



**Northern Sonoma County Fire Protection District**  
**Regular Board of Directors' Meeting**  
Thursday, January 16, 2025, at 6:00 PM  
Geyserville Fire Station – 20975 Geyserville Ave, Geyserville, CA

The agenda and all supporting documents are available for public review at 20975 Geyserville Avenue, Geyserville, CA 95441, 72 hours in advance of each regularly scheduled meeting. Materials related to any items on this agenda submitted to the Board after distribution of the agenda, and not otherwise exempt from disclosure, will be made available for public review during normal business hours.

Assistance for Disabled: If you are disabled in any way and need accommodation to participate in the meeting, please call the Clerk of the Board at 707-857-4373 so the necessary arrangements can be made.

## **1. Opening Greeting**

- a. Call to Order
- b. Roll Call: Newman, Stewart, Abercrombie, Peterson, Heiges
- c. Pledge of Allegiance
- d. Approval or Amendment of the Agenda

## **2. Public Discussion**

*The public is welcomed and encouraged to address the Board at this time on matters not on the agenda. Please be advised that pursuant to Government Code Section 54954.2, the Board is not permitted to take action on any matter not on the agenda unless it determines that an emergency exists or the need to take action arose after the posting of the agenda. This period will be limited to thirty minutes and individual speakers will be limited to five minutes.*

## **3. Election of Officers**

The Board will hold an election for Board Officer positions. Current positions are as follows: President - Scott Newman; Vice President - Rob Stewart; Treasurer - Larry Heiges; Secretary - Pat Abercrombie; At Large - Fred Peterson.

## **4. Old Business**

*This time is set aside for continued discussion and possible action on any issue held over from the last meeting.*

- a. Measure H Funding Agreement Between County and Fire Agencies
  - The Board will consider approving the Measure H Funding Agreement Between the County of Sonoma and Northern Sonoma County Fire Protection District and

authorize the Fire Chief to execute the agreement, subject to the Fire Chief making any needed minor administrative adjustments. **(Action Item)**

- *Supporting materials included in packet:*
  1. *Measure H Funding Agreement Staff Report*
  2. *Measure H Funding Agreement Between the County of Sonoma and Northern Sonoma County Fire Protection District*

b. Northern County Fire Ad Hoc JPA

- The Board will have the opportunity to ask staff questions regarding the North County Fire Ad Hoc JPA Meeting Update Fire Chief's Staff Report.
- *Supporting materials included in packet:*
  1. *North County Fire Ad Hoc JPA Meeting Update Fire Chief's Staff Report*

c. Policies

- The Board will have the opportunity to ask staff questions regarding the Policy Staff Report.
- The Board will consider adopting the following policy: Chainsaw Operations Use & Safety. **(Action Item)**
- *Supporting materials included in packet:*
  1. *Policy Staff Report*
  2. *Chainsaw Operations Use & Safety Policy*

d. Multi-Purpose Room

- The Board will have the opportunity to ask staff questions regarding the Multi-Purpose Room Staff Report and supporting materials.
- The Board will consider adopting the Facility Use Agreement and Application for Facility Use.
- *Supporting materials included in packet:*
  1. *Multi-Purpose Room Staff Report*
  2. *Facility Rental Policy (Draft)*
  3. *Northern Sonoma County Fire Protection District Facility Use Agreement*
  4. *Northern Sonoma County Fire Protection District Application for Facility Use*

## 5. New Business

*Presentation and discussion of new issues brought before the Board or continued discussion of issues not on the previous month's agenda.*

a. Bell's Ambulance Presentation

- Bell's Ambulance will give a six-month status update.

b. Policies

- The following policy will be introduced for possible adoption at the February meeting: Credit Card Purchases. This policy has been on hold waiting for approval of the Purchasing and Procurement Policy to ensure it aligns with that policy.
- *Supporting materials in this packet:*
  1. *Credit Card Purchases Policy (Draft)*

- c. City and Planning Unit Outreach Ad Hoc Committee
  - The Board will have the opportunity to ask staff and committee members questions regarding the City and Planning Unit Outreach Ad Hoc Committee Report
  - *Supporting materials in this packet:*
    1. *City and Planning Unit Outreach Ad Hoc Committee Report*
- d. Special Tax Zone #1 Annual Report for Fiscal year 23/24
  - The Board will have the opportunity to ask staff questions regarding the Special Tax Zone #1 Annual Report for Fiscal Year 2023/2024.
  - *Supporting materials in this packet:*
    1. *Special Tax Zone #1 Staff Report*
    2. *Special Tax Zone #1 Annual Report for Fiscal Year 23/24*
- e. Permanent Fuels Crew Positions
  - The Board will consider authorizing increasing the number of Forestry Technician positions to: **(Action Item)**
    - Five Forestry Technician 4 positions
    - Eleven Forestry Technician 3 positions
  - The Board will consider authorizing an increase in pay and benefits as described in the Permanent Fuels Crew Positions Staff Report. **(Action Item)**
  - The Board will consider authorization to the spending of legal fees for LCW to review the Employment Agreement for permanent Forestry Technician positions. **(Action Item)**
  - *Supporting materials in packet:*
    - *Permanent Fuels Crew Positions Staff Report*

## 6. Minutes

*The Board of Directors will review, amend and approve prior months' Board meeting minutes.*

- a. December 12, 2024 Regular Meeting Minutes **(Action Item)**

## 7. Financial Report

*The Board Treasurer or designee will report on the past month's income and expenditures.*

- *Supporting Materials:*
  1. *Financial Summary Staff Report*
  2. *Financials Summary*
  3. *Financial Details*

## 8. Consent Calendar

*Matters listed under the Consent Calendar are considered to be routine and will be enacted by one motion and one vote. There will be no separate discussion of these items. If the Board or the public desires discussion, that item will be removed by the Consent Calendar and will be considered separately.*

- a. Approval of the December/January checks issued. **(Action Item)**

## **9. Chief's Report**

*Review and questions regarding the Chief's monthly report and any verbal updates on the status of the District and matters pertaining to the operation of the Department.*

## **10. Correspondence**

*This time is set aside to read any letters or related correspondence to District business.*

## **11. Good of the Order**

*This time is set aside for announcements of any events that may be of interest to Board Members or personnel.*

## **12. Adjournment of the Meeting**



Northern Sonoma County Fire Protection District  
Measure H Funding Agreement Staff Report  
January 16, 2025 Board Meeting

**Background**

Each agency receiving measure H funding will need to have an agreement with the County of Sonoma. The County of Sonoma and Sonoma County Fire Chiefs Association have collaboratively developed a standardized Measure H funding agreement.

The District will receive 10% of the Measure H funding for the District to:

- Use 5% for the District's specific uses, and
- Use 5% to fund and manage countywide vegetation management crews.

The District's counsel has reviewed the agreement and recommends approval.

The County of Sonoma Board of Supervisors will consider the agreement for approval following the District's approval.

**Action Requested**

Approve the Measure H Funding Agreement with the County of Sonoma and authorize the Fire Chief to execute the agreement, subject to the Fire Chief making any needed minor administrative adjustments.

**MEASURE H FUNDING AGREEMENT**  
**BETWEEN THE COUNTY OF SONOMA AND**  
**NORTHERN SONOMA COUNTY FIRE PROTECTION DISTRICT**

This Agreement is made and entered into as of \_\_\_\_\_ (“Effective Date”) by and between the County of Sonoma, a political subdivision of the State of California, and Northern Sonoma County Fire Protection District, hereinafter referred to as “COUNTY” and the “FIRE AGENCY”, and collectively as “the Parties.”

**RECITALS**

WHEREAS, on March 5, 2024, the voters of Sonoma County approved Measure H, “The Improved and Enhanced Local Fire Protection, Paramedic Services and Disaster Response Transactions and Use Tax Ordinance”, which added Article VIII to Chapter 12 of the Sonoma County Code (hereinafter “the Ordinance”); and

WHEREAS, the Ordinance provides funding to achieve effective and efficient regional fire response services throughout Sonoma County; and

WHEREAS, the County of Sonoma is charged with a fiduciary duty in administering the tax proceeds generated by the Ordinance and implementation of the Ordinance is the responsibility of an Oversight Committee which reports directly to the Sonoma County Board of Supervisors; and

WHEREAS, Section 12-61 of the Ordinance states: “The Expenditure Plan set forth in section 12-66 is intended as a specific and legally binding and enforceable limitation on how the proceeds of the transactions and use tax imposed by this Ordinance may be spent”; and

WHEREAS, as part of the Ordinance Expenditure Plan, Section 12-66(D) provides allocation percentages for entities receiving funds generated by the Ordinance (“Recipients”); and

WHEREAS, as part of independent Oversight Committee and performance audit, Section 12-67(B) of the Ordinance requires Recipients to prepare and distribute to the Oversight Committee specific information in annual reports not later than December 31<sup>st</sup> of each year; and

WHEREAS, as part of the oversight and administration of the Ordinance, Section 12-68(A) of the Ordinance requires a funding agreement between the County of Sonoma and Recipients before any tax proceeds are distributed; and

WHEREAS, Section 12-65 of the Ordinance requires that Ordinance proceeds shall not be used to supplant FIRE AGENCY’S historical proportional allocation to fire related services and establishes a baseline maintenance of effort requirement that shall not be violated; and

WHEREAS, Section 12-68(A) of the Ordinance further requires that the funding agreement between the County of Sonoma and Recipients shall establish existing revenue used to fund existing personnel in order to establish the baseline for measuring compliance with the

requirement that sales tax proceeds generated by the Ordinance shall only be used to pay for additional personnel; and

WHEREAS, the County of Sonoma and Recipients desire to have a uniform agreement to ensure consistency in distribution, reporting, oversight, and administration of the funds generated by the Ordinance.

NOW, THEREFORE, in consideration of the foregoing, COUNTY and FIRE AGENCY do hereby agree as follows:

1. The Parties agree to comply with the purpose, intent, use of fund limitations and specific implementation provisions of the Ordinance, which became operative October 1, 2024.
2. Allocation of Funds. As provided in Section 12-66(D), the allocation percentage of funds generated by the Ordinance to be received by FIRE AGENCY is ten percent (10.0%; split 5% for FIRE AGENCY specific uses and 5% to fund and manage Countywide vegetation management crews ), for the purposes set forth in Sections 12-66(B) and 12-66(C) of the Ordinance. As provided in Section 12-66(E), the successor fire agency of any enumerated entity in Section 12-66(D) shall receive the funds set forth in that section.
3. Distribution of Funds. COUNTY shall distribute the sales tax proceeds to FIRE AGENCY on a quarterly basis based on the following schedule:

July – September proceeds will be distributed by the 10th of December;  
 October – December proceeds will be distributed by the 10th of March;  
 January – March proceeds will be distributed by the 10th of June;  
 April – June proceeds will be distributed by the 10th of September.

The first distribution of tax proceeds from COUNTY to FIRE AGENCY per the Ordinance and this Agreement will be the by the 10th of March 2025 for the October – December 2024 collection date.

4. Baseline maintenance of effort. As provided in Section 12-65, Ordinance proceeds shall not be used to supplant FIRE AGENCY’S historical general fund contribution for providing fire related services. The proportional allocation to determine maintenance of effort is FIRE AGENCY’S baseline operating budget for Fiscal Year 2021-2022, which includes ad valorem property taxes, parcel taxes or any other taxes and/or fees in support of the operating cost for providing fire related services but excluding limited term funds such as capital projects, grants, grant matches or other one-time revenues, will be reported on the FIRE AGENCY’S Annual Report in Exhibit A. The Parties intend and agree to execute an Amendment to this Funding Agreement prior to the submission of the Annual Report, which sets forth FIRE AGENCY’S proportional allocation. If the proportional allocation to FIRE AGENCY in any subsequent fiscal year is materially less than the FY 21/22 allocation, then the jurisdiction that provides funding shall be deemed to violate the maintenance of effort requirement.

5. Baseline personnel funding. For the purposes of Section 12-68(A) of the Ordinance, as provided in the operating budget for Fiscal Year 2021-2022, FIRE AGENCY'S annual existing revenues used to fund existing personnel in order to establish the baseline for measuring compliance with the requirement that sales tax proceeds shall only be used to pay for additional personnel will be reported on the FIRE AGENCY's Annual Report in Exhibit A. The Parties intend and agree to execute an Amendment to this Funding Agreement prior to the submission of the Annual Report, which sets forth FIRE AGENCY's baseline personnel funding.
6. 30-year limit on Bonded Indebtedness. As provided in Sections 12-63 and 12-66(C), FIRE AGENCY may issue limited tax bonds to finance any program or project in accordance with the Ordinance Expenditure Plan, as allowed by applicable law and as approved by their respective legislative body. The maximum bonded indebtedness shall not exceed the projected 30-year distribution of FIRE AGENCY'S annual allocation and any costs associated with the issuance of such bonds shall be accounted for within the program category in which the bond proceeds are used
7. Reporting Requirements.
  - a. In order to ensure consistency in distribution, reporting, oversight, and administration of the funds generated by the Ordinance as set forth in Section 12-67(B) of the Ordinance, annual reports to the Oversight Committee shall be made by FIRE AGENCY not later than December 31<sup>st</sup> of each year in the form attached hereto as Exhibit A.
  - b. If FIRE AGENCY receives funding as part of the Countywide Expenditures from the Sonoma County Fire Chiefs Association ("SCFCA") pursuant to Section 12-66(C)(6) of the Ordinance, FIRE AGENCY shall prepare an annual report to be provided to SCFCA no later than September 30<sup>th</sup> to be included in the SCFCA's annual report to the Oversight Committee.
8. Appropriations Limit. As provided in Section 12-64 of the Ordinance, revenue generated by the Ordinance shall be attributed to the appropriations limit of the County, and not to the appropriations limit of any Recipients.
9. Records. The Parties shall retain all records regarding expenditures of funds generated by the Ordinance for a period of three (3) years from the date of the expenditure.
10. Audit authority of Oversight Committee. Subject to Sections 12-67(C) and 12-67(D) of the Ordinance, the Oversight Committee shall have the authority to audit the receipt and expenditures as set forth in the annual reports submitted by Recipients.



