



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 - AMENDED
Monday, January 15, 2024, 6:00 PM
Monte Rio Community Center ~ 20488 Hwy. 116, Monte Rio, CA
*Director Morrissey will be participating telephonically or by zoom and her location is
813 Marquette NW, Albuquerque NM 87102*

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. December 18, 2023, Regular Meeting
5. CORRESPONDENCE
6. OLD BUSINESS
 - a. Consolidation Ad Hoc Committee Report (*Discussion Item, possible Action Item*)
 - b. Preliminary Audit FY 22/23 (*Action 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



MONTE RIO FIRE PROTECTION DISTRICT

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

Fire Chief • Steve Baxman • www.monteriofire.org

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/ _____



MONTE RIO FIRE PROTECTION DISTRICT

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

Fire Chief • Steve Baxman • www.monteriofire.org

BOARD OF DIRECTORS MEETING MINUTES

Monday, December 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 6:01PM. Roll Call of Directors: Dan Fein, Tim Cahn, Sara Paul, Kari Morrissey, and Geff Smith.
2. **APPROVAL OF AGENDA** – Motion to approve the agenda by Tim Cahn and seconded by Kari Morrissey.
3. **PUBLIC COMMENT ON ITEMS NOT AGENDIZED** – A member of the public asked where he could get pump cans.
4. **APPROVAL OF MINUTES**
 - a. November 20, 2023, Regular Board Meeting – Motion to approve by Geff Smith and seconded by Sara Paul.
5. **CORRESPONDENCE** – None.
6. **OLD BUSINESS**
 - a. Consolidation Ad Hoc Committee Report – Met with Denny Rosatti on what the next steps will be. It was suggested to reach out to the community and different committees to start making presentations to the public about consolidation.
7. **NEW BUSINESS**
 - a. Preliminary Audit FY 22/23 – John Blomberg was present via zoom and went over the audit where we noticed two errors that need to be corrected and will be put on the agenda next month for approval.
 - b. Presentation from Chief Schroth-Cary – chief presented information about Measure H which is the upcoming one-half cent sales tax measure. He presented the strategy last time and the possible reasons it did not pass and how the strategy is different and more inclusive this time.
 - c. Consideration and approval of Resolution supporting the Sonoma County Fire sales tax measure on 3/5/24 ballot – Motion to approve by Kari Morrissey and seconded by Geff Smith.
8. **TREASURER'S REPORT**
 - a. Reviewed and discussed financials.



MONTE RIO FIRE PROTECTION DISTRICT

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

Fire Chief • Steve Baxman • www.monteriofire.org

9. CHIEF'S REPORT – Chief Baxman

- a. 1093 calls for the year already.
- b. We will be hiring Mac Porter as a Captain as of 1/4/2024.

10. PRESIDENT'S REPORT

- a. Wanted to acknowledge the board for their service.

11. DIRECTOR'S REPORT

- a. Nothing to report.

12. SECRETARY/CLERK REPORT

- a. Nothing to report.

13. COUNSEL REPORT

- a. Counsel to provide a report on a tax complaint and public comment.

14. ADJOURNMENT – The Board was adjourned at 7:18PM. The next meeting will be held on Monday, January 15, 2024.

Minutes respectfully submitted by:

Tiffanie Herring

Monte Rio Fire Protection District Bank Accounts Register As of December 31, 2023

