



**Sonoma County Fire District Board of Directors**

**Regular Board Meeting Agenda**

**Tuesday November 17, 2020 5:00PM**

Location: Fire Station 1 - 8200 Old Redwood Hwy. Windsor

**Pursuant to the Governor of California's Executive Order N-25-20**

**Dated March 12, 2020**

**This meeting will be held via teleconference (information below)**

**1-301-715-8592**

**Meeting ID: 992 8100 4315**

Join Zoom Meeting

<https://zoom.us/j/99281004315>

Thank you for supporting our COVID-19 precautions

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*The Board meeting agenda and all supporting documents are available for public review at 8200 Old Redwood Highway, Windsor, CA, 72 hours in advance of a scheduled board meeting. Materials related to an item on this Agenda submitted to the Board after distribution of the agenda packet, and not otherwise exempt from disclosure, will be made available for public inspection at the District Office at 8200 Old Redwood Hwy, Windsor, during normal business hours and on the website at [www.sonomacountyfd.org](http://www.sonomacountyfd.org). Copies of supplemental materials distributed at the Board meeting will be available for public inspection at the meeting location.*

*In accordance with the Americans with Disabilities Act, anyone needing special assistance to participate in this meeting should contact District Executive Assistant Kathy Washington at the District Office at 707-838-1170. Notification 48-hours before the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting.*

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

President Nelson

Vice President Klick

Director So

Secretary/Treasurer Tognozzi

Director Hamann

Director Treanor

Director Briare

**REPORT OUT ON CLOSED SESSION**

1. October 20, 2020

**OPEN TIME FOR PUBLIC EXPRESSION**

(Three-minute time limit)

This is an opportunity for any member of the public to briefly address the District Board on any matter that does not appear on this agenda. Items that appear to warrant a lengthier presentation or Board consideration may be placed on the agenda for discussion at a future meeting.

**AGENDA ADJUSTMENTS**

*An opportunity for the Board President to approve adjustments to the current agenda.*



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**SONOMA COUNTY PROFESSIONAL FIREFIGHTERS ASSOCIATION PRESIDENT'S REPORT**

*An opportunity for the President of the Sonoma County Professional Firefighters Association to address the Board on matters of the Association.*

**DIRECTOR REPORTS**

*An opportunity for Directors to report on their individual activities related to District business.*

**FIRE CHIEF'S REPORT**

*Chief Heine will report on District administration and operations.*

**CONSENT CALENDAR ITEMS**

*These items can be acted on in one consolidated motion or may be removed from the Consent Calendar and separately considered at the request of any Director.*

1. Approve the minutes from the October 20, 2020 Regular Board of Directors Meeting
2. Approve bills and payables for October 2020.

**ACTION ITEMS**

**1. VOLUNTEER/APPRENTICE/EXPLORER POLICY**

*The Board will consider approving the updated Volunteer/Apprentice/Explorer Policy.*

**2. ADOPTION OF 2020-2025 SONOMA COUNTY FIRE DISTRICT STRATEGIC PLAN**

*The Board will consider approving and adopting the draft 2020-2025 Sonoma County Fire District Strategic Plan.*

**COMMITTEE REPORT**

1. Standing Committee: Finance Committee
2. Ad Hoc Committee: Facilities

**FINANCIAL REPORTS**

**COMMUNICATIONS**

**CLOSED SESSION**

Anticipated Litigation (two cases) (Government Code Section 54956.9(b)).

**REPORT OUT ON CLOSED SESSION WILL BE AT OPEN MEETING ON DECEMBER 15, 2020**



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**ADJOURNMENT**



**Sonoma County Fire District Board of Directors**

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Dated March 12, 2020

This meeting will be held via teleconference (information below)  
1-301-715-8592

Meeting ID: 951 2779 3102

Join Zoom Meeting

<https://zoom.us/j/95127793102>

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**CALL TO ORDER**

Nelson called the meeting to order at 5:00

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

President Nelson-present

Director Treanor-present

Vice President Klick-present

Secretary/Treasurer Tognozzi-present

Director So-present

Director Hamann-present

Director Briare-present

**REPORT OUT ON CLOSED SESSION**

1. September 15, 2020

**No action taken**

**OPEN TIME FOR PUBLIC EXPRESSION**

None

**AGENDA ADJUSTMENTS**

None

**SONOMA COUNTY PROFESSIONAL FIREFIGHTERS ASSOCIATION PRESIDENT'S REPORT**

*An opportunity for the President of the Sonoma County Professional Firefighters Association to address the Board on matters of the Association.*

**President Estes stated that the staff is tired but still working hard during this fire season.**

**DIRECTOR REPORTS**

None

**FIRE CHIEF'S REPORT**

Chief Heine reported out on activities, meetings, and incidents over the past month. Chief highlighted the strong leadership from union President Ryan Estes during this fire season, the progress on the new station 4 housing, upcoming hiring for FF/Medic, developing a EMS CQI contract with Bodega Bay FPD, various station improvements and the hard work by all staff and crews during the Glass Fire.

**CONSENT CALENDAR ITEMS**

*These items can be acted on in one consolidated motion or may be removed from the Consent Calendar and separately considered at the request of any Director.*



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A motion by Briare and a second by Treanor approved the Minutes from the September 1, 2020 Special Board Meeting and the September 15, 2020 Regular Board Meeting and the bills and payables for the month of September 2020. 7-0-0

**PRESENTATION BY SCI ON FIRE IMPACT FEES**

*The Board will receive a presentation by SCI Consulting Group on the Fire Impact Fee Nexus Study. The draft study can be found on the District website: <https://www.sonomacountyfd.org/fire-impact-fee-nexus-study-cc63a91>*

**-Blair Aas from, SCI Consulting Group spoke about the proposal for Fire Impact Fees. He reviewed the next steps and process for moving forward towards adoption with the Town of Windsor and the County of Sonoma.**

**PUBLIC HEARING-FIRE IMPACT FEES**

*The Board will conduct a public hearing to consider adoption of a Resolution approving the Sonoma County Fire District Fire Impact Fee Nexus Study and requesting that the Sonoma County Board of Supervisors and the Windsor Town Council adopt and implement the proposed fire impact fee program on behalf of the District.*

**President Nelson opening the Public Hearing at 6:27**

**President Nelson closed the Public Hearing at 6:28**

**ACTION ITEMS**

**1. RESOLUTION 2020-23 APPROVING FIRE IMPACT FEE PROGRAM**

*The Board will consider adopting Resolution 2020-23, approving the Sonoma County Fire District Fire Impact Fee Nexus Study and requesting that the Sonoma County Board of Supervisors and the Windsor Town Council adopt and implement the proposed fire impact fee program on behalf of the District.*

**A motion by So and a second by Hamann approve resolution 2020-23. 7-0-0 roll call vote.**

**2. RESOLUTION 2020-24 PROCLAMATION OF CONTINUING LOCAL EMERGENCY FOR THE SONOMA COUNTY FIRE DISTRICT, COUNTY OF SONOMA, STATE OF CALIFORNIA**

*The Board will consider adopting Resolution 2020-24, stating that California Government Code sections 8680.2, 8680.3 and 8680.9 empower the Board of Directors of the Sonoma County Fire District (District), as a "local agency", to proclaim the existence of a local emergency under the California Disaster Assistance Act when the Governor of California determines a disaster, including, but not limited to, a fire or similar public calamity, presents a threat to public safety.*

**A motion by Klick and a second by Treanor approve resolution 2020-24. 7-0-0 roll call vote.**

**3. SONOMA COUNTY FIRE DISTRICT'S ASSOCIATION VICE PRESIDENT POSITION**



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*The Board will consider voting for one of two candidates for the position of Vice President of the Sonoma County Fire Districts Association.*

**A motion by Briare and a second by Hamann. 7-0-0 roll call vote.  
Trenor was appointed as our voting representative.**

**COMMITTEE REPORT**

1. Standing Committee: Finance Committee- **nothing to report**
2. Ad Hoc Committee: Facilities- **nothing to report**

**FINANCIAL REPORTS**

**COMMUNICATIONS**

**Entered into closed session at 6:45**

**CLOSED SESSION**

Anticipated Litigation (one case) (Government Code Section 54956.9(b)).

**Exited closed session 7:10**

**REPORT OUT ON CLOSED SESSION WILL BE AT OPEN MEETING ON NOVEMBER 17, 2020**

**ADJOURNMENT**

**7:10**

A handwritten signature in blue ink, appearing to read "Kathy Washington".

Kathy Washington- Secretary to the Board

**Sonoma County Fire District**  
**Transaction List by Vendor**  
**October 2020**

Type	Date	Num	Memo	Account	Clr	Split	Amount
<b>2 Hot Uniforms, Inc.</b>							
Bill	10/05/2020		INV 1031	Accounts Payable		6021 Unifor...	-1,037.26
Bill Pmt -Check	10/05/2020	4504	INV 1031	105-Summit- Che...		Accounts Pa...	-1,037.26
<b>A. Wiebmer</b>							
Bill Pmt -Check	10/20/2020	4619	Refund: 79...	105-Summit- Che...	X	Accounts Pa...	-201.00
Bill	10/21/2020		Refund: 79...	Accounts Payable		3145 Plans ...	-201.00
<b>AFLAC</b>							
Bill	10/20/2020		INV855063	Accounts Payable		5910 Perm ...	-2,094.06
Bill Pmt -Check	10/20/2020	4574	INV855063	105-Summit- Che...	X	Accounts Pa...	-2,094.06
<b>Air Exchange Inc</b>							
Bill	10/20/2020		INV 916028...	Accounts Payable		6180 Mainte...	-626.12
Bill Pmt -Check	10/20/2020	4575	INV 916028...	105-Summit- Che...	X	Accounts Pa...	-626.12
Bill	10/27/2020		INV91603290	Accounts Payable		6180 Mainte...	-1,595.52
Bill	10/27/2020		INV 916032...	Accounts Payable		6180 Mainte...	-2,365.18
Bill Pmt -Check	10/27/2020	4624	INV91603290	105-Summit- Che...		Accounts Pa...	-1,595.52
Bill Pmt -Check	10/27/2020	4650	INV 916032...	105-Summit- Che...		Accounts Pa...	-2,365.18
<b>Alpine Springs Water Distribution</b>							
Bill	10/05/2020		INV 4478	Accounts Payable		7320 Utilities	-135.75
Bill Pmt -Check	10/05/2020	4505	INV 4478	105-Summit- Che...	X	Accounts Pa...	-135.75
<b>AT&amp;T</b>							
Bill	10/20/2020		707-538-34...	Accounts Payable		7320 Utilities	-309.18
Bill Pmt -Check	10/20/2020	4576	707-538-34...	105-Summit- Che...	X	Accounts Pa...	-309.18
<b>AT&amp;T/Calnet3</b>							
Bill	10/20/2020		BAN 93910...	Accounts Payable		7320 Utilities	-29.45
Bill Pmt -Check	10/20/2020	4577	BAN 93910...	105-Summit- Che...	X	Accounts Pa...	-29.45
<b>B W S Dist Inc</b>							
Bill	10/27/2020		INV 261442	Accounts Payable		6881 Safety ...	-12,676.23
Bill Pmt -Check	10/27/2020	4625	INV 261442	105-Summit- Che...		Accounts Pa...	-12,676.23
<b>Bay Alarm</b>							
Bill	10/27/2020		Acct 1536728	Accounts Payable		6180 Mainte...	-164.95
Bill Pmt -Check	10/27/2020	4626	Acct 1536728	105-Summit- Che...		Accounts Pa...	-164.95
<b>Bill Lellis</b>							
Bill	10/05/2020		8579 Curry Ct	Accounts Payable		6500 Profes...	-60.00
Bill Pmt -Check	10/05/2020	4506	8579 Curry Ct	105-Summit- Che...	X	Accounts Pa...	-60.00
Bill	10/13/2020		Windsor Ve...	Accounts Payable		6500 Profes...	-90.00
Bill Pmt -Check	10/13/2020	4540	Windsor Ve...	105-Summit- Che...	X	Accounts Pa...	-90.00
<b>Brigham Platt</b>							
Check	10/15/2020	50648		107-Summit- Pay...	X	5914 Overti...	-4,549.18
Check	10/30/2020	50657		107-Summit- Pay...		5914 Overti...	-5,728.97
<b>Burton's Fire Apparatus</b>							
Bill	10/13/2020		INV S50506	Accounts Payable		6140 Mainte...	-70.09
Bill Pmt -Check	10/13/2020	4541	INV S50506	105-Summit- Che...	X	Accounts Pa...	-70.09
Bill	10/27/2020		INV S50615	Accounts Payable		6140 Mainte...	-89.30
Bill Pmt -Check	10/27/2020	4627	INV S50615	105-Summit- Che...		Accounts Pa...	-89.30
<b>C I T</b>							
Bill	10/20/2020		INV 364124...	Accounts Payable		6820 Rent/L...	-189.44
Bill Pmt -Check	10/20/2020	4578	INV 364124...	105-Summit- Che...	X	Accounts Pa...	-189.44
<b>CAL-PERS</b>							
Check	10/01/2020	EFT	UAL	107-Summit- Pay...	X	5923 PERS ...	-529.55
Check	10/01/2020	EFT	UAL	107-Summit- Pay...	X	5923 PERS ...	-53,837.67
Check	10/01/2020	EFT	UAL	107-Summit- Pay...	X	5923 PERS ...	-468.76
Check	10/01/2020	EFT		107-Summit- Pay...	X	5923 PERS ...	-1,309.92
Check	10/29/2020	EFT		107-Summit- Pay...	X	-SPLIT-	-2,611.61
Check	10/29/2020	EFT		107-Summit- Pay...	X	-SPLIT-	-93,926.19
Check	10/29/2020	EFT		107-Summit- Pay...	X	-SPLIT-	-36,826.58
Check	10/29/2020	EFT		107-Summit- Pay...	X	-SPLIT-	-5,195.82
Check	10/30/2020	EFT		107-Summit- Pay...		-SPLIT-	-58.78
<b>CAL Pers 457 Supplemental Income Plan</b>							
Check	10/02/2020	EFT		107-Summit- Pay...	X	-SPLIT-	-16,048.89
Check	10/26/2020	EFT		107-Summit- Pay...	X	-SPLIT-	-18,613.64
Check	10/30/2020	EFT		107-Summit- Pay...		-SPLIT-	-16,290.54
<b>California American Water</b>							
Bill	10/13/2020		Acct 1015-2...	Accounts Payable		7320 Utilities	-128.75
Bill Pmt -Check	10/13/2020	4542	Acct 1015-2...	105-Summit- Che...	X	Accounts Pa...	-128.75