11. Over Allocation. If COUNTY over allocates funds to FIRE AGENCY for any reason, FIRE AGENCY agrees to return the amount of such over allocation to COUNTY to be re-allocated per Section 12-66(D).
12. County Costs. As provided in Section 12-66(C)(5), the Parties agree COUNTY is authorized to allocate funds collected pursuant to the Ordinance to pay for expenses incurred which relate to the implementation of the tax, including payments necessary for the operation of the Oversight Committee and Ordinance reporting. The Parties further agree that any costs that exceed the County of Sonoma ACTTC Administrative Fee allocation as set forth in Section 12-66(D) shall be removed from the total tax proceeds prior to distribution of funds to all respective agencies.
13. Indemnification. FIRE AGENCY shall defend, indemnify and hold harmless COUNTY, its officers, officials, and employees, from and against any and all demands, claims, actions, litigation or other proceedings, liability, damages and costs (including but not limited to attorney fees), that arise out of, pertain to or relate in whole or in part to COUNTY'S obligations under this agreement, excepting only matters that are based upon the County's gross negligence or willful misconduct.
14. Notices. Any notice which may be required under this Agreement shall be in writing, shall be effective when received, and shall be given by personal service, or by certified or register mail, return receipt requested. to the addresses set forth below, or to such addresses which may be specified in writing to the parties hereto.
- TO FIRE AGENCY:      Northern Sonoma County Fire Protection District  
20975 Geyserville Avenue  
Geyserville, CA 95441
- TO COUNTY:            County of Sonoma  
Auditor-Controller-Treasurer-Tax Collector  
585 Fiscal Drive, #100  
Santa Rosa, CA 95403
15. Additional Acts and Documents. Each party agrees to do all such things and take all such actions, and to make, execute and deliver such other documents and instruments, as shall be reasonably requested to carry out the provisions, intent and purpose of this Agreement.
16. Integration. This Agreement represents the entire agreement of the Parties with respect to the subject matter hereof. No representations, warranties, inducements or oral agreements have been made by any of the Parties except as expressly set forth herein, or in other contemporaneous written agreements.

17. Amendment. This Agreement may not be changed, modified or rescinded except in writing, signed by all parties hereto, and any attempt at oral modification of this Agreement shall be void and of no effect.
18. Independent Agencies. The Parties renders their services under this Agreement as independent agencies. None of either Party's agents or employees shall be agents or employees of the other Party.
19. Assignment. The Agreement may not be assigned, transferred, hypothecated or pledged by any party without the express written consent of the other party.
20. Successors. This Agreement shall be binding upon the successor(s), assignee(s) or transferee(s) of the COUNTY or FIRE AGENCY as the case may be. This provision shall not be construed as an authorization to assign, transfer, hypothecate or pledge this Agreement other than as provided above. Notwithstanding the foregoing, per Section 12-66(E)(2) of the Ordinance, in the event any enumerated entity in Section 12-66(D) consolidates with or is annexed by another entity, the successor agency shall receive the funds allocated to the enumerated entity.
21. Severability. Should any part of this Agreement be determined to be unenforceable, invalid, or beyond the authority of either party to enter into or carry out, such determination shall not affect the validity of the remainder of this Agreement which shall continue in full force and effect; provided that, the remainder of this Agreement can, absent the excised portion, be reasonably interpreted to give effect to the intentions of the parties.
22. Limitations
  - a. All obligations of COUNTY under the terms of this Agreement are expressly subject to COUNTY'S continued authorization to collect and allocate the sales tax proceeds generated by the Ordinance. If for any reason COUNTY'S right to collect or expend such sales tax proceeds is terminated, suspended, or modified, in whole or in part, COUNTY shall promptly notify FIRE AGENCY, and the parties shall consult on a course of action. If, after twenty-five (25) business days, a course of action is not agreed upon by the parties, this Agreement shall be deemed terminated by mutual or joint consent; provided, that any future obligation to fund from the date of the notice shall be expressly limited by and subject to (i) the lawful ability of COUNTY to expend sales tax proceeds for the purposes of the Agreement; and (ii) the availability, taking into consideration all the obligations of COUNTY under all outstanding contracts, agreements to other obligations of COUNTY, of funds for such purposes.

- b. All obligations of FIRE AGENCY under the terms of this Agreement are expressly subject to FIRE AGENCY’s continued authorization to receive and spend the sales tax proceeds generated by the Ordinance. If for any reason FIRE AGENCY’s right or ability to collect or expend such sales tax proceeds is terminated, suspended, or modified, in whole or in part, FIRE AGENCY shall promptly notify COUNTY, and the parties shall consult on a course of action. If, after twenty-five (25) business days, a course of action is not agreed upon by the parties, this Agreement shall be deemed terminated by mutual or joint consent; provided, that any future obligation to fund from the date of the notice shall be expressly limited by and subject to (i) the lawful ability of FIRE AGENCY to expend sales tax proceeds for the purposes of the Agreement; and (ii) the availability, taking into consideration all the obligations of FIRE AGENCY under all outstanding contracts, agreements to other obligations of FIRE AGENCY, of funds for such purposes.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date.

COUNTY OF SONOMA

NORTHERN SONOMA COUNTY  
FIRE PROTECTION DISTRICT

By: \_\_\_\_\_  
Board of Supervisors, Chairperson

By: \_\_\_\_\_

ATTEST:

By: \_\_\_\_\_  
Clerk of the Board of Supervisors


By: \_\_\_\_\_

APPROVED AS TO LEGAL FORM

FOR COUNTY:

FOR FIRE AGENCY:

\_\_\_\_\_  
County Counsel

  
\_\_\_\_\_  
Benjamin P. Fay, Jarvis Fay LLP

## EXHIBIT A

### ANNUAL REPORT TO MEASURE H OVERSIGHT COMMITTEE

Pursuant to the requirements of Sonoma County Code section 12-67(B), this is the annual report of the allocation of funds received by the reporting agency under the Sonoma County voter-approved Measure H, “The Improved and Enhanced Local Fire Protection, Paramedic Services and Disaster Response Transactions and Use Tax Ordinance” (the “Ordinance”).

Name of Agency receiving Measure H funds: \_\_\_\_\_

Reporting period: FY 24-25 (4/26/24 to 6/30/25 (with April-June proceeds received 9/10/25))

1. Detail of the activities related to the Ordinance this reporting period, based on attached budget to actual report, balance sheet, and fund balance report.
2. Summary of the positions and start up, equipment and facilities that were funded with revenue from the Ordinance.
3. The specific activities that support fire prevention, including vegetation management.
4. Update on the status of facility capital improvement projects that are funded with revenue from the Ordinance.
5. Demonstration of compliance with the requirement that revenue from the Ordinance shall be used for enhancing operations.

Proportional budget allocation for fire related services:

FY 21-22 \$ \_\_\_\_\_; FY 21-22 \_\_\_\_%; this reporting period: \$ \_\_\_\_\_; \_\_\_\_%.

Personnel expenditures: FY 21-22 \$ \_\_\_\_\_; this reporting period \$ \_\_\_\_\_.

6. Any material changes in service needs within the agency’s jurisdiction or countywide.
7. Any remaining funds from allocations provided in previous years, and an explanation for proposed use of such funds.

Required Attachments:

Annual Budget

Budget to Actual Report

Balance Sheet

Fund Balance Report

Most recent annual audit and/or other independent financial review

FY 21-22 budget documents showing baseline dollar figure for maintenance of effort and personnel expenditures.



## **Fire Chief's Staff Report** ***North County Fire Ad Hoc JPA Meeting Update***

Date: January 2025

To: North County Fire Board of Directors

From: Chief Jenkins & Turbeville

### **Joint Powers Agreement (JPA) meetings**

Our recent ad hoc Joint Powers Agreement (JPA) meetings continue to be productive and focused on developing a comprehensive JPA. This plan is designed to provide a framework for improved collaboration and efficiency between the two districts with the goal to attain full functional consolidation within 5 years.

The group is working diligently to define sections of responsibility and assign specific areas of focus. These sections include Management, Personnel, Prevention, Operations, Budgeting and Branding. Each area will be carefully analyzed, with tasks delegated to ensure progress. We anticipate this phase of refining and finalizing the JPA to extend over the next few months. The goal is to have the agreement ready for adoption by July.

The Ad-hoc agreed to have two meetings a month until the new JPA is ready and have the fire chiefs provide a staff report for both boards monthly. This will help ensure that we speak with one voice, so our message is consistent and in-line with our vision. The Ad-hoc would also like to have Bi-annual combined board meetings.

### **Funding Discussions:**

The ad hoc committee had in-depth and meaningful conversations around funding, an important aspect of the JPA's success. Topics included:

- Programs and Shared Services: Evaluating shared Advanced Life Support (ALS) services and capital improvement needs.
- Cloverdale Gap Funding: Addressing Cloverdale's \$275,000 funding gap to maintain current staffing levels.

**Personnel Planning:**

We reviewed the discussed the addition of positions and their long-term impacts on both districts. While we are ready to proceed with job descriptions and the hiring process, concerns remain about the financial issues of funding these positions prior to financial planning. This will continue to be a topic of discussion in future meetings. We all agreed that moving forward at differing paces is acceptable. Agreement was also reached on adopting common policies.

**Next Steps for Staffing:**

- NSCFPD plans to move forward sooner with adding firefighter positions and chief positions
- Cloverdale intends to hire positions after the first installment of Measure H funds.

**Vision Statement:** The ad-hoc finalized a vision statement to be branded and shared. We feel this is important to get employees, stakeholders and citizens informed on our vision.

***The Northern Sonoma County Fire agencies will, through a unified command structure, provide a functional consolidation of personnel, resources, response, and public services to our constituency. We are dedicated to protecting the safety, well-being, and resilience of the communities we serve. We hold steadfast loyalty to this shared vision that emphasizes local control, cost-effective solutions, and commitment to providing the highest quality fire and rescue services. United by common goals with an emphasis on collaboration and innovation, we strive together to be a trusted and reliable fire and rescue force, safeguarding the land, lives, and future from the unique challenges of our region.***



Northern Sonoma County Fire Protection District  
Policy Staff Report  
January 16, 2025 Board Meeting

## **Background**

The following policy was introduced at the December Board Meeting:

1. Chainsaw Operations Use & Safety: There have been no changes since the December Board meeting.

Staff members Anneke Turbeville and Carlos Mendez met with Directors Abercrombie and Newman on December 12<sup>th</sup> to review Board policies. They are currently reviewing and revising the following policies:

1. Board Agendas
2. Board Meetings
3. Types of Board Meetings
4. Board Committees
5. Board Vacancies
6. Board Meeting Attendance
7. Board Officers
8. Ethics Training
9. Training, Education and Conferences
10. Brown Act

This month, staff will begin the process of issuing approved policies and sharing approved policies with Cloverdale Fire.

Tonight, the Credit Card Purchases policy will be introduced (under New Business) and the Facility Rental Policy will be introduced under Old Business (Multi-Purpose Room).

## **Action Requested**

1. Board approval of Chainsaw Operations Use & Safety policy.
2. Review the Credit Card Purchases policy and send edits to Anneke Turbeville.



# Chainsaw Operations Use And Safety

## 712.1 PURPOSE AND SCOPE

To establish a standard for the safe use of the operation and maintenance of chainsaws. It also includes tools such as a telescopic saw, motorized pole saws, and hydraulic pole saws and pruners.

## 712.2 ROLES & RESPONSIBILITIES

### 712.2.1 SUPERVISOR

1. Ensure employees are familiar with this policy.
2. Ensure that only employees authorized and trained in chainsaw use operate a chainsaw.
3. Ensure that employees are aware of the potential risks associated with chainsaw use.
4. Provide training to employees whose jobs require the use of a chainsaw.
5. Ensure that employees wear the proper PPE required for safe chainsaw operation.
6. Ensure employees are not under the influence of alcohol, illegal substances, or medications which may affect their ability to operate equipment safely.
7. In the event of a medical emergency, ensure that proper procedures are followed.
8. In the event of an incident, ensure that a proper investigation follows. Types of incidents that trigger an investigation include, but are not limited to:
  - Injury to self or others
  - Damage to equipment or property

### 712.2.2 CHAINSAW OPERATOR

1. Comply with all procedures outlining the safe operation of a chainsaw.
2. Wear the expected PPE while operating a chainsaw.
3. Report any incidents immediately to a supervisor.

## 712.3 SAFETY

Chainsaws are efficient and productive portable power tools. They are also potentially dangerous if not used correctly and carefully. Proper operation and maintenance greatly reduce the risk for injury when using chainsaws.

### 712.3.1 WORK AREA SAFETY

1. Ensure work area is identified and that there are no people in the immediate area. Other workers should be twice as far as the height of the trees being felled.
2. Decide on and prepare an escape route. Identify and clear any obstacles that may interfere with stable footing, cutting, or impede retreat/movement paths.

