



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, October 16, 2023, 6:00 PM
Monte Rio Community Center ~ 20488 Hwy. 116, Monte Rio, CA

This meeting will be held *in person* with the *option* of zoom.

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

1. CALL TO ORDER
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. September 18, 2023, Regular Meeting
5. CORRESPONDENCE
6. OLD BUSINESS
 - a. Consolidation Ad Hoc Committee Report (*Discussion Item, possible Action Item*)
7. NEW BUSINESS
 - a. Contract with Consultant (*Discussion Item*)
8. TREASURER'S REPORT
9. CHIEF'S REPORT
10. PRESIDENT'S REPORT
11. DIRECTOR'S REPORT
12. SECRETARY/CLERK'S REPORT
13. COUNSEL REPORT



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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

Monday, September 18, 2023, 6:00 p.m.

Monte Rio Community Center – 20488 Hwy. 116, Monte Rio, CA 95462

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 6:02PM. Roll Call of Directors: Dan Fein, Tim Cahn, Sara Paul, and Geff Smith.
2. **APPROVAL OF AGENDA** – Motion to approve the agenda as presented by Tim Cahn and seconded by Sara Paul.
3. **PUBLIC COMMENT ON ITEMS NOT AGENDIZED** – none.
4. **APPROVAL OF MINUTES**
 - a. August 16, 2023, Regular Board Meeting – Motion to approve by Tim Cahn and seconded by Sara Paul.
5. **CORRESPONDENCE** – there was email correspondence between President Fein and Mark Bramfitt from LAFCO asking if we received the questionnaire. President Fein responded that yes, we had received it.
6. **OLD BUSINESS**
 - a. Consolidation Ad Hoc Committee – The questionnaire that Bramfitt sent us has been completed and will be sent back. The one item that came up in the Ad Hoc meeting was the discussion of merging boards.
7. **NEW BUSINESS**
 - a. Resolution for Year End Revenue – Motion to approve putting our leftover budget into our Capital overlay by Geff Smith and seconded by Sara Paul.
 - b. FY 23/24 Final Budget – Motion to approve an edit to add \$1k to Public Notices by Sara Paul and seconded by Geff Smith.
8. **TREASURER'S REPORT**
 - a. Reviewed and discussed financials.
9. **CHIEF'S REPORT** – Chief Baxman
 - a. 849 calls for the year already.
 - b. We sent an engine to Siskiyou County for a fire.
 - c. The Chief attended our ISO meeting last month and we are just waiting to hear back about our rating.



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- d. There have been discussions with Bohemian Grove about connecting our water lines.
- e. We are currently locating all the fire hydrants in the district and adding GPS coordinates.

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. COUNSEL REPORT

- a. Nothing to report.

14. **ADJOURNMENT** – The Board was adjourned at 6:24PM.

Minutes respectfully submitted by:

Tiffanie Herring

11:40 AM
 10/10/23
 Accrual Basis

Monte Rio Fire Protection District Bank Accounts Register As of September 30, 2023