## Sonoma County Fire District Transaction List by Vendor October 2020

Type	Date	Num	Memo	Account	Clr	Split	Amount
<b>California Embroidery &amp; Screen Printing</b>							
Bill	10/13/2020		INV CAESP...	Accounts Payable		6021 Unifor...	-4,442.58
Bill Pmt -Check	10/13/2020	4543	INV CAESP...	105-Summit- Che...	X	Accounts Pa...	-4,442.58
Bill	10/20/2020		INV CAESP...	Accounts Payable		6021 Unifor...	-333.55
Bill Pmt -Check	10/20/2020	4579	INV CAESP...	105-Summit- Che...	X	Accounts Pa...	-333.55
Bill	10/27/2020		INV CAESP...	Accounts Payable		6021 Unifor...	-288.00
Bill Pmt -Check	10/27/2020	4628	INV CAESP...	105-Summit- Che...		Accounts Pa...	-288.00
<b>Cascade Fire Equipment</b>							
Bill	10/27/2020		INV 110505	Accounts Payable		6881 Safety ...	-1,328.23
Bill Pmt -Check	10/27/2020	4629	INV 110505	105-Summit- Che...		Accounts Pa...	-1,328.23
<b>Clark Pest Control</b>							
Bill	10/05/2020		INV 267564...	Accounts Payable		6180 Mainte...	-140.00
Bill Pmt -Check	10/05/2020	4507	INV 267564...	105-Summit- Che...	X	Accounts Pa...	-140.00
Bill	10/20/2020		INV 269999...	Accounts Payable		6180 Mainte...	-93.00
Bill	10/20/2020		INV 269056...	Accounts Payable		6180 Mainte...	-84.00
Bill	10/20/2020		Acct 1672664	Accounts Payable		6180 Mainte...	-85.00
Bill Pmt -Check	10/20/2020	4580	INV 269999...	105-Summit- Che...	X	Accounts Pa...	-93.00
Bill Pmt -Check	10/20/2020	4603	INV 269056...	105-Summit- Che...	X	Accounts Pa...	-84.00
Bill Pmt -Check	10/20/2020	4612	Acct 1672664	105-Summit- Che...	X	Accounts Pa...	-85.00
<b>Comcast</b>							
Bill	10/20/2020		8155 30 02...	Accounts Payable		-SPLIT-	-241.83
Bill Pmt -Check	10/20/2020	4581	8155 30 02...	105-Summit- Che...	X	Accounts Pa...	-241.83
<b>Comcast Business</b>							
Bill	10/13/2020		8155 30 03...	Accounts Payable		7320 Utilities	-168.61
Bill Pmt -Check	10/13/2020	4544	8155 30 03...	105-Summit- Che...	X	Accounts Pa...	-168.61
Bill	10/20/2020		8155 30 03...	Accounts Payable		7320 Utilities	-231.24
Bill	10/20/2020		INV 109236...	Accounts Payable		7320 Utilities	-902.70
Bill Pmt -Check	10/20/2020	4582	8155 30 03...	105-Summit- Che...	X	Accounts Pa...	-231.24
Bill Pmt -Check	10/20/2020	4604	INV 109236...	105-Summit- Che...		Accounts Pa...	-902.70
Bill	10/27/2020		INV 109950...	Accounts Payable		7320 Utilities	-334.18
Bill Pmt -Check	10/27/2020	4630	INV 109950...	105-Summit- Che...		Accounts Pa...	-334.18
<b>CoreLogic</b>							
Bill	10/13/2020		INV 820438...	Accounts Payable		6457 Compu...	-137.50
Bill Pmt -Check	10/13/2020	4545	INV 820438...	105-Summit- Che...	X	Accounts Pa...	-137.50
<b>County of Sonoma Human Resources</b>							
Bill	10/05/2020		INV RAB 650	Accounts Payable		5930 Health ...	-717.64
Bill Pmt -Check	10/05/2020	4508	INV RAB 650	105-Summit- Che...	X	Accounts Pa...	-717.64
<b>CrewSense, LLC</b>							
Bill	10/13/2020		INV 18035	Accounts Payable		6457 Compu...	-7,959.72
Bill Pmt -Check	10/13/2020	4546	INV 18035	105-Summit- Che...	X	Accounts Pa...	-7,959.72
<b>CSFA</b>							
Bill	10/13/2020		INV 11767	Accounts Payable		6280 Membe...	-99.16
Bill Pmt -Check	10/13/2020	4547	INV 11767	105-Summit- Che...	X	Accounts Pa...	-99.16
<b>Dean Crothers</b>							
Bill	10/27/2020		9/29-10/22/20	Accounts Payable		6501 Abate...	-1,242.00
Bill Pmt -Check	10/27/2020	4631	9/29-10/22/20	105-Summit- Che...		Accounts Pa...	-1,242.00
<b>Department of Justice Accounting Office</b>							
Bill	10/20/2020		INV 467909	Accounts Payable		6500 Profes...	-32.00
Bill Pmt -Check	10/20/2020	4583	INV 467909	105-Summit- Che...	X	Accounts Pa...	-32.00
<b>Dynamic Truck Repair</b>							
Bill	10/05/2020		INV 1727	Accounts Payable		-SPLIT-	-500.00
Bill Pmt -Check	10/05/2020	4509	INV 1727	105-Summit- Che...	X	Accounts Pa...	-500.00
Bill	10/13/2020		INV 1733 & ...	Accounts Payable		-SPLIT-	-1,864.95
Bill Pmt -Check	10/13/2020	4548	INV 1733 & ...	105-Summit- Che...	X	Accounts Pa...	-1,864.95
Bill	10/20/2020		INV 1738 & ...	Accounts Payable		-SPLIT-	-1,550.00
Bill Pmt -Check	10/20/2020	4584	INV 1738 & ...	105-Summit- Che...	X	Accounts Pa...	-1,550.00
Bill	10/27/2020		INV 1751, 1...	Accounts Payable		-SPLIT-	-2,300.00
Bill Pmt -Check	10/27/2020	4632	INV 1751, 1...	105-Summit- Che...		Accounts Pa...	-2,300.00
<b>ESO Solutions, Inc.</b>							
Bill	10/27/2020		INV ESO-4...	Accounts Payable		6457 Compu...	-595.00
Bill Pmt -Check	10/27/2020	4633	INV ESO-4...	105-Summit- Che...		Accounts Pa...	-595.00
<b>FASIS</b>							
Bill	10/05/2020		FASIS-202...	Accounts Payable		5940 Work ...	-169,429.00
Bill	10/05/2020		FASIS-202...	Accounts Payable		5940 Work ...	-26,893.00
Bill Pmt -Check	10/05/2020	4510	FASIS-202...	105-Summit- Che...	X	Accounts Pa...	-169,429.00
Bill Pmt -Check	10/05/2020	4538	FASIS-202...	105-Summit- Che...	X	Accounts Pa...	-26,893.00



**Sonoma County Fire District**  
**Transaction List by Vendor**  
**October 2020**

Type	Date	Num	Memo	Account	Clr	Split	Amount
<b>FDAC EBA</b>							
Bill	10/13/2020		FDAC0112...	Accounts Payable		-SPLIT-	-143,387.80
Bill Pmt -Check	10/13/2020	4549	FDAC0112...	105-Summit- Che...		Accounts Pa...	-143,387.80
<b>Ferrellgas</b>							
Bill	10/05/2020		Acct 50621...	Accounts Payable		7320 Utilities	-10.00
Bill Pmt -Check	10/05/2020	4511	Acct 50621...	105-Summit- Che...	X	Accounts Pa...	-10.00
<b>Fire Safety &amp; Supply Inc</b>							
Bill	10/20/2020		INV 22266	Accounts Payable		6140 Mainte...	-217.05
Bill Pmt -Check	10/20/2020	4585	INV 22266	105-Summit- Che...		Accounts Pa...	-217.05
<b>Fishman Supply Co.</b>							
Bill	10/05/2020		Cust 16444	Accounts Payable		-SPLIT-	-748.50
Bill Pmt -Check	10/05/2020	4512	Cust 16444	105-Summit- Che...	X	Accounts Pa...	-748.50
<b>Garrett Hardware of Windsor</b>							
Bill	10/05/2020		Acct 18008	Accounts Payable		6180 Mainte...	-8.65
Bill Pmt -Check	10/05/2020	4513	Acct 18008	105-Summit- Che...	X	Accounts Pa...	-8.65
<b>GCR Tires</b>							
Bill	10/13/2020		Acct 199504	Accounts Payable		-SPLIT-	-3,486.85
Bill Pmt -Check	10/13/2020	4550	Acct 199504	105-Summit- Che...	X	Accounts Pa...	-3,486.85
<b>Global Impact Construction</b>							
Bill	10/26/2020		Inv# 030B	Accounts Payable		8510 Buildin...	-20,700.00
Bill Pmt -Check	10/26/2020	4622	Inv# 030B	105-Summit- Che...	X	Accounts Pa...	-20,700.00
<b>GMH Builders, Inc.</b>							
Bill	10/21/2020		Project: 343...	Accounts Payable		8510 Buildin...	-70,530.00
Bill Pmt -Check	10/21/2020	4620	Project: 343...	105-Summit- Che...		Accounts Pa...	-70,530.00
<b>Golden Gate North</b>							
Bill	10/27/2020		INV 902749	Accounts Payable		6140 Mainte...	-111.88
Bill Pmt -Check	10/27/2020	4634	INV 902749	105-Summit- Che...		Accounts Pa...	-111.88
<b>Golden State Emergency Vehicle Services</b>							
Bill	10/27/2020		INV CI025167	Accounts Payable		6140 Mainte...	-175.56
Bill Pmt -Check	10/27/2020	4635	INV CI025167	105-Summit- Che...		Accounts Pa...	-175.56
<b>Grainger</b>							
Bill	10/20/2020		INV 967642...	Accounts Payable		6140 Mainte...	-469.80
Bill Pmt -Check	10/20/2020	4586	INV 967642...	105-Summit- Che...	X	Accounts Pa...	-469.80
<b>Hallins Pest Control</b>							
Bill	10/20/2020		INV 8550	Accounts Payable		6180 Mainte...	-150.00
Bill Pmt -Check	10/20/2020	4587	INV 8550	105-Summit- Che...	X	Accounts Pa...	-150.00
<b>Hayman Refrigeration &amp; Air Conditioning</b>							
Bill	10/14/2020		INV 220088	Accounts Payable		6180 Mainte...	-4,670.00
Bill Pmt -Check	10/14/2020	4572	INV 220088	105-Summit- Che...	X	Accounts Pa...	-4,670.00
<b>IBS</b>							
Check	10/15/2020	EFT		107-Summit- Pay...	X	6633 Payroll ...	-779.05
Check	10/15/2020	EFT		107-Summit- Pay...	X	-SPLIT-	-378,107.11
Check	10/15/2020	EFT	taxes	107-Summit- Pay...	X	-SPLIT-	-177,313.97
Check	10/30/2020	EFT		107-Summit- Pay...	X	6633 Payroll ...	-263.25
Check	10/30/2020	EFT		107-Summit- Pay...	X	-SPLIT-	-376,732.90
Check	10/30/2020	EFT	taxes	107-Summit- Pay...	X	-SPLIT-	-178,382.93
<b>Jeff Davis</b>							
Bill	10/05/2020		9/21-10/1/20	Accounts Payable		6501 Abate...	-999.00
Bill Pmt -Check	10/05/2020	4514	9/21-10/1/20	105-Summit- Che...	X	Accounts Pa...	-999.00
Bill	10/27/2020		10/5-10/22/20	Accounts Payable		6501 Abate...	-1,228.50
Bill Pmt -Check	10/27/2020	4636	10/5-10/22/20	105-Summit- Che...		Accounts Pa...	-1,228.50
<b>John Lantz</b>							
Bill	10/05/2020		INV 200199	Accounts Payable		6457 Compu...	-123.37
Bill Pmt -Check	10/05/2020	4515	INV 200199	105-Summit- Che...	X	Accounts Pa...	-123.37
Bill	10/27/2020		INV 200203	Accounts Payable		6500 Profes...	-3,999.00
Bill	10/27/2020		INV 200207	Accounts Payable		6457 Compu...	-400.44
Bill Pmt -Check	10/27/2020	4637	INV 200203	105-Summit- Che...		Accounts Pa...	-3,999.00
Bill Pmt -Check	10/27/2020	4651	INV 200207	105-Summit- Che...		Accounts Pa...	-400.44
<b>Jr's Home &amp; Auto Center</b>							
Bill	10/13/2020		Cust 23325	Accounts Payable		-SPLIT-	-60.91
Bill Pmt -Check	10/13/2020	4551	Cust 23325	105-Summit- Che...	X	Accounts Pa...	-60.91
<b>Kaiser Foundation Health Plan</b>							
Bill	10/20/2020		320900249...	Accounts Payable		6654 Medica...	-115.00
Bill	10/20/2020		320900497...	Accounts Payable		6654 Medica...	-19.00
Bill Pmt -Check	10/20/2020	4588	320900249...	105-Summit- Che...	X	Accounts Pa...	-115.00
Bill Pmt -Check	10/20/2020	4605	320900497...	105-Summit- Che...	X	Accounts Pa...	-19.00

**Sonoma County Fire District**  
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Type	Date	Num	Memo	Account	Clr	Split	Amount
<b>Kitchell</b>							
Bill	10/20/2020		INV 94399	Accounts Payable		8510 Buildin...	-4,824.00
Bill Pmt -Check	10/20/2020	4589	INV 94399	105-Summit- Che...	X	Accounts Pa...	-4,824.00
<b>Kone Inc</b>							
Bill	10/13/2020		INV 959670...	Accounts Payable		6180 Mainte...	-275.31
Bill Pmt -Check	10/13/2020	4552	INV 959670...	105-Summit- Che...	X	Accounts Pa...	-275.31
<b>Kyocera Document Solutions Northern CA</b>							
Bill	10/05/2020		INV 55E158...	Accounts Payable		6400 Office ...	-17.84
Bill Pmt -Check	10/05/2020	4516	INV 55E158...	105-Summit- Che...	X	Accounts Pa...	-17.84
Bill	10/13/2020		Acct 208566	Accounts Payable		-SPLIT-	-459.31
Bill Pmt -Check	10/13/2020	4553	Acct 208566	105-Summit- Che...	X	Accounts Pa...	-459.31
<b>L N Curtis &amp; Sons</b>							
Bill	10/05/2020		INV 426991	Accounts Payable		6140 Mainte...	-312.94
Bill Pmt -Check	10/05/2020	4517	INV 426991	105-Summit- Che...	X	Accounts Pa...	-312.94
Bill	10/20/2020		INV 430016	Accounts Payable		6880 Small ...	-349.45
Bill Pmt -Check	10/20/2020	4590	INV 430016	105-Summit- Che...	X	Accounts Pa...	-349.45
<b>Lake Parts</b>							
Bill	10/13/2020		Acct 23910	Accounts Payable		-SPLIT-	-910.42
Bill Pmt -Check	10/13/2020	4554	Acct 23910	105-Summit- Che...	X	Accounts Pa...	-910.42
<b>Law Offices of Peter Flanderka</b>							
Bill	10/13/2020		INV 009	Accounts Payable		6610 Legal ...	-256.00
Bill Pmt -Check	10/13/2020	4555	INV 009	105-Summit- Che...		Accounts Pa...	-256.00
<b>Liebert Cassidy Whitmore</b>							
Bill	10/20/2020		INV 1507641	Accounts Payable		6610 Legal ...	-76.00
Bill Pmt -Check	10/20/2020	4591	INV 1507641	105-Summit- Che...		Accounts Pa...	-76.00
<b>Life Assist, Inc.</b>							
Bill	10/05/2020		95492FD	Accounts Payable		-SPLIT-	-3,440.42
Bill Pmt -Check	10/05/2020	4518	95492FD	105-Summit- Che...	X	Accounts Pa...	-3,440.42
<b>LubriVan Truck Svcs Inc</b>							
Bill	10/05/2020			Accounts Payable		-SPLIT-	-1,725.16
Bill Pmt -Check	10/05/2020	4519		105-Summit- Che...	X	Accounts Pa...	-1,725.16
Bill	10/27/2020		INV 228601...	Accounts Payable		-SPLIT-	-5,561.67
Bill Pmt -Check	10/27/2020	4638	INV 228601...	105-Summit- Che...		Accounts Pa...	-5,561.67
<b>M. Elson</b>							
Bill	10/13/2020		Reimburse...	Accounts Payable		6463 Resour...	-29.99
Bill Pmt -Check	10/13/2020	4556	Reimburse...	105-Summit- Che...	X	Accounts Pa...	-29.99
<b>Matheson Tri-Gas, Inc.</b>							
Bill	10/05/2020		Cust 14265	Accounts Payable		6261 Medica...	-60.03
Bill Pmt -Check	10/05/2020	4520	Cust 14265	105-Summit- Che...	X	Accounts Pa...	-60.03
<b>McKesson Medical</b>							
Bill	10/13/2020		Acct 4340274	Accounts Payable		-SPLIT-	-778.33
Bill Pmt -Check	10/13/2020	4557	Acct 4340274	105-Summit- Che...	X	Accounts Pa...	-778.33
<b>McLea's</b>							
Bill	10/05/2020		VOID:	Accounts Payable	X	-SPLIT-	0.00
Bill Pmt -Check	10/05/2020	4521	VOID:	105-Summit- Che...	X	Accounts Pa...	0.00
Bill	10/13/2020		INV 1200257	Accounts Payable		6140 Mainte...	-1,334.77
Bill Pmt -Check	10/13/2020	4558	INV 1200257	105-Summit- Che...	X	Accounts Pa...	-1,334.77
Bill	10/27/2020		INV 205061...	Accounts Payable		-SPLIT-	-2,200.43
Bill Pmt -Check	10/27/2020	4639	INV 205061...	105-Summit- Che...		Accounts Pa...	-2,200.43
<b>Merrill Arnone &amp; Jones</b>							
Bill	10/13/2020		INV 920048	Accounts Payable		6610 Legal ...	-9,859.20
Bill Pmt -Check	10/13/2020	4559	INV 920048	105-Summit- Che...	X	Accounts Pa...	-9,859.20
<b>Municipal Emergency Services/MES</b>							
Bill	10/13/2020		INV 150615...	Accounts Payable		-SPLIT-	-5,509.29
Bill Pmt -Check	10/13/2020	4560	INV 150615...	105-Summit- Che...	X	Accounts Pa...	-5,509.29
Bill	10/20/2020		INV 1506150	Accounts Payable		6022 Safety ...	-3,186.74
Bill Pmt -Check	10/20/2020	4592	INV 1506150	105-Summit- Che...	X	Accounts Pa...	-3,186.74
Bill	10/27/2020		INV 151097...	Accounts Payable		-SPLIT-	-1,281.66
Bill Pmt -Check	10/27/2020	4640	INV 151097...	105-Summit- Che...		Accounts Pa...	-1,281.66
<b>National Fire Prot Assoc</b>							
Bill	10/27/2020		ID 2569159	Accounts Payable		6280 Membe...	-175.00
Bill Pmt -Check	10/27/2020	4641	ID 2569159	105-Summit- Che...		Accounts Pa...	-175.00
<b>NorCal Mobile Truck Alignment</b>							
Bill	10/05/2020		INV 786	Accounts Payable		6140 Mainte...	-420.00
Bill Pmt -Check	10/05/2020	4522	INV 786	105-Summit- Che...	X	Accounts Pa...	-420.00

