



# **GOLD RIDGE FIRE PROTECTION DISTRICT**

4500 Hessel Road · Sebastopol, CA 95472

Phone (707) 823-1084 · Fax (707) 829-1175 · [www.goldridgefire.org](http://www.goldridgefire.org)

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*Serving the communities of Hessel, Twin Hills, Freestone, & Rural Sebastopol  
Fire Chief Shepley Schroth-Cary*

## **NOTICE & AGENDA OF THE BOARD OF DIRECTORS REGULAR MEETING**

**To be held on March 2, 2022 – 7pm**

**Location: Station 1 – 4500 Hessel Rd. Sebastopol, CA**

***If you prefer to attend this meeting virtually:***

From your computer, tablet or smartphone: [meet.google.com/qsv-bsfs-nfg](https://meet.google.com/qsv-bsfs-nfg)

You can also dial in using your phone: (US) +1 484-519-1347 PIN: 371 986 791#

**Assistance for the disabled:** If you are disabled in any way and need accommodation to participate in the meeting, please call the Board Clerk at least 48 hours in advance at (707) 823-1084 so the necessary arrangements can be made.

- 1) **CALL TO ORDER AND PLEDGE OF ALLEGIANCE**
- 2) **ROLL CALL OF DIRECTORS**
- 3) **PUBLIC INPUT:** *At this time, members of the public may address the Board with any item not appearing on the agenda. It is recommended that you limit your comment to 3 minutes or less. Under State Law, matters presented under this item cannot be discussed or acted upon by the Board at this time.*
- 4) **APPROVAL OF MINUTES FROM PREVIOUS MEETING:**
  - a) February 2, 2022 Regular Meeting Minutes (**Action Item**)
- 5) **CORRESPONDENCE:** *Review of any correspondence that might have been received after distribution of board packet.*
- 6) **REVIEW AND APPROVAL OF FINANCIAL REPORTS:**
  - a) February 2022 Bank Accounts Register (**Action Item**)
- 7) **REPORTS:**
  - a) OPERATIONS REPORTS
    - i) Equipment maintenance
    - ii) Building maintenance
    - iii) Personnel

- b) TRAINING REPORT
- c) FIRE MARSHAL REPORT
- d) FIREFIGHTERS ASSOCIATIONS
- e) EXPLORER POST
- f) FIRE CHIEF REPORT

8) **OLD BUSINESS:** None

9) **NEW BUSINESS:**

- a) Consideration and authorization of next steps for LAFCO application for consolidation of CSA-40 volunteer fire companies (***Discussion/Action Item***)
- b) Consideration and approval of Client Services Agreement for engagement of attorney Bill Adairis and the Johnston Thomas law firm (***Discussion/Action Item***)
- c) Selection of Board Committee members for 2022 (***Action Item***)
  - i) Labor Committee
  - ii) Budget Committee

10) **GOOD OF THE ORDER:**

11) **ADJOURNMENT:**

Materials related to an item on this agenda submitted to the Gold Ridge Fire Protection District after the distribution of the agenda & packet are available for public inspection in Fire Station 1 office at 4500 Hessel Road during normal business hours.



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## **February 2, 2022 Regular Meeting Minutes**

1) **Call to Order:** The Regular Meeting of the Gold Ridge Fire Protection District was held virtually. The meeting was called to order at 7pm with Director Carinalli leading the Pledge of Allegiance.

2) **Roll Call of Directors:**

Dominic Carinalli	Steve Petrucci
Tonia Bello	Charlie Lachman
Christopher Tachouet	Joe Petersen

**Directors Absent:** Robert Gloeckner

3) **Public Input:** None

4) **Approval of the Minutes from Previous Meeting(s):** The minutes from the December 1, 2021 regular meeting were reviewed. A motion was made by Director Lachman to approve the minutes. The motion was seconded by Director Petrucci and passed unanimously. The minutes from the January 12, 2022 special meeting were reviewed. A motion was made by Director Petrucci to approve the minutes. The motion was seconded by Director Bello and passed unanimously.

5) **Correspondence:** None

6) **Approval of the Financial Reports:** The revenues and expenses for the month of December 2021 and January 2022 were reviewed and discussed. Director Petersen made a motion to approve the December 2021 Bank Accounts Register Report. The motion was seconded by Director Lachman and passed unanimously. The revenues and expenses for the month of January were reviewed and discussed. Director Petersen made a motion to approve the January 2022 Bank Accounts Register Report. The motion was seconded by Director Bello and passed unanimously.

7) **Reports:**

a) **Operations Report:**

i) **Equipment Maintenance:** Nothing to report

ii) **Building Maintenance:** See attached report Assistant Chief George.

iii) **Personnel:** Fire Chief Schroth-Cary reported on behalf of BC Schipper that the Engineer test was delayed due to COVID. He also reported that we continue to run a 3 person engine company approximately 90% of the time.

