



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, January 16, 2023, 6:00 PM

Consistent with Government Code section 54953 and State and County Health Orders promoting social distancing, the meeting will be accessible telephonically to all members of the public via the teleconference # 1 (669)900-6833 and participant # 726504

Web URL: <https://us02web.zoom.us> Meeting ID: 861 5716 0629 Passcode: 726504

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. November 21, 2022, Regular Meeting
 - b. December 19, 2022, Regular Meeting
5. CORRESPONDENCE
6. OLD BUSINESS
 - a. Consolidation Ad Hoc Committee Report (*Discussion Item*)
 - b. Policies & Procedures (*Discussion Item, possible Action Item*)
 - c. Chipper Lease Agreement (*Action Item*)
7. NEW BUSINESS
 - a. Board Vacancy Update (*Discussion Item*)
 - b. LAFCO Special District Representative (*Action Item*)
8. TREASURER'S REPORT
9. CHIEF'S REPORT
10. PRESIDENT'S REPORT
11. DIRECTOR'S REPORT



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12. SECRETARY/CLERK'S REPORT

13. COUNSEL REPORT

14. 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 Herring at (707) 823-1089 (Voice), call **711 for the free Telecommunications Relay Service**, or e-mail therring@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, November 21, 2022, 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 6:04PM. Roll Call of Directors: Dan Fein, Josh Dale, Tim Cahn, and Geff Smith.
2. **APPROVAL OF AGENDA** – Motion to approve Geff Smith and seconded by Tim Cahn; motion passed unanimously.
3. **PUBLIC COMMENT ON ITEMS NOT AGENDIZED** – Michele McDonell wanted to thank the chief and the department for their continued support of her family.
4. **APPROVAL OF MINUTES**
 - a. October 17, 2022, Regular Board Meeting – Motion to approve by Tim Cahn and seconded by Josh Dale.
5. **CORRESPONDENCE** – None
6. **OLD BUSINESS**
 - a. Consolidation Ad Hoc Committee Report – there was a meeting with the board of supervisors and there was a presentation that included all the financials, both districts were asked to come back with an exact ask of the county for annexation.
 - b. Policies & Procedures – this will be tabled for the next meeting so that Kari Morrissey can review them since she was absent. Motion to approve the tabling of this item by Geff Smith and seconded by Josh Dale.
 - c. FY 22/23 Preliminary Audit – Motion to approve with the edits provided by Tim Cahn and seconded by Josh Dale.
7. **NEW BUSINESS**
 - a. Review of District Inventory – Chief provided a list of inventories for the board that includes everything.
8. **TREASURER'S REPORT**
 - a. Went over the financials included in the board packet.
9. **CHIEF'S REPORT** – Chief Baxman
 - a. 850 calls for 2022, slower than last year.
 - b. Joint training starts next month with Gold Ridge.



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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 Tim Cahn; motion passed unanimously. The Board was adjourned at 6:57PM

Minutes respectfully submitted by:

Tiffanie Herring



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BOARD OF DIRECTORS MEETING MINUTES

Via Zoom Video Conference

Monday, December 19, 2022, 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 6:04PM. Roll Call of Directors: Dan Fein, Josh Dale, Tim Cahn, Kari Morrissey, and Geff Smith.
2. **APPROVAL OF AGENDA** – nothing to approve.
3. **PUBLIC COMMENT ON ITEMS NOT AGENDIZED** – nothing to report.
4. **APPROVAL OF MINUTES**
 - a. November 21, 2022, Regular Board Meeting – will be on next agenda as the meeting was continued since it was unknown if we have a full board or not.
5. **CORRESPONDENCE** – None
6. **OLD BUSINESS**
 - a. Consolidation Ad Hoc Committee Report – will be on next agenda as the meeting was continued since it was unknown if we have a full board or not.
 - b. Policies & Procedures – will be on next agenda as the meeting was continued since it was unknown if we have a full board or not.
7. **NEW BUSINESS**
 - a. Chipper Lease Agreement – will be on next agenda as the meeting was continued since it was unknown if we have a full board or not.
 - b. Oath of Office – will be on next agenda as the meeting was continued since it was unknown if we have a full board or not.
8. **TREASURER'S REPORT**
 - a. Nothing to report.
9. **CHIEF'S REPORT** – Chief Baxman
 - a. Nothing to report.
10. **PRESIDENT'S REPORT**
 - a. Nothing to report.
11. **DIRECTOR'S REPORT**
 - a. Nothing to report.



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12. SECRETARY/CLERK REPORT


- a. Nothing to report.

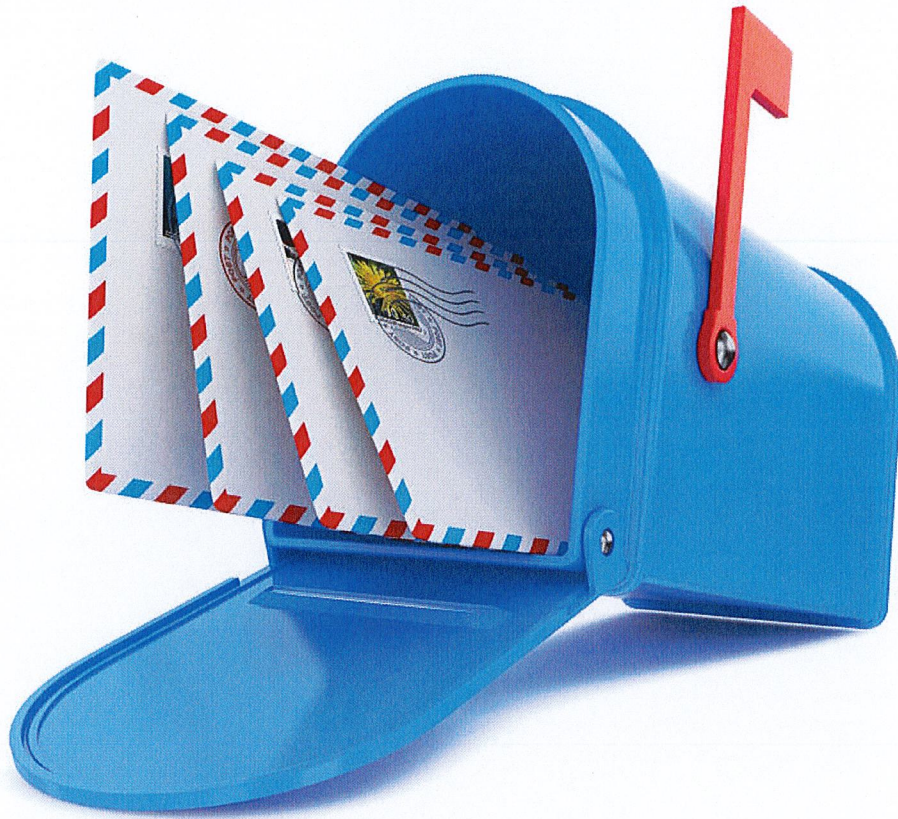
13. ADJOURNMENT – The Board was adjourned at 6:18PM

