 · Membership/Subscriptions	14.00	14.00	0.00	14.00	100.0%
6300 · Amador Contract Dept of Forestr					
6310 · Contract Expense	0.00	0.00	0.00	0.00	0.0%
6330 · Reimbursements	0.00	0.00	0.00	0.00	0.0%
6300 · Amador Contract Dept of Forestr - Oth	0.00	0.00	0.00	0.00	0.0%
Total 6300 · Amador Contract Dept of Forestr	0.00	0.00	0.00	0.00	0.0%
6400 · Office Expense	150.00	150.00	0.00	150.00	100.0%
6410 · Postage	0.00	0.00	0.00	0.00	0.0%
6461 · Supplies	46.21	46.21	0.00	46.21	100.0%
6500 · Professional Services	2,636.63	2,636.63	0.00	2,636.63	100.0%
6510 · Administrative Services	3,173.94	6,492.15	0.00	6,492.15	100.0%
6521 · County Services	0.00	0.00	0.00	0.00	0.0%
6526 · Dispatch Services					
6527 · Reimbursement	0.00	0.00	0.00	0.00	0.0%
6526 · Dispatch Services - Other	0.00	0.00	0.00	0.00	0.0%
Total 6526 · Dispatch Services	0.00	0.00	0.00	0.00	0.0%
6540 · Payroll Services	91.60	91.60	0.00	91.60	100.0%
6587 · LAFCO	920.00	920.00	0.00	920.00	100.0%
6610 · Legal Services	0.00	1,000.00	0.00	1,000.00	100.0%
6630 · Audit/Accounting	0.00	0.00	0.00	0.00	0.0%
6634 · Bank Service Charges	25.00	25.00	0.00	25.00	100.0%
6800 · Public/Legal Notices	0.00	0.00	0.00	0.00	0.0%
6820 · Lease - Fire Truck	0.00	0.00	0.00	0.00	0.0%
6830 · Lease - SB	0.00	0.00	0.00	0.00	0.0%
7005 · Election Expense	0.00	0.00	0.00	0.00	0.0%
7053 · Vehicle Registration	0.00	0.00	0.00	0.00	0.0%
7060 · Board Expense	0.00	0.00	0.00	0.00	0.0%
7120 · Training-In-Service	2,546.20	2,546.20	0.00	2,546.20	100.0%
7201 · Gas/Oil	1,063.34	1,063.34	0.00	1,063.34	100.0%
7300 · Transportaion/Travel	0.00	0.00	0.00	0.00	0.0%
7320 · Utilities	970.36	970.36	0.00	970.36	100.0%
7330 · Maint - Creekside JPA	0.00	0.00	0.00	0.00	0.0%
7490 · Reconciliation Discrepancies	0.00	0.00	0.00	0.00	0.0%
7920 · Interest Expense	0.00	0.00	0.00	0.00	0.0%
60 · Services/Supplies - Other	0.00	0.00	0.00	0.00	0.0%
Total 60 · Services/Supplies	21,818.65	29,033.98	0.00	29,033.98	100.0%

**Monte Rio Fire Protection District
Profit & Loss Budget vs. Actual**

July 1 through August 17, 2020

	TOTAL				
	Jul 20	Jul 1 - Aug 17, 20	Budget	\$ Over Budget	% of Budget
85 - Capital Assets					
8520 - Fixed Assets - Bldgs	0.00	0.00	0.00	0.00	0.0%
8560 - Fixed Assets - Equipment	0.00	0.00	0.00	0.00	0.0%
8590 - Fixed Assets - WIP Fire Station	0.00	0.00	0.00	0.00	0.0%
8595 - Depreciation Expense	0.00	0.00	0.00	0.00	0.0%
85 - Capital Assets - Other	0.00	0.00	0.00	0.00	0.0%
Total 85 - Capital Assets	0.00	0.00	0.00	0.00	0.0%
90 - Appropriations					
9000 - Contingencies	0.00	0.00	0.00	0.00	0.0%
90 - Appropriations - Other	0.00	0.00	0.00	0.00	0.0%
Total 90 - Appropriations	0.00	0.00	0.00	0.00	0.0%
Total Expense	38,885.70	46,101.03	0.00	46,101.03	100.0%
Net Income	65,888.57	58,673.24	0.00	58,673.24	100.0%

Monte Rio Fire Protection District
Balance Sheet
As of August 17, 2020

	Aug 17, 20
ASSETS	
Current Assets	
Checking/Savings	
105 · Community First Operating	219,026.08
109 · Community First Savings Account	50.00
119 · Sonoma County Pooled Cash	400,000.00
200 · Summit State Bank *0784	296,795.00
205 · Summit State Bank ICS	500,031.48
Total Checking/Savings	1,415,902.56
Accounts Receivable	
11050 · Due from Other Government	27,342.14
Total Accounts Receivable	27,342.14
Total Current Assets	1,443,244.70
TOTAL ASSETS	1,443,244.70
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	60.35
Total Accounts Payable	60.35
Other Current Liabilities	
24000 · Payroll Liabilities	
24050 · Tax Withholding	-4,343.01
24100 · FICA	-3,057.84
24150 · Medicare	-715.15
24000 · Payroll Liabilities - Other	15,667.80
Total 24000 · Payroll Liabilities	7,551.80
25000 · Low Value Parcel Tax Refunds	-41,969.00
Total Other Current Liabilities	-34,417.20
Total Current Liabilities	-34,356.85
Total Liabilities	-34,356.85
Equity	
30000 · Opening Balance Equity	384,455.63
35200 · Unrestricted Net Assets	1,034,472.68
Net Income	58,673.24
Total Equity	1,477,601.55
TOTAL LIABILITIES & EQUITY	1,443,244.70