## *Chainsaw Operations Use And Safety*

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3. Identify electrical lines in and near the work area.
4. Identify "hangers" and "widow-makers"— branches that may dislodge and fall into the work area from above.

### **712.3.2 PPE REQUIREMENTS AND SAFETY EQUIPMENT**

Proper personal protective equipment (PPE) can prevent or lessen the severity of injuries to employees using chain saws. PPE must be maintained in good working condition and used properly. Members who desire to use personally owned PPE are required to have the PPE approved and inspected prior to use. All personally owned PPE is subject to the requirements of the District's Personal Protection Equipment Policy. Employees must wear the following PPE when operating chainsaws:

1. Head protection, such as a hard hat.
2. Hearing protection sufficient to reduce noise exposure to 90 decibels or less.
3. Eye and/or face protection such as safety glasses or face shield.
4. Appropriate protective footwear per OSHA standards.
5. Leg protection such as Kevlar pants or chaps.
6. Work gloves.
7. Fall protection as necessary.

### **712.4 BEFORE STARTING THE CHAINSAW**

1. Check to see if saw is functioning correctly and adjusted to the manufacturer's instructions.
2. Check that all safety devices are working properly; do not operate a saw that is damaged or has disengaged safety devices.
3. Ensure the saw is the appropriate size for the project.
4. Fuel the saw at least 10 feet away from ignition sources.
5. Check the fuel container to ensure it:
  - Is metal or plastic.
  - Does not exceed 5 gallons in capacity.
  - Is approved by the Underwriters Laboratory, FM Approvals (FM), or the Department of Transportation (DOT).
6. Ensure electric chainsaws are tested and certified by a Nationally Recognized Testing Laboratory (NRTL). Extension cords shall be sized according to the chainsaw manufacturer's instructions.
7. Look for nails, spikes, or other metal objects prior to cutting.
8. Clear away dirt, debris, limbs, and rocks from the chainsaw's path.
9. Never work alone with a chainsaw, except in emergency situations. Examples of emergency situations include:

## *Chainsaw Operations Use And Safety*

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- Staff driving alone and coming across downed trees blocking roadway.
  - Rescue or fire suppression efforts.
10. Everyone assisting with chainsaw operations must be familiar with this policy.

### **712.5 CHAINSAW OPERATION**

1. Always follow the manufacturer's instructions for chainsaw operation and maintenance.
2. Keep both hands on the handles and maintain secure footing.
3. Plan where the object will fall; ensure that the fall area is free of hazards; and avoid felling an object into other objects.
4. Plan the cut; watch for objects under tension; use extreme care to bring objects safely to the ground.
5. Be prepared for kickback; avoid cutting in the kickback zone and use saws that reduce kickback danger.
6. Do not cut directly overhead.
7. Shut off or release throttle prior to retreating.
8. Shut off or engage the chain brake whenever the saw is carried more than 50 feet or across hazardous terrain.
9. Take breaks as needed as fatigue increases the risk for accident and injury.

#### **712.5.1 OPERATE WITHIN YOUR SKILL LEVEL**

Accidents can happen when chainsaw operators perform tasks that are beyond their capabilities or training level. Higher risk operations may include:

1. Trees on unstable ground or steep slopes.
2. Trees with a heavy lean.
3. Trees with stem or root rot.
4. Trees known to split.
5. Trees "hung up" in other trees.
6. Operating a chainsaw above shoulder height or above ground level, such as from a ladder or tree.

### **712.6 TRAINING**

Employers of workers using chainsaws must ensure that their employees are able to perform tasks safely. If using chainsaws, training and job hazard analyses should assist workers in anticipating and avoiding job-related injuries. Training should include:

1. Specific work procedures, practices and requirements, including general and specific safety and health hazard recognition, prevention, and control.

### *Chainsaw Operations Use And Safety*

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2. How to safely perform assigned work tasks.
3. The specific hazards and controls associated with each task.
4. How to safely use, operate, and maintain tools, machines and vehicles which workers may use or encounter on the work site.
5. Applicable OSHA standards, such as those for logging, PPE, bloodborne pathogens and medical services and first aid.

#### **712.7 RECORDS**

The Training Officer shall be responsible for maintaining records of all chainsaw training that is provided to members. At a minimum, the District should document the following:

- (a) The dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.
- (c) The name or other identifier and job title of the members who received the training.
- (d) The names, certificate number and qualifications of persons conducting the training.

The District will maintain chainsaw training records for at least seven years and in compliance with the District's established records retention schedule.



Northern Sonoma County Fire Protection District  
Multi-Purpose Room Staff Report  
January 16, 2025 Board Meeting

**Background**

The District is currently looking for ways to better regulate use of the Multi-Purpose Room (Room). The Room currently serves as the dining area, meeting area, conference area, interview room, break area, and training area for staff. In addition, community members regularly use the room for meetings.

Staff and Directors Heiges and Stewart prepared a draft Facility Rental Policy, Facility Use Agreement, and Application for Facility Use.

Staff are working on obtaining quotes to re-key the front door and put combination locks on other doors accessible from the public area.

**Action Requested**

1. Consider approval of the Facility Use Agreement and Application for Facility Use.
2. Review the Facility Rental Policy and send edits to Anneke Turbeville. The Labor Group is also currently reviewing this policy.

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## Facility Rental

### 1101.1 PURPOSE

The purpose of this policy is to establish guidelines for the use of the Northern Sonoma County Fire Protection District Multi-Purpose Room located at 20975 Geyserville Avenue, Geyserville, CA 95441.

### 1101.2 POLICY

It is the policy of the Northern Sonoma County Fire Protection District to provide a community space for other public agencies and non-profit community groups.

### 1101.3 USE BY OTHER PUBLIC AGENCIES AND NON-PROFIT COMMUNITY GROUPS

It is the policy of the Northern Sonoma County Fire Protection District to make the Multi-Purpose Room ("Room") available to other public agencies and non-profit community groups ("Permitted Users"). Non-profit community groups are limited to groups serving communities within the boundaries of the Northern Sonoma County Fire Protection District. Permitted Users include, but are not necessarily limited to, the Geyserville Alexander Valley Municipal Advisory Council and Geyserville Planning Commission. The Fire Chief shall have the authority to implement this policy and to decide on a case-by-case basis whether or not to allow the Multi-Purpose Room to be used by a Permitted User, based on the availability of the Room, the nature of the proposed use and other factors.

### 1101.4 BENEFITS FROM SHARED USE

Allowing the Permitted Users specified above to use the Room is consistent with the District's purposes and furthers the District's interests by maintaining contacts and favorable relationships with other agencies and groups. Reciprocal benefits may be available through the sharing of resources and information with Permitted Users.

### 1101.5 NIGHT USE

The Room may be used after regular business hours, Monday through Thursday. The Room may be reserved for up to three (3) hours between the hours of 5:00 PM and 10:00 PM. If the Room is to be used outside of normal business hours, the designated contact for the Permitted User must make access arrangements with Staff.

### 1101.6 CANCELLATION POLICY

The Permitted User shall give a seven (7) day cancellation notice, if possible.

The District has the right to cancel at any time. District sponsored trainings, meetings, and other events take precedence over outside agencies and groups. The District will notify Permitted Users of cancellation as early as possible.

## *Facility Rental*

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### **1101.7 USER AGREEMENT**

As a condition of using the Room, all Permitted Users shall be required to sign the District's Facility Use Agreement. The Facility Use Agreement shall be signed by a duly authorized representative of the Permitted User.

### **1101.8 APPLICATION**

The Application for Facility Use must be completed and returned at least two (2) days prior to the event date. If the Permitted User is a regular user, the Application for Facility Use must be up to date and on file; it is not necessary to complete a new application for each use.

### **1101.9 USE BY OTHERS NOT ALLOWED**

Except for Permitted Users as specified above, it shall be the policy of the District not to allow the use of the Room by any outside individuals, groups, organizations, or associations. The District finds that making the Room available to others could represent an improper use of District resources and could result in substantial interference with the District's operations.

### **1101.10 POLICY HISTORY**

The Application for Facility Use replaces the (2006) Geyserville Fire Department Multipurpose Room Rental Agreement.

# Northern Sonoma County Fire Protection District

## FACILITY USE AGREEMENT

The Northern Sonoma County Fire Protection District (“District”) has consented to the use of its Multi-Purpose Room located at 20975 Geyserville Avenue, Geyserville, California by the undersigned for meeting purposes. As a condition to and in consideration of such use, the undersigned hereby agrees as follows:

1. The use of District facilities by the undersigned shall be restricted to the Multi-Purpose Room and adjacent restrooms located within the Geyserville Fire Station and the public parking area in front of the facility. The adjacent kitchen and patio areas are off-limits. The side and rear parking areas are off limits.
2. If food or beverages are to be consumed in connection with the undersigned’s use of the Multi-Purpose Room, such food and beverages and any associated supplies shall be provided by the undersigned.
3. After each use, the undersigned agrees to leave the Multi-Purpose Room and restrooms clean and orderly and in the same condition as existed prior to such use.
  - All furniture must be returned to the same position as found.
  - All items brought into the facility are to be removed.
  - If the heat and/or air conditioning is used, all doors must be kept closed to conserve energy. Upon departure, the thermostat must be returned to the same position as found.
  - All lights must be turned off.
  - All doors must be closed and locked.
4. Access to the facility is through the front entry doors only.
5. Undersigned is responsible for any damage/stains incurred due to misuse or negligence of the facility.
6. All audio-visual equipment is off limits.
7. All cupboards and storage areas are off limits.
8. The District reserves the right to cancel this agreement at any time. It is recommended that the undersigned confirms room availability with Staff prior to use.
9. The designated contact person for the undersigned must arrange facility access with Staff for after-hours events.
10. The key and/or access code to the facility must be returned immediately following the event. If the key is lost, undersigned is responsible for the costs of all modifications to the facility associated with lock replacement.



11. The undersigned hereby releases the District from any and all liability relating to the use of the Multi-Purpose Room, restrooms and parking area by the undersigned. The undersigned hereby assumes all risk of damage to property or injury to persons arising in connection with such use and agrees to indemnify, defend and hold harmless Northern Sonoma County Fire Protection District and its officers, directors, agents and employees from and against any and all claims, judgments, damages, penalties, fines, costs, liabilities or losses, including attorney's fees, arising from the use or occupancy of District facilities by the undersigned.

Dates: \_\_\_\_\_

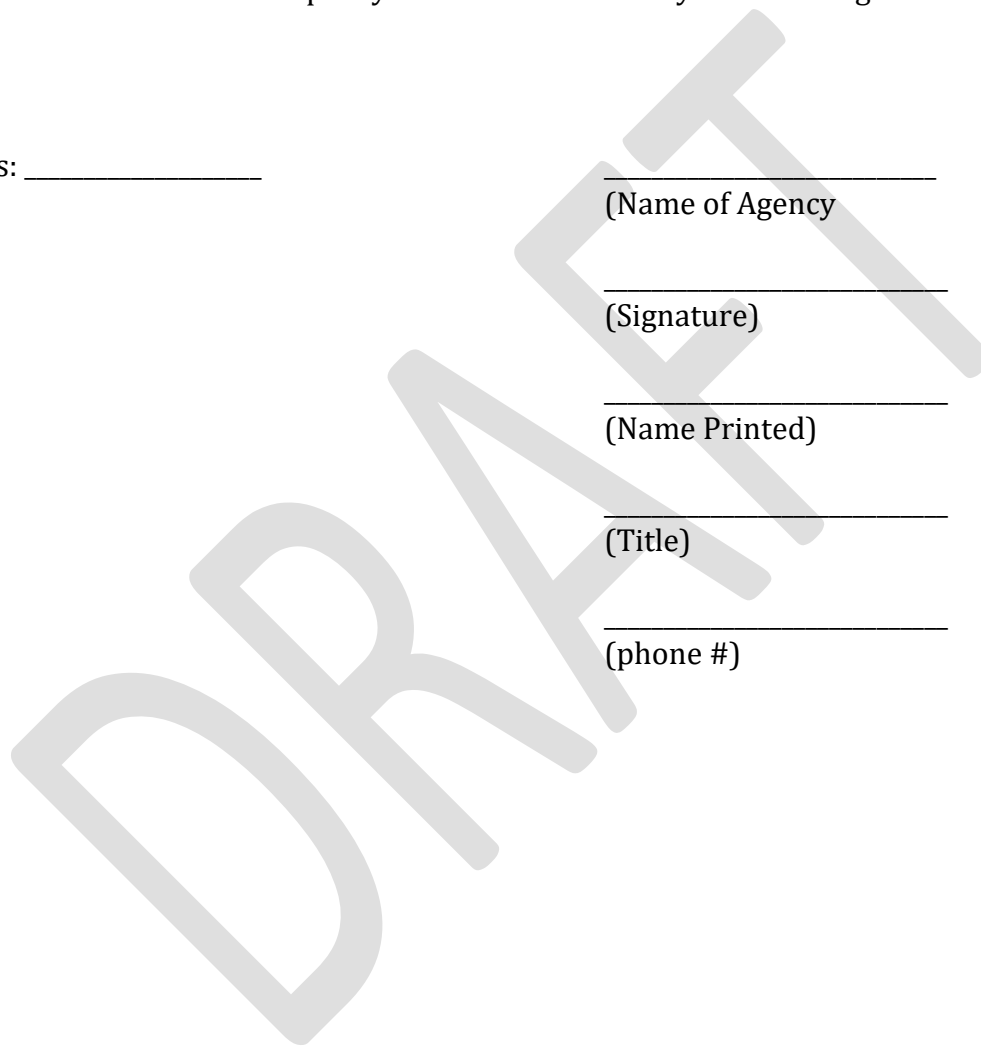
\_\_\_\_\_  
(Name of Agency)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name Printed)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(phone #)



# Northern Sonoma County Fire Protection District

## APPLICATION FOR FACILITY USE

20975 Geyserville Ave, Geyserville, CA 95441  
PO Box 217, Geyserville, CA  
(707) 857-4373

---

Date of Application: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Name of User Organization: \_\_\_\_\_

Purpose of Use: \_\_\_\_\_

Event Date: \_\_\_\_\_

Estimated Attendance (not to exceed 65 persons): \_\_\_\_\_

Event Hours (including set up and clean up): \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

## Credit Card Purchases

### 219.1 PURPOSE

The intent of this policy is to provide guidance to any employee assigned or designated to use the District issued credit card.