- b) **Training:** See attached report from Battalion Chief DeGraffenreid.
  - c) **Fire Marshal's Report:** See attached report from Battalion Chief DeCarli.
  - d) **Firefighters Associations:** Nothing to report
  - e) **Explorer Post:** Nothing to report
  - f) **Fire Chief's Report:** Fire Chief Schroth-Cary told the board that he plans on attending Volunteer Fire Association meetings this month to answer any questions regarding the new consolidation agreement. He also praised all who attended the training burn for their hard work and a job well done.
- 8) **OLD BUSINESS:**
- a) Sub-Committee report on JPA with Monte Rio Fire Protection District: Directors Tachouet and Petersen reported, Monte Rio Board Chair Dan Fein was also in attendance to report. A discussion ensued; no action was taken.
  - b) Report on Property Tax Allocation and Revenue Sharing Agreement with County of Sonoma: Fire Chief Schroth-Cary reported that the next major step will be the LAFCO application process. A discussion ensued; no action was taken.
- 9) **NEW BUSINESS:**
- a) Nominations for Board Positions for 2022:
    - i) Director Gloeckner was nominated for Board Chair by Director Lachman. The motion was seconded by Director Petrucci and passed unanimously.
    - ii) Director Carinalli was nominated for Board Vice Chair by Director Lachman. The motion was seconded by Director Petersen and passed unanimously.
    - iii) Director Carinalli moved to appoint Leslie McCormick as Clerk of the Board. The motion was seconded by Director Petersen and passed unanimously.
- 10) **Good of the Order:** Director Bello announced to the board that she would be moving to Montana in the next
- 11) **Adjournment:** There being no further business, Director Lachman made a motion to adjourn the meeting at 7:41 PM. The motion was seconded by Director Petersen and passed unanimously.

*Minutes respectfully submitted by Leslie McCormick*

\_\_\_\_\_  
Robert Gloeckner, Chair

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Steve Petrucci, Director

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Charles Lachman, Director

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Domenic Carinalli, Director

\_\_\_\_\_  
Joe Petersen, Director

\_\_\_\_\_  
Christopher Tachouet, Director

\_\_\_\_\_  
Tonia Bello, Director

\_\_\_\_\_  
Date Approved

## February Board Meeting – Reports

### **Building Maintenance Report Submitted by Assistant Chief Dan George**

Received Carpet and Linoleum bids for station 2, \$14,000.00 for both

One of the ¾ ton pick-ups will be here Monday and we will start on getting the lettering done. The other ¾ ton should be here middle of February. We have received bids from Lehr and they have started to receive some of the equipment. The light bars as of a week ago were still 8 to 10 weeks out major supply chain issues. They will deliver the first 2 trucks to us so we can do what we need to do here then we will take them to Sacramento. In the meantime, they can put some mileage on them before they go in service. Still waiting for the status of the ½ ton.

Sent more documents to the Attorney for station 3, they are trying to figure out who to file the quiet claim deed against more to follow but they are just about done. Working on getting up to the county with the current drawings to see what they would like to move forward.

### **Training Report Submitted by Battalion Chief Gino DeGraffenreid**

January in person training for hands on drills, utilizing COVID precautions:

Cardiac Arrest Management, Vent-Enter-Search Drill, Acquired Structure Live Fire Training, Swiftwater Rescue Refresher for our Technicians, Engineer Garrett to Investigator 1A.

Gold Ridge Firefighters logged 501 hours of training this month.

### **Prevention Report submitted by BC Darrin DeCarli**

We recently received the list of Licensed Care Facilities (Child Day Care/Rehab/Convalescent) from the County. The County previously handled these inspections, and we are in the process of determining which facilities are still operating and working on scheduling the “mandatory inspections”. Business inspections are being completed as time allows and we are working on updating some of our pre-fire plans for some of our larger facilities (Sonoma West Holdings- the old Vacu-Dry facility on Industrial Ave).

Percentage of total call for 2021:

Fires: 6.75%

Medical/TC: 53.37%

Hazardous Conditions: 7.93%

Public Assist and Good Intent: 29.28%

False Alarm: 2.67%

Total number of calls 2021: 1300

Total number of calls 2020: 1257

## **COVID-19**

For the first year and a half of COVID, we were relatively unaffected by COVID illness with the exception of some staff having to take some time off due to close contact exposure. We had very few cases of members testing positive for COVID. Since January, we've seen an uptick in some of our members testing positive for COVID. Fortunately, people have had minor symptoms and there have been no hospitalizations. Also, with contact tracing, none have been attributed to originating in the fire house.