Type	Date	Num	Name	Memo	Split	Debit	Credit	Balance
200 · Summit State Bank *0784								
Check	09/01/2023		Innovative Business Soluti...	AUGUST 2023	6540 · Payroll Servi...		74.00	235,459.39
Check	09/01/2023		Innovative Business Soluti...	AUGUST 2023 PR Taxes	-SPLIT-		5,554.80	235,385.39
Check	09/01/2023		Innovative Business Soluti...	PR AUGUST 2023 DD	-SPLIT-		14,039.62	229,830.59
Transfer	09/01/2023			Funds Transfer	5945 · CalPERS 45...	5,433.79	75.00	215,790.97
Bill Pmt -Check	09/05/2023	10888	Noel's Automotive		205 · Summit State ...			221,149.76
Bill Pmt -Check	09/05/2023	10889	Law Offices of William D R...		20000 · Accounts P...		180.74	220,969.02
Transfer	09/05/2023			Funds Transfer	20000 · Accounts P...	1,947.54	2,474.31	218,494.71
Bill Pmt -Check	09/06/2023	10890	Leavitt Communications		205 · Summit State ...			220,442.25
Bill Pmt -Check	09/06/2023	10891	AT&T - Circuit		20000 · Accounts P...		992.50	219,449.75
Bill Pmt -Check	09/06/2023	10892	Ferrellgas - Sta 1-345		20000 · Accounts P...		95.59	219,354.16
Bill Pmt -Check	09/06/2023	10893	Ferrellgas - Sta 2-383		20000 · Accounts P...		54.05	219,300.11
Bill Pmt -Check	09/06/2023	10894	L N Curtis & Sons		20000 · Accounts P...		20.00	219,280.11
Bill Pmt -Check	09/06/2023	10895	River Auto Parts		20000 · Accounts P...		862.43	218,417.68
Bill Pmt -Check	09/06/2023	10896	Stephen K. Baxman		20000 · Accounts P...		83.30	218,334.38
Transfer	09/06/2023			Reimbursement- Used personal card	20000 · Accounts P...	2,233.64		216,100.74
Deposit	09/07/2023			Funds Transfer	205 · Summit State ...	3,029.20		219,129.94
Transfer	09/07/2023			Grant Reimbursement	4040 · Misc. Income	26,141.39		245,271.33
Deposit	09/07/2023			Funds Transfer	205 · Summit State ...	20,023.23		265,294.56
Check	09/07/2023			Deposit	4040 · Misc. Income	576.65		265,871.21
Check	09/08/2023		Innovative Business Soluti...	AUGUST 2023	6540 · Payroll Servi...		256.00	265,615.21
Check	09/08/2023		Innovative Business Soluti...	AUGUST 2023 PR Taxes	-SPLIT-		12,686.64	252,928.57
Check	09/08/2023		Innovative Business Soluti...	PR AUGUST 2023 DD	-SPLIT-		29,844.03	223,084.54
Check	09/08/2023	50535	Andre Gluch		5913 · Stipend		184.70	222,899.84
Check	09/08/2023	50536	Dalton Hemphill		5913 · Stipend		69.26	222,830.58
Check	09/08/2023	50537	Karlie Kaasch		-SPLIT-		207.78	222,622.80
Check	09/08/2023	50538	Klayton Kaasch		5913 · Stipend		296.06	222,326.74
Check	09/08/2023	50539	Lewis, Kyle		-SPLIT-		1,015.85	221,310.89
Check	09/08/2023	50540	Christopher Ortiz		5913 · Stipend		1,496.32	219,814.57
Check	09/08/2023	50541	Jeremiah Price		-SPLIT-		470.06	219,344.51
Check	09/08/2023	50542	RYAN WILSON		5911 · Volunteer Pay		207.79	219,136.72
Transfer	09/08/2023			Funds Transfer	205 · Summit State ...	2,673.31		221,810.03
Bill Pmt -Check	09/11/2023	10897	FRMS		20000 · Accounts P...		3,208.79	218,601.24
Bill Pmt -Check	09/11/2023	10898	Pat's Equipment Repair		20000 · Accounts P...		2,093.00	216,508.24
Bill Pmt -Check	09/11/2023	10899	Samba Safety		20000 · Accounts P...		77.87	216,430.37
Transfer	09/12/2023			14612	205 · Summit State ...	3,913.92		220,344.29
Check	09/13/2023	10900	Stephen K. Baxman		6180 · Maint. - Buil...		343.30	220,000.99
Check	09/13/2023	10901	Stephen K. Baxman		6180 · Maint. - Buil...		100.72	219,900.27
Transfer	09/13/2023			Funds Transfer	205 · Summit State ...	2,233.64		222,133.91
Bill Pmt -Check	09/14/2023	10902	Boltz Electric		20000 · Accounts P...		5,000.00	217,133.91
Transfer	09/14/2023			Funds Transfer	205 · Summit State ...	21,199.61		238,333.52
Check	09/15/2023		Innovative Business Soluti...	09/15/2023 Payroll	6540 · Payroll Servi...		83.50	238,250.02
Check	09/15/2023		Innovative Business Soluti...	09/15/2023 PR Taxes	-SPLIT-		5,126.24	233,123.78
Check	09/15/2023		Innovative Business Soluti...	09/15/2023 DD	-SPLIT-		13,440.56	219,683.22
Check	09/15/2023	50543	Karlie Kaasch		5913 · Stipend			219,683.22
Transfer	09/15/2023			VOID: LOST IN MAIL	5945 · CalPERS 45...	75.00		219,608.22
Bill Pmt -Check	09/18/2023	10903	True Value		205 · Summit State ...	3,025.46		222,633.68
Check	09/18/2023	10904	Corporate Payment Systems		0500 · Cal Card		78.26	222,555.42
Transfer	09/18/2023			Funds Transfer	205 · Summit State ...	5,444.02		208,837.72
Bill Pmt -Check	09/19/2023	10905	Sweetwater Springs Water ...		205 · Summit State ...			214,281.74
Transfer	09/19/2023			Funds Transfer	20000 · Accounts P...	1,043.17		214,083.93
Transfer	09/20/2023			Funds Transfer	205 · Summit State ...	6,788.01		215,127.10
Transfer	09/20/2023			Funds Transfer	205 · Summit State ...			221,915.11