### 219.2 POLICY

District issued credit cards are to be used for official District business and may not be used for personal purchases. Unauthorized purchases could be treated as misuse of public funds and could result in immediate and permanent cancellation of your card and/or disciplinary actions. Use of the District credit card is not intended to replace effective procurement planning which maintains appropriate controls and enables volume discounts.

### 219.3 PROCEDURE

The District issued credit card may be used to purchase items that are directly related to an employee's area of responsibility. All purchasing policies and procedures will apply to credit card purchases.

Expenses must be for approved budget items only. Cardholders must ensure that budgeted funds are available prior to making purchases. The finance department can assist the cardholder with any needed budget information.

Employees may not take cash advances on credit cards.

### 219.4 RESPONSIBILITIES

It is the responsibility of the card holder to make sure that all receipts are kept/turned in as soon as possible for all purchases made on their credit cards. The card holder must provide a written description of the purchase and its intended use if the receipt is not clear. If the expenditure is for a specific project or grant, note the project/grant name and/or budget category. The card holder will be held liable for any unauthorized items appearing on the credit card statement unless the activity is fraudulent.

If the card holder loses a receipt, they must make every effort to obtain a copy of the lost receipt. If they are unable to obtain a receipt, they must fill out the "*Missing Credit Card Receipt Form*" and that form must be signed by their supervisor.

The card holder is responsible for resolving any discrepancies with vendors.

It is the responsibility of the card holder to report lost or stolen credit cards. Lost or stolen credit cards shall be reported to the District and to the credit card company as soon as possible.

All District issued credit card holders are required to complete a Form 700 each year, according to the California Fair Political Practices Commission Filings Policy.

*Credit Card Purchases*

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The District credit card is the property of the District and must be surrendered immediately upon separation from the District.



Northern Sonoma County Fire Protection District  
City and Planning Unit Outreach Ad Hoc Committee Report  
January 16, 2025 Board Meeting

**Summary of the January 8, 2025 Meeting**

Brief summary of the quarterly meeting of the district with Healdsburg City and Healdsburg Fire (HFD) held on Wednesday January 8 attended by Directors Peterson and Abercrombie and Chief Turbeville. Fire Chief Jason Boaz from HFD was the only attendee from the City. Chief Boaz advised City Manager Kay and Division Chief Macdonald were not able to attend at the start of the meeting.

We shared the following notable activities achieved by the District since our last meeting in July 2024 (October meeting was cancelled):

1. Completed 5-year Strategic Plan update
2. Initiated a District-wide Facilities Needs Assessment
3. Initiated enhanced EMS services with a contract with Bell's Ambulance and advanced life support quick response vehicle with Cloverdale Healthcare District.
4. Continue wildfire risk reduction efforts

Chief Turbeville updated Chief Boaz on the proposal to use the vegetation management "Fuels Crew" to perform vegetation treatments at Fitch Mountain Park and Open Space Preserve and Healdsburg Ridge Open Space Preserve funded by the remaining balance in the City's Coastal Conservancy grant before it expires. Chief Turbeville also offered to apply some PG&E funding that has been awarded to the Northern Sonoma County Firefighters Foundation for this use. We are awaiting follow-up as to whether they wish to pursue this.

The District representatives congratulated Chief Boaz on the completion of their Station #2 (Healdsburg Avenue near Boxheart Drive) and suggested the possibility of stationing the District-funded additional peak-hour Bell's ambulance there. Chief Boaz seemed open to the idea and said that this will require further investigation by Healdsburg.

The next meeting is scheduled for April 9, 2025.



Northern Sonoma County Fire Protection District  
Special Tax Zone #1 Annual Report for Fiscal Year 202/2024  
Staff Report  
January 16, 2025 Board Meeting

**Background**

Special Tax Zone #1 (STZ #1) was approved by voters of STZ #1 on May 4, 2021 and went into effect in fiscal year (FY) 21/22. The FY 22/23 Annual Report was approved at the April 18, 2024 Board Meeting. FY 23/24 was the third year of the tax and the FY 23/24 Annual Report is presented for approval.

**Action Requested**

Approve Special Tax Zone #1 Annual Report for Fiscal Year 23/24.



# NORTHERN SONOMA COUNTY FIRE PROTECTION DISTRICT

20975 Geyserville Avenue • PO Box 217 • Geyserville • California • 95441 • (707) 857-4373 • www.nosocofire.com

## SPECIAL TAX ZONE FY 23/24 Annual Report

Special Tax Zone #1 generated \$48,250 in fiscal year (FY) 23/24. FY 23/24 was the third year of the eight-year tax and funds were collected by the County of Sonoma as part of the property tax process. 100% of taxes were collected. An additional \$11,879.65 was carryover from FY 22/23, for a total of \$60,129.65 used in FY 23/24

The District provided public notice and held a community meeting for Special Tax Zone residents on November 4, 2023 at the Geyserville Fire Station. The purpose was to review projects using FY 23/24 special tax zone funding along with other funding sources and to go over planned projects and priorities for FY 23/24. There were no objections expressed by the attendees to the projects and priorities established by the District.

The chart below summarizes the priority projects for FY 23/24 as presented to the community on November 4, 2023. Free residential chipping was also provided in combination with funding from the County of Sonoma's free chipper service.

| Project Name                  | Cost                | FY Funding             | Status    |
|-------------------------------|---------------------|------------------------|-----------|
| Coyote Oaks 2, 10, 11, and 12 | \$ 53,271.51        | 2022/2023<br>2023/2024 | Completed |
| Coyote Oaks 7 & 8             | \$ 6,858.14         | 2023/2024              | Completed |
| Residential Chipping          | \$ 0.00             |                        |           |
| <b>TOTAL</b>                  | <b>\$ 60,129.65</b> |                        |           |
| <b>TOTAL TAX Collected</b>    | <b>\$ 60,129.65</b> |                        |           |

### Coyote Ridge Road - \$53,271.51

Shaded fuel break treatment along both sides of Coyote Ridge Road in areas designated as Coyote Oaks 2, Coyote Oaks 10, Coyote Oaks 11, and Coyote Oaks 12. This project utilized funding (\$11,879.65) from FY 22/23 and was finished in FY 23/24 between November 13, 2023, and March 22, 2024.

### Coyote Oaks 7 & 8 - \$6,858.14

Shaded fuel break treatment along Ridge Oaks Road near 2100 and 3155 Ridge Oaks Road. This project was funded from FY 23/24 and was completed between August 3, 2023, and March 22, 2024.



Northern Sonoma County Fire Protection District  
 Permanent Fuels Crew Positions Staff Report  
 January 16, 2025 Board Meeting

**Background**

The District intends to expand its vegetation management “Fuels Crew” by increasing the number of permanent positions. An increase in pay and benefits are also needed to support recruitment and retention.

**Positions**

- There are currently two Forestry Technician 4 positions. The proposed amount is 5.
- There are currently five Forestry Technician 3 positions. The proposed amount is 11.

The goal is to have 5 FT4s, but we may need to initially hire extra FT3s, in order for them to gain the experience necessary to be FT4s.

**Benefits**

The following change in benefits is recommended to update the agreement.

Health/Dental/Vision Insurance

- The current limit is \$1,200 per month.
- The proposed limit is \$2,100 per month. Enough to cover employee plus one dependent.

Sick Leave

- Current accrual is 8 hours per month.
- The proposed accrual is 10 hours per month. The intent is for employees to earn one full workday each month.

Boot Allowance

- The current allowance is \$250 per year, paid out once per year.
- The proposed allowance is \$300 per year (\$25/month) split into 26 equal payments.

**Wages**

Current Salary Schedule

| Position | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 |
|----------|--------|--------|--------|--------|--------|
|----------|--------|--------|--------|--------|--------|



|     |         |         |         |         |         |
|-----|---------|---------|---------|---------|---------|
| FT3 | \$29.60 | \$30.34 | \$31.10 | \$31.86 | \$32.67 |
| FT4 | \$32.29 | \$33.10 | \$33.92 | \$34.77 | \$35.64 |
| FT5 | \$34.99 | \$35.86 | \$36.76 | \$37.68 | \$38.62 |

Proposed salary schedule:

- Each step is 2.5% higher than previous. If there is an increase not noted in the agreement, rates adjust accordingly, and this schedule is automatically updated.

| Position | Step 1      | Step 2      | Step 3      | Step 4      | Step 5      |
|----------|-------------|-------------|-------------|-------------|-------------|
| FT5      | \$43.27     | \$44.35     | \$45.46     | \$46.60     | \$47.76     |
| Annual   | \$90,001.60 | \$92,251.64 | \$94,557.93 | \$96,921.88 | \$99,344.93 |
| FT4      | \$38.47     | \$39.43     | \$40.42     | \$41.43     | \$42.46     |
| Annual   | \$80,017.60 | \$82,018.04 | \$84,068.49 | \$86,170.20 | \$88,324.46 |
| FT3      | \$33.66     | \$34.50     | \$35.36     | \$36.25     | \$37.15     |
| Annual   | \$70,012.80 | \$71,763.12 | \$73,557.20 | \$75,396.13 | \$77,281.03 |

| Position     | Total Estimated Cost Per Employee at Step 5 with Max Benefits (incl longevity) | Total Estimated Cost For all Positions at Step 5 with Max Benefits (incl. longevity) |
|--------------|--|--|
| FT5          | \$165,570.37   | \$165,570.37   |
| FT4          | \$150,038.85   | \$750,154.23   |
| FT3          | \$134,463.67   | \$1,479,100.39   |
| <b>Total</b> |  | <b>\$2,394,824.98</b>  |

**Action Requested**

1. Authorization to increase the number of Forestry Technician positions to:
  - 5 Forestry Technician 4 positions
  - 11 Forestry Technician 3 positions
2. Authorization to increase pay and benefits as described in this report.
3. Authorization to spend legal fees for LCW to review Employment Agreement for permanent Forestry Technician positions.

Increase in pay and benefits would be effective at the start of the first pay period after adjustments are made to the current Employment Agreement and it has undergone review by legal counsel, and all permanent employees have signed the new agreement.



Northern Sonoma County Fire Protection District  
Minutes of the Regular Board of Directors' Meeting  
Thursday, December 12, 2024 at 6:00 PM  
Geyserville Fire Station – 20975 Geyserville Ave, Geyserville, CA

## 1. Opening Greeting

- a. Call to Order: Scott Newman called the meeting to order at 6:00 PM.
- b. Roll Call: Directors Scott Newman, Rob Stewart, Pat Abercrombie, Fred Peterson, and Larry Heiges were present. Fire Chief Marshall Turbeville, Treasurer Michael Pigoni, and Administrative Manager Anneke Turbeville were present.
- c. Pledge of Allegiance
- d. Approval or Amendment of the Agenda: Anneke Turbeville asked to remove Item D from New Business from the Agenda. Item C from Old Business will be moved up in the agenda after Public Discussion to accommodate Ben Fay. **A motion was made and seconded (Peterson/Stewart) to approve the agenda with those changes. All ayes.**

## 2. Public Discussion

There was no public discussion.

## 3. Old Business

- a. Risk Management
  - Ben Fay attended the meeting remotely. Fay explained that his job is to respond to us- the Board directs the Chief, and the Board may direct Fay, or give Chief a voice as the Board's executive. He stated that the ultimate responsibility of risk management belongs to the Board.
  - Fay looked into general Board liability and determined that there is very little chance of personal liability. He explained that Board members have immunity for discretionary decisions, misrepresentation, and injuries caused by the District.
  - Fay intends to look further into the Board's liability of injuries caused during a prescribed fire.
  - He is working on various contracts between the District, landowners, contractors, and other agencies.
  - Fay will be researching our current liability coverage to determine if it's adequate for our activities.
  - He has reviewed the funding contract with the County of Sonoma and said it looks fine.
  - Fred Peterson emphasized that his primary concern is the prioritization and selection of vegetation management projects.