Minutes respectfully submitted by:

Tiffanie Herring

Sunday's Letters to the Editor

Press Democrat readers describe an emergency rescue, and more. |  110



YOU CAN SEND LETTERS TO THE EDITOR TO LETTERS@PRESSDEMOCRAT.COM.

December 25, 2022

To the rescue

EDITOR: On Dec. 10, the trunk of a 3-plus foot diameter redwood on our property cracked in half and fell into our front yard. Ours was one of the homes pictured in your Dec. 11 article ("Intense storm drenches area"). Access to our home was completely obstructed by the fallen tree, and there was a limb coming through our living room ceiling. Chief Steve Baxman and the Monte Rio Fire Department showed up to save the day. They cleared our front stairs and driveway, restoring access to the house and garage. They pulled the limb off our roof and patched it before the rain began again. Their service was amazing.

1/10/23, 11:50 AM

Sunday's Letters to the Editor

They were cheerful, kind and competent. We want to express our gratitude to this remarkable group of public servants. They are true heroes.

KAREN and RICK CORRIGAN

Monte Rio

This Equipment Lease Agreement (the "Agreement") is made and entered on _____ by and between Fire Safe Sonoma ("Lessor") and _____ ("Lessee") (collectively referred to as the "Parties").

The Parties agree as follows:

1. **EQUIPMENT:** Lessor hereby leases to Lessee the following equipment:

CHIPPER

PINETL HITCH

2. **LEASE TERM:** The lease will start on _____ (begin date) and will end on _____ (end date) (Lease Term).
3. **LEASE PAYMENTS:** Lessee agrees to pay to Lessor as rent for the Equipment the amount of \$ _____ advance on or before _____ to:
Fire Safe Sonoma Inc
PO Box 11734
Santa Rosa, CA 95406
4. **DELIVERY:** Lessee shall be responsible for all expenses and costs: i) at the beginning of the Lease Term, of shipping the Equipment to Lessee's premises and ii) at the end of the Lease Term, of shipping the Equipment back to Lessor's premises.
5. **LESSEE NON-MONETARY OBLIGATIONS:** Lessee agrees to house, maintain, transport, and operate the chipper machine within their immediate community, unless directed otherwise by Lessor. Lessee shall allocate appropriately trained and equipped personnel to operate the chipper machine. Lessee shall work with volunteer staff where appropriate. Lessee shall make chipper services available on a first-come, first-served request basis and according to Lessee availability. Lessee shall provide chipping services to demonstration sites as requested. Lessee shall provide at least 240 hours of chipper use associated with the project per year. Lessee shall document chipper machine use, including but not limited to: the location of sites treated, date and time of treatment, the number of sites treated, acres treated per-site and other data as necessary. Lessee shall perform regular chipper maintenance, at no cost to Lessor, as an in-kind contribution valued at \$2,500.00 per year.
6. **DEFAULTS:** If Lessee fails to perform or fulfill any obligation under this Agreement, Lessee shall be in default of this Agreement. Subject to any statute, ordinance or law to the contrary, Lessee shall have seven (7) days from the date of notice of default by Lessor to cure the default. In the event Lessee does not cure a default, Lessor may at Lessor's option (a) cure such default, and the cost of such action may be added to Lessee's financial obligations under this Agreement; or (b) declare Lessee in default of the

Agreement. If Lessee shall become insolvent, cease to do business as a going concern or if a petition has been filed by or against Lessee under the Bankruptcy Act or similar federal or state statute, Lessor may immediately declare Lessee in default of this Agreement. In the event of default, Lessor may, as permitted by law, re-take possession of the Equipment. Lessor may, at its option, hold Lessee liable for any difference between the Rent that would have been payable under this Agreement during the balance of the unexpired term and any rent paid by any successive lessee if the Equipment is re-let minus the cost and expenses of such reletting. In the event Lessor is unable to re-let the Equipment during any remaining term of this Agreement, after default by Lessee, Lessor may at its option hold Lessee liable for the balance of the unpaid rent under this Agreement if this Agreement had continued in force.

7. **POSSESSION AND SURRENDER OF EQUIPMENT:** Lessee shall be entitled to possession of the Equipment on the first day of the Lease Term. Equipment shall not be used as collateral or other means. At the expiration of the Lease Term, Lessee shall surrender the Equipment to Lessor by delivering the Equipment to Lessor or Lessor's agent in good condition and working order, ordinary wear and tear excepted, as it was at the commencement of the Agreement. Disposition of equipment beyond the lease period is subject to Fire Safe Sonoma and CAL FIRE approval.
8. **USE OF EQUIPMENT:** Lessee shall only use the Equipment in a careful and proper manner and will comply with all laws, rules, ordinances, statutes, and orders regarding the use, maintenance of storage of the Equipment.
9. **CONDITION OF EQUIPMENT AND REPAIR:** The lessee or Lessee's agent has inspected the Equipment and acknowledges that the Equipment is in good and acceptable condition.
10. **MAINTENANCE, DAMAGE, AND LOSS:** Lessee will keep and maintain the Equipment clean and in good working order and repair during the Lease Term. Lessor will provide Lessee up to \$1,600.00 in total for replacement chipper blades and up to \$2,000.00 annually towards the costs of routine care and maintenance and Lessee shall be responsible for additional replacement chipper blades, and routine care and maintenance costs beyond this amount. In the event the Equipment is lost or damaged beyond repair, Lessee shall pay to Lessor the replacement cost of the Equipment; in addition, the obligations of this Agreement shall continue in full force and effect through the Lease Term.
11. **INSURANCE:** Lessee shall be responsible to maintain insurance on the Equipment with losses payable to Lessor against fire, theft, collision, and other such risks as are appropriate and specified by Lessor. Upon request by Lessor, Lessee shall provide proof of such insurance.