Monte Rio Fire Protection District
 Bank Accounts Register
 As of September 30, 2023

11:40 AM
 10/10/23

Accrual Basis

Type	Date	Num	Name	Memo	Split	Debit	Credit	Balance
Transfer	09/21/2023			Funds Transfer	205 · Summit State ...	2,262.64		224,177.75
Transfer	09/22/2023			Funds Transfer	205 · Summit State ...	83.30		224,261.05
Bill Pmt -Check	09/25/2023	10906	PG&E - Jenner 316-8		20000 · Accounts P...		14.00	224,247.05
Bill Pmt -Check	09/25/2023	10907	PG&E - Sta 2-062-1		20000 · Accounts P...		117.80	224,129.25
Bill Pmt -Check	09/25/2023	10908	WEX BANK		20000 · Accounts P...		3,880.92	220,248.33
Check	09/25/2023	10909	Gold Ridge Fire Protection ...	AUG23 - ADMIN	6510 · Administrati...		1,920.00	218,328.33
Bill Pmt -Check	09/25/2023	10910	Samba Safety	14612	20000 · Accounts P...		32.84	218,295.49
Transfer	09/26/2023			Funds Transfer	205 · Summit State ...	78.26		218,373.75
Transfer	09/27/2023			Funds Transfer	205 · Summit State ...	75.00		218,448.75
Deposit	09/28/2023			Funds Transfer	2500 · Intergovern...	67,792.25		286,241.00
Transfer	09/28/2023			Winter Storms Reimbursement	205 · Summit State ...			226,710.60
Check	09/29/2023		Innovative Business Soluti...	Funds Transfer	205 · Summit State ...	59,530.40		226,636.60
Check	09/29/2023		Innovative Business Soluti...	09/29/2023 Payroll	6540 · Payroll Servi...	74.00		225,056.15
Check	09/29/2023		Innovative Business Soluti...	09/29/2023 PR Taxes	-SPLIT-	1,580.45		218,448.75
Check	09/29/2023			09/29/2023 DD	5945 · CalPERS 45...	6,607.40		218,373.75
Transfer	09/29/2023			Funds Transfer	205 · Summit State ...	75.00		232,091.45
Total 200 · Summit State Bank *0784						187,482.09	190,850.03	232,091.45
205 · Summit State Bank ICS								
Transfer	09/01/2023			Funds Transfer	200 · Summit State ...		5,433.79	2,176,922.30
Transfer	09/05/2023			Funds Transfer	200 · Summit State ...		1,947.54	2,171,488.51
Transfer	09/06/2023			Funds Transfer	200 · Summit State ...		3,029.20	2,169,540.97
Transfer	09/07/2023			Funds Transfer	200 · Summit State ...		20,023.23	2,166,511.77
Transfer	09/08/2023			Funds Transfer	200 · Summit State ...		2,673.31	2,146,488.54
Transfer	09/12/2023			Funds Transfer	200 · Summit State ...		3,913.92	2,143,815.23
Transfer	09/13/2023			Funds Transfer	200 · Summit State ...		2,233.64	2,139,901.31
Transfer	09/14/2023			Funds Transfer	200 · Summit State ...		21,199.61	2,137,667.67
Transfer	09/15/2023			Funds Transfer	200 · Summit State ...		3,025.46	2,116,468.06
Transfer	09/18/2023			Funds Transfer	200 · Summit State ...		5,444.02	2,113,442.60
Transfer	09/19/2023			Funds Transfer	200 · Summit State ...		1,043.17	2,107,998.58
Transfer	09/20/2023			Funds Transfer	200 · Summit State ...		6,788.01	2,106,955.41
Transfer	09/21/2023			Funds Transfer	200 · Summit State ...		2,262.64	2,100,167.40
Transfer	09/22/2023			Funds Transfer	200 · Summit State ...		83.30	2,097,904.76
Transfer	09/26/2023			Funds Transfer	200 · Summit State ...		78.26	2,097,821.46
Transfer	09/27/2023			Funds Transfer	200 · Summit State ...		75.00	2,097,743.20
Transfer	09/28/2023			Funds Transfer	200 · Summit State ...			2,097,668.20
Transfer	09/29/2023			Funds Transfer	200 · Summit State ...	59,530.40		2,157,198.60
Total 205 · Summit State Bank ICS						59,530.40	92,971.80	2,143,480.90