- The Board is satisfied with Fay's response regarding the issue of Board member liability and considers that matter handled.
  - The Board is satisfied that Fay is handling the creation of vegetation management contracts but wants regular updates on the issue of adequacy of insurance.
  - Scott Newman wants to be involved in the prescribed burning discussions with Fay. Newman and Chief Turbeville will address this issue with Fay.
  - Newman also wondered how involved he should be with personnel issues needing legal counsel. Anneke Turbeville explained that Liebert Cassidy Whitmore is consulted on sensitive personnel issues.
- b. Draft Strategic Plan
- **A motion was made and seconded (Peterson/Heiges) to adopt the 2024 - 2029 Strategic Plan and the Management and Implementation Guide in its current format. All ayes.**
- c. Measure H Funding Agreement Between County and Fire Agencies
- Fred Peterson wondered why the Measure H Funding Agreement Between County and Fire Agencies names Sonoma Valley instead of Northern Sonoma County Fire Protection District. Chief Turbeville explained that he is only presenting Sonoma Valley's agreement as a template for the agreements being reviewed right now, not the final agreement.
- d. Northern Sonoma County Fire JPA
- Rob Stewart reported that the JPA has had regular, productive committee meetings. Fred Peterson added that they have made good progress and want to functionally consolidate within five years. The staff report was prepared by Jason Jenkins and presented to his Board. **A motion was made and seconded (Stewart/Heiges) to approve the JPA Shared Vision Statement. All ayes.** The two Boards intend to hold a joint meeting before March. The committee will have clear direction and deliverables by then.
- e. Multi-Purpose Room
- Rob Stewart reported that he met with Larry Heiges and they are working on rules for the multi-purpose room.
- f. Policies
- **A motion was made and seconded (Peterson/Stewart) to adopt the following policies: Chipper Operations Use & Safety, Reporting for Duty, Emergency Recall, Medical Clearance, Purchasing and Procurement Policy, and Financial Reserve Policy. All ayes.**

#### 4. New Business

- a. Administration of Oaths of Office for Abercrombie and Peterson
- Director Stewart administered the oaths of office for Abercrombie and Peterson.

b. Amendment to the Agreement with Bell's Ambulance

- Chief Turbeville explained that so far, the payment to Bell's Ambulance has been annexation funded. Going forward, the additional expenses will be taken from Measure H funding. Michael Pigoni pointed out that we just approved a policy to set aside 30% of the budget for reserves, adding that we have a lot of expenses coming up. The Board has concerns about the commitment of this amount of money but supports moving forward with the amendment. **A motion was made and seconded (Stewart/Heiges) to amend the agreement with Bells Ambulance to increase the contracted amount to \$17,000 per month effective January 1, 2025 and terminate the agreement on March 31, 2025. All ayes.**
- **A motion was made and seconded (Abercrombie/Peterson) to authorize the Fire Chief to sign an agreement, effective April 1, 2025, through June 30, 2027, with Bell's Ambulance to provide an additional ambulance at \$33,00 per month. All ayes.**

c. Full-Time Firefighter Positions

- **A motion was made and seconded (Stewart/Heiges) to authorize the creation and fund allocation of seven full-time firefighter rank positions and authorize a one-time funding of \$100,000 to Cloverdale Fire Protection District for administrative functions related to hiring employees. All ayes.**

d. Geysers CalVTP

- **A motion was made and seconded (Peterson/Stewart) to adopt Resolution 24/25-1212-01 accepting the Geysers VTP #2024-21 CEQA Project Specific Analysis and the Addendum to the CalVTP PEIR, making CEQA findings, approving project, and approving related actions. All ayes.**

f. Policies

- The following policy was introduced for possible adoption at the January meeting: Chainsaw Operations Use & Safety.

5. Minutes

**A motion was made and seconded (Abercrombie/Peterson) to approve the November 21, 2024 Regular Meeting Minutes. All ayes.**

6. Financial Report

Larry Heiges summarized the financial report.

7. Consent Calendar

**A motion was made and seconded (Stewart/Peterson) to approve the checks issued. All ayes.**

8. Chief's Report

Chief Turbeville reported that it was a slow month, with one big rain event. There were no questions for the Chief.

9. Correspondence

There was a flattering email praising the Fuels Crew.

**10. Good of the Order**

The Board wished Larry Heiges a lovely time on his vacation. Wreaths Across America takes place on Saturday, rain or shine. Tomorrow night the District is hosting a COPE reception. Rob Stewart's coronary arteries are looking good, but he is seeing a cardiologist tomorrow.

**11. Adjournment of the Meeting**

**A motion was made and seconded (Peterson/Stewart) to adjourn the meeting at 8:14 PM. All ayes.**

**Approval of Minutes**

Abercrombie/Peterson  
Motion Made/Seconded

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Anneke Turbeville - Clerk of the Board

DRAFT



Northern Sonoma County Fire Protection District  
Financial Summary Staff Report  
January 16, 2025 Board Meeting

### Highlights

1. Our first installment of 2024/2025 property taxes arrived on December 23, 2024 (\$1,652,012.05). Our second installment should arrive at the end of April.
2. The annual donation/newsletter was mailed out at the end of December; the total cost was \$7,895.81. We will be asking the Foundation for assistance with payment.
3. In the Financials, there is a charge for \$100,000 under 51010. This is the fee the Board agreed to give Cloverdale Fire for administration of the JPA contract.
4. We sold the surplus 1978 Ford apparatus for \$4,000.
5. Our Audit Field Day happened on January 8, 2025. Our auditor (John Blomberg) and his assistant were on site that day with Ashlee and Anneke, collecting materials and asking questions.
6. Blomberg is also working on our Special District Financial Transactions Report (FTR), which is due to the State Controllers Office by January 31, 2025. The FTR is an annual report that John Blomberg submits for our District each year.
  - Under Government Code 12463, all districts, other than school districts, are required to annually furnish reports of financial transactions to the California State Controller's Office.
  - The purpose of the FTR is to provide financial data about California districts on a uniform basis. It contains the underlying data from audited financial statements prepared in accordance with Generally Accepted Accounting Principles (GAAP).
  - The data compiled from this financial report is published on the State Controller's website. You can also access this information from our website, under [District Financial Information](#), which has a direct link to the State Controller's Office webpage titled [Special Districts Financial Data](#).
7. Staff will be preparing mid-year budget adjustments this month. The Finance Ad Hoc Committee will meet prior to the next Board meeting to review the mid-year budget adjustments before presenting them to the full Board for approval at the February Board meeting.

- The confusing numbers in the column titled “% of Budget” (#DIV/0!) should go away when the budget is amended to account for expenses in those categories.
8. Our CD with Summit State Bank matured today, January 16, 2025. As of December 31<sup>st</sup>, we have earned \$25,503.27 in interest on that CD. The CD has been renewed for six months at a rate of 4.4% APY.
  9. The Bottom Line:
    - We have taken in about 35% of our annual expected revenue. The bulk of the remaining revenue will be Measure H funds and the second and third installments of property tax.
    - We have spent about 37% of our annual expected expenses.
    - These financials cover the first six months of our fiscal year.

**FISCAL YEAR 2024/2025 FINANCIALS SUMMARY  
DECEMBER 31 2024 YTD**

**Summit State Bank Enterprise Checking Account Monthly Summary**

|    |                   |  |
|----|-------------------|--|
| \$ | 250,000.00        | Beginning Month Balance                            |
| \$ | 1,724,390.32      | Monthly Revenue                                    |
| \$ | (544,049.66)      | Monthly Expenditures                               |
| \$ | (128,000.00)      | Withdrawal (Transfer to Payroll)                   |
| \$ | (1,717,198.00)    | Withdrawal (Transfer to ICS)                       |
| \$ | -                 | Withdrawal (Transfer to CD)                        |
| \$ | 664,857.34        | Deposit (Transfer from ICS)                        |
| \$ | -                 | Deposit (Transfer from CD)                         |
| \$ | <b>250,000.00</b> | <b>Balance for Period Ending December 31, 2024</b> |

**Summit State Bank November Deposits**

|    |                     |  |
|----|---------------------|--|
| \$ | 3,616.07            | State of CA: Cloverdale FEMA Grant               |
| \$ | 4,000.00            | Sale of Asset: 1978 Ford                         |
| \$ | 32,544.68           | State of CA: Cloverdale FEMA Grant               |
| \$ | 1,578.06            | State of CA: Cloverdale FEMA Grant               |
| \$ | 2,230.38            | SF Running Co: Lake Sonoma Event                 |
| \$ | 9,561.79            | State of CA: WCR                                 |
| \$ | 18,847.29           | County of Sonoma: County Chipping                |
| \$ | 1,652,012.05        | County of Sonoma: Property Tax, 1st disbursement |
| \$ | <b>1,724,390.32</b> | <b>Total Deposits</b>                            |

**Summit State Bank Business Checking Account Monthly Summary (PAYROLL)**

|    |                 |  |
|----|-----------------|--|
| \$ | 5,678.63        | Beginning Month Balance                            |
| \$ | (128,856.18)    | Withdrawal- Payroll                                |
| \$ | 128,000.00      | Deposit (Transfer from Summit Enterprise)          |
| \$ | <b>4,822.45</b> | <b>Balance for Period Ending December 31, 2024</b> |

**Summit State Bank Enterprise Checking Account Year to Date SUMMARY**

|    |                   |  |
|----|-------------------|--|
| \$ | 250,000.00        | Beginning Year Balance                             |
| \$ | 2,631,453.31      | YTD Revenue  |
| \$ | (2,354,922.67)    | YTD Expenditures                                   |
| \$ | (749,400.00)      | Withdrawal (Transfer Payroll)                      |
| \$ | (2,561,844.69)    | Withdrawal (Transfer ICS)                          |
| \$ | -                 | Withdrawal (Transfer to CD)                        |
| \$ | 3,034,714.05      | Deposit (Transfer from ICS)                        |
| \$ | -                 | Deposit (Transfer from CD)                         |
| \$ | <b>250,000.00</b> | <b>Balance for Period Ending December 31, 2024</b> |

**Encumbered Funds**

|    |                     |                                    |
|----|---------------------|------------------------------------|
| \$ | 487,000.00          | Grant Reserves for Fuel Reductiion |
| \$ | 781,960.00          | Vehicle Replacement Payments       |
| \$ | <b>1,268,960.00</b> | <b>Total Encumbered Funds</b>      |

**Reserved Funds**

|        |                                |
|--------|--------------------------------|
| \$0.00 | Vehicle Replacment             |
| \$0.00 | Capital Equipement Replacement |
| \$0.00 | New Station (Measure H Funds)  |
| \$0.00 | Measure H General Fund         |
| \$0.00 | Measure H Vegetation Funds     |

**Summit State Bank ICS Account Monthly Summary**

|    |                     |  |
|----|---------------------|--|
| \$ | 780,541.68          | Beginning Month Balance                            |
| \$ | (669,851.19)        | Withdrawal (Transfer to Checking)                  |
| \$ | 1,717,198.00        | Deposit (Transfer from Checking)                   |
| \$ | <b>1,827,888.49</b> | <b>Balance for Period Ending December 31, 2024</b> |

**Summit State Bank CDRS Account Summary Maturity Date 01/16/25**

|    |                   |  |
|----|-------------------|--|
| \$ | 562,101.01        | Beginning Balance                                  |
| \$ | 585,292.87        | Last Month Balance                                 |
| \$ | -                 | Transfer Out of CD                                 |
| \$ | 2,311.41          | Interest   |
| \$ | <b>587,604.28</b> | <b>Balance for Period Ending December 31, 2024</b> |

**Combined Balance**

|    |                     |  |
|----|---------------------|--|
| \$ | <b>2,670,315.22</b> | <b>Balance for Period Ending December 31, 2024</b> |
|----|---------------------|--|

**Monthly Bills Paid to Date:**

|           |    |            |
|-----------|----|------------|
| 1/16/2025 | \$ | 200,328.97 |
|-----------|----|------------|

|              |           |                          |
|--------------|-----------|--------------------------|
| <b>Total</b> | <b>\$</b> | <b><u>200,328.97</u></b> |
|--------------|-----------|--------------------------|