12. **INCUMBRANCES, TAXES, AND OTHER LAWS:** Lessee shall keep the Equipment free and clear of any liens or other encumbrances, and shall not permit any act where Lessor's title or rights may be negatively affected. Lessee shall be responsible for complying with and conforming to all laws and regulations relating to the possession, use or maintenance of the Equipment. Furthermore, Lessee shall promptly pay all taxes, fees, licenses and governmental charges, together with any penalties or interest thereon, relating to the possession, use or maintenance of the Equipment.
13. **LESSORS REPRESENTATIONS:** Lessor represents and warrants that he/she has the right to lease the Equipment as provided in this Agreement and that Lessee shall be entitled to quietly hold and possess the Equipment, and Lessor will not interfere with that right as long as Lessee pays the Rent in a timely manner and performs all other obligations under this Agreement.
14. **OWNERSHIP:** The Equipment is and shall remain the exclusive property of the Lessor.
15. **SEVERABILITY:** If any part or parts of this Agreement shall be held unenforceable for any reason, the remainder of this Agreement shall continue in full force and effect. If any provision of this Agreement is deemed invalid or unenforceable by any court of competent jurisdiction, and if limiting such provision would make the provision valid, then such provision shall be deemed to be construed as so limited.
16. **ASSIGNMENT:** Neither this Agreement nor Lessee's rights hereunder are assignable except with Lessor's prior, written consent.
17. **BINDING EFFECT:** The covenants and conditions contained in the Agreement shall apply to and bind the Parties and the heirs, legal representatives, successors and permitted assigns of the Parties.
18. **GOVERNING LAW:** This Agreement shall be governed by and construed in accordance with the laws of the State of California.
19. **NOTICE:** Any notice required or otherwise given pursuant to this Agreement shall be in writing and mailed certified return receipt requested, postage prepaid, or delivered by overnight delivery service to:

Tiffanie Herring

From: Jason Wilson <Jason.Wilson@sonoma-county.org>
Sent: Wednesday, December 21, 2022 1:10 PM
To: Tiffanie Herring
Cc: district5
Subject: RE: Board Appointment

Hi Tiffanie,

The appointments will appear on the January 24, 2023 BOD agenda. The item number is 2023-0014. Terms will be 12/4/2022 – 12/6/2026.

Thank you!

Jason Wilson
District 5 Aide to
Supervisor Lynda Hopkins
575 Administration Drive 100A
Santa Rosa, CA 95403
707.565.2241

From: Tiffanie Herring <therring@goldridgefire.org>
Sent: Wednesday, December 21, 2022 11:17 AM
To: Jason Wilson <Jason.Wilson@sonoma-county.org>
Cc: district5 <district5@sonoma-county.org>
Subject: RE: Board Appointment

EXTERNAL

Sorry it is 12/4/2022-12/6/2026

Tiffanie Herring
Administrative Assistant
Monte Rio Fire Protection District
P.O. Box 279
Monte Rio, CA 95462
707.823.1085



From: Jason Wilson <Jason.Wilson@sonoma-county.org>
Sent: Wednesday, December 21, 2022 11:15 AM

Date: November 14, 2022
To: All Independent Special Districts
Subject: Election of Special District Representative Class II

Attached please find the materials associated with an election to fill the position of Special District Representative Class II Regular Member to Sonoma LAFCO for the remainder of the term ending May 2025. As a result of an earlier notification by Sonoma LAFCO to special districts, two nominations were submitted by the October 28th, 2022 deadline.

Nominations for this position were restricted to board members of ambulance, cemetery, health and hospital, pest control, recreation and parks, resource conservation, wastewater, and water districts.

All independent special districts have the right to vote in the election.

The election process requires that Sonoma LAFCO send to each district copies of the following:

1. A ballot and certification form, with voting instructions
2. All nominations received by the established deadline

All ballots should be returned to the LAFCO office by February 15, 2023. Ballots received by the deadline will be counted and the results announced within seven days.

Ballot sheet and certification may be emailed to Kasandra.Bowen@sonoma-county.org, to meet deadline requirements. However, originals must be mailed to the LAFCO office as soon as possible thereafter. The LAFCO mailing address is P.O. Box 1428, Santa Rosa, CA 95404

Please note that ballots representing a majority of the districts must be received by the deadline date for the election to be considered valid. In the event a majority of districts have not cast ballots by the deadline, Sonoma LAFCO will extend the deadline date by 60 days to allow those districts that have not returned a ballot to do so.

On behalf of the Commission, we urge your district to participate in this election for special district representation to Sonoma LAFCO and to return the ballot by the February 15th deadline.

If you have any questions or need additional information, please contact Sonoma LAFCO at 707-565-2577.

SONOMA LOCAL AGENCY FORMATION COMMISSION

BALLOT

Special District Representative Class II Term of Office Ending May 2025

1. Vote for only one candidate for Special District Representative.
2. The presiding officer or his/her designated alternate, acting on behalf of the district, must cast the district's vote by marking the space to the right of a candidate's name and then complete, sign, and date the certification.
3. Place the marked ballot sheet and certification into the envelope provided and mail to Sonoma LAFCO, P.O. Box 1428, Santa Rosa, CA 95404. Ballot sheet and certification may be emailed to Kasandra.Bowen@sonoma-county.org, to meet deadline requirements. However, originals must be mailed to the LAFCO office as soon as possible thereafter.
5. **Submit ballot and certification by Wednesday, February 15th, 2023**

VOTE

Tamara Davis, Marin Sonoma Mosquito & Vector Control _____

Rich Holmer, Sweet Water Springs Water District _____

CERTIFICATION

I certify, under penalty of perjury, that I, _____
(Print Name of Presiding Officer or Alternate)

I am the Presiding Officer of _____
(Print Name of Special District)

or his/her designated alternate, and I am authorized by my district to cast the district's vote for Special District Representative to the Local Agency Formation Commission in this election.