Type	Date	Num	Name	Memo	Split	Debit	Credit	Balance
200 · Summit State Bank *0784								
Bill Pmt -Check	12/04/2023	10997	Law Offices of William D R...		20000 · Accounts P...		1,000.00	232,372.10
Check	12/04/2023	10998	Laura Tarrant	Renewal	7120 · Training-In...		186.00	231,186.10
Bill Pmt -Check	12/04/2023	10999	AT&T - Station 1	707 865 2067 360-8	20000 · Accounts P...		667.15	230,518.95
Bill Pmt -Check	12/04/2023	11000	AT&T - Station 2	707 865-2395 485 6	20000 · Accounts P...		664.72	229,854.23
Bill Pmt -Check	12/04/2023	11001	PG&E - Sta 1-632-2	3059738632-2	20000 · Accounts P...		471.41	229,382.82
Deposit	12/04/2023			Deposit	2500 · Intergovern...	80,276.01		309,658.83
Deposit	12/04/2023			Deposit	2500 · Intergovern...	31,650.43		341,309.26
Transfer	12/04/2023			Funds Transfer	205 · Summit State ...		111,778.97	229,530.29
Bill Pmt -Check	12/05/2023	11002	Samba Safety	14612	20000 · Accounts P...		115.98	229,414.31
Transfer	12/06/2023			Funds Transfer	205 · Summit State ...	1,193.21		230,607.52
Transfer	12/07/2023			Funds Transfer	205 · Summit State ...	106.26		230,713.78
Transfer	12/07/2023			Funds Transfer	205 · Summit State ...	27,004.86		257,718.64
Deposit	12/07/2023			NASPO Contract Reimbursement	4040 · Misc. Income	457.01		258,175.65
Check	12/08/2023			12/08/2023 DD	5910 · Permanent P...		8,544.10	249,631.55
Check	12/08/2023			Innovative Business Soluti...	-SPLIT-		3,595.39	246,036.16
Check	12/08/2023			Innovative Business Soluti...	6540 · Payroll Servi...		210.25	245,825.91
Check	12/08/2023			Innovative Business Soluti...	6540 · Payroll Servi...		99.80	245,726.11
Check	12/08/2023			Innovative Business Soluti...	-SPLIT-		3,763.33	241,962.78
Check	12/08/2023			Innovative Business Soluti...	-SPLIT-		11,249.00	230,713.78
Check	12/08/2023	50554	Dalton Hemphill	12/08/2023 PR Taxes	5913 · Stipend	138.53		230,575.25
Check	12/08/2023	50555	Kaasch, Klayton1	12/08/2023 Payroll	5913 · Stipend	88.74		230,486.51
Check	12/08/2023	50556	Lewis, Kyle	12/08/2023 Payroll	5913 · Stipend	376.56		230,109.95
Check	12/08/2023			12/08/2023 PR Taxes	5945 · CalPERS 45...	75.00		230,034.95
Check	12/08/2023			12/08/2023 DD	205 · Summit State ...	3,905.24		233,940.19
Transfer	12/08/2023			Funds Transfer	20000 · Accounts P...		95.59	233,844.60
Bill Pmt -Check	12/11/2023	11003	AT&T - Circuit	195210871	20000 · Accounts P...		330.30	233,514.30
Bill Pmt -Check	12/11/2023	11004	Ferrelgas - Sta 1-345	501066345	20000 · Accounts P...		20.00	233,494.30
Bill Pmt -Check	12/11/2023	11005	Ferrelgas - Sta 2-383	501066383	20000 · Accounts P...		277.76	233,216.54
Bill Pmt -Check	12/11/2023	11006	L N Curtis & Sons	Cust. # C1615	20000 · Accounts P...		31.52	233,185.02
Bill Pmt -Check	12/11/2023	11007	Marin/Sonoma Mosquito ...	Station 2 new roof	20000 · Accounts P...		17,850.00	215,335.02
Bill Pmt -Check	12/11/2023	11008	Matlock Roofing, Inc.		20000 · Accounts P...		1,044.27	214,290.75
Bill Pmt -Check	12/11/2023	11009	Precision Wireless Service		20000 · Accounts P...		977.86	213,312.89
Bill Pmt -Check	12/11/2023	11010	River Auto Parts	25151	20000 · Accounts P...		1,709.96	211,602.93
Check	12/11/2023	50562	Brandon Bucheister		5913 · Stipend		65.44	211,537.49
Check	12/11/2023	50557	Gabriella Gibson		5911 · Volunteer Pay		23.09	211,514.40
Check	12/11/2023	50560	Karlie Kaasch		5911 · Volunteer Pay		115.44	211,398.96
Check	12/11/2023	50561	Jeremiah Price		-SPLIT-		1,768.13	209,630.83
Check	12/11/2023	50559	Mike Rutkowski		5911 · Volunteer Pay		69.26	209,561.57
Check	12/11/2023	50558	RYAN WILSON		205 · Summit State ...	376.56		209,185.01
Transfer	12/11/2023			Funds Transfer	0500 · Cal Card		14,171.79	195,013.22
Check	12/12/2023	11011	Corporate Payment Systems	4866 9145 5552 5465	205 · Summit State ...	2,586.00		192,427.22
Check	12/12/2023			Funds Transfer	205 · Summit State ...	136,694.87		58,732.35
Deposit	12/14/2023			Deposit	-SPLIT-			335,047.21
Transfer	12/14/2023			Funds Transfer	205 · Summit State ...	357.50		334,689.71
Transfer	12/15/2023			Funds Transfer	205 · Summit State ...		136,694.87	198,000.00
Bill Pmt -Check	12/18/2023	11012	Air Exchange		205 · Summit State ...	4,480.40		193,519.60
Transfer	12/18/2023			Funds Transfer	205 · Summit State ...		136,333.02	67,186.58
Check	12/19/2023	11013	James Baier	Reimbursement for Training	-SPLIT-		529.43	66,657.15
Check	12/19/2023	11014	True Value	725-561	20000 · Accounts P...		565.16	66,091.99
Bill Pmt -Check	12/19/2023	11015	Rosatti Consulting	Invoice # 1.2023	20000 · Accounts P...		6,500.00	59,591.99
Bill Pmt -Check	12/19/2023			Funds Transfer	205 · Summit State ...	1,076.38		58,515.61
Transfer	12/19/2023			Funds Transfer	-SPLIT-	672,784.55		733,123.56
Deposit	12/20/2023			Deposit	205 · Summit State ...	5,949.66		739,073.22
Transfer	12/20/2023			Funds Transfer	205 · Summit State ...			739,073.22

