



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, April 19, 2021 6:00 PM

Consistent with the California Governor's Executive Order N-29-20 promoting social distancing, there will be no physical or in-person meeting location available to the public. Instead, the meeting will be conducted by teleconference. The meeting will be accessible for all members of the public to attend and give public comment.

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. March 15, 2021 Regular Meeting
5. CORRESPONDENCE
6. OLD BUSINESS
 - a. Policies & Procedures (*Discussion Item, possible Action Item*)
 - b. Consolidation Ad Hoc Committee Report (*Discussion Item*)
 - i. *Report on President Fein and Chief Baxman meeting with Gold Ridge Chief and Board Chair (Discussion and possible Action Item)*
 - c. Board Vacancy (*Action Item*)
7. NEW BUSINESS
 - a. Add Chief Baxman as a signer on Summit State Bank Accounts (*Action Item*)
8. TREASURER'S REPORT
9. CHIEF'S REPORT



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10. PRESIDENT'S REPORT
11. DIRECTOR'S REPORT
12. SECRETARY/CLERK'S REPORT
13. ADJOURNMENT

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, March 15, 2021 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 6:03PM. Roll Call of Directors: Dan Fein, Tim Cahn, Josh Dale, and Geff Smith.
2. **APPROVAL OF AGENDA** – Motion to approve the agenda; motion passed unanimously.
3. **PUBLIC COMMENT ON ITEMS NOT AGENDIZED** – none
4. **APPROVAL OF MINUTES**
 - a. February 15th, 2021 Regular Board Meeting – Motion to approve Geff Smith seconded by Tim Cahn.
5. **CORRESPONDENCE**
 - a. Power Point Presentation -
6. **NEW BUSINESS**
 - a. No New Business to report.
7. **OLD BUSINESS**
 - a. FireGrantsHelp – there was much discussion on this topic whether it would be worth the money to spend when each grant is not a guaranteed approval. One of our new employees has been working with Gino DeGraffenreid from Gold Ridge on writing grants. It was the consensus of the board to just the people we already have.
 - b. Policies & Procedures – Bill Ross went over the policies and procedures already approved with changes discussed in the last meeting. This item will be on the agenda next month for possible changes and for new policies.
 - c. Consolidation Ad Hoc Committee Report – nothing to report since LAFCO will not be making any decisions until June 2021.
 - d. Board Vacancy – We continuously post for the board vacancy, but we have not received any applications yet.
8. **TREASURER'S REPORT**
 - a. Went over the financials included in the board packet.
9. **CHIEF'S REPORT** – Chief Baxman
 - a. 188 calls this year, ahead of last year already.
 - b. Association donated the \$20K fire engine to the district.



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- c. Our three paid staff are on and 2 stipends every day.
- d. This summer we may bring a 3rd stipend.
- e. Paid staff is training and taking classes.

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; motion passed unanimously. The Board was adjourned at 7:31PM