## Sonoma County Fire District Transaction List by Vendor October 2020

Type	Date	Num	Memo	Account	Clr	Split	Amount
<b>North Bay Petroleum</b>							
Bill	10/05/2020		INV 2209294	Accounts Payable		7201 Gas/Oil	-1,085.28
Bill	10/05/2020		INV 2182319	Accounts Payable		7201 Gas/Oil	-2,099.16
Bill Pmt -Check	10/05/2020	4523	INV 2209294	105-Summit- Che...	X	Accounts Pa...	-1,085.28
Bill Pmt -Check	10/05/2020	4539	INV 2182319	105-Summit- Che...	X	Accounts Pa...	-2,099.16
Bill	10/20/2020		INV 2208507	Accounts Payable		7201 Gas/Oil	-284.22
Bill	10/20/2020		INV 2185954	Accounts Payable		7201 Gas/Oil	-1,697.57
Bill Pmt -Check	10/20/2020	4593	INV 2208507	105-Summit- Che...	X	Accounts Pa...	-284.22
Bill Pmt -Check	10/20/2020	4606	INV 2185954	105-Summit- Che...	X	Accounts Pa...	-1,697.57
<b>O'Reilly Automotive, Inc.</b>							
Bill	10/13/2020		Cust 1366192	Accounts Payable		6140 Mainte...	-18.39
Bill Pmt -Check	10/13/2020	4561	Cust 1366192	105-Summit- Che...	X	Accounts Pa...	-18.39
<b>Opperman &amp; Son Inc</b>							
Bill	10/05/2020		Acct 89114	Accounts Payable		-SPLIT-	-6,595.49
Bill Pmt -Check	10/05/2020	4524	Acct 89114	105-Summit- Che...	X	Accounts Pa...	-6,595.49
<b>Pacific Bracing Company</b>							
Bill	10/13/2020		Transport &...	Accounts Payable		8510 Buildin...	-1,000.00
Bill Pmt -Check	10/13/2020	4562	Transport &...	105-Summit- Che...		Accounts Pa...	-1,000.00
<b>Pacific Mobile Structures</b>							
Bill	10/20/2020		INV 126011	Accounts Payable		6820 Rent/L...	-2,145.13
Bill Pmt -Check	10/20/2020	4594	INV 126011	105-Summit- Che...	X	Accounts Pa...	-2,145.13
<b>PG&amp;E</b>							
Bill	10/05/2020		566426608...	Accounts Payable		7320 Utilities	-708.14
Bill Pmt -Check	10/05/2020	4525	566426608...	105-Summit- Che...	X	Accounts Pa...	-708.14
Check	10/12/2020	EFT	414982756...	105-Summit- Che...	X	7320 Utilities	-574.95
Bill	10/20/2020		272597755...	Accounts Payable		7320 Utilities	-25.42
Bill	10/20/2020		484076635...	Accounts Payable		7320 Utilities	-1,065.82
Bill	10/20/2020		480848439...	Accounts Payable		7320 Utilities	-372.35
Bill	10/20/2020		376458101...	Accounts Payable		7320 Utilities	-185.85
Bill	10/20/2020		865090080...	Accounts Payable		7320 Utilities	-4,939.47
Bill Pmt -Check	10/20/2020	4595	272597755...	105-Summit- Che...	X	Accounts Pa...	-25.42
Bill Pmt -Check	10/20/2020	4607	484076635...	105-Summit- Che...	X	Accounts Pa...	-1,065.82
Bill Pmt -Check	10/20/2020	4613	480848439...	105-Summit- Che...	X	Accounts Pa...	-372.35
Bill Pmt -Check	10/20/2020	4616	376458101...	105-Summit- Che...	X	Accounts Pa...	-185.85
Bill Pmt -Check	10/20/2020	4618	865090080...	105-Summit- Che...	X	Accounts Pa...	-4,939.47
Bill	10/27/2020		547701804...	Accounts Payable		7320 Utilities	-144.33
Bill Pmt -Check	10/27/2020	4642	547701804...	105-Summit- Che...		Accounts Pa...	-144.33
<b>Portola Systems</b>							
Bill	10/05/2020		inv 41551	Accounts Payable		6457 Compu...	-787.50
Bill Pmt -Check	10/05/2020	4526	inv 41551	105-Summit- Che...	X	Accounts Pa...	-787.50
Bill	10/13/2020		INV 41585	Accounts Payable		6457 Compu...	-2,733.75
Bill Pmt -Check	10/13/2020	4563	INV 41585	105-Summit- Che...	X	Accounts Pa...	-2,733.75
<b>Praxair Distribution, Inc.</b>							
Bill	10/20/2020		INV 994426...	Accounts Payable		6261 Medica...	-273.71
Bill Pmt -Check	10/20/2020	4596	INV 994426...	105-Summit- Che...		Accounts Pa...	-273.71
<b>Quadient Finance USA, Inc.</b>							
Bill	10/13/2020		INV P85217...	Accounts Payable		6820 Rent/L...	-72.31
Bill Pmt -Check	10/13/2020	4564	INV P85217...	105-Summit- Che...	X	Accounts Pa...	-72.31
<b>Recology Sonoma Marin</b>							
Bill	10/20/2020		1811737626	Accounts Payable		7320 Utilities	-57.39
Bill	10/20/2020		1811456987	Accounts Payable		7320 Utilities	-345.48
Bill	10/20/2020		1810227553	Accounts Payable		7320 Utilities	-440.64
Bill	10/20/2020		1810109405	Accounts Payable		7320 Utilities	-836.68
Bill Pmt -Check	10/20/2020	4597	1811737626	105-Summit- Che...	X	Accounts Pa...	-57.39
Bill Pmt -Check	10/20/2020	4608	1811456987	105-Summit- Che...	X	Accounts Pa...	-345.48
Bill Pmt -Check	10/20/2020	4614	1810227553	105-Summit- Che...	X	Accounts Pa...	-440.64
Bill Pmt -Check	10/20/2020	4617	1810109405	105-Summit- Che...	X	Accounts Pa...	-836.68
<b>Resolve Insurance Systems</b>							
Bill	10/05/2020		September ...	Accounts Payable		6666- Ambul...	-1,002.87
Bill Pmt -Check	10/05/2020	4527	September ...	105-Summit- Che...	X	Accounts Pa...	-1,002.87
<b>Ryan's Automotive</b>							
Bill	10/13/2020		INV 102164...	Accounts Payable		-SPLIT-	-837.57
Bill Pmt -Check	10/13/2020	4565	INV 102164...	105-Summit- Che...	X	Accounts Pa...	-837.57
Bill	10/27/2020		INV 1021770	Accounts Payable		-SPLIT-	-1,146.56
Bill Pmt -Check	10/27/2020	4643	INV 1021770	105-Summit- Che...		Accounts Pa...	-1,146.56
<b>Santa Rosa Fire Equipment</b>							
Bill	10/05/2020		INV 309810	Accounts Payable		-SPLIT-	-140.00
Bill Pmt -Check	10/05/2020	4528	INV 309810	105-Summit- Che...	X	Accounts Pa...	-140.00

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Type	Date	Num	Memo	Account	Clr	Split	Amount
<b>Santa Rosa Shoes</b>							
Bill	10/05/2020		INV 23765 ...	Accounts Payable		-SPLIT-	-1,131.75
Bill Pmt -Check	10/05/2020	4529	INV 23765 ...	105-Summit- Che...		Accounts Pa...	-1,131.75
<b>Santa Rosa, City of</b>							
Bill	10/05/2020		Acct 032652	Accounts Payable		7320 Utilities	-138.49
Bill Pmt -Check	10/05/2020	4530	Acct 032652	105-Summit- Che...	X	Accounts Pa...	-138.49
Bill	10/20/2020		Acct 6406	Accounts Payable		7320 Utilities	-66.61
Bill Pmt -Check	10/20/2020	4598	Acct 6406	105-Summit- Che...	X	Accounts Pa...	-66.61
Bill	10/26/2020			Accounts Payable		8510 Buildin...	-6,316.00
Bill Pmt -Check	10/26/2020	4623		105-Summit- Che...	X	Accounts Pa...	-6,316.00
<b>Sign Dynamics</b>							
Bill	10/27/2020		INV 6841 & ...	Accounts Payable		-SPLIT-	-3,008.13
Bill Pmt -Check	10/27/2020	4644	INV 6841 & ...	105-Summit- Che...		Accounts Pa...	-3,008.13
<b>Sonoma County ACTTC</b>							
Bill	10/13/2020		APN 058-1...	Accounts Payable		-SPLIT-	-1,018.00
Bill	10/13/2020		APN 134-1...	Accounts Payable		6463 Resour...	-1,161.60
Bill Pmt -Check	10/13/2020	4566	APN 058-1...	105-Summit- Che...	X	Accounts Pa...	-1,018.00
Bill Pmt -Check	10/13/2020	4571	APN 134-1...	105-Summit- Che...	X	Accounts Pa...	-1,161.60
Bill	10/20/2020		APN 070-0...	Accounts Payable		6462- Furnit...	-1,706.00
Bill	10/20/2020		APN 070-2...	Accounts Payable		6463 Resour...	-750.64
Bill Pmt -Check	10/20/2020	4599	APN 070-0...	105-Summit- Che...	X	Accounts Pa...	-1,706.00
Bill Pmt -Check	10/20/2020	4609	APN 070-2...	105-Summit- Che...	X	Accounts Pa...	-750.64
<b>Sonoma Media Investments, LLC</b>							
Bill	10/05/2020		INV 18307	Accounts Payable		6500 Profes...	-545.00
Bill Pmt -Check	10/05/2020	4531	INV 18307	105-Summit- Che...	X	Accounts Pa...	-545.00
<b>Standard Insurance Company</b>							
Bill	10/05/2020		Policy 00 6...	Accounts Payable		-SPLIT-	-1,925.00
Bill Pmt -Check	10/05/2020	4532	Policy 00 6...	105-Summit- Che...	X	Accounts Pa...	-1,925.00
Bill	10/27/2020		Policy 00 6...	Accounts Payable		-SPLIT-	-1,925.00
Bill Pmt -Check	10/27/2020	4645	Policy 00 6...	105-Summit- Che...		Accounts Pa...	-1,925.00
<b>Stericycle, Inc.</b>							
Bill	10/13/2020		INV 300525...	Accounts Payable		6261 Medica...	-888.57
Bill Pmt -Check	10/13/2020	4567	INV 300525...	105-Summit- Che...	X	Accounts Pa...	-888.57
<b>Suburban Propane</b>							
Bill	10/27/2020		Acct 1449-0...	Accounts Payable		7320 Utilities	-75.00
Bill Pmt -Check	10/27/2020	4646	Acct 1449-0...	105-Summit- Che...		Accounts Pa...	-75.00
<b>Super Service Plumbing</b>							
Bill	10/05/2020		INV W15821	Accounts Payable		6180 Mainte...	-110.00
Bill Pmt -Check	10/05/2020	4533	INV W15821	105-Summit- Che...	X	Accounts Pa...	-110.00
<b>Sweetwater Springs Water District</b>							
Bill	10/20/2020		27121110	Accounts Payable		7320 Utilities	-81.06
Bill	10/20/2020		28029000	Accounts Payable		7320 Utilities	-131.40
Bill	10/20/2020		28029110	Accounts Payable		7320 Utilities	-199.26
Bill Pmt -Check	10/20/2020	4600	27121110	105-Summit- Che...	X	Accounts Pa...	-81.06
Bill Pmt -Check	10/20/2020	4610	28029000	105-Summit- Che...	X	Accounts Pa...	-131.40
Bill Pmt -Check	10/20/2020	4615	28029110	105-Summit- Che...	X	Accounts Pa...	-199.26
<b>T. Bolduc</b>							
Bill	10/05/2020		Reimburse...	Accounts Payable		6410 Postage	-64.04
Bill Pmt -Check	10/05/2020	4534	Reimburse...	105-Summit- Che...	X	Accounts Pa...	-64.04
Bill	10/27/2020		Reimburse...	Accounts Payable		6461 Employ...	-828.96
Bill Pmt -Check	10/27/2020	4647	Reimburse...	105-Summit- Che...		Accounts Pa...	-828.96
<b>Terminix</b>							
Bill	10/13/2020		INV 108507...	Accounts Payable		6180 Mainte...	-90.00
Bill Pmt -Check	10/13/2020	4568	INV 108507...	105-Summit- Che...	X	Accounts Pa...	-90.00
<b>Thomson Reuters/Barclays</b>							
Bill	10/27/2020		INV 842860...	Accounts Payable		6463 Resour...	-168.55
Bill Pmt -Check	10/27/2020	4648	INV 842860...	105-Summit- Che...		Accounts Pa...	-168.55
<b>TIAA Bank</b>							
Bill	10/13/2020		INV 7542086	Accounts Payable		6500 Profes...	-82.52
Bill Pmt -Check	10/13/2020	4569	INV 7542086	105-Summit- Che...	X	Accounts Pa...	-82.52
<b>Town of Windsor- Fuel</b>							
Bill	10/22/2020		INV M-13794	Accounts Payable		-SPLIT-	-6,400.27
Bill Pmt -Check	10/22/2020	4621	INV M-13794	105-Summit- Che...		Accounts Pa...	-6,400.27
<b>Tucker Bierbaum, M.D.</b>							
Bill	10/14/2020		July-Sept...	Accounts Payable		6500 Profes...	-7,500.00
Bill Pmt -Check	10/14/2020	4573	July-Sept...	105-Summit- Che...	X	Accounts Pa...	-7,500.00

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Type	Date	Num	Memo	Account	Clr	Split	Amount
<b>Valley Pacific Petroleum Services, Inc.</b>							
Bill	10/27/2020		INV 20-344...	Accounts Payable		7201 Gas/Oil	-59.53
Bill Pmt -Check	10/27/2020	4649	INV 20-344...	105-Summit- Che...		Accounts Pa...	-59.53
<b>Verizon Wireless</b>							
Bill	10/20/2020		INV 986461...	Accounts Payable		7320 Utilities	-2,092.80
Bill Pmt -Check	10/20/2020	4601	INV 986461...	105-Summit- Che...	X	Accounts Pa...	-2,092.80
<b>Waxie Sanitary Supply</b>							
Bill	10/05/2020		Cust 260330	Accounts Payable		-SPLIT-	-886.81
Bill Pmt -Check	10/05/2020	4535	Cust 260330	105-Summit- Che...	X	Accounts Pa...	-886.81
<b>West Coast Frame</b>							
Bill	10/20/2020		INV 58108	Accounts Payable		-SPLIT-	-543.92
Bill Pmt -Check	10/20/2020	4602	INV 58108	105-Summit- Che...	X	Accounts Pa...	-543.92
<b>WestAmerica Bank</b>							
Bill	10/20/2020		BOX 1107	Accounts Payable		6820 Rent/L...	-45.00
Bill Pmt -Check	10/20/2020	4611	BOX 1107	105-Summit- Che...	X	Accounts Pa...	-45.00
<b>WEX</b>							
Bill	10/13/2020		INV 679492...	Accounts Payable		7201 Gas/Oil	-1,943.06
Bill Pmt -Check	10/13/2020	4570	INV 679492...	105-Summit- Che...	X	Accounts Pa...	-1,943.06
<b>Your Copier Source</b>							
Bill	10/05/2020		INV 10876	Accounts Payable		6400 Office ...	-162.35
Bill Pmt -Check	10/05/2020	4536	INV 10876	105-Summit- Che...	X	Accounts Pa...	-162.35
<b>Zendesk</b>							
Bill	10/05/2020		INV 061944...	Accounts Payable		-SPLIT-	-4,608.00
Bill Pmt -Check	10/05/2020	4537	INV 061944...	105-Summit- Che...	X	Accounts Pa...	-4,608.00



**Sonoma County Fire District  
Board of Directors  
Staff Report**

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**Date:** 11/17/2020

**Topic:** Volunteer/Apprentice/Explorer Policy

**Recommendation:**

Approve the updated Policy, "Volunteer/Apprentice/Explorer Program Policy"

**Financial Impact:**

The policy applies to annual call stipends and training stipends for all Volunteer Firefighters. In addition, it includes Apprentice Fire Fighter shift stipends and annual Explorer program costs. All programs have been budgeted for in the FY20/21 budget.

**Background:**

This policy has been created to give direction to project managers and to budget for the annual cost of each program. This policy has been created based on our current programs that sets staffing levels for each section. This policy was created to align all Volunteer/Apprentice/Explorer programs that were in place prior to the creation of Sonoma County Fire District. These programs are instrumental in the "Grow your Own" concept for the District.

**Attachments:**

1. Proposed Policy

# Volunteer Program 344

## 344.1 PURPOSE AND SCOPE

This policy establishes guidelines for the use of Volunteers, Apprentice Firefighters and Explorers. The primary objectives of these positions are to increase the service level to our community and our agency. Additionally, we hope to provide an environment of public safety career opportunities through education and experience.

### 344.1.1 DEFINITIONS

Definitions related to this policy include:

**Volunteer** - An individual who performs a service for the District without promise, expectation of compensation or FT/PT employment for services rendered. This may include unpaid administration personnel, chaplains, clerical, prevention, support, logistics, maintenance, and all risk emergency service. A maximum number of 60 Volunteers have been approved for the District.

**Apprentice Firefighter** – A individual is assigned to a station with a staffed apparatus. The Apprentice Firefighter shall participate in all aspects of the engine/truck company including all risk incident response, training and education, equipment and station maintenance, prevention, fire station living, and others task as assigned. A maximum of 18 Apprentice Firefighters have been approved for the District.

**Explorer** - An individual who is a freshman in high school or at least 14 years of age and graduated the 8<sup>th</sup> grade but not yet 21 years of age that is affiliated with a Sonoma County Fire District Explorer Post. A maximum of 40 Explorers have been approved for the District.

## 344.2 POLICY

It is the policy of the Sonoma County Fire District to utilize volunteers to the extent reasonably practicable to enhance the mission and guiding principles of the District.