| <b>General Fund Revenue</b>       |  | <b>Actual 24/25</b>   | <b>Final Budget</b> | <b>Amended Budget</b> | <b>Under Budget</b> | <b>% Budget</b> |
|-----------------------------------|--|-----------------------|---------------------|-----------------------|---------------------|-----------------|
| 40002                             | Prop Tax - Current Year                                | \$ 1,691,809.36       | \$ 3,110,488        | \$ 3,110,488          | \$ 1,418,679        | 54.39%          |
| 40003                             | Direct Charges - Current Year                          | \$ 97,941.07          | \$ 160,320          | \$ 160,320            | \$ 62,379           | 61.09%          |
| 40012                             | SB2557 Prop Tax - Admin Fee                            | \$ -                  | \$ (32,160)         | \$ (32,160)           | \$ (32,160)         | 0.00%           |
| 40101                             | Prop Tax - Current Unsecured                           | \$ 85,579.57          | \$ 92,645           | \$ 92,645             | \$ 7,065            | 92.37%          |
| 40111                             | Prop Tax - Supplemental                                | \$ 39,135.29          | \$ 65,831           | \$ 65,831             | \$ 26,696           | 59.45%          |
| 40201                             | Prop Tax - Previous FY                                 | \$ (225.83)           | \$ (800)            | \$ (800)              | \$ (574)            | 28.23%          |
| 40202                             | Direct Charges- Prior Year                             | \$ 571.00             | \$ 1,000            | \$ 1,000              | \$ 429              | 57.10%          |
| 40211                             | Prop Tax - Prev FY (Unsecured)                         | \$ 938.54             | \$ 1,000            | \$ 1,000              | \$ 61               | 93.85%          |
| 40221                             | Prop Tax - Prev FY (Secured)                           | \$ (6.40)             | \$ (100)            | \$ (100)              | \$ (94)             | 6.40%           |
| 40404                             | Prop Tax - Timber Yield Tax                            | \$ 711.66             | \$ 819              | \$ 819                | \$ 107              | 86.89%          |
| 42111                             | State - Other In-Lieu Tax                              | \$ 50.77              | \$ 100              | \$ 100                | \$ 49               | 50.77%          |
| 42291                             | HOPTR- State   | \$ 6,272.58           | \$ 9,137            | \$ 9,137              | \$ 2,864            | 68.65%          |
| 42627                             | IRP 61 Geysers Revenue                                 | \$ (118,142.50)       | \$ (251,774)        | \$ (251,774)          | \$ (133,632)        | 46.92%          |
| 44002                             | Interest - Pooled Cash from County                     | \$ 1,144.41           | \$ 1,800            | \$ 1,800              | \$ 656              | 63.58%          |
| 44003                             | Other Interest Earnings - CDRS                         | \$ 27,117.54          | \$ 20,000           | \$ 20,000             | \$ (7,118)          | 135.59%         |
| 46001                             | Government Revenue- Grant Rev                          | \$ 15,222.76          | \$ -                | \$ -                  | \$ (15,223)         | #DIV/0!         |
| 46003                             | OES Strike Team/Incident Reimb                         | \$ -                  | \$ 10,000           | \$ 10,000             | \$ 10,000           | 0.00%           |
| 46004                             | ABH Reimbursements                                     | \$ -                  | \$ 1,500            | \$ 1,500              | \$ 1,500            | 0.00%           |
| 46007                             | Defensible Space Inspections                           | \$ -                  | \$ 16,000           | \$ 16,000             | \$ 16,000           | 0.00%           |
| 46010                             | Measure H - Current Year                               | \$ -                  | \$ 1,500,000        | \$ 1,500,000          | \$ 1,500,000        | 0.00%           |
| 46022                             | Public Records Request Fees                            | \$ 15.00              | \$ 100              | \$ 100                | \$ 85               | 15.00%          |
| 46023                             | Sale of Fixed Assests - Surplus                        | \$ 14,500.00          | \$ 50,000           | \$ 50,000             | \$ 35,500           | 29.00%          |
| 46027                             | Workers Comp Reimbursement                             | \$ -                  | \$ 5,000            | \$ 5,000              | \$ 5,000            | 0.00%           |
| 46028                             | Misc. Revenue, Other                                   | \$ 3,844.88           | \$ 153,330          | \$ 153,330            | \$ 149,485          | 2.51%           |
| 46029                             | Reimbursements   | \$ -                  | \$ 1,000            | \$ 1,000              | \$ 1,000            | 0.00%           |
| 47000                             | Grant/Contract Admin Fee (transfer from Fuel Projects) | \$ -                  | \$ 300,000          | \$ 300,000            | \$ 300,000          | 0.00%           |
| 47001                             | Project Manager  | \$ 1,928.56           | \$ -                | \$ -                  | \$ (1,929)          | #DIV/0!         |
| 49001                             | Transfer to Reserves                                   | \$ -                  | \$ -                | \$ -                  | \$ -                | #DIV/0!         |
| 49003                             | Transfer in from Reserves                              | \$ -                  | \$ 190,596          | \$ 190,596            | \$ 190,596          | 0.00%           |
| <b>General Fund Total Revenue</b> |  | <b>\$1,868,408.26</b> | <b>\$ 5,405,832</b> | <b>\$ 5,405,832</b>   | <b>\$ 3,537,424</b> | <b>34.56%</b>   |

| <b>General Fund Expenditures</b> |                       | <b>Actual 24/25</b> | <b>Final Budget</b> | <b>Amended Budget</b> | <b>Budget</b> | <b>% of Budget</b> |
|----------------------------------|-----------------------|---------------------|---------------------|-----------------------|---------------|--------------------|
| 50701                            | Permanent Employees   | \$ 124,965.19       | \$ 265,000          | \$ 265,000            | \$ 140,035    | 47.16%             |
| 50702                            | Stipend/Extra Help    | \$ 1,500.00         | \$ 25,000           | \$ 25,000             | \$ 23,500     | 6.00%              |
| 50703                            | Overtime              | \$ 16,599.63        | \$ 25,000           | \$ 25,000             | \$ 8,400      | 66.40%             |
| 50704                            | FLSA Overtime         | \$ 4,188.66         | \$ 6,000            | \$ 6,000              | \$ 1,811      | 69.81%             |
| 50705                            | Overtime -Strike Team | \$ 32,478.20        | \$ 1,000            | \$ 1,000              | \$ (31,478)   | 3247.82%           |
| 50706                            | Uniform Allowance     | \$ 2,593.75         | \$ 5,000            | \$ 5,000              | \$ 2,406      | 51.88%             |
| 50708                            | Contract Employees    | \$ 623,506.25       | \$ 2,000,000        | \$ 2,000,000          | \$ 1,376,494  | 31.18%             |
| 50709                            | Temporary Employees   | \$ 165,669.13       | \$ 220,000          | \$ 220,000            | \$ 54,331     | 75.30%             |

|       |                              |    |            |    |         |    |         |    |           |                |
|-------|------------------------------|----|------------|----|---------|----|---------|----|-----------|----------------|
| 50712 | Fire Prevention              | \$ | 31,644.36  | \$ | 150,000 | \$ | 150,000 | \$ | 118,356   | 21.10%         |
| 50753 | FICA Retirement              | \$ | 24,140.02  | \$ | 31,748  | \$ | 31,748  | \$ | 7,608     | 76.04%         |
| 50754 | 457 Retirement Contributions | \$ | 9,716.39   | \$ | 31,125  | \$ | 31,125  | \$ | 21,409    | 31.22%         |
| 50755 | 457 Plan Mgmt                | \$ | -          | \$ | 5,000   | \$ | 5,000   | \$ | 5,000     | 0.00%          |
| 50756 | Medicare                     | \$ | 5,645.67   | \$ | 9,933   | \$ | 9,933   | \$ | 4,287     | 56.84%         |
| 50801 | Health Insurance             | \$ | 5,655.30   | \$ | 61,000  | \$ | 61,000  | \$ | 55,345    | 9.27%          |
| 50803 | Dental Insurance             | \$ | 1,025.22   | \$ | 4,800   | \$ | 4,800   | \$ | 3,775     | 21.36%         |
| 50805 | Vision Insurance             | \$ | 204.24     | \$ | 1,200   | \$ | 1,200   | \$ | 996       | 17.02%         |
| 50806 | Unemployment Insurance       | \$ | 247.93     | \$ | 19,685  | \$ | 19,685  | \$ | 19,437    | 1.26%          |
| 50808 | Workers Comp                 | \$ | 88,653.00  | \$ | 100,000 | \$ | 100,000 | \$ | 11,347    | 88.65%         |
| 51010 | Grant & Contract Admin Costs | \$ | 100,000.00 | \$ | 0       | \$ | 0       | \$ | (100,000) | 1000000000.00% |
| 51021 | Phone Costs                  | \$ | 5,403.43   | \$ | 9,743   | \$ | 9,743   | \$ | 4,340     | 55.46%         |
| 51032 | Janitorial                   | \$ | 3,875.00   | \$ | 8,000   | \$ | 8,000   | \$ | 4,125     | 48.44%         |
| 51041 | Liability Insurance          | \$ | 85,979.21  | \$ | 80,000  | \$ | 80,000  | \$ | (5,979)   | 107.47%        |
| 51060 | Vehicle Maint/Outfitting     | \$ | 17,989.52  | \$ | 50,000  | \$ | 50,000  | \$ | 32,010    | 35.98%         |
| 51061 | SCBA Maint/Repair            | \$ | -          | \$ | 2,500   | \$ | 2,500   | \$ | 2,500     | 0.00%          |
| 51062 | Field Equip Maint            | \$ | 349.19     | \$ | 38,000  | \$ | 38,000  | \$ | 37,651    | 0.92%          |
| 51063 | Office Equip Maint           | \$ | -          | \$ | 9,000   | \$ | 9,000   | \$ | 9,000     | 0.00%          |
| 51071 | Station Maint                | \$ | 3,268.08   | \$ | 10,000  | \$ | 10,000  | \$ | 6,732     | 32.68%         |
| 51205 | Payroll Costs                | \$ | 1,658.90   | \$ | 4,000   | \$ | 4,000   | \$ | 2,341     | 41.47%         |
| 51206 | Accounting/Audit Services    | \$ | -          | \$ | 8,000   | \$ | 8,000   | \$ | 8,000     | 0.00%          |
| 51211 | Legal Services               | \$ | 4,725.50   | \$ | 15,000  | \$ | 15,000  | \$ | 10,275    | 31.50%         |
| 51221 | Medical/Laboratory Services  | \$ | 456.80     | \$ | 5,000   | \$ | 5,000   | \$ | 4,543     | 9.14%          |
| 51225 | Training Services            | \$ | 1,612.64   | \$ | 30,000  | \$ | 30,000  | \$ | 28,387    | 5.38%          |
| 51235 | Dispatch Services            | \$ | 24,590.37  | \$ | 50,000  | \$ | 50,000  | \$ | 25,410    | 49.18%         |
| 51241 | Outside Printing/Binding     | \$ | 8,180.23   | \$ | 8,000   | \$ | 8,000   | \$ | (180)     | 102.25%        |
| 51242 | Bank Charges/Finance Fees    | \$ | 10.00      | \$ | 100     | \$ | 100     | \$ | 90        | 10.00%         |
| 51244 | Permits/Licenses/Fees        | \$ | 191.50     |    |         |    |         |    |           |                |
| 51249 | Professional Services        | \$ | 238,205.28 | \$ | 830,000 | \$ | 830,000 | \$ | 591,795   | 28.70%         |
| 51250 | Planning/Mapping/Inspection  | \$ | -          | \$ | 3,500   | \$ | 3,500   | \$ | 3,500     | 0.00%          |
| 51301 | Publications & Legal Notices | \$ | -          | \$ | 1,000   | \$ | 1,000   | \$ | 1,000     | 0.00%          |
| 51401 | Rent/Lease, Equipment        | \$ | 3,480.44   | \$ | 6,000   | \$ | 6,000   | \$ | 2,520     | 58.01%         |
| 51602 | Business Travel/Mileage      | \$ | 18.50      | \$ | 10,000  | \$ | 10,000  | \$ | 9,982     | 0.19%          |
| 51902 | Telecommunication Usage      | \$ | 6,012.87   | \$ | 35,000  | \$ | 35,000  | \$ | 28,987    | 17.18%         |
| 51916 | County Service Charges       | \$ | 7,924.00   | \$ | 10,000  | \$ | 10,000  | \$ | 2,076     | 79.24%         |
| 52021 | Safety Clothing              | \$ | 3,709.66   | \$ | 52,330  | \$ | 52,330  | \$ | 48,620    | 7.09%          |
| 52022 | Clothing & Boot Reimb        | \$ | 1,471.50   | \$ | 3,000   | \$ | 3,000   | \$ | 1,529     | 49.05%         |
| 52031 | Food & Beverages             | \$ | 634.59     | \$ | 2,000   | \$ | 2,000   | \$ | 1,365     | 31.73%         |
| 52041 | Station Supplies             | \$ | 3,940.59   | \$ | 6,000   | \$ | 6,000   | \$ | 2,059     | 65.68%         |
| 52061 | Fuel/Oil Costs               | \$ | 33,061.02  | \$ | 60,000  | \$ | 60,000  | \$ | 26,939    | 55.10%         |
| 52081 | Medical/Lab Supplies         | \$ | 1,887.08   | \$ | 8,000   | \$ | 8,000   | \$ | 6,113     | 23.59%         |
| 52091 | Memberships/Certifications   | \$ | 4,768.00   | \$ | 7,000   | \$ | 7,000   | \$ | 2,232     | 68.11%         |
| 52111 | Office Supplies              | \$ | 1,515.31   | \$ | 2,000   | \$ | 2,000   | \$ | 485       | 75.77%         |
| 52115 | Subscriptions                | \$ | 447.04     | \$ | 16,000  | \$ | 16,000  | \$ | 15,553    | 2.79%          |

|  |                                    |           |                     |           |                  |           |                  |           |                  |               |
|--|------------------------------------|-----------|---------------------|-----------|------------------|-----------|------------------|-----------|------------------|---------------|
| 52117                                  | Mail & Postage Supplies            | \$        | 3,341.15            | \$        | 2,500            | \$        | 2,500            | \$        | (841)            | 133.65%       |
| 52141                                  | Small Tools/Equip <\$1,000.00      | \$        | 10,762.25           | \$        | 121,000          | \$        | 121,000          | \$        | 110,238          | 8.89%         |
| 52142                                  | Computer Equip/Accessories         | \$        | 8,630.70            | \$        | 20,000           | \$        | 20,000           | \$        | 11,369           | 43.15%        |
| 52143                                  | Computer Software/Licensing        | \$        | 7,536.62            | \$        | 15,000           | \$        | 15,000           | \$        | 7,463            | 50.24%        |
| 52191                                  | Utilities                          | \$        | 2,360.65            | \$        | 5,000            | \$        | 5,000            | \$        | 2,639            | 47.21%        |
| 52193                                  | Utilities - Electricity            | \$        | 1,875.90            | \$        | 14,000           | \$        | 14,000           | \$        | 12,124           | 13.40%        |
| 54305                                  | Capital Assest - Machinery/Equip   | \$        | 88,723.99           | \$        | 100,000          | \$        | 100,000          | \$        | 11,276           | 88.72%        |
| 54331                                  | Capital Asset - Mobile Equip       | \$        | 236,313.73          | \$        | 600,000          | \$        | 600,000          | \$        | 363,686          | 39.39%        |
| 59003                                  | Transfer - Apparatus Reserve Fund  | \$        | -                   | \$        | 0.00             | \$        | 0.00             | \$        | 0.00             | 0.00%         |
| 59004                                  | Transfer - Building Reserve Fund   | \$        | -                   | \$        | 0.00             | \$        | 0.00             | \$        | 0.00             | 0.00%         |
| 59005                                  | Transfer - Grant Reserve Fund      | \$        | -                   | \$        | 0.00             | \$        | 0.00             | \$        | 0.00             | 0.00%         |
| 85001                                  | Transfer to Operational Reserves   | \$        | -                   | \$        | 187,668          | \$        | 187,668          | \$        | 187,668          | 0.00%         |
| 85005                                  | Transfer to Building Fund Reserves | \$        | -                   | \$        | 0.00             | \$        | 0.00             | \$        | 0.00             | 0.00%         |
| 85010                                  | Transfer to Equipment Reserves     | \$        | -                   | \$        | 0.00             | \$        | 0.00             | \$        | 0.00             | 0.00%         |
| 85015                                  | Transfer to Measure H Reserves     | \$        | -                   | \$        | 0.00             | \$        | 0.00             | \$        | 0.00             | 0.00%         |
| <b>General Fund Total Expenditures</b> |                                    | <b>\$</b> | <b>2,063,344.18</b> | <b>\$</b> | <b>5,405,832</b> | <b>\$</b> | <b>5,405,832</b> | <b>\$</b> | <b>3,342,679</b> | <b>38.17%</b> |
| <b>Net Position</b>                    |                                    | <b>\$</b> | <b>(194,935.92)</b> | <b>\$</b> | <b>(0)</b>       | <b>\$</b> | <b>(0)</b>       |           |                  |               |