MINUTES READ, APPROVED & ACCEPTED

Respectfully submitted,

/s/ _____ President Fein

/s/ _____ Director Dale

/s/ _____ Director Cahn

/s/ _____ Director Smith

**Monte Rio Fire Protection District
Bank Accounts Register
As of March 31, 2021**

3:29 PM
04/14/21
Accrual Basis

Type	Date	Num	Name	Memo	Split	Debit	Credit	Balance
105 · Community First Operating								
Check	03/16/2021	9719	Monte Rio Fire Protection ...	Transfer to SSB	200 · Summit State ...		7,059.97	7,059.97
Total 105 · Community First Operating								
109 · Community First Savings Account								
Transfer	03/30/2021			Funds Transfer	200 · Summit State ...		25.00	25.00
Total 109 · Community First Savings Account								
200 · Summit State Bank *0784								
Bill Pmt -Check	03/01/2021	10049	AT&T - Station 2	707 865-2395 485 6	20000 · Accounts P...		391.94	412,587.83
Bill Pmt -Check	03/01/2021	10050	Berry's Sawmill, Inc	MRFIRE	20000 · Accounts P...		135.05	412,195.89
Bill Pmt -Check	03/01/2021	10051	L N Curtis & Sons	Cust. # C1615	20000 · Accounts P...		52,995.32	412,060.84
Bill Pmt -Check	03/01/2021	10052	PG&E - Sta 1-632-2	3059738632-2	20000 · Accounts P...		863.74	358,201.78
Bill Pmt -Check	03/01/2021	10053	TargetSolutions Learning, ...		20000 · Accounts P...		1,040.00	357,161.78
Bill Pmt -Check	03/01/2021	10054	Vital Energy Solar		20000 · Accounts P...		436.00	356,725.78
Bill Pmt -Check	03/01/2021	10055	Webhelper.com	MARCH 2021 Monthly Dues	20000 · Accounts P...		215.00	356,510.78
Bill Pmt -Check	03/01/2021	10056	WEX BANK	0405-00-865174-7	20000 · Accounts P...		1,633.55	354,877.23
Check	03/01/2021				6634 · Bank Service...		15.00	354,862.23
Check	03/05/2021				6540 · Payroll Servi...		230.65	354,631.58
Check	03/05/2021				-SPLIT-		5,707.52	348,924.06
Check	03/05/2021				-SPLIT-		7,784.41	341,139.65
Check	03/05/2021	50302	Innovative Business Soluti...	FEBRUARY 2021 PR Taxes	5913 · Stipend		991.86	340,147.79
Check	03/05/2021	50303	Innovative Business Soluti...	PR FEBRUARY 2021 DD	5913 · Stipend		1,820.58	338,327.21
Check	03/05/2021	50304	Steven T Ashdown		-SPLIT-		923.50	337,403.71
Check	03/05/2021	50305	James Jacobs		5911 · Volunteer Pay		55.41	337,348.30
Check	03/05/2021	50306	Kyle Lewis {2}		5913 · Stipend		159.30	337,189.00
Check	03/05/2021	50307	Dave J. Pelzer		5913 · Stipend		1,728.61	335,460.39
Check	03/05/2021	50308	Matthew Simmons		5911 · Volunteer Pay		124.67	335,335.72
Check	03/05/2021		Ryan Wilson {2}		205 · Summit State ...		75,000.00	260,335.72
Transfer	03/05/2021			Funds Transfer	20000 · Accounts P...		1,000.00	259,335.72
Bill Pmt -Check	03/05/2021	10057	Law Offices of William D R...		20000 · Accounts P...		67.03	259,268.69
Bill Pmt -Check	03/05/2021	10058	Samba Safety	14612	20000 · Accounts P...		79.54	259,189.15
Bill Pmt -Check	03/09/2021	10059	AT&T - Circuit	195210871	20000 · Accounts P...		32.75	259,156.40
Bill Pmt -Check	03/09/2021	10060	Enhanced Communication...	2309453	20000 · Accounts P...		446.55	258,709.85
Bill Pmt -Check	03/09/2021	10061	Ferrelgas - Sta 1-345	50106345	20000 · Accounts P...		306.46	258,403.39
Bill Pmt -Check	03/09/2021	10062	Ferrelgas - Sta 2-383	50106383	20000 · Accounts P...		41.71	258,361.68
Bill Pmt -Check	03/09/2021	10063	River Auto Parts	25151	20000 · Accounts P...		269.82	258,091.86
Bill Pmt -Check	03/09/2021	10064	Verizon	971310118-00001	20000 · Accounts P...		42.63	258,049.23
Bill Pmt -Check	03/09/2021	10067	True Value	725-561	20000 · Accounts P...		3,454.22	254,595.01
Bill Pmt -Check	03/10/2021	10065	FDAC EBA	04/01/2021 to 04/30/2021 / 94...	20000 · Accounts P...		207.32	254,802.33
Deposit	03/10/2021			Deposit	4040 · Misc. Income			254,512.85
Bill Pmt -Check	03/15/2021	10068	Berry's Sawmill, Inc	MRFIRE	20000 · Accounts P...		289.48	242,104.15
Bill Pmt -Check	03/15/2021	10069	L N Curtis & Sons	Cust. # C1615	20000 · Accounts P...		12,408.70	238,256.95
Check	03/16/2021	10070	Gold Ridge Fire Protection ...	FEB21-ADMIN	6510 · Administrati...		3,847.20	234,555.54
Bill Pmt -Check	03/16/2021	10071	Randy Hanson Auto Body ...		20000 · Accounts P...		3,701.41	241,615.51
Check	03/16/2021	9719	Monte Rio Fire Protection ...	Transfer to SSB	105 · Community Fi...		7,059.97	240,968.70
Bill Pmt -Check	03/17/2021	10072	Dynamic Mobile Truck Re...		20000 · Accounts P...		646.81	240,900.67
Bill Pmt -Check	03/17/2021	10073	Samba Safety	14612	20000 · Accounts P...		68.03	240,831.82
Check	03/19/2021		Innovative Business Soluti...	MARCH 2021	6540 · Payroll Servi...		68.85	238,103.38
Check	03/19/2021		Innovative Business Soluti...	MARCH 2021 PR Taxes	-SPLIT-		2,728.44	232,024.56
Check	03/19/2021		Innovative Business Soluti...	PR MARCH 2021 DD	5910 · Permanent P...		6,078.82	231,655.48
Bill Pmt -Check	03/23/2021	10074	Sonoma County Junior Co...		20000 · Accounts P...		369.08	