## 344.3 PROCEDURE

Volunteers may be assigned to any of the following duties:

1. All risk emergency service response
2. All aspects of prevention inspections and code enforcement
3. All aspects of Public education
4. Administration duties
5. Vehicle and facility maintenance duties
6. Any other duties as approved by the Fire Chief

All volunteers shall comply with all orders and directives, either oral or written, issued by the District. Access to the policies and procedures will be made available to each volunteer upon appointment and he/she shall become thoroughly familiar with these policies.

Whenever a rule, regulation or guideline in this manual relating to district operations refers to a regular full-time employee, it shall also apply to a volunteer, unless by its nature it is inapplicable.

Nothing in this policy shall confer employment rights upon the volunteer. A Volunteer is a non-paid, non-represented member of the District.

#### 344.3.1 VOLUNTEER DUTIES

- a. Respond to incidents and assist in fire suppression, rescue, and life-saving operations
- b. Respond to incidents and assist in providing emergency medical care to victims of accidents, illness, and/or injury
- c. Adhere to all District safety programs and procedures and stay current on safety issues
- d. Assist in maintaining fire apparatus & equipment in a clean condition and in continual readiness for operation
- e. Maintain buildings & grounds as directed
- f. Prepare necessary reports and records
- g. Participate in public service and public education programs
- h. Perform other duties as assigned
- i. Volunteer Firefighters may be added to the rotational strike team list (volunteer staff) upon request and completion of all required certificates and qualifications as set forth.

#### 344.3.2 VOLUNTEER EXPECTATIONS

- a. Attend and participate in required fire training programs
- b. Maintain active status as a Volunteer Firefighter by continued participation in the weekly mandatory trainings
- c. Study firefighting techniques
- d. Maintain a current and unrestricted State of California driver's license
- e. Maintain insurability requirements of District's liability insurer(s)
- f. Maintain physical fitness as described in the District's Firefighter/Engineer Job Analysis
- g. Increase working knowledge of District apparatus, tools and equipment
- h. Carry out directions, follow orders, and finish assigned tasks
- i. Follow prescribed routine and work in accordance with our agency requiring strict discipline and good teamwork
- j. Maintain a professional, positive image and attitude toward other personnel and the general public
- k. Increase knowledge of the District's policies and procedures
- l. Actively support the operations of the Association/Foundation.

Volunteer Firefighters may be added to the rotational strike team list (Volunteer Staff) upon request and completion of all the required certificates and qualifications as set forth in Lexipol policy 342. Payment is based upon the current OES rate letter.



## **344.4 VOLUNTEER MANAGEMENT**

### **344.4.1 VOLUNTEER COORDINATOR**

A Volunteer Coordinator shall be appointed by the Fire Chief or the authorized designee. The function of the Volunteer Coordinator is to provide a central coordinating point for volunteer management, provide direction, establish goals, to direct and assist staff in any aspect of the volunteer program. The Volunteer Coordinator should work with other district staff on an ongoing basis to assist in the development and implementation of volunteer positions. The SCFD Volunteer Coordinator is designated in the SCFD Projects/Responsibilities List. The Volunteer Coordinator will report to a Management Team Member as designated in the SCPD Projects/Responsibilities List. Other personnel may be assigned to assist in the management of the volunteer program at the discretion of the Volunteer Coordinator.

- a. Recruiting, selecting and training qualified volunteers for various positions.
- b. Facilitating the implementation of new volunteer activities and assignments.
- c. Maintaining records for each volunteer.
- d. Tracking and evaluating the contribution of volunteers.
- e. Maintaining a volunteer handbook and outlining expectations, policies and responsibilities for all volunteers.
- f. Maintaining a record of volunteer schedules and work hours.
- g. Completion and dissemination, as appropriate, of all necessary paperwork and information.
- h. Planning periodic recognition events.
- i. Maintaining liaison with other community volunteer programs and assisting in community-wide efforts to recognize and promote volunteering.

### **344.4.2 RECRUITMENT**

Volunteers should be recruited on a continuous and ongoing basis consistent with district policy on equal opportunity, non-discriminatory employment. A primary qualification for participation in the application process should be an interest in, and an ability to assist the District in serving the public. There are 60 approved positions allocated.

- Be at least 18 years of age for all positions other than Explorer
- Possess a valid California driver license if the position requires vehicle operation
- Be able to deal effectively and courteously with the general public
- Be willing to commit to weekly mandatory trainings, evaluated per quarter
- Complete mandatory training as determined to be appropriate by the District
- Possess any other qualifications specific to the volunteer assignment
- Possess a high school diploma or equivalent
- Have the physical ability to perform the job
- Successfully complete the District's Basic Skills Academy or equivalent
- Obtain Title 19 Advance First Aide or First Responder certification within one year
- Become CPR certified within one year

### **342.4.3 SCREENING**

All prospective volunteers shall complete the volunteer hiring process below:

1. Complete an approved District application.
2. Meet with the Volunteer Coordinator, review program, time requirements, training and standards.
3. Candidate to complete a panel interview at the direction of the Coordinator.
4. Chief Interview. (This step has been waved in the past)
5. Complete a background investigation as set forth by the District.
6. Complete a pre-employment medical examination.
7. Hire date
8. Academy Start date.

#### 344.4.4 SELECTION AND PLACEMENT

**Volunteer Applicant** - The status of an individual when an application has been filed for consideration as a Volunteer Firefighter.

**Volunteer Firefighter Trainee - Start of Probationary Period** - The Volunteer Applicant passes all pre-employment requirements and begins training with the District. The date of the "District Orientation meeting" is considered the volunteer's "hire date" with the District.

**Probationary Volunteer Firefighter – Released to Respond** - The Volunteer Firefighter Trainee successfully completes all required basic skills training and is issued a pager. Stipend/reimbursement begins at this time.

**Volunteer Firefighter – End of Probation** - The Volunteer Firefighter Trainee successfully completes the probationary requirements and becomes a Volunteer Firefighter with the District. The probationary period is 18 months.

Service as a volunteer with the District shall begin with an official notice of acceptance or appointment to a volunteer position. Notice may only be given by an authorized representative of the District, who will normally be the Volunteer Coordinator. No volunteer should begin any assignment until they have been officially accepted for that position and completed all required screening and paperwork.

At the time of final acceptance, each volunteer shall complete all required administrative paperwork and will receive a copy of their position description and agreement of service with the District. All volunteers shall receive a copy of the volunteer handbook and shall be required to sign a volunteer agreement.

Volunteers should be placed only in assignments or programs that are consistent with their knowledge, skills, abilities and the needs of the District.

#### 344.4.5 TRAINING

Volunteers will be provided with an orientation program to acquaint them with the District, personnel, operations, policies and procedures that have a direct impact on their work assignment.

Volunteers should receive position-specific training to ensure they have adequate knowledge and skills to complete tasks required by the position and should receive periodic ongoing training as deemed appropriate by their supervisor or the Volunteer Coordinator. Volunteers shall attend and complete the District's Basic Skills Academy or equivalent within one year of their start date.

Volunteer firefighters will maintain active status as a Volunteer Firefighter by participating in weekly mandatory trainings, which is evaluated per quarter.

Regular volunteer drills (mandatory training) will be conducted on Wednesday evening of each week from 1830 to 2130 Hours. These drill locations will be rotated between District Stations and/or other training locations throughout the month. The Instructor will make every reasonable effort to ensure that these drills begin promptly at 1830 hours and personnel are released to return to their home Station at 2130 hours. Other training opportunities may be scheduled as needed.

Volunteers who are seasonal or full-time firefighters with other public safety agencies may be exempt from certain mandatory drills if they are able to provide proof of proficiency or certification in the subject area at the discretion of the Coordinator. Volunteers who are actively working during a (mandatory training) shall be credited with training attendance however not receive any compensation for that training.

Regular drill attendance is necessary for all volunteer firefighters. If you are going to be absent from drill, you must notify the Volunteer Coordinator. Missed mandatory drills may be made up with prior arrangements through the Volunteer Coordinator. It is the responsibility of every Volunteer Firefighter to ensure they are signed in for every incident response and mandatory training event. This data should be captured in the District report management system. A Volunteer Firefighter shall contribute at least 25 hours of service to the District each quarter.

Volunteer Firefighter data will be logged in the "SKY" Text Based AP which every volunteer will be instructed on its use. The AP tracks all Volunteer activities performed for the District.

#### 344.4.6 DRESS CODE

As representatives of the District, volunteers are responsible for presenting a professional image to the community. Volunteers shall dress appropriately for the conditions and performance of their duties.

Volunteers shall conform to district-approved dress consistent with their assignment. The uniform or identifiable parts of the uniform shall not be worn while off-duty except volunteers may choose to wear the uniform while in transit to or from official district assignments or functions, provided an outer garment is worn over the uniform shirt to avoid bringing attention to the volunteer while he/she is off-duty.

Volunteers shall be required to return any issued uniform or district property at the termination of service.

The District will provide approved uniforms per Lexipol policy 1024. The Volunteer Firefighter must provide all other uniform components.

## **344.5 VOLUNTEER COMPENSATION**

### **344.5.1 POLICY**

Volunteer Firefighters (Post Basic Skills Academy) will be paid at the scale below:

Volunteer Firefighter:           \$10.00 per incident response   \$15.00 per mandated training

Volunteer Engineer:           \$12.00 per incident response   \$17.00 per mandated training

Volunteer Officer:           \$14.00 per incident response   \$19.00 per mandated training

A Volunteer Engineer is any person who is properly licensed and approved to drive and operate fire apparatus, and who has completed the approved training Task Book(s).

A Volunteer Officer is any person who is appointed to the position of Volunteer Captain or Volunteer Battalion Chief and has completed the approved training Task Book.

Volunteers will begin to receive the above compensation from the date they are “released to respond” by the Volunteer Coordinator or designee.

### **344.5.2 PAYMENT PROCEDURE**

Volunteer Firefighter’s pay period is July 1 through June 30. Participation of emergency response and trainings will be totaled once a year and paid in July.

A check will be issued through the district’s payroll system for each volunteer receiving payment. Checks will be mailed in July. W-2’s will be issued on an annual basis for all income earned under this program.

## **344.6 SUPERVISION OF VOLUNTEERS**

Each volunteer must have a clearly identified supervisor who is responsible for direct management of that volunteer. This supervisor will be responsible for day-to-day management and guidance of the work of the volunteer and should be available to the volunteer for consultation and assistance. A volunteer may be assigned as, and act as, a supervisor.

### **344.7 CONFIDENTIALITY**

Unless otherwise directed by a supervisor, the duties of the position or district policy, all information a volunteer encounters shall be considered confidential. Only that information specifically identified and approved by authorized personnel shall be released.

Volunteers shall not address public gatherings, appear on radio or television, prepare any article for publication, act as correspondents to a newspaper or other periodical, release or divulge any

information concerning the activities of the District, or maintain that they represent the District in such matters without permission from the proper district personnel.

### **344.8 PROPERTY AND EQUIPMENT**

Volunteers will be issued an identification card. Any fixed and portable equipment issued by the District shall be for official and authorized use only. Any property or equipment issued to a volunteer shall remain the property of the District and shall be returned at the termination of service.

### **344.9 APPRENTICE FIREFIGHTER PROGRAM**

The purpose of the Apprentice Firefighter Program to offer valuable fire service education and experience to personnel entering the fire service. Apprentice firefighters are assigned to a shift at a staffed station. Apprentice Firefighters participate in all aspects of the engine/truck company including incident response, equipment maintenance, station maintenance, training, prevention, meals and others task as assigned.

The Apprentice Program Coordinator will have the responsibility to recruit, interview, recommend for hire, assign to a shift, orientate, supervise, guide and direct, enforce policy, ensure performance reviews are completed, recommend discipline and ensure that annual evaluation are completed on each Apprentice Firefighters. The goal is to assign an Apprentice Firefighter to each staffed apparatus on each shift. There are 18 approved position allocated.

The Apprentice Program Coordinator should work with other district staff on an ongoing basis to assist in the development and implementation of Apprentice Firefighter positions. The Apprentice Program Coordinator is designated in the SCFD Projects/Responsibilities List. The Apprentice Program Coordinator will report to a Management Team Member as designated in the SCPD Projects/Responsibilities List. Other personnel may be assigned to assist in the management of the volunteer program at the discretion of the Apprentice Program Coordinator.

Apprentice Firefighters will be selected according to the below information.

1. Complete an approved District application.
2. Meet with the Apprentice Program Coordinator, review program, time requirements, training and standards.
3. Candidate to complete a 10-hour ride-a-long/evaluation with one of the District's Engine Companies.
4. Chief Interview. (This step has been waved in the past)
5. Complete a background investigation as set forth by the District.
6. Complete a pre-employment medical examination.
7. Complete a 10-hours position orientation.
8. Shift assignment, the shift BC shall make the station assignment.

Apprentice Firefighter qualifications are as follows:

1. Completion of accredited Firefighter 1 Academy or District Basic Skills Academy or equivalent.

2. Medical First Responder and CPR certification.
3. Completion of Emergency Medical Technician (EMT) training preferred.

Apprentice Firefighter positions will be offered first to District Volunteers off probation and in good standing as set forth in section 344.4.5. If the position cannot be filled from the qualified District Volunteer ranks, the position will be offered to qualifying members of the public.

The Apprentice Firefighter is an at-will position and does not constitute nor offer guarantee of full time District employment. The position can be terminated at any time for any or no cause. Apprentice Firefighter shift hours are 0800-0800 for a full 24-hour shift. Requests to adjust these hours due school or other employment may be considered and need approval by the assigned Company Officer.

A stipend of \$100.00 will be paid for each shift.

Apprentice Firefighter must complete a timecard each pay period. The timecards will be collected at the end of each pay period, and the checks will be processed for the next pay period.

The Apprentice Firefighter program is based upon a two-year training, education and experience calendar. Each year is broken up into training focus groups as listed below:

Year 1; Completion of CSFM Firefighter 1

Year 2; Completion of CSFM Firefighter 2 and EMT

At the successful completion of the second year, the Apprentice Firefighter may continue in the position based upon the recommendation of the Apprentice Program Coordinator. Training details of continuing years will be determined by the Apprentice Program Coordinator.

The Apprentice Firefighters must review, acknowledge, and abide by District Policies.

The Apprentice Firefighter must report for duty, at their assigned station in a District uniform and have his/her turnouts on the fire engine, ready for emergency response, by 0800 unless otherwise approved by the on-duty Captain.

The District will provide approved uniforms per Lexipol policy 1024. The Apprentice Firefighter must provide all other uniform components.

Apprentice Firefighters may be added to the rotational strike team list (volunteer staff) upon request and completion of all required certificates and qualifications as set forth in Lexipol policy 342. Payment is based upon the current OES rate letter.

The Apprentice Firefighter shall participate in all aspects of the Engine/Truck Company including incident response, equipment maintenance, station maintenance, training, prevention, meals and others task as assigned. Apprentice Firefighters are highly encouraged to participate in the Volunteer Trainings every Wednesday night.

An Apprentice Firefighter may request a leave of absence (LOA) for family emergencies, extended training, extended work commitments or educational purposes. A LOA request shall

be made in writing to the Volunteer Coordinator and are granted/denied on an individual basis. A LOA may not extend more than six (6) months without the expressed written consent of the Apprentice Coordinator. Vacant positions may be filled at the discretion of the Program Manager. The Apprentice Firefighter must notify the Apprentice Program Coordinator within 15 days of returning to work. If the Apprentice Firefighter fails to report to work at the end of the LOA, it will be implied the employee has voluntarily quit. An Apprentice Firefighter, who returns from a LOA, may be required to complete refresher training at the discretion of the Apprentice Program Coordinator.

## **344.10 EXPLORER PROGRAM**

### **344.10.1 PURPOSE AND SCOPE**

This policy establishes guidelines for organizational structure, responsibilities, operational applications for the Sonoma County Fire Explorer Program, a chartered organization (BSA-Learning for Life) which will provide an effective Fire Exploring program. The program is designed to build good character, promote citizenship and develop personal and mental fitness for high school aged youth of the area. The name of the two posts shall be Sonoma County Fire District Explorer Posts #7510 and #78

### **344.10.2 DEFINITIONS**

Explorer - An individual who is a freshman in high school or at least 14 years of age and graduated the 8<sup>th</sup> grade but not yet 21 years of age that is affiliated with a Sonoma County Fire District Explorer Post.

### **344.10.3 POLICY**

It is the general direction of the Sonoma County Fire District to develop opportunities for future emergency responders and is intended to provide a learning environment and to provide a service to the community.

### **344.10.4 PROCEDURE**

Explorers must meet membership requirements and comply with all orders and directives, either oral or written, issued by the District. A copy of the Explorer policies and procedures will be made available to each Explorer upon appointment and he/she shall become thoroughly familiar with these policies.

Whenever a rule, regulation or guideline in this manual relating to district operations refers to a regular full-time employee, it shall also apply to an Explorer, unless by its nature it is inapplicable.

Nothing in the manual shall confer rights upon the Explorer. Explorers serve at-will and their Explorer status may be terminated at any time without cause or reason.

## **344.10.5 EXPLORER MANAGEMENT**

### **344.10.5.1 EXPLORER COORDINATOR**

An Explorer Coordinator shall be appointed by the Fire Chief or the authorized designee. The function of the Explorer Coordinator is to provide a central coordinating point for effective Explorer management within the District, and to direct and assist staff and Explorer efforts to jointly provide more productive services.

Recruiting, selecting, and training qualified Explorers for various positions. Facilitating the implementation of new Explorer activities and assignments. Maintaining records for each Explorer.