| <u>General Fund Revenue</u>               | <u>Actual 24/25</u>  | <u>Final Budget</u> | <u>Amended Budget</u> | <u>Under Budget</u>    | <u>% Budget</u> |
|---|----------------------|---------------------|-----------------------|------------------------|-----------------|
| 40003 Property Taxes - Special Tax Zone 1 | \$ -                 | \$ 50,000           | \$ 50,000             | \$ 50,000.00           | 0.00%           |
| 46001 Govt Rev- Grant Revenue             | \$ 2,375.00          | \$ 830,000          | \$ 830,000            | \$ 827,625.00          | 0.29%           |
| 46002 Govt Rev- Fuel Reduct (not grants)  | \$ 115,837.44        | \$ -                | \$ 0                  | \$ (115,837.44)        | 11583744000.00% |
| 46015 Measure H                           | \$ -                 | \$ 1,500,000        | \$ 1,500,000          | \$ 1,500,000.00        | 0.00%           |
| 46021 Fuel Reduction - Private            | \$ 24,260.30         | \$ -                | \$ 0                  | \$ (24,260.30)         | 2426030000.00%  |
| 49003 Transfer in from Reserves           | \$ -                 | \$ 487,000          | \$ 487,000            | \$ 487,000.00          | 0.00%           |
| <b>General Fund Total Revenue</b>         | <b>\$ 142,472.74</b> | <b>\$ 2,867,000</b> | <b>\$ 2,867,000</b>   | <b>\$ 2,724,527.26</b> | <b>4.97%</b>    |

| <u>General Fund Expenditures</u>                                  | <u>Actual 24/25</u> | <u>Final Budget</u> | <u>Budget</u> | <u>\$ Under Budget</u> | <u>% of Budget</u> |
|---|---------------------|---------------------|---------------|------------------------|--------------------|
| 50701 Permanent Employees   | \$ 182,944.17       | \$ 529,557          | \$ 529,557    | \$ 346,613             | 34.55%             |
| 50703 Overtime  | \$ 107.57           | \$ 2,500            | \$ 2,500      | \$ 2,392               | 4.30%              |
| 50706 Uniform Allowance   | \$ -                | \$ 10,000           | \$ 10,000     | \$ 10,000              | 0.00%              |
| 50709 Temporary Employees   | \$ 130,775.88       | \$ 50,000           | \$ 50,000     | \$ (80,775.88)         | 261.55%            |
| 50753 FICA Retirement   | \$ 19,985.51        | \$ 36,708           | \$ 36,708     | \$ 16,722.49           | 54.44%             |
| 50754 457 ER Contributions  | \$ 7,943.50         | \$ 39,717           | \$ 39,717     | \$ 31,773.50           | 20.00%             |
| 50756 Medicare  | \$ 4,674.04         | \$ 8,134            | \$ 8,134      | \$ 3,459.96            | 57.46%             |
| 50801 Health Insurance  | \$ 22,290.39        | \$ 111,842          | \$ 111,842    | \$ 89,551.61           | 19.93%             |
| 50803 Dental Insurance  | \$ 1,297.20         | \$ 8,133            | \$ 8,133      | \$ 6,835.80            | 15.95%             |
| 50805 Vision Insurance  | \$ 261.05           | \$ 2,033            | \$ 2,033      | \$ 1,771.95            | 12.84%             |
| 50806 Unemployment Insurance                                      | \$ 1,545.37         | \$ 21,314           | \$ 21,314     | \$ 19,768.63           | 7.25%              |
| 50808 Workers Comp - FRMS   | \$ -                | \$ 35,287           | \$ 35,287     | \$ 35,287.00           | 0.00%              |
| 51010 Grant & Contract Admin Costs (Transfer out to General Fund) | \$ 1,928.56         | \$ 300,000          | \$ 300,000    | \$ 298,071.44          | 0.64%              |
| 51060 Vehicle Maint/Outfitting                                    | \$ 31,227.26        | \$ 16,000           | \$ 16,000     | \$ (15,227.26)         | 195.17%            |
| 51062 Field Equip Maint - saws, etc                               | \$ 10,193.83        | \$ 35,000           | \$ 35,000     | \$ 24,806.17           | 29.13%             |
| 51071 Maintenance- Bldg & Improvements                            | \$ 2,277.61         | \$ -                | \$ -          | \$ (2,277.61)          | #DIV/0!            |
| 51211 Legal Services  | \$ 31,359.00        | \$ 6,000            | \$ 6,000      | \$ (25,359.00)         | 522.65%            |
| 51221 Medical/Laboratory Services                                 | \$ 70.50            | \$ -                | \$ 0          | \$ (70.50)             | 7050000.00%        |
| 51225 Training - supplies, class fees                             | \$ 91.14            | \$ -                | \$ -          | \$ (91.14)             | #DIV/0!            |
| 51241 Outside Printing/Binding                                    | \$ 3,091.95         | \$ -                | \$ -          | \$ (3,091.95)          | #DIV/0!            |
| 51242 Bank Charges, Fees  | \$ 1.95             | \$ -                | \$ -          | \$ (1.95)              | #DIV/0!            |
| 51244 Permits/Licenses/Fees                                       | \$ 961.25           | \$ -                | \$ 0          | \$ (961.25)            | 96125000.00%       |
| 51249 Professional Services                                       | \$ 329,626.38       | \$ 945,000          | \$ 945,000    | \$ 615,373.62          | 34.88%             |
| 51401 Rent/Lease Costs  | \$ 6,083.60         | \$ 100,000          | \$ 100,000    | \$ 93,916.40           | 6.08%              |
| 52021 Safety Clothing - PPE                                       | \$ 2,141.58         | \$ 22,000           | \$ 22,000     | \$ 19,858.42           | 9.73%              |
| 52022 Clothing & Boot Reimbursement                               | \$ -                | \$ 25,000           | \$ 25,000     | \$ 25,000.00           | 0.00%              |
| 52031 Food & Beverages  | \$ 375.43           | \$ 5,000            | \$ 5,000      | \$ 4,624.57            | 7.51%              |
| 52041 Station Supplies  | \$ 1,088.33         | \$ 10,000           | \$ 10,000     | \$ 8,911.67            | 10.88%             |
| 52061 Fuel Costs - vehicle/small tool                             | \$ 4,297.49         | \$ 36,000           | \$ 36,000     | \$ 31,702.51           | 11.94%             |
| 52111 Office Supplies   | \$ 279.12           | \$ 2,000            | \$ 2,000      | \$ 1,720.88            | 13.96%             |
| 52141 Small Tools/Equip <\$1,000.00                               | \$ 21,942.30        | \$ 25,000           | \$ 25,000     | \$ 3,057.70            | 87.77%             |
| 52142 Computer Equipment/Accessories                              | \$ 1,087.22         | \$ -                | \$ -          | \$ -                   | #DIV/0!            |
| 52145 Grant Aquired Tools & Equipment                             | \$ -                | \$ 10,000           | \$ 10,000     | \$ 10,000.00           | 0.00%              |
| 52191 Utilities   | \$ 43.31            | \$ -                | \$ -          | \$ (43.31)             | #DIV/0!            |

|  |                               |                            |                            |                               |                      |
|--|-------------------------------|----------------------------|----------------------------|-------------------------------|----------------------|
| 54305 Capital Assets                   | \$ 105,922.15                 | \$ 100,000                 | \$ 100,000                 | \$ (5,922.15)                 | 105.92%              |
| 54331 Capital Asset - Mobile Equip     | \$ 127,904.68                 | \$ 350,000                 | \$ 350,000                 | \$ 222,095.32                 | 36.54%               |
| 85001 Transfer to Operational Reserves | \$ -                          | \$ 24,775                  | \$ 24,775                  | \$ 24,775.00                  | 0.00%                |
| <b>General Fund Total Expenditures</b> | <b><u>\$ 1,053,819.32</u></b> | <b><u>\$ 2,867,000</u></b> | <b><u>\$ 2,867,000</u></b> | <b><u>\$ 1,813,180.68</u></b> | <b><u>36.76%</u></b> |
| <b>Net Position</b>                    | <b><u>\$ (911,346.58)</u></b> | <b><u>\$ -</u></b>         | <b><u>\$ (0)</u></b>       |                               |                      |

# Northern Sonoma County Fire Protection District Check Detail

December 12 - 31, 2024

| Num  | Name                  | Memo  | Account   | Paid Amount  |
|------|-----------------------|---|---|--|
| 3397 | AT&T                  | 12102024<br>First Net: 12102024 December  | 10002 · Summit State Bank - Operating<br>51021 · Phone Costs  | -355.06<br><hr/> -355.06   |
| 3398 | Cloverdale Ambulance  | Inv 128<br>INV 128: NSCFPD/CLVD QRV Program: covers i   | 10002 · Summit State Bank - Operating<br>51249 · Other Professional Services  | -50,000.00<br><hr/> -50,000.00   |
| 3399 | Cloverdale Auto Parts | 718528, 718927<br>718528: Blue Def, Fuel Filter<br>718927: Blue Def (2)   | 10002 · Summit State Bank - Operating<br>52061 · Fuel/Gas/Oil<br>52061 · Fuel/Gas/Oil   | -33.77<br>-54.48<br><hr/> -88.25   |
| 3400 | Ferrellgas            | RN10664757<br>RN10664757: Rental from 11/01/2024-10/31/202  | 10002 · Summit State Bank - Operating<br>51401 · Rents & Leases - Equipment   | -40.00<br><hr/> -40.00   |
| 3401 | FRMS                  | January 2025<br>Delta Dental Insurance<br>VSP Insurance<br>Kaiser Health Ins<br>Premium Health Ins<br>Delata Dental Ins<br>VSP Ins<br>Kaiser Health Ins | 10002 · Summit State Bank - Operating<br>50803 · Dental<br>50805 · Vision<br>50801 · Health Ins<br>50801 · Health Ins<br>50803 · Dental<br>50805 · Vision<br>50801 · Health Ins | -225.60<br>-45.40<br>-2,898.00<br>-1,142.20<br>-170.87<br>-34.04<br>-966.00<br><hr/> -5,482.11 |
| 3402 | L.N. Curtis & Sons    | 887703, 890439<br>887703: Cobra Hood Carbon Sheild (10)<br>887703: Yellow LED Headlight<br>890439: Black LED Headlight (9)                              | 10002 · Summit State Bank - Operating<br>52021 · Safety Clothing, PPE<br>52021 · Safety Clothing, PPE<br>52021 · Safety Clothing, PPE   | -435.89<br>-49.05<br>-441.45<br><hr/>  |