**Monte Rio Fire Protection District
Bank Accounts Register
As of March 31, 2021**

3:29 PM

04/14/21

Accrual Basis

Type	Date	Num	Name	Memo	Split	Debit	Credit	Balance
Bill Pmt -Check	03/23/2021	10075	Sweetwater Springs Water ...	35002300	20000 · Accounts P...		123.86	231,531.62
Bill Pmt -Check	03/23/2021	10076	Fire Agencies Self Insuran...	MON001	20000 · Accounts P...		15,260.00	216,271.62
Bill Pmt -Check	03/23/2021	10077	WEX BANK	0405-00-865174-7	20000 · Accounts P...		1,623.80	214,647.82
Bill Pmt -Check	03/29/2021	10078	Berry's Sawmill, Inc	MRFIRE	20000 · Accounts P...		77.05	214,570.77
Bill Pmt -Check	03/29/2021	10079	Webhelper.com	APRIL 2021 Monthly Dues	20000 · Accounts P...		215.00	214,355.77
Transfer	03/30/2021			Funds Transfer	109 · Community Fi...	25.00		214,380.77
Total 200 · Summit State Bank *0784						7,292.29	205,499.35	214,380.77
205 · Summit State Bank ICS								
Transfer	03/05/2021			Funds Transfer	200 · Summit State ...	75,000.00		1,200,439.79
Deposit	03/31/2021			Interest	4105 · Interest Inco...	107.89		1,275,439.79
Total 205 · Summit State Bank ICS						75,107.89		1,275,547.68
TOTAL						82,400.18	212,584.32	1,489,928.45