Tracking and evaluating the contribution of Explorers.

Maintaining an Explorer/Explorer handbook and outlining expectations, policies and responsibilities for all Explorers.

Maintaining a record of Explorer attendance.

Completion and dissemination, as appropriate, of all necessary paperwork and information.  
Planning periodic recognition events.

The Explorer Coordinator should work with other district staff on an ongoing basis to assist in the development and implementation of Explorer positions. The Explorer Coordinator is designated in the SCFD Projects/Responsibilities List. The Explorer Coordinator will report to a Management Team Member as designated in the SCPD Projects/Responsibilities List. Other personnel may be assigned to assist in the management of the explorer program at the discretion of the Explorer Coordinator.

### **344.10.5.2 RECRUITMENT**

Explorers should be recruited on a continuous and ongoing basis consistent with District policy on equal opportunity, non-discriminatory employment. A primary qualification for participation in the application process should be an interest in, and an ability to assist the District in serving the public. A maximum of 40 Explorers have been approved for the District.

Be a freshman in high school or at least age 14 years of age and graduated the 8<sup>th</sup> grade at time of application but not yet 21 years old.

Explorer and legal guardian shall satisfactorily complete all applicable forms required by BSA-LFL and Sonoma County Fire District.

Signature by Explorer and legal guardian indicating receipt and pledge to adherence to this policy shall be made prior to acceptance into program.

Complete Parental Permission and Consent to treat form.



Complete application and any interview process as provided by Explorer Coordinator, and other district staffed Explorer positions.

While currently enrolled in high school, must maintain a "C" grade point average or better. 1st violation=suspension until grades reach at least "C" average. Dismissal after two quarters of non-qualifying grades.

Be willing to devote necessary time to meetings and various activities.

No prospective members shall be disqualified because of race, color, creed, sex or religion.

### 344.10.5.3 MEETINGS AND ACTIVITIES

Attendance at all meetings is mandatory; two unexcused absences per quarter may cause demotion of explorer level, or dismissal from the program. Reinstatement of Explorer Level will be at discretion of Explorer Coordinator and based on attendance.

Explorers will adhere to the District's Grooming Standards.

Explorers shall wear uniforms with the approved SCFD patch. Refer to SCFD Uniform policy for all other requirements.

### 344.10.5.4 GENERAL TRAINING AND CONDUCT

All members shall be furnished with a copy of this policy. Ignorance of any guidelines and/or policies shall not be considered as an excuse for a violation.

Explorers must be closely supervised when involved in any manipulative skills training.

Explorers must be equipped with safety gear that meets District standards and is appropriate for the job to be performed.

Explorers shall not drive fire apparatus or District vehicles.

Explorers may train on above ground ladder operations provided there are two qualified instructors who are constantly in attendance, one on the ground and one above ground.

Explorers may not perform ventilation procedures on a burning structure.

Explorers age 16 and over, may operate hydraulic rescue tools during Explorer trainings or academies only, and while under the supervision of the Explorer Coordinator or their designee.

Any changes of mailing address, phone number, and emergency contact shall be reported immediately.

Explorers shall maintain their persons, uniforms and equipment in neat and clean condition. No use of alcohol, drugs or tobacco products will be tolerated. 1st violation=DISMISSAL

No swearing or use of foul or vulgar language.

Explorers shall comply with HIPPA guidelines. 1st violation=DISMISSAL

No Fighting. 1st violation=DISMISSAL

No horseplay.

All issued equipment shall be the property of Sonoma County Fire District. The equipment shall be returned or replaced at the Explorer's expense when Explorer leaves program.

No Explorer shall ride on apparatus unless authorized by Sonoma County Fire District Personnel.

Any Explorer that discredits the Sonoma County Fire District or willfully disregards any policies or procedures shall be dismissed from Explorer program.

A minimum of two Sonoma County Fire District Personnel must be present with Explorers during meetings/training and Ride-Along. "Two-Deep" leadership shall be utilized at all times.

One on one contact (Explorer and Sonoma County Fire District Personnel) is not permitted. In situations that require personal conferences, the meeting shall be conducted in view of others.

All email contact between Sonoma County Fire District personnel to Explorers shall be made via Sonoma County Fire District owned email addresses.

When an overnight activity is coeducational, adults of both sexes must accompany it, one of whom must be registered as an adult participant of Exploring.

Males and females are required to have separate bathrooms, bathing, and sleeping accommodations. If it becomes necessary to share any facilities, special care must be taken to prevent violations of personal privacy.

Adult leaders should respect the privacy of youth participants in situations such as changing clothes or taking showers, intruding only to the extent required for health and safety of program participants. Adult leaders should also protect their own privacy in these situations.

Hazing initiations are prohibited and may not be included in any exploring activity. No secret organizations are authorized as part of Exploring or any Learning for Life program.

The roles of adult leaders in the Exploring program require that clear boundaries be established between adult leaders and youth members. For this reason, fraternization, the formation of peer-based, social relationships between adult and youth participants is not permitted.

Discipline used in BSA should be constructive and reflect BSA values. The use of corporal punishment in any form -spanking, slapping, hitting, belt lines, etc. - is prohibited. If an Explorer behaves in a way that interferes with the program's operation, he or she may be suspended from the program.

At least one adult participant in the presence of the Explorer's must have completed the Youth Protection Training.

No articles of an Explorers uniform shall be worn while outside of official Explorer functions, except with permission of Explorer Coordinator. 1st violation=DISMISSAL

See Sonoma County Fire District policies for areas not covered. When discrepancy is present Sonoma County Fire District Policies will supersede this policy.

#### 344.10.5.5 RIDE ALONG GUIDELINES

Every effort shall be made to provide a reasonable measure of safety for an Explorer during a ride-a-long. During a high-risk situation (i.e. Structure fire, wildland fire, MVA on highway, etc.), the Explorer, just as any other ride-a-long, shall be in a reasonably safe environment (cab of unit or other safe area) and observing only. Once a reasonable level of safety has been ensured at the scene, the Explorer may function in a support role under direct supervision.

Explorers will be in uniform and must be neat in appearance.

Explorers are observers ONLY. If, at the discretion of the Officer on the scene, he/she feels that then the Explorer could be of some assistance, the Explorer may then assist as directed.

Explorers will not be used to make up personnel shortages for any duration of time.

Explorers shall be under the direct supervision of the Station Captain.

No ride-along will be scheduled past 1700 hours.

#### 344.10.5.6 EXPLORER DISCIPLINE POLICY

Everyone involved in the Sonoma County Fire District Explorer Post shall be held responsible for upholding these, and all Sonoma County Fire District Policies and Procedures.

All policies and procedures are subject to the interpretation of Sonoma County Fire District Personnel and LFL representative.

Any negative event involving the Sonoma County Fire District reputation shall be forwarded to the Deputy Chief for review.

All disciplinary violations and behavioral issues will be handled by Explorer Coordinator. Most disciplinary action for incidents will occur in the following order:

1. Verbal Reprimand
2. Written Reprimand
3. Suspension from current activity

#### 4. Dismissal from Explorer Program (Initiated by Explorer Coordinator)

##### 344.10.5.7 INJURIES

Injury to Explorer will first be covered by Explorer's private insurance (if available) then insurance policy provided by the BSA-LFL.

In the event of an Explorer injury and medical attention is required:

1. Provide medical aid immediately
2. Notify parents, Explorer Coordinator, and on duty BC of the injury
3. They will complete necessary forms as required by the Sonoma County Fire District and BSA-LFL.

##### 344.10.6 CONFIDENTIALITY

Unless otherwise directed by a supervisor, the duties of the position or District policy, all information an Explorer encounters shall be considered confidential. Only that information specifically identified and approved by authorized personnel shall be released.

##### 344.10.7 SUPERVISION OF EXPLORERS

Each Explorer who is accepted to a position with the District must have a clearly identified supervisor who is responsible for direct management of that Explorer. This supervisor will be responsible for day-to-day management and guidance of the work of the Explorer and should be available to the Explorer for consultation and assistance.

An Explorer may be assigned as, and act as, a supervisor of other Explorers provided that the supervising Explorer is under the direct supervision of a paid staff employee.

Functional supervision of Explorers is the responsibility of the supervisor in charge of the unit where the Explorer is assigned. Supervisors of Explorers should consider the following:

1. Ensure Explorers have workspace and necessary office supplies
2. Make sure the work is challenging.
3. Do not hesitate to give them an assignment or task that will tap these valuable resources.

##### 344.10.8 ALTERATIONS

The Sonoma County Fire District reserves the right to make alterations and updates to this policy as deemed necessary. Explorers and legal guardians will be made aware of changes in timely manner.



**Sonoma County Fire District  
Board of Directors  
Staff Report**

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**Date:** 11/17/20

**Topic:** 2020-2025 Sonoma County Fire District Strategic Plan

**Recommendation:**

Approve and adopt the 2020-2025 Strategic Plan.

**Financial Impact:**

Analysis in progress.

**Background:**

District Staff, with the direction and support of President Nelson, have completed a draft 2020-2025 Strategic Plan. The plan is customer focused. There were several stages of strategic planning that were conducted that resulted in the formation of the Strategic Plan:

1. An “all hands” meeting in December of 2018 that provided strategic direction to the consolidation of the Windsor, Rincon Valley, Bennett Valley, and Mountain fire districts. This meeting resulted in the development of the District’s Vision statement, mission statement, and guiding principles which are foundational items for the District.
2. An executive team strategic planning session that focused on answering the following questions:
  - a. Where are we now?
  - b. Where do we want to be?
  - c. How will we get there?
3. A series of planning meetings between District Staff, President Nelson, and labor leadership that included an examination of our current strengths, weaknesses, opportunities, and threats as an organization.

The outcome of these processes was the development of seven strategic goals that are specific, measurable, achievable, relevant, and time bound.

- I. Seek All Funding Opportunities
- II. Invest in Infrastructure and Equipment
- III. Build Strong Internal and External Communications
- IV. Invest in the Team for a Strong Community Service Focused Culture
- V. Employee Health and Safety
- VI. Service Delivery Enhancements
- VII. Other Goals -- The catch bin of items for an agency in major transition

Each strategic goal is accompanied by specific objectives and tasks to achieve the specific goal.

A strategic plan is only applicable if the agency prioritizes the goals and objectives. This plan includes the Fire Chief reporting to the Board of Directors monthly on the status and progress of the Strategic Goals and Objectives.

Attachments:

1. 2020-2025 Sonoma County Fire District Strategic Plan



# Fire District Strategic Plan 2020-2025

(September 11, 2020)

Presented by  
Mark Heine, Fire Chief  
John Nelson, Board President

# January 2020

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## Introduction

Beginning several years ago, the yet to be formed Sonoma County Fire District (SCFD) started the process of reorganizations (merging) several agencies into one agency, with the goal of increasing overall service to our communities. Today, we serve the Town of Windsor, Larkfield, Wikiup, Mark West, Mountain Home area, Middle Rincon Valley, Bennett Valley, Bellevue, The Graton Casino, Fulton, Russian River / Guerneville, and the surrounding unincorporated areas. As a newly formed agency, we have a rich history of great agencies with a new history in the making.

Our Customer Focused Strategic Planning process accomplishes more than just the development of this document; it challenges the members of the SCFD to look critically at paradigms, values, philosophies, beliefs, and desires. The strategic plan challenges individuals to work in the best interest of the “team.” In addition, the plan provides the members of the district with the opportunity to participate in the development of their organization’s long-term direction and focus.



SCFD has 52 full timeline staff, 12 apprentice firefighters and 25 volunteers. The administration includes a fire chief, two deputy chiefs, six battalion chiefs (shift, fire marshal and training / safety), a deputy fire marshal, two fire inspectors, a finance division and administrative support. The district boundary encompassing more than 195 square miles, plus 160 square miles (plus 160 square miles of ambulance service area) and serves a population of more than 75,000 people.

The members of the SCFD serve our communities with pride, integrity, and an unwavering commitment to excellence. Customer care and community involvement are our culture. “We have it all” when it comes to the diversity of our response area. Our response area includes a municipal airport (Charles M. Schultz – Sonoma County Airport), commuter rail service (SMART Train), many large and small wineries, a large rural area, several internationally known businesses such Medtronics, Amy’s Kitchen, Russian River Brewery, and Kendell-Jackson Wine, a large wildlife preserve (Safari West), and one of the state’s largest casinos (Graton Casino in Rohnert Park). The Russian River runs through the district and is known as a world class recreational area. While there are routine calls for service in our district, we are also well trained and equipped for unique calls. In addition to modern fleet of Type I and III and VI fire engines, SCFD has a ladder truck, rescue vehicle, an ALS ambulance, boats, jet skis, and an OES USAR and Water Tender. We also have a FEMA certified rescue dog and handler. We have 10 stations, 6 of which are staffed-and 4 with volunteers to serve our district. We are a special district managed by a 7-member Board of Directors.

This strategic plan is central to our organizational success and will help guide all of us on our collective journey.

## Executive Summary

In December 2018, the entire workforce from Rincon Valley, Windsor, and Bennett Valley Fire Protection Districts, and the Mountain Volunteer Fire Company gathered at the Holiday Inn in Windsor to begin crafting what would become the working plan to merge those agencies in to one new agency. Using the Incident Command System – a planning system quite familiar to all employees and an excellent planning tool - the group crafted the district's first Customer Focused Strategic Plan including building guiding principles, values, and a vision. Shortly after and as a result of this meeting the Board of Directors crafted a new district mission statement. In April 2019, the four agencies were consolidated through the LAFCO Process, forming the Sonoma County Fire District.



In February 2020, the executive team met for three days (two days off site, one day back in the station) with four primary purposes;

- 1) To pause to see where we were in the overall strategic planning process;
- 2) To take a deep dive into the current state of the fire district (SWOT process and analysis);
- 3) To review the budget – are we working within our means and allocating funds for mission critical items;
- 4) To develop and update short to medium range goals.

The outcome of the retreat showed that the district is well into its journey of integration. The Vision, Mission, and Guiding Principles are fresh and relevant; we are financially disciplined; and we are working within our means. The team developed the following goals:

- I. Seek All Funding Opportunities
- II. Invest in Infrastructure and Equipment
- III. Build Strong Internal and External Communications
- IV. Invest in the Team for a Strong Community Service Focused Culture
- V. Employee Health and Safety
- VI. Service Delivery Enhancements
- VII. Other Goals -- The catch bin of items for an agency in major transition

The following is the SCFD 2020 to 2023 Customer Focused Strategic Plan.

## District Facts

### History



SCFD was formed in April 2019 after the process of consolidating the Rincon Valley Fire District (established 1945), the Bennett Valley Fire District (established 1948) the Windsor Fire District (established 1965), and the Mountain Volunteer Fire Department (established 1968). In July 2020, the Russian River Fire Protection District (established 1922 as the Guerneville Fire Protection District) joined SCFD. In May

2020, discussions started to bring the Forestville Fire Protection District (established 1938 and became a district in 1958) into SCFD. These various districts bring a very rich history to **the** new district. Their milestones are integrated into the new organization to “create new history” for SCFD.

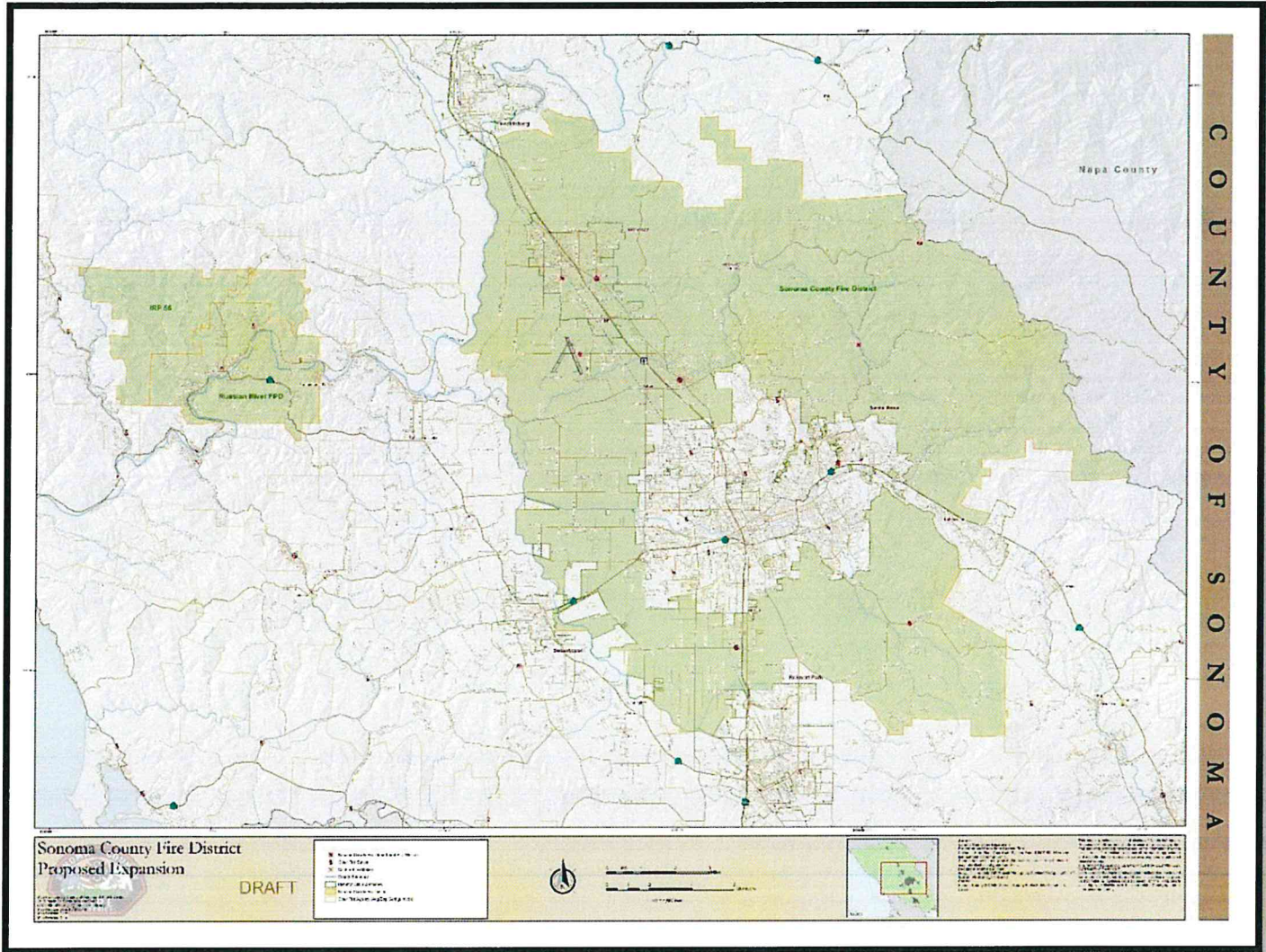


### Present Day

Our agency is an “all risk” fire district, meaning we will respond to the needs of the community regardless of the nature of the incident and begin the process of solving the problem to lead to a positive outcome. We are a combination agency (volunteer and full-time staff). We have nine fire stations and approximately 125 employees. SCFD serves a population of more than 75,000 people and about 20,000 visitors at peak times. We are an Advanced Life Support (ALS) provider with one ALS ambulance integrating paramedics on engines to create ALS engine companies.