Monte Rio Fire Protection District Bank Accounts Register As of December 31, 2023

Type	Date	Num	Name	Memo	Split	Debit	Credit	Balance
Transfer	12/21/2023			Funds Transfer	205 · Summit State ...			744,946.30
Check	12/22/2023		Innovative Business Soluti...	12/22/2023 DD	5910 · Permanent P...	5,873.08	6,878.21	738,068.09
Check	12/22/2023		Innovative Business Soluti...	12/22/2023 PR Taxes	-SPLJT-		3,198.27	734,869.82
Check	12/22/2023		Innovative Business Soluti...	12/22/2023 Payroll	6540 · Payroll Servi...		96.60	734,773.22
Check	12/22/2023		CalPERS 457		5945 · CalPERS 45...		75.00	734,698.22
Deposit	12/22/2023			Deposit	4040 · Misc. Income	4,300.00		738,998.22
Transfer	12/22/2023			Funds Transfer	205 · Summit State ...		671,647.64	67,350.58
Transfer	12/26/2023			Funds Transfer	205 · Summit State ...	277.76		67,628.34
Bill Pmt -Check	12/27/2023	11016	WEX BANK		20000 · Accounts P...		2,306.76	65,321.58
Bill Pmt -Check	12/27/2023	11017	FRMS - Health	12/01/2023 to 12/31/2023 / 94...	20000 · Accounts P...		3,208.79	62,112.79
Transfer	12/27/2023			Funds Transfer	205 · Summit State ...	137,233.81		199,346.60
Transfer	12/29/2023			Funds Transfer	205 · Summit State ...	234.12		199,580.72
Total 200 · Summit State Bank *0784						1,116,817.71	1,149,609.09	199,580.72
205 · Summit State Bank ICS								
Transfer	12/04/2023			Funds Transfer	200 · Summit State ...			2,071,581.14
Transfer	12/05/2023			Funds Transfer	200 · Summit State ...	111,778.97		2,183,360.11
Transfer	12/06/2023			Funds Transfer	200 · Summit State ...		1,193.21	2,182,166.90
Transfer	12/07/2023			Funds Transfer	200 · Summit State ...		106.26	2,182,060.64
Transfer	12/08/2023			Funds Transfer	200 · Summit State ...		27,004.86	2,155,055.78
Transfer	12/11/2023			Funds Transfer	200 · Summit State ...		3,905.24	2,151,150.54
Transfer	12/12/2023			Funds Transfer	200 · Summit State ...		376.56	2,150,773.98
Transfer	12/14/2023			Funds Transfer	200 · Summit State ...	136,694.87		2,148,187.98
Transfer	12/15/2023			Funds Transfer	200 · Summit State ...		357.50	2,284,882.85
Transfer	12/18/2023			Funds Transfer	200 · Summit State ...		4,480.40	2,284,525.35
Transfer	12/19/2023			Funds Transfer	200 · Summit State ...		1,076.38	2,280,044.95
Transfer	12/20/2023			Funds Transfer	200 · Summit State ...		5,949.66	2,278,968.57
Transfer	12/21/2023			Funds Transfer	200 · Summit State ...		5,873.08	2,273,018.91
Transfer	12/22/2023			Funds Transfer	200 · Summit State ...			2,267,145.83
Transfer	12/26/2023			Funds Transfer	200 · Summit State ...	671,647.64		2,938,793.47
Transfer	12/27/2023			Funds Transfer	200 · Summit State ...		277.76	2,938,515.71
Transfer	12/27/2023			Funds Transfer	200 · Summit State ...		137,233.81	2,801,281.90
Transfer	12/29/2023			Funds Transfer	200 · Summit State ...		234.12	2,801,047.78
Deposit	12/31/2023			Interest	4105 · Interest Inco...	2,139.10		2,803,186.88
Total 205 · Summit State Bank ICS						922,260.58	190,654.84	2,803,186.88