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

July 1, 2020 through April 14, 2021

	TOTAL				
	Mar 21	Jul 1, '20 - Apr 14, 21	Budget	\$ Over Budget	% of Budget
Income					
10 · Tax Revenue					
1000 · Property - CY Secured	0.00	289,195.44	488,000.00	-198,804.56	59.26%
1001 · Direct Charges - CY	0.00	287,037.76	500,000.00	-212,962.24	57.41%
1008 · RDA Increment	0.00	-116,006.10	-200,000.00	83,993.90	58.0%
1011 · SB2557 Prop Tax Admin	0.00	0.00	-4,000.00	4,000.00	0.0%
1014 · RDA Pass Through	0.00	39,481.60	70,000.00	-30,518.40	56.4%
1017 · Residual - RPTTF	0.00	162,447.45	78,000.00	84,447.45	208.27%
1020 · Supplemental Prop Taxes - CY	0.00	7,274.47	5,000.00	2,274.47	145.49%
1040 · Property - CY Unsecured	0.00	15,494.91	0.00	15,494.91	100.0%
1042 · CollectCost Del CY Unsecured	0.00	0.00	13,000.00	-13,000.00	0.0%
1060 · Property - PY Secured	0.00	-7.83	0.00	-7.83	100.0%
1080 · Supplemental Prop Taxes - PY	0.00	-8.69	0.00	-8.69	100.0%
1100 · Property - PY Unsecured	0.00	249.88	255.00	-5.12	97.99%
10 · Tax Revenue - Other	0.00	0.00	0.00	0.00	0.0%
Total 10 · Tax Revenue	0.00	685,158.89	950,255.00	-265,096.11	72.1%
17 · Use of Money/Property	0.00	0.00	0.00	0.00	0.0%
20 · Intergovernmental Revenues					
2440 · State HOPTR	0.00	1,933.51	1,700.00	233.51	113.74%
2470 · Timber Yield Tax	0.00	79.81	80.00	-0.19	99.76%
2490 · State - Other In-lieu tax	0.00	10.94	0.00	10.94	100.0%
2500 · Intergovernmental Rev. - State	0.00	286,489.99	1.00	286,488.99	28,648,999.0%
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	12,068.82	0.00	12,068.82	100.0%
Total 20 · Intergovernmental Revenues	0.00	300,583.07	1,781.00	298,802.07	16,877.21%
30 · Charge for Services	0.00	0.00	0.00	0.00	0.0%
40 · Miscellaneous Revenues					
4040 · Misc. Income	207.32	3,014.32	0.00	3,014.32	100.0%
4102 · Donations/Grants	0.00	0.00	0.00	0.00	0.0%
4105 · Interest Income	107.89	2,165.68	1,000.00	1,165.68	216.57%
4200 · Other Revenue	0.00	0.00	0.00	0.00	0.0%
40 · Miscellaneous Revenues - Other	0.00	21,956.88	0.00	21,956.88	100.0%
Total 40 · Miscellaneous Revenues	315.21	27,136.88	1,000.00	26,136.88	2,713.69%
Total Income	315.21	1,012,878.84	953,036.00	59,842.84	106.28%
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%
	315.21	1,012,878.84	953,036.00	59,842.84	106.28%
Expense					
50 · Payroll Expenses					
5910 · Permanent Positions	16,143.24	123,177.85	151,389.50	-28,211.65	81.37%
5911 · Volunteer Pay	375.00	7,568.71	10,000.00	-2,431.29	75.69%
5913 · Stipend	9,175.00	75,903.14	180,000.00	-104,096.86	42.17%
5914 · Strike Team	0.00	166,553.97	1.00	166,552.97	16,655,397.0%
5922 · FICA-Retirement	1,589.45	20,933.87	29,047.75	-8,113.88	72.07%
5924 · Medicare	371.75	4,859.16	4,950.15	-90.99	98.16%
5930 · Health Insurance	3,454.22	5,181.33	34,920.00	-29,738.67	14.84%
5935 · Unemployment	448.68	3,552.86	18,900.00	-15,347.14	18.8%