## District Map

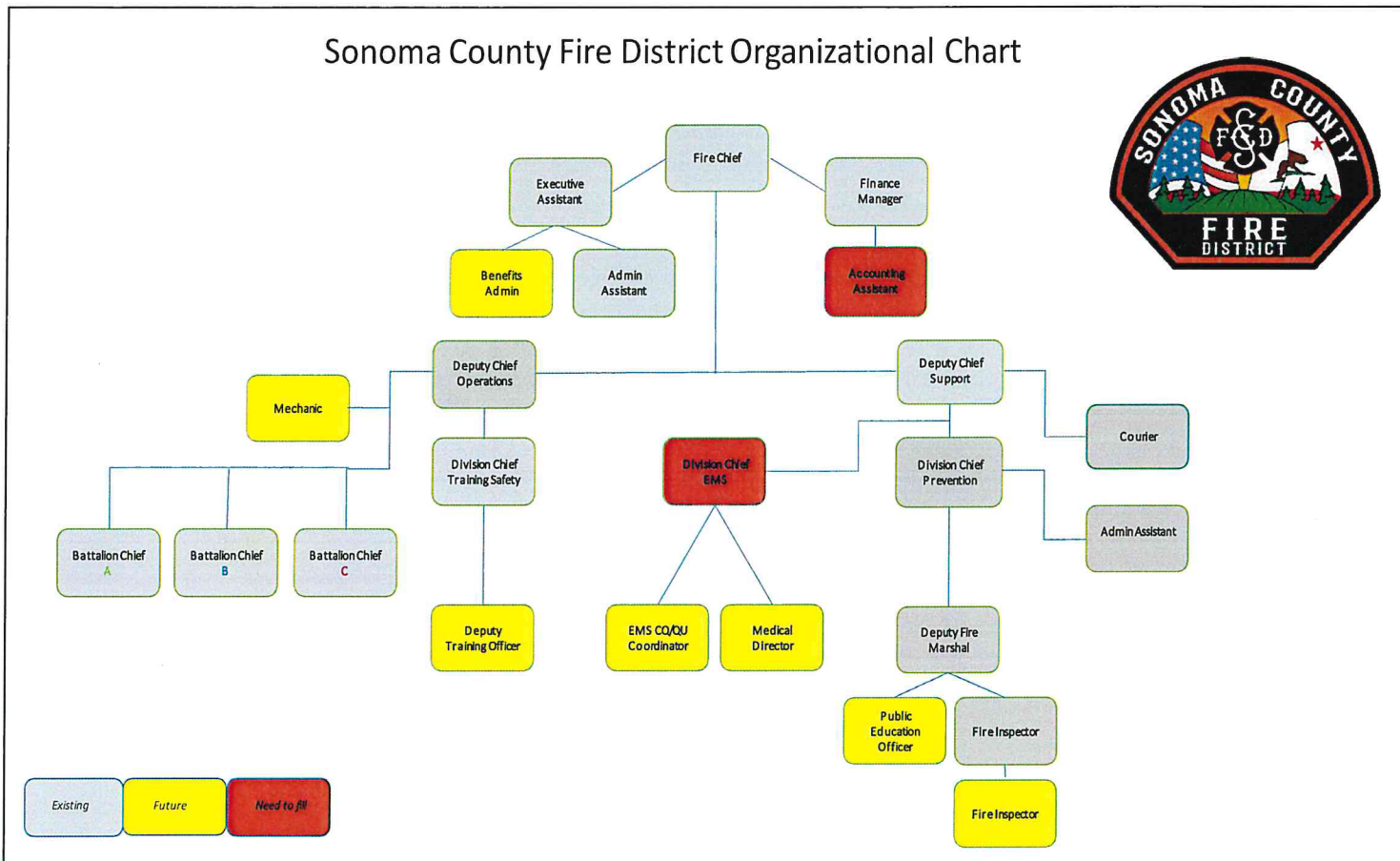
SCFD is in Northern California, near the City of Santa Rosa. Our district spans south to north from the Rohnert Park area to Memorial Bridge in Healdsburg and west to east from the Geyserville to the Napa County Line.



## Organization

SCFD's organizational chart is set up to help illustrate our organization's hierarchy and assignments. Today, our agency currently has 20 firefighters, 4 firefighter/paramedics, 18 engineers, and 18 captains that report to 3 battalion chiefs on three different shifts. Together, this structure makes up three fully staffed shifts. The battalion chiefs and division chiefs report to the deputy chief who reports to the fire chief. There are other non-emergency support functions including finance, training and safety, and administrative support.

Organization Chart as of June 2020



**SCFD Mission, Vision, and Guiding Principles**

**Mission Statement**

*To compassionately care for the safety of our communities and our visitors through progressive professional emergency preparedness and response.*

**Vision Statement**

*We will position the fire district to provide fiscal sustainability while providing excellence in emergency response and community preparedness.*

**Our Guiding Principles**

- We believe in providing the highest level of professionalism to our communities; therefore, we will remain committed to honesty and integrity.
- We believe in a positive and professional work environment; therefore, we will treat everyone with respect and honesty.

- We believe in the importance of flexibility and adaptability; therefore, we will welcome growth and change.
- We believe that honesty is essential; therefore, we will be transparent in every aspect of service.
- We believe being compassionate is essential; therefore, we will treat everyone with kindness.

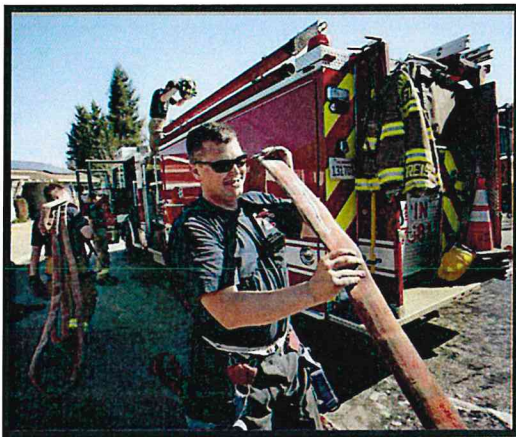
### Our Future

Prior to, but certainly increased by the impacts of the 2017 Tubbs Fire, the fire agencies were all struggling to survive financially. Today, SCFD is on the move to improve and increase services from basic life support to advanced life support. We are bolstering a fire prevention and public outreach division, increasing employee training and safety, and researching various methods to update the fleet and infrastructure.

### Budget

#### Philosophy and Best Practices

SCFD’s annual budget is one of the most important policy and directive documents the district produces. It provides a financial plan and a framework for the entire district’s operations. Developing and managing a budget is how we successfully allocate, track and plan fiscal spending and long-term financial forecasting. SCFD budgeting process



is driven by its mission; *We will position the fire district to provide fiscal sustainability while providing excellence in emergency response and community preparedness.*

SCFD’s annual budget is crafted following standards created by the Government Account Standards Board (GASB). GASB is an independent, non-political organization founded to promote clear, consistent, transparent and comparable financial reporting for state and local governments.

The GASB’s mission is achieved through an open and independent process that encourages broad participation from all stakeholders and objectively considers and analyzes all their views. The SCFD preliminary budget is adopted prior to July 1<sup>st</sup> each year and provides control of revenues and expenses including appropriations (budgeted expenses) on a line item basis and the means of financing those items (budgeted revenues). Monthly reports are generated on expense activity that assist district managers to monitor activities and programs. These financial reports are also reviewed by the Board of Directors at their monthly meeting to assure budgetary compliance. The budget is posted on the district website as it is a public document. On a quarterly basis, the budget committee

(appointed by the board of directors) reviews the budget progress. SCFD is audited annually by an outside accounting firm for proper fiscal practices and procedures. As a recipient of federal, state, and county financial funding, the SCFD ensures adequate control structures are in place which comply with applicable laws and regulations related to those programs. The budget supports the operations of nine fire stations (6 staffed full time), initial attack engines, a ladder truck, one advanced life support ambulance, command chief officer, rescue, and other support staff and equipment.

Five Year Outlook<sup>1</sup>

<b>Sonoma County Fire District</b>					
<b>5 Year Financial Projections at Fiscal Year 2020-2021 Final Budget Adoption</b>					
	2020-21 Projection	2021-22 Projection*	2022-23 Projection*	2023-24 Projection*	2024-25 Projection*
Total 10 · Taxes	\$14,313,200	\$14,885,728	\$15,481,157	\$16,100,403	\$16,744,420
Total 17 · Use of Money/Property	\$53,500	\$53,500	\$53,500	\$53,500	\$53,500
Total 20 · Intergovernmental Revenues	\$2,669,629	\$1,947,800	\$2,041,600	\$2,100,034	\$2,100,034
Total 30 · Charges for Services	\$980,000	\$980,000	\$980,000	\$980,000	\$980,000
Total 40 · Miscellaneous Revenues	\$932,420	\$1,006,517	\$1,081,096	\$1,156,166	\$1,156,166
<b>Total Revenue</b>	<b>\$18,948,749</b>	<b>\$18,873,545</b>	<b>\$19,637,353</b>	<b>\$20,390,103</b>	<b>\$21,034,120</b>
Total 50 · Salaries/Employment Benefits	\$15,591,314	\$15,958,488	\$16,437,243	\$16,930,360	\$17,438,271
Total 60 · Services/Supplies	\$2,559,607	\$2,195,806	\$2,261,680	\$2,329,531	\$2,399,417
Total 75 · Long Term Debt	\$203,248	\$318,437	\$318,437	\$318,437	\$318,437
Total 85 · Capital Assets	\$2,096,726	\$350,000	\$350,000	\$350,000	\$350,000
<b>Total Expenditures</b>	<b>\$20,450,895</b>	<b>\$18,822,731</b>	<b>\$19,367,360</b>	<b>\$19,928,328</b>	<b>\$20,506,124</b>
<b>OPERATING SURPLUS / (DEFICIT)</b>	<b>\$(1,502,146)</b>	<b>\$50,814</b>	<b>\$269,993</b>	<b>\$461,776</b>	<b>\$527,995</b>

<sup>1</sup> Budget forecast fluctuates with the state of the economy.

## Strategic Planning Process



When developing a strategic plan, SCFD needed to look at where it is now, where it wants to be, and how it will get there.

### Where are we now

We completed the reorganizations of Windsor, Rincon Valley, Bennett Valley, and Russian River Fire Protection Districts, and the Mountain Volunteer Fire Company into a new district - the Sonoma County Fire District. In doing so, we maintained services that otherwise would not have been able to survive in the long term due to funding challenges. In the past year, we have increased staffing on the engines, added new administration staff, and consolidated all operations and procedures of the former agencies.

### Where do we want to be?

We want to be the leaders in fire and EMS services, providing fiscal sustainable emergency and fire prevention services. We want to be poised and ready or even ahead of what might come our way specific to our industry, but also local, state-wide, and international events. We are positioning SCFD to increase its services to district-wide advanced life support.

### How will we get there

- Strategic objectives: Our strategic goals and objectives are continuous and designed to keep us connected to our mission.
- Strategy: Our strategy is to utilize our organization's strengths with opportunities that will add value to our service delivery system. We are building a system that provides excellence in all aspects of service delivery.
- Execution: In executing our strategic plan, we will need to show commitment, flexibility, and steadfastness in achieving our goals. It's critical that we are a very strong team assuring each member of the team succeeds. We will be extraordinarily focused on community service as our primary customer focused goal.



## Strengths, Weaknesses, Opportunity, and Threat Analysis (SWOT)

A SWOT analysis is a strategic planning technique used to help organizations identify strengths, weaknesses, opportunities, and threats as it relates to the agency. SWOT is a tool for evaluating of the strategic position of the organization.

<b>Strengths</b> Aspects of service delivery in which we excel	<b>Weakness</b> Aspects of service delivery which we identified as important, but may not excel
We are in the lead Station 1, 3, 8 good condition Our staff is "all in" Open minded management team (ALS, as an example) Politically - good standing Town of Windsor Relations SoCo BOS Relations Tribe relations (Graton, Lytton)	Airport Station 2, 4, 5, 6, 9 poor to very poor condition Readiness to become ALS Challenges hiring ALS Readiness to become ALS Funding better, but challenge Aging fleet <sup>2</sup>
<b>Opportunities</b> A discernment and a gauge of the changing demographics, favorable economic and social trends, opportunities to improve	<b>Threats</b> Obstacles we may face in accomplishing our core mission
ALS provider ALS chief position COPE and CERT synergy We are in the lead / strong leadership We can lead this Solid Board of Directors Measure G Standards of cover Labor manage relations Cal-JAC membership Special Operations Task Force 4 Grants and other funding Casino contract opening Airport	Sonoma County Fire District vs. the County of Sonoma (confusion) Special Operations Task Force 4 (readiness) <sup>3</sup> Airport Unknowns Going too fast Keeping pace Growing too slow Bigger "target" when you are leading Large SRA RR floods – we now "own it" No Plan B for Measure G Tribe relations – If not careful, could damage relations Infrastructure very weak Station <sup>4</sup> 2, 4, 5, 7, 9 Politics – Current BOSs won't be there in the future COVID

<sup>2</sup> Apparatus Inventory and Assessment Report – Robert Johnson In Progress

<sup>3</sup> Task Force 4 is the California Urban Search and Rescue Team out of Oakland CA. We provide a rescue K9 and handler to that program.

<sup>4</sup> Facilities Condition Assessment Report – Kitchell Inc. 2018

**Specific, Measurable Achievable, Relevant Time-based Goal Process (SMART)**



SCFD has created six *Strategic Goals* designed to address key issues identified during the strategic planning process and action items that provide a method and path for achieving those goals. Because we are an agency in transition, a seventh goal (“Other”) captures both goals in progress as well as “immediate need” objectives. The process used to create the goals were specific to the organization based on the SWOT, written in specific, measurable, achievable, relevant to the current environment, and time-based process (SMART).