TOTAL

247,012.49 **283,821.83** **2,375,572.35**

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

	TOTAL				
	Sep 23	Jul 1 - Oct 10, 23	Budget	\$ Over Budget	% of Budget
Income					
10 · Tax Revenue					
1000 · Property - CY Secured	0.00	0.00	585,000.00	-585,000.00	0.0%
1001 · Direct Charges - CY	0.00	0.00	520,000.00	-520,000.00	0.0%
1008 · RDA Increment	0.00	0.00	-282,051.00	282,051.00	0.0%
1011 · SB2557 Prop Tax Admin	0.00	0.00	-4,000.00	4,000.00	0.0%
1014 · RDA Pass Through	0.00	0.00	105,000.00	-105,000.00	0.0%
1017 · Residual - RPTTF	0.00	0.00	200,000.00	-200,000.00	0.0%
1020 · Supplemental Prop Taxes - CY	0.00	0.00	15,000.00	-15,000.00	0.0%
1040 · Property - CY Unsecured	0.00	0.00	16,982.00	-16,982.00	0.0%
Total 10 · Tax Revenue	0.00	0.00	1,155,931.00	-1,155,931.00	0.0%
20 · Intergovernmental Revenues					
2440 · State HOPTR	0.00	0.00	2,800.00	-2,800.00	0.0%
2470 · Timber Yield Tax	0.00	0.00	40.00	-40.00	0.0%
2490 · State - Other In-lieu tax	0.00	0.00	15.00	-15.00	0.0%
2500 · Intergovernmental Rev. - State	67,792.25	74,871.73	1.00	74,870.73	7,487,173.0%
Total 20 · Intergovernmental Revenues	67,792.25	74,871.73	2,856.00	72,015.73	2,621.56%
3000 · Prior Year(s) Revenue Transfer	0.00	0.00	104,714.00	-104,714.00	0.0%
40 · Miscellaneous Revenues					
4040 · Misc. Income	26,718.04	26,718.04	0.00	26,718.04	100.0%
4102 · Donations/Grants	0.00	100.00	0.00	100.00	100.0%
4105 · Interest Income	0.00	1,129.40	4,700.00	-3,570.60	24.03%
Total 40 · Miscellaneous Revenues	26,718.04	27,947.44	4,700.00	23,247.44	594.63%
Total Income	94,510.29	102,819.17	1,268,201.00	-1,165,381.83	8.11%
Gross Profit	94,510.29	102,819.17	1,268,201.00	-1,165,381.83	8.11%
Expense					
50 · Payroll Expenses					
5910 · Permanent Positions	24,765.81	76,698.87	325,000.00	-248,301.13	23.6%
5911 · Volunteer Pay	425.00	2,375.00	15,000.00	-12,625.00	15.83%
5913 · Stipend	9,733.32	45,666.00	200,000.00	-154,334.00	22.83%
5914 · Strike Team	51,186.09	72,411.14	1.00	72,410.14	7,241,114.0%
5922 · FICA-Retirement	5,384.28	12,255.91	45,000.00	-32,744.09	27.24%
5924 · Medicare	1,259.21	2,866.30	12,000.00	-9,133.70	23.89%
5930 · Health Insurance	3,208.79	9,626.37	38,000.00	-28,373.63	25.33%
5935 · Unemployment	73.85	396.85	10,000.00	-9,603.15	3.97%
5940 · Workers' Compensation	0.00	0.00	80,000.00	-80,000.00	0.0%
5945 · CalPERS 457Plan	225.00	525.00	0.00	525.00	100.0%
Total 50 · Payroll Expenses	96,261.35	222,821.44	725,001.00	-502,179.56	30.73%
60 · Services/Supplies					
6021 · Clothing/Personal	0.00	0.00	5,000.00	-5,000.00	0.0%
6022 · Safety Clothing - PPE	374.14	29,845.33	40,000.00	-10,154.67	74.61%
6040 · Communications	992.50	992.50	20,000.00	-19,007.50	4.96%
6060 · Food	20.27	1,899.78	5,000.00	-3,100.22	38.0%
6080 · Household Expense	0.00	1,288.10	5,000.00	-3,711.90	25.76%
6100 · Insurance	0.00	26,465.00	30,000.00	-3,535.00	88.22%
6140 · Maint - Equipment	6,093.00	21,292.04	65,000.00	-43,707.96	32.76%
6180 · Maint. - Building	96,723.19	103,197.38	75,000.00	28,197.38	137.6%
6261 · Medical Supplies	0.00	404.77	10,000.00	-9,595.23	4.05%
6280 · Membership/Subscriptions	215.00	4,488.29	10,000.00	-5,511.71	44.88%