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

July 1, 2020 through April 14, 2021

	TOTAL				
	Mar 21	Jul 1, '20 - Apr 14, 21	Budget	\$ Over Budget	% of Budget
5940 · Workers' Compensation	15,260.00	46,288.00	38,220.00	8,068.00	121.11%
50 · Payroll Expenses - Other	0.00	0.00	0.00	0.00	0.0%
Total 50 · Payroll Expenses	46,817.34	454,018.89	467,428.40	-13,409.51	97.13%
60 · Services/Supplies					
6021 · Clothing/Personal	0.00	200.35	2,000.00	-1,799.65	10.02%
6022 · Safety Clothing - PPE	17,178.23	43,647.40	25,000.00	18,647.40	174.59%
6040 · Communications	301.91	18,053.45	10,000.00	8,053.45	180.54%
6060 · Food	0.00	255.18	1,000.00	-744.82	25.52%
6080 · Household Expense	469.51	4,166.48	1,500.00	2,666.48	277.77%
6100 · Insurance	0.00	23,782.00	23,000.00	782.00	103.4%
6140 · Maint - Equipment	5,447.40	68,144.99	50,000.00	18,144.99	136.29%
6180 · Maint. - Building	366.53	22,088.21	50,000.00	-27,911.79	44.18%
6261 · Medical Supplies	0.00	4,007.27	10,000.00	-5,992.73	40.07%
6280 · Membership/Subscriptions	48.99	3,159.45	9,000.00	-5,840.55	35.11%
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	78.61	635.26	3,000.00	-2,364.74	21.18%
6410 · Postage	0.00	297.12	600.00	-302.88	49.52%
6461 · Supplies	4.20	10,359.12	10,000.00	359.12	103.59%
6500 · Professional Services	350.06	5,004.16	10,000.00	-4,995.84	50.04%
6510 · Administrative Services	3,847.20	38,399.87	52,000.00	-13,600.13	73.85%
6521 · County Services	0.00	0.00	3,200.00	-3,200.00	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	689.50	3,069.50	12,000.00	-8,930.50	25.58%
6587 · LAFCO	0.00	920.00	1,048.00	-128.00	87.79%
6610 · Legal Services	1,000.00	9,317.00	15,000.00	-5,683.00	62.11%
6630 · Audit/Accounting	0.00	8,000.00	10,000.00	-2,000.00	80.0%
6634 · Bank Service Charges	15.00	110.00	100.00	10.00	110.0%
6800 · Public/Legal Notices	0.00	0.00	250.00	-250.00	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	125.00	14,000.00	-13,875.00	0.89%
7060 · Board Expense	0.00	0.00	5,000.00	-5,000.00	0.0%
7120 · Training-In-Service	3,106.08	7,722.20	5,000.00	2,722.20	154.44%
7201 · Gas/Oil	1,683.80	14,891.57	20,000.00	-5,108.43	74.46%
7300 · Transportaion/Travel	0.00	334.06	1,000.00	-665.94	33.41%
7320 · Utilities	991.29	11,248.67	20,000.00	-8,751.33	56.24%
7330 · Maint - Creekside JPA	0.00	5,000.00	5,000.00	0.00	100.0%
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	35,578.31	302,938.31	368,698.00	-65,759.69	82.16%

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

July 1, 2020 through April 14, 2021

	TOTAL				
	Mar 21	Jul 1, '20 - Apr 14, 21	Budget	\$ Over Budget	% of Budget
7777 · Depreciation Expense	0.00	0.00	0.00	0.00	0.0%
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	116,909.60	-116,909.60	0.0%
90 · Appropriations - Other	0.00	0.00	0.00	0.00	0.0%
Total 90 · Appropriations	0.00	0.00	116,909.60	-116,909.60	0.0%
Total Expense	82,395.65	756,957.20	953,036.00	-196,078.80	79.43%
Net Income	-82,080.44	255,921.64	0.00	255,921.64	100.0%

Monte Rio Fire Protection District
Balance Sheet
As of April 14, 2021

	Apr 14, 21
ASSETS	
Current Assets	
Checking/Savings	
200 · Summit State Bank *0784	304,522.86
205 · Summit State Bank ICS	1,275,547.68
Total Checking/Savings	1,580,070.54
Accounts Receivable	
11050 · Due from Other Government	104,774.27
Total Accounts Receivable	104,774.27
Total Current Assets	1,684,844.81
Fixed Assets	
14000 · Land	41,480.00
15000 · Equipment	52,995.32
17000 · Accumulated Depreciation	-1,161,635.00
18800 · WIP Fire Station	143,615.00
999 · Undistributed	51,869.61
Total Fixed Assets	-871,675.07
TOTAL ASSETS	813,169.74
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	2,831.10
Total Accounts Payable	2,831.10
Credit Cards	
0485 · Bank of America CC *0485	100.00
Total Credit Cards	100.00
Other Current Liabilities	
25000 · Low Value Parcel Tax Refunds	400.00
Total Other Current Liabilities	400.00
Total Current Liabilities	3,331.10
Total Liabilities	3,331.10
Equity	
30000 · Opening Balance Equity	1,325,401.90
35200 · Unrestricted Net Assets	-771,484.90
Net Income	255,921.64
Total Equity	809,838.64
TOTAL LIABILITIES & EQUITY	813,169.74