(Date)

(Signature)

SONOMA LOCAL AGENCY FORMATION COMMISSION

111 SANTA ROSA AVE STE 240, SANTA ROSA, CA 95404
(707) 565-2577 www.sonomalafco.org

APPLICATION FOR SPECIAL DISTRICT REPRESENTATIVE (CLASS II)

This application has been designed to provide pertinent information about each candidate applying for the position of Class II Special District Representative to LAFCO. Class II districts include ambulance, cemetery, health and hospital, pest control, recreation and parks, resource conservation, wastewater, and water districts.

Please read the application carefully and type your responses or print in ink.

Date Submitted: October 22, 2022 _____

Name: Richard L Holmer _____

Address: PO Box 22, Villa Grande, CA 95486 _____

Phone(s): 707-865-2998, 707-327-8660 _____

Email: richandwanda@sbcglobal.net _____

Name of District You Represent: Sweetwater Springs Water District _____

Date of Most Current Election/Appointment: June, 2011 _____

Date Term Expires: Dec., 2022 _____

Total years with District: 11 years _____

Total Years Associated with Government/ Community Service: 45 years _____

List any other agencies/special Districts you have been or are currently involved with:

Sonoma LAFCO, Sept. 2016 to present _____

Creekside Wastewater Authority, 2013-2019 _____

County of Sonoma, 1972-2004 _____

List Community Service Activities including Names of Organizations and Dates of Service:

Friends of Villa Grande a 501c3 corporation formed for the benefit of the community of Villa Grande, 2015 to present

California Onsite Wastewater Association, 2003-2004 _____

Sonoma County Administrative Management Council, 1996-2004 _____

Russian River Historical Society, 1998-1999 _____

Kenwood Community Club, 1974-1978 _____



October 7, 2022

TO: Sonoma LAFCO

To Whom It May Concern:

By this letter I hereby attest that the Board of Directors of the Sweetwater Springs Water District at their October 6, 2022 Board Meeting approved a motion to nominate Sweetwater Director Richard Holmer for Class II Representative for LAFCO. Motion was made by Director Robb-Wilder, seconded by Director Lipinski, and approved by a vote of 5-0.

Sincerely,

A handwritten signature in cursive script, appearing to read "Julie A. Kenny", is written over the typed name.

Julie Kenny
Secretary to the Board
Sweetwater Springs Water District
(707) 869-4000

PO Box 22
Villa Grande, CA 95486

Phone 707-865-2998
E-mail
richandwanda@sbcgloabl.net

Richard L Holmer, Resume

Objective

I am applying to serve on the Board of Directors of the Local Agency Formation Commission.

Education

1964 to 1968, San Jose State University, San Jose, CA
Bachelor of Arts degree in Environmental Health Sciences

1968 to 1969, University of California, Berkeley, CA
Post graduate work in the field of Environmental Health Sciences

Work experience

1969 to 1972, County of Santa Clara, Department of Public Health: Environmental Health Specialist

1972 to 1995, County of Sonoma, Department of Health Services: Environmental Health Specialist, Land Use Specialist, Supervising Environmental Health Specialist

1995 to 2004, County of Sonoma, Permit and Resource Management Department: Operations Division Manager

2004 to present, retired

Summary of qualifications

I have extensive experience in governmental oversight of land development in Sonoma County during my tenure at the Sonoma County Department of Health Services and the Sonoma County Permit and Resource Management Department. These duties included review of projects, review of environmental impacts of projects and direct participation as a member of staff level review panels. Additionally, I gave staff input to the Planning Commission, Board of Zoning Adjustments and the Board of Supervisors. These activities provide a solid background of experience to serve effectively as a member of LAFCO.

During my ten years as a manger at the Permit and Resource Management Department, I gained considerable experience in interacting with staff members, the public and elected bodies. I feel that I have good communication skills and the ability to make effective and well thought out decisions.

In my elected position as a Board member of the Sweetwater Springs Water District (including one year as Board chair), I have gained valuable knowledge regarding the operation of a special district, the problems faced by special districts and financing issues of special districts.

Community activities

Sweetwater Springs Water District, Board member and chair, 2011 to present

Friends of Villa Grande, Board member and President, 2005 to present

Creekside Wastewater Authority, Board member, 2015 to present

California Onsite Wastewater Association, Board member, 2003-04

Sonoma County Administrative Management Council, Board member, 1996 to 2004

Russian River Historical Society, Board member, 1998-99

SONOMA LOCAL AGENCY FORMATION COMMISSION

575 ADMINISTRATION DRIVE, ROOM 104A, SANTA ROSA, CA 95403
(707) 565-2577 FAX (707) 565-3778
www.sonomalafco.org

APPLICATION FOR SPECIAL DISTRICT REPRESENTATIVE (CLASS II)

This application has been designed to provide pertinent information about each candidate applying for the position of Class II Special District Representative to LAFCO. Class II districts include ambulance, cemetery, health and hospital, pest control, recreation and parks, resource conservation, wastewater, and water districts.

Please read the application carefully and type your responses or print in ink.

Date Submitted: September 22, 2022

Name: Tamara Davis

Address: 903 Hacienda Circle, Rohment Park, CA 94928

Phone(s): 707-585-6153

Email: PhineasChapmanRP@gmail.com

Name of District You Represent: Marin/Sonoma Mosquito & Vector Control District

Date of Most Current Election/Appointment: 2018

Date Term Expires: 2022

Total years with District: 20+ years

Total Years Associated with Government/ Community Service: 40+ years

List any other agencies/special Districts you have been or are currently involved with:

pls refer to attached document

List Community Service Activities including Names of Organizations and Dates of Service:

pls refer to attached document

SONOMA LOCAL AGENCY FORMATION COMMISSION

Have you attended LAFCO meetings? If yes, when?

yes, but not recently

Please explain why you want to serve on the Sonoma Local Agency Formation Commission (LAFCO).