# Northern Sonoma County Fire Protection District

## Check Detail

December 12 - 31, 2024

|      |                            |  |   |
|------|----------------------------|--|---|
|      |                            |  | -926.39   |
| 3403 | Leete Generators           | <b>59434</b><br>59434: Inspection/maintenance  | <b>10002 · Summit State Bank - Operating</b><br>51071 · Maintenance - Bldg & Improve  |
|      |                            |  | -1,391.03   |
|      |                            |  | -1,391.03   |
| 3404 | Opperman & Son             | <b>01P78036</b><br>01P78036: Solenoid, 6173  | <b>10002 · Summit State Bank - Operating</b><br>51060 · Vehicle Maintenance, Outfitting   |
|      |                            |  | -105.78   |
|      |                            |  | -105.78   |
| 3405 | SRS Private Investigations | <b>2024-215</b><br>2024-215: Pre Employment reports  | <b>10002 · Summit State Bank - Operating</b><br>51249 · Other Professional Services   |
|      |                            |  | -120.00   |
|      |                            |  | -120.00   |
| 3406 | U.S. Bank                  | <b>Closing Date 12/06/2024</b><br>AP: Forestry Suppliers: electrolytes<br>AP: Cloverdale Saw & Mower: chainsaw mainten<br>AP: Amazon: pullover hooded sweatshirts neon y<br>AP: Amazon: carhartt longsleeved neon yellow te<br>AP: Healdsburg Transfer Station<br>AP: Costco: gloves, blue def, oil, station supplies<br>AP: Valero: propane<br>AP: Bob's Signs: printing on supplied garments, s<br>AP: Valero: propane<br>AP: All Paid, 1810 W Dry Creek, residential perm<br>AR: Pacific Sanitation<br>AT: Clark Pest Control 421: 36448271<br>AT: AT&T, November<br>AT: Clark Pest Control 628: 36447749, 36257088<br>AT: MailChimp<br>AT: FirstNet<br>AT: Comcast, November | <b>10002 · Summit State Bank - Operating</b><br>52041 · Household Supplies<br>51062 · Field Equip Maint.<br>52021 · Safety Clothing, PPE<br>52021 · Safety Clothing, PPE<br>51071 · Maintenance - Bldg & Improve<br>52041 · Household Supplies<br>52061 · Fuel/Gas/Oil<br>51241 · Outside Printing and Binding<br>52061 · Fuel/Gas/Oil<br>51244 · Permits/Licenses/Fees<br>51401 · Rents & Leases - Equipment<br>51032 · Janitorial Services<br>51021 · Phone Costs<br>51032 · Janitorial Services<br>52143 · Computer Software/Licensing<br>51021 · Phone Costs<br>51021 · Phone Costs |
|      |                            |  | -139.50   |
|      |                            |  | -192.74   |
|      |                            |  | -204.40   |
|      |                            |  | -525.44   |
|      |                            |  | -130.00   |
|      |                            |  | -341.43   |
|      |                            |  | -48.94  |
|      |                            |  | -244.87   |
|      |                            |  | -27.53  |
|      |                            |  | -31.50  |
|      |                            |  | -644.45   |
|      |                            |  | -125.00   |
|      |                            |  | -138.00   |
|      |                            |  | -210.00   |
|      |                            |  | -13.00  |
|      |                            |  | -318.83   |
|      |                            |  | -100.01   |

# Northern Sonoma County Fire Protection District Check Detail

**December 12 - 31, 2024**

|  |   |  |
|--|---|--|
| AT: American Water, 678: Oct-Nov                   | 52191 · Utilities                       | -22.94                                       |
| AT: American Water, 661: Oct-Nov                   | 52191 · Utilities                       | -390.28                                      |
| AT: Quench: 08196631                               | 51401 · Rents & Leases - Equipment      | -130.80                                      |
| AT: Clark Pest Control 997:36447735                | 51032 · Janitorial Services             | -221.00                                      |
| AT: Amazon: Staplers                               | 52111 · Office Supplies                 | -35.20                                       |
| AT: Streamline, December                           | 52143 · Computer Software/Licensing     | -426.00                                      |
| AT: Adobe, monthly                                 | 52143 · Computer Software/Licensing     | -47.98                                       |
| AT: AT&T, monthly                                  | 51021 · Phone Costs                     | -138.00                                      |
| AT: LCW, webinar                                   | 51225 · Training Services               | -75.00                                       |
| CM: Healdsburg Auto Parts: Blue Def, Oil Dry       | 52061 · Fuel/Gas/Oil                    | -263.75                                      |
| JT: Amazon: Respirator Cleaning Wipes              | 52081 · Medical/Laboratory Supplies     | -33.20                                       |
| JT: Amazon   | 52041 · Household Supplies              | -24.88                                       |
| JT: Amazon: Large Folding Step Fit for trucks (2)  | 52141 · Minor Equipment/Small Tools     | -141.68                                      |
| JT: Amazon: multifold towels for w.c               | 52041 · Household Supplies              | -31.58                                       |
| JT: Amazon: paper towels                           | 52041 · Household Supplies              | -23.67                                       |
| JT: RJ Machine: 'accountability tags' key chains f | 52141 · Minor Equipment/Small Tools     | -98.00                                       |
| JT: Costco: station supplies                       | 52041 · Household Supplies              | -104.59                                      |
| JT: Amazon: oil absorbant pads, glass cleaner      | 52041 · Household Supplies              | -57.45                                       |
| JT: Amazon: paper towels                           | 52041 · Household Supplies              | -31.58                                       |
| KY: WS Darley Co: 17544972: Kit HM Complete        | 51060 · Vehicle Maintenance, Outfitting | -2,121.19                                    |
| MT: Fire Quick Products: Launch combo kit          | 52141 · Minor Equipment/Small Tools     | -1,212.09                                    |
| MT: All Paid, RX burn Permit                       | 51244 · Permits/Licenses/Fees           | -31.50                                       |
| MT: Garrett Hardware: Torch Kit, Matches           | 52141 · Minor Equipment/Small Tools     | -305.15                                      |
| MT: Garrett Hardware: torch kit                    | 52141 · Minor Equipment/Small Tools     | -147.78                                      |
| MT: Amazon: Storm proof matches                    | 52141 · Minor Equipment/Small Tools     | -34.87                                       |
| MT: Amazon: multipurpose long lighter              | 52141 · Minor Equipment/Small Tools     | -38.59                                       |
| MT: Amazon: long handle lighters                   | 52041 · Household Supplies              | -22.88                                       |
| MT: Amazon: heavy duty pad locks                   | 52141 · Minor Equipment/Small Tools     | -76.26                                       |
|  |   | -9,723.53                                    |
| <b>3407 Cloverdale Fire Protection District</b>    | <b>Hiring Cost Allocation</b>           | <b>10002 · Summit State Bank - Operating</b> |
|  | Allocation for Hiring Costs             | -100,000.00                                  |



Northern Sonoma County Fire Protection District  
**Check Detail**  
 December 12 - 31, 2024

|             |                                 |   |  |                  |
|-------------|---------------------------------|---|--|------------------|
|             |                                 |   |  | -100,000.00      |
| <b>3408</b> | <b>Comcast</b>                  | <b>12/11/24-01/10/25</b>  | <b>10002 · Summit State Bank - Operating</b> |                  |
|             |                                 | Service dates: 12/11/2024-01/10/2025  | 51021 · Phone Costs                          | -270.65          |
|             |                                 |   |  | <u>-270.65</u>   |
| <b>3409</b> | <b>Healdsburg Signs, Inc.</b>   | <b>241448</b>   | <b>10002 · Summit State Bank - Operating</b> |                  |
|             |                                 | 241448: 13" logo with gold florentine swirl vinyl: U 51241 · Outside Printing and Binding |  | -349.89          |
|             |                                 | 241448: 2.75" Northern Sonoma decal goldleaf flr 51241 · Outside Printing and Binding     |  | -174.40          |
|             |                                 |   |  | <u>-524.29</u>   |
| <b>3410</b> | <b>Jarvis Fay LLP</b>           | <b>19725, 19726</b>   | <b>10002 · Summit State Bank - Operating</b> |                  |
|             |                                 | 19725: split to fire measure H  | 51211 · Legal Services                       | -209.00          |
|             |                                 | 19725: split to fuels measure H   | 51211 · Legal Services                       | -209.00          |
|             |                                 | 19726: veg management contract review   | 51211 · Legal Services                       | -1,098.00        |
|             |                                 |   |  | <u>-1,516.00</u> |
| <b>3411</b> | <b>Liebert Cassidy Whitmore</b> | <b>283383</b>   | <b>10002 · Summit State Bank - Operating</b> |                  |
|             |                                 | 283383: re termination of employee  | 51211 · Legal Services                       | -2,655.00        |
|             |                                 |   |  | <u>-2,655.00</u> |
| <b>3412</b> | <b>NBS</b>                      | <b>202412-4050</b>  | <b>10002 · Summit State Bank - Operating</b> |                  |
|             |                                 | 202412-4050: Q1 payment: dates of service 01/0  | 51249 · Other Professional Services          | -1,323.50        |
|             |                                 |   |  | <u>-1,323.50</u> |
| <b>3413</b> | <b>Occu-Med, Ltd.</b>           | <b>1224911</b>  | <b>10002 · Summit State Bank - Operating</b> |                  |
|             |                                 | 1224911: Firefighter series   | 51221 · Medical/Laboratory Services          | -114.20          |
|             |                                 |   |  | <u>-114.20</u>   |
| <b>3414</b> | <b>Phoenix Fire Defense</b>     | <b>WO-6298</b>  | <b>10002 · Summit State Bank - Operating</b> |                  |
|             |                                 | 6298: new extinguishers for fuels crew vehicles   | 52141 · Minor Equipment/Small Tools          | -1,765.92        |
|             |                                 |   |  | <u>-1,765.92</u> |

## Northern Sonoma County Fire Protection District Check Detail December 12 - 31, 2024

|      |                                      |   |                                       |           |
|------|--------------------------------------|---|---------------------------------------|-----------|
| 3415 | Power Business Technology            | 211044, 206073  | 10002 · Summit State Bank - Operating |           |
|      |                                      | 211044: supply order, toner waste container           | 52111 · Office Supplies               | -15.95    |
|      |                                      | 206073: reissued payment for check 3377 not rec 51401 | · Rents & Leases - Equipment          | -375.61   |
|      |                                      |   |                                       | -391.56   |
|      |                                      |   |                                       |           |
| 3416 | South Coast Fire Protection District | 24-20   | 10002 · Summit State Bank - Operating |           |
|      |                                      | 24-20: 12/10-12/11/2024: Fort Ross Rd RX Burn         | 51249 · Other Professional Services   | -1,818.76 |
|      |                                      |   |                                       | -1,818.76 |
|      |                                      |   |                                       |           |
| 3417 | Nick Barbieri Trucking, LLC          | 1178445   | 10002 · Summit State Bank - Operating |           |
|      |                                      | 1178445: 141 gals Gasoline                            | 52061 · Fuel/Gas/Oil                  | -593.61   |
|      |                                      | 1178445:333 gals Diesel                               | 52061 · Fuel/Gas/Oil                  | -1,613.54 |
|      |                                      |   |                                       | -2,207.15 |
|      |                                      |   |                                       |           |
| 3418 | Precision Wireless Service           | 42014   | 10002 · Summit State Bank - Operating |           |
|      |                                      | 42014: Onsite tech labor/installation, misc parts     | 51902 · Telecommunications Usage      | -1,843.91 |
|      |                                      |   |                                       | -1,843.91 |
|      |                                      |   |                                       |           |
| 3419 | SRS Private Investigations           | 2024-224  | 10002 · Summit State Bank - Operating |           |
|      |                                      | Pre Employment background                             | 51249 · Other Professional Services   | -120.00   |
|      |                                      |   |                                       | -120.00   |
|      |                                      |   |                                       |           |
| 3420 | Timber Cove Fire Protection District | 24-1, 24-2, 24-3                                      | 10002 · Summit State Bank - Operating |           |
|      |                                      | 24-1: Upper Prairie Rx Burn: 10/24/2024               | 51249 · Other Professional Services   | -1,513.55 |
|      |                                      | 24-2: Stockoff Rx Burn: 11/04/2024                    | 51249 · Other Professional Services   | -2,136.17 |
|      |                                      | 24-3: Fort Ross Rx Burn: 12/11/2024                   | 51249 · Other Professional Services   | -2,154.60 |
|      |                                      |   |                                       | -5,804.32 |
|      |                                      |   |                                       |           |
| 3421 | Advanced Security Systems Santa Rosa | 718685  | 10002 · Summit State Bank - Operating |           |
|      |                                      | 718685: service dates 01/01/25-03/31/25               | 51249 · Other Professional Services   | -226.50   |
|      |                                      |   |                                       | -226.50   |

Northern Sonoma County Fire Protection District  
**Check Detail**  
December 12 - 31, 2024

|      |                          |        |                                       |                     |
|------|--------------------------|--------|---------------------------------------|---------------------|
| 3422 | Bell's Ambulance Service | 119629 | 10002 · Summit State Bank - Operating |                     |
|      |                          | 119629 | 51249 · Other Professional Services   | -12,000.00          |
|      |                          |        |                                       | <hr/>               |
|      |                          |        |                                       | -12,000.00          |
|      |                          |        | <b>Total</b>                          | <hr/> <hr/>         |
|      |                          |        |                                       | <b>\$200,328.97</b> |



Northern Sonoma County Fire Protection District  
Chief Report  
January 16, 2025 Board Meeting

### **Significant Incidents**

- No significant incidents

### **Community Meetings/Outreach**

- COPE Northern Sonoma County Holiday event hosted at the Geyserville Fire Station on December 13
- Periodic electronic newsletters
- Annual printed newsletter and Northern Sonoma County Fire Foundation donation letter mailed

### **Fire Operations**

- Minor rain events creating incidents for mud slides and trees down
- Coordination with County of Sonoma Department of Emergency Management for flooding related alerts and warning
  - Sand with sandbags were delivered to the Alexander Valley Fire Station

### **Fire Prevention**

- Working with community groups regarding Firewise USA recognition (new applications and renewing)
- Franz Valley COPE is planning to install fire prevention signs

### **Vegetation Management**

- Grant reporting completed for October 1 – December 31, 2024
  - 1 FEMA Grant
  - 2 CAL FIRE (1 will be completed on March 31, 2025)
  - 5 County of Sonoma (4 were completed on December 31, 2024)
- Burned piles with CAL FIRE on Fitch Mountain and Villas Commons area
- Rainwater filled Alexander Valley Fire Station septic tank
- Fuels Crew worked on the following projects:
  - Geysler Peak to Pocket Peak fuel break
  - Westside Community Roadside Clearance Project
  - Fire Safe Sonoma Defensible Space
  - Fitch Mountain Water Tanks

### **Administration**

- 5-Year update process to the Sonoma County Multi-Jurisdictional Hazard Mitigation (HMP) in progress
- Staff interviewed for facility needs assessment process