TOTAL

1340263.93

3,002,767.60

Monte Rio Fire Protection District
Profit & Loss Budget vs. Actual
July 1, 2023 through January 10, 2024

	TOTAL				
	Dec 23	Jul 1, '23 - Jan 10, 24	Budget	\$ Over Budget	% of Budget
Income					
10 · Tax Revenue					
1000 · Property - CY Secured	334,224.66	334,224.66	585,000.00	-250,775.34	57.13%
1001 · Direct Charges - CY	308,747.72	308,747.72	520,000.00	-211,252.28	59.38%
1008 · RDA Increment	-156,385.35	-156,385.35	-282,051.00	125,665.65	55.45%
1011 · SB2557 Prop Tax Admin	0.00	0.00	-4,000.00	4,000.00	0.0%
1014 · RDA Pass Through	58,402.26	58,402.26	105,000.00	-46,597.74	55.62%
1017 · Residual - RPTTF	97,815.08	97,815.08	200,000.00	-102,184.92	48.91%
1020 · Supplemental Prop Taxes - CY	5,117.55	5,117.55	15,000.00	-9,882.45	34.12%
1040 · Property - CY Unsecured	19,269.60	19,269.60	16,982.00	2,287.60	113.47%
1061 · Direct Charges - PY	4,785.58	4,785.58	0.00	4,785.58	100.0%
Total 10 · Tax Revenue	671,977.10	671,977.10	1,155,931.00	-483,953.90	58.13%
20 · Intergovernmental Revenues					
2440 · State HOPTR	424.77	424.77	2,800.00	-2,375.23	15.17%
2470 · Timber Yield Tax	57.51	57.51	40.00	17.51	143.78%
2490 · State - Other In-lieu tax	11.42	11.42	15.00	-3.58	76.13%
2500 · Intergovernmental Rev. - State	111,926.44	237,426.43	1.00	237,425.43	23,742,643.0%
Total 20 · Intergovernmental Revenues	112,420.14	237,920.13	2,856.00	235,064.13	8,330.54%
3000 · Prior Year(s) Revenue Transfer	0.00	0.00	104,714.00	-104,714.00	0.0%
40 · Miscellaneous Revenues					
4040 · Misc. Income	4,757.01	31,962.77	0.00	31,962.77	100.0%
4102 · Donations/Grants	0.00	100.00	0.00	100.00	100.0%
4105 · Interest Income	2,452.85	5,163.57	4,700.00	463.57	109.86%
Total 40 · Miscellaneous Revenues	7,209.86	37,226.34	4,700.00	32,526.34	792.05%
Total Income	791,607.10	947,123.57	1,268,201.00	-321,077.43	74.68%
Gross Profit	791,607.10	947,123.57	1,268,201.00	-321,077.43	74.68%
Expense					
50 · Payroll Expenses					
5910 · Permanent Positions	25,118.48	144,081.39	325,000.00	-180,918.61	44.33%
5911 · Volunteer Pay	273.23	4,223.23	15,000.00	-10,776.77	28.16%
5913 · Stipend	11,471.69	85,254.70	200,000.00	-114,745.30	42.63%
5914 · Strike Team	1,710.30	77,296.01	1.00	77,295.01	7,729,601.0%
5922 · FICA-Retirement	2,400.88	19,331.94	45,000.00	-25,668.06	42.96%
5924 · Medicare	561.48	4,521.21	12,000.00	-7,478.79	37.68%
5930 · Health Insurance	3,208.79	19,754.96	38,000.00	-18,245.04	51.99%
5935 · Unemployment	47.39	1,104.36	10,000.00	-8,895.64	11.04%
5940 · Workers' Compensation	0.00	0.00	80,000.00	-80,000.00	0.0%
5945 · CalPERS 457Plan	150.00	1,050.00	0.00	1,050.00	100.0%
Total 50 · Payroll Expenses	44,942.24	356,617.80	725,001.00	-368,383.20	49.19%
60 · Services/Supplies					
6021 · Clothing/Personal	106.17	138.78	5,000.00	-4,861.22	2.78%
6022 · Safety Clothing - PPE	345.31	31,605.82	40,000.00	-8,394.18	79.02%
6040 · Communications	3,088.95	14,314.92	20,000.00	-5,685.08	71.58%
6060 · Food	847.31	3,210.19	5,000.00	-1,789.81	64.2%
6080 · Household Expense	184.29	2,060.03	5,000.00	-2,939.97	41.2%
6100 · Insurance	0.00	26,465.00	30,000.00	-3,535.00	88.22%
6140 · Maint - Equipment	6,588.00	32,113.89	65,000.00	-32,886.11	49.41%