I have a long history of involvement in public services within Sonoma County and would like to use my experience working with LAFCO.

The Marin/Sonoma Mosquito & Vector Control District staff works in all areas of Sonoma County and the local cities. This would be helpful to me while working with LAFCO.

I have long been interested in the goals of this agency and would like to have the opportunity to participate.

From your perspective, explain the purpose of LAFCO:

LAFCO is focused on the efficient delivery of public services and the effective formation of local government.

Protecting agricultural land & open space is a priority and as someone who grew up in Sonoma County, very important to me. This also means limiting urban sprawl.

I have observed the activities of LAFCO from when I was with the city of Cotati and various groups over the years. I think I can bring an objective view point to this work.

TAMARA DAVIS

903 Hacienda Circle - Konick Park, CA 94928
(707) 585-6153 - tamaraschampton@gmail.com

OBJECTIVE

LAFCO Special District Representative (Class II)

PUBLIC SERVICE HIGHLIGHTS

- Trustee - Marin/Sonoma Mosquito and Vector Control District (Member of Executive Committee) representing County of Sonoma at-large since 2002.
 - Past President of Mosquito and Vector Control Association of California (MVCAC) Trustee Council. Eight years on Trustee Council. Currently serving on Legislative Committee & Board.
 - Second Vice-President & Trustee Representative for Coastal & Sacramento Valley Regions of the Vector Control Joint Powers Agency (VCJPA) - Board of Directors.
 - California Affiliated Risk Management Authorities (CARMA) - Board of Directors Alternate
 - Sonoma County Consolidated Oversight Board (Member)
-

PROFESSIONAL EXPERIENCE

STATE FARM INSURANCE - 34 Years of Service - Retired in 2004

Held various progressively responsible positions:

- Public Affairs Manager (focus on legislative, public policy issues, education, community outreach and media relations)
 - Fire Claims Superintendent (focus on home and business claims and claims involving litigation and also managed a litigation unit)
 - Re-inspector/Trainer (focus on reinspecting handled claims and assisting in training new claim representatives)
 - Claim Representative (handled home and business claims and a variety of disasters - hailstorms in New Mexico, Colorado and Wyoming)
 - Life Company - cash control clerk, administrative assistant
 - Auto Underwriting - assistant auto underwriter
-

PRIOR COMMUNITY INVOLVEMENT

- Goodwill Industries of the Redwood Empire - Board of Directors
- Mosquito Research Foundation - Board of Directors
- Mayor and Council Member - City of Cotati
- Corporate Council - State Conference of NAACP

- Santa Rosa Chamber of Commerce - Government Review Committee
- Alliance of North Bay Chambers of Commerce - Board of Directors
- Rohnert Park Chamber of Commerce
- Cotati Chamber of Commerce
- Sonoma State University - Ambassador for Higher Education
- Sonoma County Business Education Round Table - past president of Board of Directors
- Insurance Information Network of California - Past President of Board of Directors - member of IINC Communications Committee
- Personal Insurance Federation of California - communications and legislation committee member
- Professional Business Women of California - past Board of Directors member, Advisory Committee member
- Recipient of the 2001 Women and Industry award for Insurance and the 2001 Women and Industry Award for Community Involvement
- Leadership California - graduate
- The Association for Women in Communications - member
- Redwood Municipal Insurance Fund - Board of Directors
- Governor's School to Career Advisory Council - appointed by Governor Pete Wilson
- Sonoma County School to Career Partnership - past president and founding board member

EDUCATION

BACHELOR OF ARTS (B.A.) Sonoma State University

ASSOCIATE OF ARTS (A.A) Santa Rosa Junior College

FELLOW OF THE LIFE OFFICE MANAGEMENT ASSOCIATION (LOMA)

Monte Rio Fire Protection District
Bank Accounts Register
As of December 31, 2022