## 2020 to 2023 Goals

<b>Goal 1 -- Seek All Funding Opportunities</b>				
<i>Objective -- Secure long-term sustainable funding -- funding that provides an alternative funding stream to reliance on property tax.</i>				
	<i>Action Items</i>	<i>Lead</i>	<i>Timeframe</i>	<i>Priority</i>
1.1	Seek consolidation and annexation opportunities that may assist in service delivery and long-term sustainable funding  Position SCFD for an ambulance contract  <i>Anticipated Funding Needs: \$300,000<sup>5</sup></i>	Heine  Heine	On-going	A
1.2	Pursue relative grant opportunities  <i>Anticipated Funding Needs: \$0</i>	Bolduc	On-going	B
1.3	Update and/or establish fee for service schedules <ul style="list-style-type: none"> <li>■ Fire Prevention Fee</li> <li>■ Ambulance Fee</li> <li>■ Developer Impact Fee</li> </ul> <i>Anticipated Funding Needs: \$125,000</i>	Bolduc	April April December	A
1.4	Renegotiate casino contracts as necessary  <i>Anticipated Funding Needs: \$0</i>	Dunn		B
1.5	Maximize reimbursements  Fire Management Assistance Grant Program (FMAG) California Office of Emergency Services (CAL-OES) <sup>6</sup> Insurance reimbursements  <i>Anticipated Funding Needs: \$0</i>	Bolduc		A
1.6	Maximize finance strategies  <i>Anticipated Funding Needs: \$0</i>	Bolduc		A
1.7	Maximize Cal-JAC <sup>7</sup>  <i>Anticipated Funding Needs: \$15,000</i>	Busch		A
1.8	Maximize fundraising opportunities to support items not purchased via general fund	Lemelin		C

<sup>5</sup> Consultant fees

<sup>6</sup> When an area is declared a state of emergency and responses provided to other jurisdictions

<sup>7</sup> The Firefighter Joint Apprenticeship Committee (Cal-JAC) is a hiring consortium which assists in standardized public safety hiring

	Consolidate volunteer associations <i>Anticipated Funding Needs: \$0</i>			
1.9	ID Funding sources and capital improvement plan (CIP) <i>Anticipated Funding Needs: \$0</i>	Bolduc		B

<b>Goal 2 – Invest in Infrastructure and Equipment</b>				
<i>Objective – Plan for and provide modern, safe, and functional facilities and apparatus</i>				
	<i>Action Items</i>	<i>Lead</i>	<i>Timeframe</i>	<i>Priority</i>
2.1	Develop an administration office space plan, short- and long-term solutions addressing growth and productivity  Increase ring-down capabilities (crew call system).  <i>Anticipated Funding Needs: *\$225,000</i>	Washington	August	A
2.2	Implement a facilities committee  Using 2018 Facilities study and 2020 Standards of Cover Study, make recommendation for ST and LT building needs.  Develop a master facility update plan for BODs  <i>Anticipated Funding Needs:</i>	Gustafson  Busch  Gustafson	January  September	B  B
2.3	Implement an apparatus and equipment committee  Address deferred apparatus purchase program  Using 2020 Standards of Cover Study, make recommendation, adopt a fleet upgrade and replacement schedule.  Each year, consider one type I, III, or VI <sup>8</sup> Engines  Update fleet vehicles (prevention, training officer and deputy chief)  <i>Anticipated Funding Needs:</i>	Johnson  Busch  Johnson  Johnson		
2.4	Address deferred technology program  <i>Anticipated Funding Needs:</i>	Washington		

<sup>8</sup> Type I is a structure engine, Type III is a wildland engine, Type VI is a smaller wildland engine

\*Will draw on impact fee trust to pay for this project

<b>Goal 3 – Build Strong Internal and External Communications</b>				
<i>Objective – Create and implement a communications plan for internal and external communications, information sharing, and transparency</i>				
	<i>Action Items</i>	<i>Lead</i>	<i>Timeframe</i>	<i>Priority</i>
3.1	Set up an annual managers retreat A chance for the executive team to change their environment, review the performance of SCFD, and analyze trends (SWOTs) that may be affecting them.  <i>Anticipated Funding Needs: \$8000</i>	Gustafson	January	High
3.2	Schedule 1 staff meeting each month. Schedule 4 check in meetings with each month. Review meeting formats, make improvements  <i>Anticipated Funding Needs: None</i>	Gustafson	January April July November As need	High
3.3	Video Conferencing Adopt video conferencing platforms for training, morning shift informational pass on, emergencies, etc.  <i>Anticipated Funding Needs: None</i>	Gustafson	January	Medium
3.4	Social Media Engage Streamline Inc. for social media compliance  Post routine items of interest, public education, public safety notices on social media (uplifting, informational item in and within the SCFD, etc.).  <i>Anticipated Funding Needs: \$4000</i>	Foreman Flowers		
3.5	Alerting Engage Nixle for community outreach, mass and/or localized information sharing, disaster and evacuations assistance  Increase training on Nixle  <i>Anticipated Funding Needs: \$6000</i>	Heine Foreman  Foreman		
3.6	Strong presence community events, public education opportunities public safety fairs, etc.  <i>Anticipated Funding Needs:</i>	Foreman		

3.7	Strong representation at Town Council, Sonoma County Board of Supervisors.  Strong representation at professional affiliated and trade groups (Fire Prevention Officers Association, Chief Officers Association, etc.).  <i>Anticipated Funding Needs: \$10,000</i>	Heine		
3.8	Develop an internal decision-making model that addressed more complex issues facing the SCFD. Develop a “close the loop” culture  <i>Anticipated Funding Needs:</i>	Heine		
3.9	Implement a monthly internal newsletter Include employee recognitions	Washington		
3.10	Create a “gossip and rumor” policy  <i>Anticipated Funding Needs:</i>	Elson		

<b>Goal 4 – Invest in the Team for a Strong Community Centric Culture</b>				
<i>Objective – Invest in culture that is community focused (internally and external)</i>				
	<i>Action Items</i>	<i>Lead</i>	<i>Timeframe</i>	<i>Priority</i>
4.1	Create a “mission moment” (employee recognition program)  <i>Anticipated Funding Needs:</i>	Washington		
4.2	Create a system that supports each other’s success  <i>Anticipated Funding Needs:</i>			
4.3	Create a system for embracing the brand and a measurements tool for morale/culture, accountably, and recognitions.  <i>Anticipated Funding Needs:</i>			
4.4	Update tasks and projects lists  <i>Anticipated Funding Needs:</i>	Dunn		
4.6	Update employee review system  <i>Anticipated Funding Needs:</i>	Gustafson		
4.7	Develop an employee succession plan  <i>Anticipated Funding Needs:</i>	Dunn		

<b>Goal 5 -- Employee Health and Safety</b>				
<i>Objective -- Invest in Employee health and safety by providing superb training, education, physicals, equipment, safe facilities, etc. (NFPA compliant physical exams, Implementation of behavioral health programs, enhance Training Division personnel and programs, ensure facility employee safety, provide safe and efficient equipment and apparatus)</i>				
	<i>Action Items</i>	<i>Lead</i>	<i>Timeframe</i>	<i>Priority</i>
5.1	Mirror or adopt IAFF health and safety program  <i>Anticipated Funding Needs:</i>	Heine		
5.2	Identify mission critical training and education programs  <i>Anticipated Funding Needs:</i>	Dunn		
5.3	Implement comprehensive employee health and wellness initiative <ul style="list-style-type: none"> <li>■ Annual NFPA compliant health exams</li> <li>■ Behavior health training and support services</li> <li>■ Improve physical training and equipment</li> </ul> <i>Anticipated Funding Needs:</i>	Dunn		
5.4	Implement a scene officer dedicated to safety  <i>Anticipated Funding Needs:</i>	Gustafson		
5.5	Increase station security  <i>Anticipated Funding Needs: \$9000</i>	Gustafson		

<b>Goal 6 – Service Delivery Enhancements</b>				
<i>Objective – Review and invest in opportunities to provide enhanced services to the communities</i>				
	<i>Action Items</i>	<i>Lead</i>	<i>Timeframe</i>	<i>Priority</i>
6.1	Increase in services  Pursue Ambulance Contract with the County of Sonoma  Enhance EMS services to the communities served by Station 2 (Larkfield) <ul style="list-style-type: none"> <li>■ BLS to ALS Engine Company</li> </ul> Enhance EMS services to the communities served by Station 8 (Bennett Valley)	Heine		



	<ul style="list-style-type: none"> <li>■ BLS to ALS Engine Company</li> </ul> <p>Enhance EMS services to the communities served by Station 9 (Guerneville)</p> <ul style="list-style-type: none"> <li>■ 5-person staffing – One ALS engine, one engine</li> </ul> <p>Maintain 3 person engines Station 1, 3, and 4 (Windsor west, Windsor East, and Belleview)</p> <p>Position the entire SCFD towards providing advanced life support (ALS)</p> <p><i>Anticipated Funding Needs:</i></p>			
6.2	<p>Build a robust fire prevention division – Enhance community risk programs</p> <ul style="list-style-type: none"> <li>■ Purchase FireHouse software</li> <li>■ Create the positions of Fire Inspector; hire fire inspector(s)</li> <li>■ Create the position of administrative assistant assigned to fire prevention; hire administrative assistant for fire prevention</li> <li>■ Begin fire inspection program</li> <li>■ Provide seasonal weed abatement program, defensible space education and complaint resolution services</li> </ul> <p><i>Anticipated Funding Needs:</i></p>	Foreman		
6.3	<p>Strategic placement of fire stations and specialized equipment (see goal No. 2)</p> <p><i>Anticipated Funding Needs:</i></p>	Gustafson		
6.4	<p>Disaster preparedness</p> <p><i>Anticipated Funding Needs:</i></p>	Foreman		

**Record of Achievement's (checkmarks)**

Goal	Achievements
1.1	<p>Hired AP Triton for EMS consulting services May 2020</p> <p>AP Triton had first stakeholder meeting June 2020</p> <p>Several communications and meetings with B FPD, FPD, and others</p>
1.2	<p>Pursued and awarded \$5000 for discretionary spending (purchased Kincade Fire Challenge Coins for all employees) November 2020</p> <p>Pursued and awarded? Grant for digital public safety sign</p> <p>Pursued commutations grant (Radios) December 2020</p>

	Pursued homeland safety grant for Station 5 generators Pursued Bio Marin Grant, Fire House Subs Grant, Cal Fire 50/50 matching grant (Lemlin) Awarded PG and E / CalFire joint grant for communications (\$20,000 for radios)
1.3	Completed Fire Prevention Fee study effective July 2020 Completed Ambulance Fee study effective July 2020 Implemented fees, August 2020
1.4	Percentage of the Graton Tribe funds dedicated to fire and EMS were re-negotiated to the district commensurate to services provided June 2020
1.5	Applied for and received insurance reimbursement for smoke damage (\$50K) Applied for Kincade FMAG and OES May 202
1.6	Updated all fiscal process / policy Re-negotiated medical supply contract
1.7	Used CALJAC list for firefighter paramedic hiring process (eliminating SCFD from conducting its own testing)
1.8	Used donated funds for employee recognition coins December 2020
1.9	Collaborative budgeting process April, May, June, July 2020
2.1	Station 1: Replaced Station 1 Roof November 2019 Station 8: Septic update January 2020 Station 9: Added dorm rooms January 2020 Updated Plans to increase use of office spaced proposed, out for bid June 2020 Completed office expansion project October 2020
2.2	A facilities committee created consisting of two chiefs, two board of directors, two suppression, and one administrative  Faculties committee met and periodized high level station replacement needs  Updated on station 1 Updated septic station 8
2.3	Added State OES Type I engine to the fleet (also O-33) An apparatus and equipment committee created Specifications was created for a Type VI engine Type VI engine ordered Specifications was crated for a Type I engine Added 1 command vehicle Added 2 Fire Prevention inspection vehicles
2.4	
3.1	A manager's retreat was held in January 2020 Agency SWOT, goals, teambuilding
3.2	All hands (via TEAMS) meetings [at this point, three]
3.3	Internal video conferencing system (TEAMS) was set up for all stations, all administration work stations Public video conferencing system (ZOOM) was set up for all public meetings (Board meetings, as an example)
3.4	Increased Facebook "likes" to 7500

	<p>Increased Instagram followers to 30058</p> <p>Increase Nixle users to 60,000</p> <p>Routinely use SM for public awareness</p> <p>Updated Web site several times to include job postings, board packets, and to be up to date</p> <p>Contracting with vender to be sure we are in compliance</p>
3.5	Increased Nixle use to include Russian River area
3.6	<p>Coffee with the firefighter's program (all)</p> <p>Fire prevention week open house (all)</p> <p>Bucket Brigade Blood Drive (first place)</p> <p>Presented Kincade Presentation to Rotary (Heine/Gustafson)</p> <p>Presented Kincade Presentation to Green Belt Alliance (Gustafson)</p> <p>Attended / participated in homeless town hall on behalf of Linda Hopkins (Foreman)</p> <p>Attended dozens of COVID drive by birthday parties</p>
3.7	
3.8	<p>Created a rough draft decision making model</p> <p>Used new model for III problems</p>
3.9	
3.10	
3.11	
4.1	
4.2	
4.3	Virtual Ribbon Cutting Station 9 (July 2020)
4.4	An updated employee task and project list was created March 2020
4.5	
5.1	
5.2	<p>Ambulance Training – all firefighters</p> <p>Cross training, all employees (SCFD / RRFPD)</p> <p>Utilization of property donated to FD for ventilation training</p> <p>COVID restrictions</p> <p>Truck academy</p>
5.3	
5.4	<p>Created a duty chief assignment. He/she is on call for greater alarms and as needed. He/she primary role on calls will be to assist the incident commander and safety</p> <p>Created a FP duty assignment. He/she is on call for callouts as requested by the incident commander.</p>
5.5	<p>Updated user security codes to update every 90-days</p> <p>Added CVCC camera to Station 5 server room</p> <p>Installed CVCC camera to Station 1 lobby / front door</p> <p>Installed CVCC camera to Station 1 back parking lot, apparatus bays and rear of building</p>

6.1	Station 3 and 6 are now 3-0 staffed A second deputy chief hired (operations)
6.2	Promoted Fire Marshal Promoted Deputy Fire Marshal (agencies first ever fire inspector) Hired a fire prevention assistant Hired fire inspector (agencies first ever fire inspector) Updated website for fire prevention complaints (streamline) Updated fee schedule for reimbursements Adopted the 2019 Fire Code (agencies first time adopting the fire code) Increase use SM for community updates and education Ordered fire prevention vehicles Board approves public education officer
6.3	
6.4	Working with Windsor PD on evacuation maps (ultimately, zone maps for entire SCFD) Working with Town of Windsor and County on SoCoAlert training
6.5	Provided a presentation to the Greenbelt alliance (Webinar)

## Review Periods and Strategic Plan Refresh

The Fire Chief presents updates regarding the strategic planning once a month at the Board of Directors regular scheduled meeting under the Chiefs Report item. The strategic plan is updated by the management staff annually.

### Conclusion

This Strategic Plan has created a framework that will guide SCFD’s policies and operations for the next three years. This plan will ensure that SCFD continues to provide high quality and reliable service to the communities we serve while at the same time ensuring the effective use of our resources and funds.

### Appendix

#### Glossary of Terms

ALS	Advance Live Support (Paramedics)
BLS	Basic Life Support (EMT)
CAL-JAC	California Joint Apprentice Commission
CERT	<b>Community Emergency Response Team</b> program educates volunteers about disasters and form teams on how to mitigate impacts of disasters
COPE	Citizens Organized to Prepare for Emergencies program organizes blocks or other groups of people to prepare for disasters
EMS	Emergency Medical Services
FMAG	<b>Fire Management Assistance Grant (FMAG)</b> Program which provides a 75 percent Federal cost share and the State pays the remaining 25 percent for actual cost of a disaster
FP	Fire Prevention
GASB	Government Account Standards Board (GASB)
OES	Office of Emergency Service
OES Engine	Office of Emergency Service Engine assigned to the district
SCFD	Sonoma County Fire District
SM	Social Media
SMART	Specific, measurable, achievable, relevant, time-bound goals
SOC	Standard of Cover – measuring call statistics and applied industry trends to plan for fire stations, staffing, and equipment
STS	Sonoma County Airport
SWOT	An exercise recognizing an organizations strength, weaknesses, opportunities, threats
TEAMS	Video conferencing
Type I Engine	Required to have not less than 300 gallons of water (our agency engines carry 500 gallons or more) and be able to pump 1500 gallons per minute.
Type III Engine	Required to have a minimum of 500 gallons of water and be able to pump 150 gallons per minute. Traditionally shorter and more nimble for off road operations. Typically built on a standard medium duty truck and chassis
Type VI Engine	Required to have a minimum of 150 gallons of water and be able to pump 50 gallons per minute although can be much larger. Typically built on a standard on a light duty truck and chassis.

OES WT	Office of Emergency Service Water Tender assigned to the district
CCTV	Close Circuit Television (security system)
BOD	Board of Directors
BOS	Board of Supervisor
Battalion Chief	Typically, 3 <sup>rd</sup> in command – oversees daily operations of the nine stations
Depot Chief	Typically, 2 <sup>nd</sup> in command – oversees overall district operations
Division Chief	Typical 3 <sup>rd</sup> in command – oversees a division such as EMS, Fire Prevention (Fire Marshal) and Training)
Fire Chief	Typically, the CHEF and CFO of the district
Nixle	Nixle is a company that offers notification services for local police departments, county emergency management offices, municipal governments and their agencies. The Nixle service allows government agencies to send messages to local residents via phone, email and web. Information is delivered almost instantly.
FireHouse software	FireHouse Software is an on-line fire department management program ranging from inventory, training records, fire prevention inspections, etc.