Monte Rio Fire Protection District
Profit & Loss Budget vs. Actual
July 1, 2023 through January 10, 2024

	TOTAL				
	Dec 23	Jul 1, '23 - Jan 10, 24	Budget	\$ Over Budget	% of Budget
6180 · Maint. - Building	-121,159.91	29,496.78	75,000.00	-45,503.22	39.33%
6261 · Medical Supplies	0.00	481.51	10,000.00	-9,518.49	4.82%
6280 · Membership/Subscriptions	215.00	7,550.20	10,000.00	-2,449.80	75.5%
6400 · Office Expense	0.00	1,833.76	6,000.00	-4,166.24	30.56%
6410 · Postage	0.00	143.00	600.00	-457.00	23.83%
6462 · Small Tools/Minor Equipment	-8,791.27	-6,738.84	15,000.00	-21,738.84	-44.93%
6500 · Professional Services	6,676.27	11,766.89	10,000.00	1,766.89	117.67%
6510 · Administrative Services	0.00	8,055.00	75,000.00	-66,945.00	10.74%
6526 · Dispatch Services	0.00	8,929.13	12,000.00	-3,070.87	74.41%
6540 · Payroll Services	406.65	2,780.75	6,000.00	-3,219.25	46.35%
6587 · LAFCO	0.00	0.00	3,000.00	-3,000.00	0.0%
6610 · Legal Services	1,000.00	10,740.73	18,000.00	-7,259.27	59.67%
6630 · Audit/Accounting	0.00	0.00	8,000.00	-8,000.00	0.0%
6634 · Bank Service Charges	0.00	50.00	100.00	-50.00	50.0%
6800 · Public/Legal Notices	0.00	597.00	1,000.00	-403.00	59.7%
7053 · Vehicle Registration	0.00	806.31	6,000.00	-5,193.69	13.44%
7060 · Board Expense	0.00	772.54	2,500.00	-1,727.46	30.9%
7120 · Training-In-Service	797.00	11,305.81	20,000.00	-8,694.19	56.53%
7201 · Gas/Oil	2,306.76	20,023.05	50,000.00	-29,976.95	40.05%
7300 · Transportation/Travel	0.00	5,220.47	10,000.00	-4,779.53	52.21%
7320 · Utilities	753.28	14,144.39	30,000.00	-15,855.61	47.15%
7330 · Maint - Creekside JPA	0.00	0.00	5,000.00	-5,000.00	0.0%
Total 60 · Services/Supplies	-106,636.19	237,867.11	543,200.00	-305,332.89	43.79%
85 · Capital Assets					
8520 · Fixed Assets - Bldgs	0.00	17,850.00	0.00	17,850.00	100.0%
Total 85 · Capital Assets	0.00	17,850.00	0.00	17,850.00	100.0%
Total Expense	-61,693.95	612,334.91	1,268,201.00	-655,866.09	48.28%
Net Income	853,301.05	334,788.66	0.00	334,788.66	100.0%

Monte Rio Fire Protection District
Balance Sheet
As of January 10, 2024

	Jan 10, 24
ASSETS	
Current Assets	
Checking/Savings	
200 · Summit State Bank *0784	144,749.96
205 · Summit State Bank ICS	2,803,186.88
Total Checking/Savings	2,947,936.84
Accounts Receivable	
11050 · Due from Other Government	116,685.82
Total Accounts Receivable	116,685.82
Total Current Assets	3,064,622.66
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	2,065,977.16
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	-502.17
Total Accounts Payable	-502.17
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	15,604.71
Total Liabilities	15,604.71
Equity	
30000 · Opening Balance Equity	1,325,401.90
35200 · Unrestricted Net Assets	-859,818.11
35500 · Building Improvements	1,000,000.00
35600 · Apparatus Replacement Fund	250,000.00
Net Income	334,788.66
Total Equity	2,050,372.45
TOTAL LIABILITIES & EQUITY	2,065,977.16