11:39 AM
01/10/23
Accrual Basis

Type	Date	Num	Name	Memo	Split	Debit	Credit	Balance
200 - Summit State Bank *0784								
Bill Pmt - Check	12/01/2022	10646	Ferrellgas - Sta 1-345	50106345	20000 · Accounts P...		306.70	238,260.45
Bill Pmt - Check	12/01/2022	10647	Ferrellgas - Sta 2-383	50106383	20000 · Accounts P...		52.88	237,907.57
Bill Pmt - Check	12/06/2022	10648	Law Offices of William D R...		20000 · Accounts P...		1,000.00	236,907.57
Bill Pmt - Check	12/06/2022	10649	Randy Hanson Auto Body ...		20000 · Accounts P...		1,736.08	235,171.49
Bill Pmt - Check	12/06/2022	10650	Samba Safety	14612	20000 · Accounts P...		85.70	235,085.79
Bill Pmt - Check	12/06/2022	10651	Berry's Sawmill, Inc	MRPIRE	20000 · Accounts P...		61.52	235,024.27
Bill Pmt - Check	12/07/2022	10652	AT&T - Circuit	195210871	20000 · Accounts P...		79.54	234,944.73
Transfer	12/07/2022			Funds Transfer	205 · Summit State ...	153.13		234,791.60
Deposit	12/08/2022			Deposit	2500 · Intergovern...	107,107.69		235,099.16
Transfer	12/08/2022			Funds Transfer	205 · Summit State ...		83,785.19	258,413.66
Check	12/09/2022		Innovative Business Soluti...	NOVEMBER 2022	6540 · Summit State ...		252.75	258,160.91
Check	12/09/2022		Innovative Business Soluti...	PR NOVEMBER 2022 DD	-SPLIT-		13,113.84	245,047.07
Check	12/09/2022		Innovative Business Soluti...	NOVEMBER 2022 PR Taxes	-SPLIT-		6,507.79	238,539.28
Check	12/09/2022	50490	Klayton Kaasch		5913 · Stipend		335.99	238,203.29
Check	12/09/2022	50491	Sean Norton		5913 · Stipend		1,272.99	236,930.30
Check	12/09/2022	50492	Jeremiah Price		5911 · Volunteer Pay		46.17	236,884.13
Check	12/09/2022	50493	Matthew Simmons		5913 · Stipend		699.02	236,185.11
Check	12/09/2022	50494	Daniel Tracy		5913 · Stipend		323.23	235,861.88
Check	12/09/2022	50495	RYAN WILSON		5911 · Volunteer Pay		304.95	235,556.93
Transfer	12/12/2022			Funds Transfer	205 · Summit State ...	8,541.34		244,098.27
Transfer	12/13/2022			Funds Transfer	205 · Summit State ...	1,264.08		245,362.35
Transfer	12/14/2022			Funds Transfer	205 · Summit State ...	2,181.36		247,543.71
Transfer	12/15/2022			Funds Transfer	205 · Summit State ...	323.23		247,866.94
Check	12/17/2022	10653	U.S. Bank Corporate Pay...	4866 9145 5552 5465	0500 · Cal Card		13,112.03	234,754.91
Bill Pmt - Check	12/19/2022	10654	True Value	725-561	20000 · Accounts P...		363.85	234,391.06
Bill Pmt - Check	12/19/2022	10655	L N Curtis & Sons	Cust. # C1615	20000 · Accounts P...		1,494.44	232,896.62
Bill Pmt - Check	12/19/2022	10656	Verizon	971310118-00001	20000 · Accounts P...		453.90	232,442.72
Deposit	12/19/2022			Deposit	-SPLIT-	644.89		233,087.61
Transfer	12/19/2022			Funds Transfer	205 · Summit State ...		339.94	232,747.67
Bill Pmt - Check	12/21/2022	10657	FDAC EBA	01/01/2023 to 01/31/2023 / 94...	20000 · Accounts P...		1,790.07	230,957.60
Bill Pmt - Check	12/21/2022	10658	PC&E - Jenner 316-8	0684318316-8	20000 · Accounts P...		4.53	230,953.07
Bill Pmt - Check	12/21/2022	10659	PC&E - Sta 2-062-1	3309316062-1	20000 · Accounts P...		109.22	230,843.85
Bill Pmt - Check	12/21/2022	10660	L N Curtis & Sons	Cust. # C1615	20000 · Accounts P...		75.95	230,767.90
Deposit	12/21/2022			Deposit	-SPLIT-	647,200.17		877,968.07
Transfer	12/22/2022			Funds Transfer	205 · Summit State ...		636,509.95	241,458.12
Check	12/23/2022		Innovative Business Soluti...	DECEMBER 2022	6540 · Payroll Servi...		74.20	241,383.92
Check	12/23/2022		Innovative Business Soluti...	PR DECEMBER 2022 DD	5910 · Permanent P...		7,110.63	234,273.29
Check	12/23/2022		Innovative Business Soluti...	DECEMBER 2022 PR Taxes	-SPLIT-		3,505.39	230,767.90
Transfer	12/23/2022			Funds Transfer	205 · Summit State ...		144,550.01	86,217.89
Deposit	12/23/2022			Deposit	2500 · Intergovern...	70,100.77		156,318.66
Deposit	12/23/2022			Deposit	2500 · Intergovern...	74,449.24		230,767.90
Bill Pmt - Check	12/27/2022	10661	WEX BANK	FY 21/22 Audit	20000 · Accounts P...		2,539.21	228,228.69
Bill Pmt - Check	12/27/2022	10662	Blomberg & Griffin	Funds Transfer	20000 · Accounts P...		7,950.00	220,278.69
Transfer	12/27/2022			Funds Transfer	205 · Summit State ...	61.52		220,340.21
Bill Pmt - Check	12/29/2022	10663	AT&T - Station 1	707 865 2067 360-8	20000 · Accounts P...		262.56	233,746.13
Bill Pmt - Check	12/29/2022	10664	AT&T - Station 2	707 865-2395 485 6	20000 · Accounts P...		314.75	233,431.38
Bill Pmt - Check	12/29/2022	10665	Ferrellgas - Sta 1-345	50106345	20000 · Accounts P...		694.61	232,736.77
Bill Pmt - Check	12/29/2022	10666	Ferrellgas - Sta 2-383	50106383	20000 · Accounts P...		470.92	232,265.85
Bill Pmt - Check	12/29/2022	10667	Marin/Sonoma Mosquito ...		20000 · Accounts P...		28.82	232,237.03

Monte Rio Fire Protection District
Bank Accounts Register
As of December 31, 2022

11:39 AM
01/10/23

Accrual Basis

Type	Date	Num	Name	Memo	Split	Debit	Credit	Balance
Bill Pmt -Check	12/29/2022	10668	PG&E - Sta 1-632-2	3059738632-2	20000 · Accounts P...		479.84	231,757.19
Bill Pmt -Check	12/29/2022	10669	Weis Fire & Safety Equipm...		20000 · Accounts P...		683.38	231,073.81
Total 200 · Summit State Bank *0784								
205 · Summit State Bank ICS								
Transfer	12/07/2022			Funds Transfer	200 · Summit State ...		153.13	1,672,722.19
Transfer	12/08/2022			Funds Transfer	200 · Summit State ...	83,785.19		1,672,569.06
Transfer	12/12/2022			Funds Transfer	200 · Summit State ...		8,541.34	1,756,354.25
Transfer	12/13/2022			Funds Transfer	200 · Summit State ...		1,264.08	1,747,812.91
Transfer	12/14/2022			Funds Transfer	200 · Summit State ...		1,746,548.83	1,746,548.83
Transfer	12/15/2022			Funds Transfer	200 · Summit State ...		2,181.36	1,744,367.47
Transfer	12/19/2022			Funds Transfer	200 · Summit State ...		323.23	1,744,044.24
Transfer	12/22/2022			Funds Transfer	200 · Summit State ...	339.94		1,744,384.18
Transfer	12/22/2022			Funds Transfer	200 · Summit State ...	636,509.95		2,380,894.13
Transfer	12/23/2022			Funds Transfer	200 · Summit State ...	144,550.01		2,525,444.14
Transfer	12/27/2022			Funds Transfer	200 · Summit State ...		61.52	2,525,382.62
Transfer	12/28/2022			Funds Transfer	200 · Summit State ...		13,668.48	2,511,714.14
Total 205 · Summit State Bank ICS								
						865,185.09	26,193.14	2,511,714.14
TOTAL						*****	959,075.68	2,742,787.95