8:23 AM

11/10/20

Accrual Basis

**Sonoma County Fire District**  
**Balance Sheet**  
**As of October 31, 2020**

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	<u>Oct 31, 20</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
105-Summit- Checking	54,488.09
107-Summit- Payroll	52,026.24
109-Summit- ICS	5,924,912.92
CA Emp Retiree Benefit Trust	2,895,922.69
<b>Total Checking/Savings</b>	<u>8,927,349.94</u>
<b>Total Current Assets</b>	<u>8,927,349.94</u>
<b>TOTAL ASSETS</b>	<u><b>8,927,349.94</b></u>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Opening Balance Equity	2,393,729.19
Operating Transfer	5,771,871.75
Retained Earnings	5,604,016.15
Net Income	-4,842,267.15
<b>Total Equity</b>	<u>8,927,349.94</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>8,927,349.94</b></u>

**Russian River Fire Protection District**  
**Summary Balance Sheet**  
As of October 31, 2020

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	<u>Oct 31, 20</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	959,189.82
<b>Total Current Assets</b>	<b>959,189.82</b>
Fixed Assets	1,620,683.36
Other Assets	1,051,526.00
<b>TOTAL ASSETS</b>	<b><u>3,631,399.18</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	210,539.96
<b>Total Current Liabilities</b>	<b>210,539.96</b>
Long Term Liabilities	1,985,303.00
<b>Total Liabilities</b>	<b>2,195,842.96</b>
Equity	1,435,556.22
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>3,631,399.18</u></b>



## Sonoma County Fire District Profit & Loss Budget vs. Actual July through October 2020

	Jul - Oct 20	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
10 - Taxes				
1000 Property Taxes- CY Secured	0.00	8,400,000.00	-8,400,000.00	0.0%
1001 CY Special Tax	0.00	5,675,000.00	-5,675,000.00	0.0%
1008 RDA Increment	0.00	-761,000.00	761,000.00	0.0%
1011 Prop Tax Collection Fee	0.00	-90,000.00	90,000.00	0.0%
1014 AB 1290 RDA Pass-Through	0.00	210,000.00	-210,000.00	0.0%
1017- Residual Prop Tax	0.00	488,200.00	-488,200.00	0.0%
1020 Prop Taxes- CY Supp	0.00	84,000.00	-84,000.00	0.0%
1040 Prop Taxes- CY Unsecure	0.00	265,000.00	-265,000.00	0.0%
1060 Prop Taxes PY Secured	0.00			
1061 PY Special Tax	0.00	42,000.00	-42,000.00	0.0%
1080 Supp Prop Tax PY	0.00			
1100 Prop Taxes PY Unsecured	0.00			
<b>Total 10 - Taxes</b>	<b>0.00</b>	<b>14,313,200.00</b>	<b>-14,313,200.00</b>	<b>0.0%</b>
17- Use of Money/Property				
1700 Interest on Pooled Cash	0.00	5,000.00	-5,000.00	0.0%
1701 Misc. Interest Earned	506,627.60	12,500.00	494,127.60	4,053.0%
1800 Rents & Concessions	14,601.04	36,000.00	-21,398.96	40.6%
<b>Total 17- Use of Money/Property</b>	<b>521,228.64</b>	<b>53,500.00</b>	<b>467,728.64</b>	<b>974.3%</b>
20- Intergovernmental Revenues				
2440 ST HOPTR	0.00	90,300.00	-90,300.00	0.0%
2441 State-Other	0.00	22,929.00	-22,929.00	0.0%
2495- County Abatement Program	10,650.00	103,000.00	-92,350.00	10.3%
2500 Grant Income	0.00	434,000.00	-434,000.00	0.0%
2600-County Tax Exchange	1,789,230.00	1,800,000.00	-10,770.00	99.4%
2700- Town of Windsor	0.00	160,000.00	-160,000.00	0.0%
2750 Federal Grant	0.00	59,400.00	-59,400.00	0.0%
2899 Refunds- County Upstaffing	6,508.44			
<b>Total 20- Intergovernmental Revenues</b>	<b>1,806,388.44</b>	<b>2,669,629.00</b>	<b>-863,240.56</b>	<b>67.7%</b>
30- Charges for Services				
3145 Plans & Specs	6,212.50	50,000.00	-43,787.50	12.4%
3661 Fire Control Service	0.00	10,000.00	-10,000.00	0.0%
3670- Ambulance Billings	0.00	920,000.00	-920,000.00	0.0%
3700 Copy/Transcribe Fee	53.00			
<b>Total 30- Charges for Services</b>	<b>6,265.50</b>	<b>980,000.00</b>	<b>-973,734.50</b>	<b>0.6%</b>
40- Miscellaneous Revenue				
4040 Misc. Revenue	492.84	32,600.00	-32,107.16	1.5%
4041 Graton Rancheria	188,326.38	824,820.00	-636,493.62	22.8%
4102 Donations/Reimbursements	5,193.23			
4103 Work Comp Reimbursement	43,848.81	25,000.00	18,848.81	175.4%
4104 Insurance reimbursement	5,306.22			
4105 Donations Walbridge	200.00			
4159 Lytton Tribal Funds	0.00	50,000.00	-50,000.00	0.0%
<b>Total 40- Miscellaneous Revenue</b>	<b>243,367.48</b>	<b>932,420.00</b>	<b>-689,052.52</b>	<b>26.1%</b>
<b>Total Income</b>	<b>2,577,250.06</b>	<b>18,948,749.00</b>	<b>-16,371,498.94</b>	<b>13.6%</b>
<b>Expense</b>				
50 Salaries/Employ Benefits				
5906 Volunteer Firefighters	0.00	38,500.00	-38,500.00	0.0%
5907 Apprentice Firefighters	19,700.00	31,500.00	-11,800.00	62.5%
5910 Perm Position	2,166,533.15	9,296,003.00	-7,129,469.85	23.3%
5911 Part Time	6,350.50	36,000.00	-29,649.50	17.6%
5912 Overtime	567,180.49	1,300,000.00	-732,819.51	43.6%
5913 On-Call Stipends	18,225.00	125,000.00	-106,775.00	14.6%
5914 Overtime-ST	1,344,623.88			
5915 ST Coverage	444.40			
5916 OT ST Coverage	374,815.45			
5918 OOC Strike Team OT	2,207.28			
5919 Overtime-COVID	7,131.29			
5923 PERS District Expense	525,714.98	1,726,719.00	-1,201,004.02	30.4%
5924 Medi/FICA	84,510.62	128,012.00	-43,501.38	66.0%
5929- Retiree HealthIns/Benefit	67,544.70	144,000.00	-76,455.30	46.9%
5930 Health Insurance	563,603.17	1,634,940.00	-1,071,336.83	34.5%
5931 Disability Insurance	9,499.90	26,400.00	-16,900.10	36.0%
5932 Dental Insurance	44,415.20	146,880.00	-102,464.80	30.2%
5933 Life Insurance	3,771.30	5,520.00	-1,748.70	68.3%
5934 Vision Insurance	3,115.28	8,640.00	-5,524.72	36.1%
5935 Unemployment Insure	1,800.93	22,000.00	-20,199.07	8.2%
5940 Work Comp Premium	223,215.00	794,800.00	-571,585.00	28.1%
5970 Payroll Contingency	0.00	53,400.00	-53,400.00	0.0%
5971- PTO Payout	0.00	35,000.00	-35,000.00	0.0%
5972 Medical Stipend	12,240.00	38,000.00	-25,760.00	32.2%
<b>Total 50 Salaries/Employ Benefits</b>	<b>6,046,642.52</b>	<b>15,591,314.00</b>	<b>-9,544,671.48</b>	<b>38.8%</b>

**Sonoma County Fire District**  
**Profit & Loss Budget vs. Actual**  
**July through October 2020**

	Jul - Oct 20	Budget	\$ Over Budget	% of Budget
<b>60 - Services/Supplies</b>				
6015 Annexation Costs	9,251.66	100,000.00	-90,748.34	9.3%
6021 Uniform Expense	16,877.80	92,300.00	-75,422.20	18.3%
6022 Safety Clothing	19,450.33	144,500.00	-125,049.67	13.5%
6040 Communications	2,028.79	92,947.00	-90,918.21	2.2%
6060 Food	13,656.67	5,500.00	8,156.67	248.3%
6084 Janitorial Supplies	6,132.57	20,000.00	-13,867.43	30.7%
6100-Insurance	74,171.00	88,750.00	-14,579.00	83.6%
6140 Maintenance Equip. & Appar	109,646.57	215,300.00	-105,653.43	50.9%
6154 Maintenance-Hose Replace	441.76	66,810.00	-66,368.24	0.7%
6180 Maintenance Buildings/Imp.	21,413.68	47,500.00	-26,086.32	45.1%
6261 Medical Supplies	10,772.73	138,000.00	-127,227.27	7.8%
6280 Memberships	1,666.75	22,400.00	-20,733.25	7.4%
6300 Prevention Materials	5,478.47	20,000.00	-14,521.53	27.4%
6400 Office Expense	3,672.82	15,000.00	-11,327.18	24.5%
6410 Postage	493.50	2,500.00	-2,006.50	19.7%
6457 Computer Charges	26,053.71	138,750.00	-112,696.29	18.8%
6461 Employee Wellness Programs	1,215.23	78,800.00	-77,584.77	1.5%
6462- Furniture	2,050.79	17,500.00	-15,449.21	11.7%
6463 Resource Materials	15,867.24	23,300.00	-7,432.76	68.1%
6500 Professional Services	65,067.93	430,500.00	-365,432.07	15.1%
6501 Abatement Contractors	12,150.00	103,000.00	-90,850.00	11.8%
6502 Mountain Stn.	0.00			
6526 Dispatch Services	8,684.08			
6587 LAFCO charges	29,338.00	20,000.00	9,338.00	146.7%
6610 Legal Services	36,930.70	108,000.00	-71,069.30	34.2%
6630 Audit/Accounting Services	0.00	16,000.00	-16,000.00	0.0%
6633 Payroll Expense	3,990.40	15,000.00	-11,009.60	26.6%
6634 Bank Service Charges	10.00	3,500.00	-3,490.00	0.3%
6654 Medical Exams	3,120.50			
6666- Ambulance Charges	7,007.46	80,000.00	-72,992.54	8.8%
6800 Public/Legal Services	826.00	1,000.00	-174.00	82.6%
6820 Rent/Leases Equipment	13,785.74	38,900.00	-25,114.26	35.4%
6880 Small Tools/Instruments	3,246.53	33,150.00	-29,903.47	9.8%
6881 Safety Equipment	-300.35	37,600.00	-37,900.35	-0.8%
7120 Training-in-Service	5,773.13	140,100.00	-134,326.87	4.1%
7150- Employee Recognition	872.99	2,500.00	-1,627.01	34.9%
7201 Gas/Oil	33,807.42	82,000.00	-48,192.58	41.2%
7250 Reimbursable Expense-ST	180.12			
7300 Travel/Transportation	27,642.92			
7320 Utilities	55,260.76			
<b>Total 60 - Services/Supplies</b>	<b>647,736.40</b>	<b>2,559,607.00</b>	<b>-1,911,870.60</b>	<b>25.3%</b>
<b>75 - Long Term Debt</b>				
7910 LT Debt Principal	29,087.93	179,375.00	-150,287.07	16.2%
7930 Interest on LT Debt	8,597.99	23,873.00	-15,275.01	36.0%
<b>Total 75 - Long Term Debt</b>	<b>37,685.92</b>	<b>203,248.00</b>	<b>-165,562.08</b>	<b>18.5%</b>
<b>85 - Capital Expenditures</b>				
8510 Buildings/Equipment	327,510.90	1,566,726.00	-1,239,215.10	20.9%
8560 Equipment	87,169.34	180,000.00	-92,830.66	48.4%
8570 CERBT Contributions	0.00	350,000.00	-350,000.00	0.0%
<b>Total 85 - Capital Expenditures</b>	<b>414,680.24</b>	<b>2,096,726.00</b>	<b>-1,682,045.76</b>	<b>19.8%</b>
<b>Total Expense</b>	<b>7,146,745.08</b>	<b>20,450,895.00</b>	<b>-13,304,149.92</b>	<b>34.9%</b>
<b>Net Ordinary Income</b>	<b>-4,569,495.02</b>	<b>-1,502,146.00</b>	<b>-3,067,349.02</b>	<b>304.2%</b>
<b>Net Income</b>	<b>-4,569,495.02</b>	<b>-1,502,146.00</b>	<b>-3,067,349.02</b>	<b>304.2%</b>

# SONOMA LOCAL AGENCY FORMATION COMMISSION

111 SANTA ROSA AVE STE 240, SANTA ROSA, CA 95404  
(707) 565-2577 [www.sonomalafco.org](http://www.sonomalafco.org)

Date: October 27, 2020  
To: All Independent Special Districts  
From: Diana Wilson, Clerk  
Subject: Availability of Alternate Special District Member on LAFCO

The Sonoma Local Agency Formation Commission (Sonoma LAFCO) has an opening for the Alternate Member representing Independent Special Districts. The recruitment is to fill the position for the term ending May 2024.

Sonoma LAFCO is comprised of seven members: two each from the county (Board of Supervisors), cities (city councils) and independent special districts (boards of directors), and one representative from the public. Each group has an alternate representative.

Nominees for the position of Alternate Special District Member may be members of any special district board. Any current district board member who is interested in becoming a candidate for this position should complete the attached application and provide a current resume and letter of nomination signed by the district's presiding officer. Applications submitted without a resume will be considered incomplete and cannot be accepted. The application will also be available on our website at [www.sonomalafco.org](http://www.sonomalafco.org).

Completed applications and accompanying resumes must be received by mail in the LAFCO office at 111 Santa Rosa Ave Ste 240, Santa Rosa, CA 95404 or by email to [diana.wilson@sonoma-county.org](mailto:diana.wilson@sonoma-county.org) by **5:00 p.m. on Tuesday, January 19, 2021**. Late applications will not be accepted.

After the close of the application period, LAFCO will mail a ballot to each independent district, along with copies of completed application forms and candidate resumes, so that a mail ballot election can be conducted. Districts will be given approximately six weeks to cast ballots and return them to the LAFCO office. Instructions for voting and return mailing will be provided at the time ballots are sent out. All districts can vote. If a majority of the districts do not vote in the election, the ballots will not be considered valid and a new election will be held. If only one candidate is nominated, the candidate will be deemed selected and no ballots mailed.

If you have any questions about the position or the process, please contact Diana Wilson at 707-565-4855 or by email at [diana.wilson@sonoma-county.org](mailto:diana.wilson@sonoma-county.org).

# SONOMA LOCAL AGENCY FORMATION COMMISSION

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

## APPLICATION FOR SPECIAL DISTRICT REPRESENTATIVE (ALTERNATE)

This application has been designed to provide pertinent information about each candidate applying for the position of the Alternate Special District Representative to LAFCO. Please read the application carefully and type your responses or print in ink. Additional pages may be included as necessary. An electronic version is available online at [www.sonomalafco.org](http://www.sonomalafco.org)

Note: *Candidates* for this position may be board members from any independent special district.

Date Submitted: \_\_\_\_\_

Name: \_\_\_\_\_

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

Phone(s): \_\_\_\_\_

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

Name of District You Represent: \_\_\_\_\_

Date of Most Current Election/Appointment: \_\_\_\_\_

Date Term Expires: \_\_\_\_\_

Total years with District: \_\_\_\_\_

Total Years Associated with Government/ Community Service: \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# SONOMA LOCAL AGENCY FORMATION COMMISSION

111 SANTA ROSA AVE STE 240, SANTA ROSA, CA 95404  
(707) 565-2577 [www.sonomalafco.org](http://www.sonomalafco.org)

Date: October 27, 2020  
To: Class I Independent Special Districts  
Subject: Availability of Special District Representative Position on LAFCO

The Sonoma Local Agency Formation Commission (Sonoma LAFCO) has an opening for the Regular Member representing Independent Special Districts Class I. The recruitment is to fill the position for the term ending May 2024.

Sonoma LAFCO is comprised of seven members: two each from the county (Board of Supervisors), cities (city councils) and independent special districts (boards of directors), and one representative from the public. Each group has an alternate representative.

For purposes of nomination and selection as a special district representative to LAFCO, there are two classes of districts: Class I which includes fire protection, community services, and life support districts and Class II which includes all other districts. Nominations for the position of Class I representative are restricted to members of the boards of directors of fire protection, community services, and life support districts.

Any current district board member who is interested in becoming a candidate should complete the application and provide a current resume and letter of nomination signed by the district's presiding officer. Applications submitted without a resume will be considered incomplete and cannot be accepted. The application will also be available on our website at [www.sonomalafco.org](http://www.sonomalafco.org).

Completed applications and accompanying resumes must be received by mail in the LAFCO office at 111 Santa Rosa Ave Ste 240, Santa Rosa, CA 95404 or by email to [diana.wilson@sonoma-county.org](mailto:diana.wilson@sonoma-county.org) by **5:00 p.m. on Tuesday, January 19, 2021**. Late applications will not be accepted.

After the close of the application period, LAFCO will mail a ballot to each independent district, along with copies of the completed application forms and candidate resumes so that a mail ballot election can be conducted. Districts will be given approximately six weeks to cast ballots and return them to the LAFCO office. Instructions for voting and return mailing will be provided at the time ballots are sent out. *All districts can vote*. If a majority of the districts do not vote in the election, the ballots will not be considered valid and a new election will be held. If only one candidate is nominated, the candidate will be deemed selected and no ballots mailed.

If you have any questions about the position or the process, please contact Diana Wilson at 707-565-4855 or by email at [diana.wilson@sonoma-county.org](mailto:diana.wilson@sonoma-county.org).

# SONOMA LOCAL AGENCY FORMATION COMMISSION

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

## SPECIAL DISTRICT REPRESENTATIVE CLASS I APPLICATION FORM

This application has been designed to provide pertinent information about each candidate applying for the position of Class I Special District Representative to LAFCO. Please read the application carefully and type or print your responses. Feel welcome to attach additional sheets if necessary.

**Note: Class I districts include fire protection, community services, and life support districts.**

Date Application Submitted: \_\_\_\_\_

Name: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Name of District You Represent: \_\_\_\_\_

Date of Most Current Appointment or Election: \_\_\_\_\_

Date Term Expires: \_\_\_\_\_ Total Years with District: \_\_\_\_\_

Indicate Involvement in Other Agencies/Special Districts:

\_\_\_\_\_  
\_\_\_\_\_

Total Years Associated with Government/ Community Service: \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you attended LAFCO meetings? If so, when?

\_\_\_\_\_