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

	TOTAL				
	Sep 23	Jul 1 - Oct 10, 23	Budget	\$ Over Budget	% of Budget
6400 · Office Expense	28.80	1,351.09	6,000.00	-4,648.91	22.52%
6410 · Postage	0.00	132.00	600.00	-468.00	22.0%
6462 · Small Tools/Minor Equipment	0.00	1,152.58	15,000.00	-13,847.42	7.68%
6500 · Professional Services	32.84	3,945.80	10,000.00	-6,054.20	39.46%
6510 · Administrative Services	1,920.00	6,135.00	75,000.00	-68,865.00	8.18%
6526 · Dispatch Services	0.00	8,929.13	12,000.00	-3,070.87	74.41%
6540 · Payroll Services	487.50	1,394.95	6,000.00	-4,605.05	23.25%
6587 · LAFCO	0.00	0.00	3,000.00	-3,000.00	0.0%
6610 · Legal Services	2,474.31	7,692.73	18,000.00	-10,307.27	42.74%
6630 · Audit/Accounting	0.00	0.00	8,000.00	-8,000.00	0.0%
6634 · Bank Service Charges	0.00	25.00	100.00	-75.00	25.0%
6800 · Public/Legal Notices	0.00	597.00	1,000.00	-403.00	59.7%
7053 · Vehicle Registration	20.00	588.00	6,000.00	-5,412.00	9.8%
7060 · Board Expense	0.00	772.54	2,500.00	-1,727.46	30.9%
7120 · Training-In-Service	234.46	5,028.46	20,000.00	-14,971.54	25.14%
7201 · Gas/Oil	3,880.92	11,143.39	50,000.00	-38,856.61	22.29%
7300 · Transportation/Travel	0.00	2,717.29	10,000.00	-7,282.71	27.17%
7320 · Utilities	1,287.48	6,364.99	30,000.00	-23,635.01	21.22%
7330 · Maint - Creekside JPA	0.00	0.00	5,000.00	-5,000.00	0.0%
Total 60 · Services/Supplies	114,784.41	247,843.14	543,200.00	-295,356.86	45.63%
Total Expense	211,045.76	470,664.58	1,268,201.00	-797,536.42	37.11%
Net Income	-116,535.47	-367,845.41	0.00	-367,845.41	100.0%

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

	Oct 10, 23
ASSETS	
Current Assets	
Checking/Savings	
200 · Summit State Bank *0784	193,554.85
205 · Summit State Bank ICS	2,143,480.90
Total Checking/Savings	2,337,035.75
Accounts Receivable	
11050 · Due from Other Government	116,685.82
Total Accounts Receivable	116,685.82
Total Current Assets	2,453,721.57
Fixed Assets	
14000 · Land	41,480.00
15000 · Equipment	67,995.32
16000 · Buildings & Improvements	1,804.18
17000 · Accumulated Depreciation	-1,253,540.00
18600 · WIP Fire Station	143,615.00
Total Fixed Assets	-998,645.50
TOTAL ASSETS	1,455,076.07
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	91,083.34
Total Accounts Payable	91,083.34
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	107,190.22
Total Liabilities	107,190.22
Equity	
30000 · Opening Balance Equity	1,325,401.90
35200 · Unrestricted Net Assets	-859,670.64
35500 · Building Improvements	1,000,000.00
35600 · Apparatus Replacement Fund	250,000.00
Net Income	-367,845.41
Total Equity	1,347,885.85
TOTAL LIABILITIES & EQUITY	1,455,076.07