Monte Rio Fire Protection District
Profit & Loss Budget vs. Actual
July 1, 2022 through January 10, 2023

	TOTAL				
	Dec 22	Jul 1, '22 - Jan 10, 23	Budget	\$ Over Budget	% of Budget
Income					
10 · Tax Revenue					
1000 · Property - CY Secured	307,387.18	307,387.18	535,877.00	-228,489.82	57.36%
1001 · Direct Charges - CY	301,013.49	301,013.49	496,636.00	-195,622.51	60.61%
1008 · RDA Increment	-141,025.99	-141,025.99	-242,640.00	101,614.01	58.12%
1011 · SB2557 Prop Tax Admin	0.00	0.00	-4,000.00	4,000.00	0.0%
1014 · RDA Pass Through	50,200.87	50,200.87	83,573.00	-33,372.13	60.07%
1017 · Residual - RPTTF	107,829.51	107,829.51	77,374.00	30,455.51	139.36%
1020 · Supplemental Prop Taxes - CY	4,237.99	4,237.99	11,855.00	-7,617.01	35.75%
1040 · Property - CY Unsecured	16,982.97	16,982.97	15,233.00	1,749.97	111.49%
1042 · CollectCost Del CY Unsecured	0.00	0.00	15,000.00	-15,000.00	0.0%
1080 · Supplemental Prop Taxes - PY	0.00	0.00	-10.00	10.00	0.0%
1100 · Property - PY Unsecured	0.00	0.00	260.00	-260.00	0.0%
Total 10 · Tax Revenue	646,626.02	646,626.02	989,158.00	-342,531.98	65.37%
20 · Intergovernmental Revenues					
2440 · State HOPTR	422.47	422.47	2,435.00	-2,012.53	17.35%
2470 · Timber Yield Tax	39.99	39.99	80.00	-40.01	49.99%
2490 · State - Other In-lieu tax	11.28	11.28	15.00	-3.72	75.2%
2500 · Intergovernmental Rev. - State	251,657.70	319,066.62	1.00	319,065.62	31,906,662.0%
Total 20 · Intergovernmental Revenues	252,131.44	319,540.36	2,531.00	317,009.36	12,625.06%
3000 · Prior Year(s) Revenue Transfer	0.00	0.00	172,112.00	-172,112.00	0.0%
40 · Miscellaneous Revenues					
4040 · Misc. Income	435.93	16,697.72	0.00	16,697.72	100.0%
4105 · Interest Income	100.41	1,415.31	1,200.00	215.31	117.94%
40 · Miscellaneous Revenues - Other	0.00	207.83	0.00	207.83	100.0%
Total 40 · Miscellaneous Revenues	536.34	18,320.86	1,200.00	17,120.86	1,526.74%
Total Income	899,293.80	984,487.24	1,165,001.00	-180,513.76	84.51%
Gross Profit	899,293.80	984,487.24	1,165,001.00	-180,513.76	84.51%
Expense					
50 · Payroll Expenses					
5910 · Permanent Positions	20,750.80	164,415.43	300,000.00	-135,584.57	54.81%
5911 · Volunteer Pay	450.00	4,200.00	15,000.00	-10,800.00	28.0%
5913 · Stipend	9,322.50	74,347.75	200,000.00	-125,652.25	37.17%
5914 · Strike Team	279.00	114,261.54	1.00	114,260.54	11,426,154.0%
5922 · FICA-Retirement	1,920.00	21,588.72	45,000.00	-23,411.28	47.98%
5924 · Medicare	449.06	5,182.16	12,000.00	-6,817.84	43.19%
5930 · Health Insurance	1,790.07	20,426.50	35,000.00	-14,573.50	58.36%
5935 · Unemployment	48.64	1,425.83	10,000.00	-8,574.17	14.26%
5940 · Workers' Compensation	0.00	39,781.00	40,000.00	-219.00	99.45%
Total 50 · Payroll Expenses	35,010.07	445,628.93	657,001.00	-211,372.07	67.83%
60 · Services/Supplies					
6021 · Clothing/Personal	0.00	0.00	15,000.00	-15,000.00	0.0%
6022 · Safety Clothing - PPE	1,630.91	20,933.19	25,000.00	-4,066.81	83.73%
6040 · Communications	480.07	13,433.63	15,000.00	-1,566.37	89.56%
6060 · Food	0.00	1,934.48	2,500.00	-565.52	77.38%
6080 · Household Expense	0.00	3,619.83	3,000.00	619.83	120.66%
6100 · Insurance	0.00	25,223.00	30,000.00	-4,777.00	84.08%
6140 · Maint - Equipment	1,635.75	36,341.40	65,000.00	-28,658.60	55.91%
6150 · Apparatus Replacement	0.00	0.00	50,000.00	-50,000.00	0.0%

Monte Rio Fire Protection District
Profit & Loss Budget vs. Actual
 July 1, 2022 through January 10, 2023

	TOTAL				
	Dec 22	Jul 1, '22 - Jan 10, 23	Budget	\$ Over Budget	% of Budget
6180 · Maint. - Building	9,663.77	12,325.89	50,000.00	-37,674.11	24.65%
6261 · Medical Supplies	80.10	1,792.06	10,000.00	-8,207.94	17.92%
6280 · Membership/Subscriptions	215.00	2,266.21	9,000.00	-6,733.79	25.18%
6400 · Office Expense	0.00	1,879.37	6,000.00	-4,120.63	31.32%
6410 · Postage	0.00	138.99	600.00	-461.01	23.17%
6462 · Small Tools/Minor Equipment	0.00	2,394.66	10,000.00	-7,605.34	23.95%
6500 · Professional Services	120.09	880.53	10,000.00	-9,119.47	8.81%
6510 · Administrative Services	0.00	21,000.00	70,000.00	-49,000.00	30.0%
6526 · Dispatch Services	0.00	10,452.64	3,500.00	6,952.64	298.65%
6540 · Payroll Services	326.95	2,320.70	6,000.00	-3,679.30	38.68%
6587 · LAFCO	0.00	1,902.00	1,300.00	602.00	146.31%
6610 · Legal Services	1,000.00	7,538.00	15,000.00	-7,462.00	50.25%
6630 · Audit/Accounting	7,950.00	7,950.00	8,000.00	-50.00	99.38%
6634 · Bank Service Charges	0.00	0.00	100.00	-100.00	0.0%
7053 · Vehicle Registration	0.00	1,076.00	6,000.00	-4,924.00	17.93%
7060 · Board Expense	0.00	0.00	2,500.00	-2,500.00	0.0%
7120 · Training-In-Service	-208.96	7,070.96	12,000.00	-4,929.04	58.93%
7201 · Gas/Oil	2,539.21	20,439.02	50,000.00	-29,560.98	40.88%
7300 · Transportaion/Travel	0.00	8,476.38	2,500.00	5,976.38	339.06%
7320 · Utilities	2,415.97	10,025.60	25,000.00	-14,974.40	40.1%
7330 · Maint - Creekside JPA	0.00	0.00	5,000.00	-5,000.00	0.0%
Total 60 · Services/Supplies	27,848.86	221,414.54	508,000.00	-286,585.46	43.59%
Total Expense	62,858.93	667,043.47	1,165,001.00	-497,957.53	57.26%
Net Income	836,434.87	317,443.77	0.00	317,443.77	100.0%

Monte Rio Fire Protection District

Check Detail

December 2022

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check		12/09/2022	Innovative Business Solutions, Inc.		200 - Summit State Bank *0784		-13,113.84
				5910 · Permanent Positions		-7,624.88	7,624.88
				5913 · Stipend		-5,236.34	5,236.34
				5914 · Strike Team		-252.62	252.62
TOTAL						-13,113.84	13,113.84
Check		12/09/2022	Innovative Business Solutions, Inc.		200 - Summit State Bank *0784		-6,507.79
				5935 · Unemployment		-48.64	48.64
				5922 · FICA-Retirement		-1,308.58	1,308.58
				5924 · Medicare		-306.06	306.06
				5910 · Permanent Positions		-3,264.32	3,264.32
				5913 · Stipend		-1,454.93	1,454.93
				5911 · Volunteer Pay		-98.88	98.88
				5914 · Strike Team		-26.38	26.38
TOTAL						-6,507.79	6,507.79
Check		12/23/2022	Innovative Business Solutions, Inc.		200 - Summit State Bank *0784		-3,505.39
				5922 · FICA-Retirement		-611.42	611.42
				5924 · Medicare		-143.00	143.00
				5910 · Permanent Positions		-2,750.97	2,750.97
TOTAL						-3,505.39	3,505.39
Bill Pmt -Check	10651	12/06/2022	Berry's Sawmill, Inc		200 - Summit State Bank *0784		-61.52
Bill	295154	11/17/2022			6180 · Maint. - Building	-37.45	37.45
Bill	295312	12/05/2022			6180 · Maint. - Building	-24.07	24.07
TOTAL						-61.52	61.52
Bill Pmt -Check	10654	12/19/2022	True Value		200 - Summit State Bank *0784		-363.85
Bill	376356	11/06/2022			6180 · Maint. - Building	-15.60	15.60
Bill	376370	11/07/2022			6180 · Maint. - Building	-64.38	64.38
Bill	376477	11/10/2022			6180 · Maint. - Building	-19.69	19.69
Bill	376640	11/17/2022			6180 · Maint. - Building	-25.37	25.37
Bill	376653	11/18/2022			6180 · Maint. - Building	-39.03	39.03
Bill	376687	11/19/2022			6180 · Maint. - Building	-63.91	63.91
Bill	376729	11/21/2022			6180 · Maint. - Building	-4.09	4.09

Monte Rio Fire Protection District

Check Detail

December 2022

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill	376830	11/28/2022			6180 · Maint. - Building	-76.13	76.13
Bill	376905	12/01/2022			6180 · Maint. - Building	-12.74	12.74
Bill	376955	12/03/2022			6180 · Maint. - Building	-33.16	33.16
Bill	376993	12/05/2022			6180 · Maint. - Building	-9.75	9.75
TOTAL						-363.85	363.85

Monte Rio Fire Protection District
Balance Sheet
 As of January 10, 2023

	Jan 10, 23
ASSETS	
Current Assets	
Checking/Savings	
200 · Summit State Bank *0784	193,319.60
205 · Summit State Bank ICS	2,511,714.14
Total Checking/Savings	2,705,033.74
Accounts Receivable	
11050 · Due from Other Government	116,685.82
Total Accounts Receivable	116,685.82
Total Current Assets	2,821,719.56
Fixed Assets	
14000 · Land	41,480.00
15000 · Equipment	67,995.32
17000 · Accumulated Depreciation	-1,253,540.00
18600 · WIP Fire Station	143,615.00
Total Fixed Assets	-1,000,449.68
TOTAL ASSETS	1,821,269.88
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	178.04
Total Accounts Payable	178.04
Other Current Liabilities	
24000 · Payroll Liabilities	15,806.88
25000 · Low Value Parcel Tax Refunds	300.00
Total Other Current Liabilities	16,106.88
Total Current Liabilities	16,284.92
Total Liabilities	16,284.92
Equity	
30000 · Opening Balance Equity	1,325,401.90
35200 · Unrestricted Net Assets	-837,860.71
35500 · Building Maintenance	1,000,000.00
Net Income	317,443.77
Total Equity	1,804,984.96
TOTAL LIABILITIES & EQUITY	1,821,269.88