A lot of moving parts with COVID these days. The County Health Officer Dr. Mase released a health order at the end of December advising that those members that were not vaccinated or boosted (those eligible for booster) would have to test twice weekly starting on February 1<sup>st</sup>. This included both full-time suppression and administrative staff as well as volunteers. As it sits currently, we are trying to meet the intent of the previous mandate by testing our unvaccinated staff weekly. This is easily accomplished with our full-time staff but has been a little more difficult with our volunteer members. If a volunteer member is unable to test on our scheduled drill night or association meeting night, they are considered inactive until such time they are able to complete a COVID test. From our standpoint, this program has worked well and provides a little leeway when it comes to volunteer attendance. After multiple meetings with Public Health and Sonoma County Counsel, the date to start the twice testing program has been pushed back to March 3<sup>rd</sup>. Also amended in the health order is for those members who are at the station two days or less per week, they will have to test once weekly. For those that are at the station 3 or more days per week, they will have to test twice. I consider this a move in the right direction as it relates to testing frequency. I'm also hearing that things may change further in the next week or so (as has been the case frequently). I will probably have additional updates for our next meeting as it pertains to this topic.

We currently have 70% of staff (full-time and volunteer) that have received a booster shot that are eligible.

Indoor masking is still in place while inside of the station and traveling in department vehicles with more than one person.

# Gold Ridge Fire Protection District Bank Accounts Register as of February 28, 2022

Type	Date	Num	Name	Memo	Split	Debit	Credit	Balance
<b>Petty Cash</b>								
<b>Total Petty Cash</b>								
								377.59
								377.59
<b>1120 - Summit</b>								
Deposit	02/01/2022			Deposit	4040 · Cell Tower	1,570.00		252,981.72
Check	02/02/2022	7363	Pete's Automotive, Inc.	41644 E8182	6140 · Fleet Maintenance		136.83	254,551.72
Check	02/02/2022	7364	PG&E	4997833296-0	7320 · Utilities		952.90	254,414.89
Check	02/02/2022	7365	Blue Star Gas	1301292	7201 · Gas/Oil		781.37	253,461.99
Check	02/02/2022	7366	Ron Blair Signs	13614 Pat Farrell Decal	6461 · Operating Supplies		143.08	252,680.62
Check	02/02/2022	7367	Gold Ridge Fire Explorers	donation	4102 · Donations/Reimbursements		100.00	252,437.54
Check	02/02/2022	7368	FDAC EBA	February 2022	5930 · Health Insurance		26,686.36	225,751.18
Check	02/02/2022	7369	Peterson Trucks	252472R 8193	6140 · Fleet Maintenance		226.06	225,525.12
Check	02/02/2022	7370	Sebastopol Hardware	Acct 1084 Jan 2022	6461 · Operating Supplies		215.24	225,309.88
Check	02/02/2022	7371	Bauer Compressors	Invoice #288819	6145 · Maintenance Equipment		98.64	225,211.24
Deposit	02/07/2022			Deposit	-SPLIT-	27,329.82		252,541.06
Check	02/14/2022	7372	Benedetti Tire	Inv 623704, 623916	6140 · Fleet Maintenance		222.84	252,318.22
Check	02/14/2022	7373	Lake Parts, Inc.	Acct: 11963 September 2021	6140 · Fleet Maintenance		314.94	252,003.28
Check	02/14/2022	7374	Burton's Fire Apparatus	S. 55670	6140 · Fleet Maintenance		52.60	251,950.68
Check	02/14/2022	7375	KS Kustom Signs	Inv. 3543 3 pick-ups	6140 · Fleet Maintenance		732.32	251,218.36
Check	02/14/2022	7376	Recology Sonoma Marin	Acct: 1810286203 - January 20	6080 · Household Expense		55.31	251,163.05
Check	02/14/2022	7377	Press Democrat	12 mo subscription	6080 · Household Expense		482.90	250,680.15
Check	02/14/2022	7378	L.N. Curtis & Sons	566340	6880 · Small Tools		126.95	250,553.20
Check	02/14/2022	7379	North Bay Petroleum	3234056, 3234057	-SPLIT-	3,319.77		247,233.43
Check	02/14/2022	7380	Peterson Trucks	253086R 8162, 525472R 8193	6140 · Fleet Maintenance		264.80	246,968.63
Check	02/14/2022	7381	PG&E	5726858972-8	7320 · Utilities		525.95	246,442.68
Check	02/14/2022	7382	AT&T		-SPLIT-		191.96	246,250.72
Check	02/15/2022	EFT	US Bank Equipment Finance	Feb 2022 copy machine	6820 · Equipment Lease		300.81	245,949.91
Deposit	02/16/2022			Deposit	4101 · Miscellaneous Revenue	64.00		246,013.91
Deposit	02/17/2022			Deposit	2500 · ST -Other	25,554.62		271,568.53
Check	02/22/2022	7383	U.S. Bank	Acct 4246 0445 5565 3785 thru Cal Card			11,306.65	260,261.88
Deposit	02/24/2022			Deposit	20 · Intergovernmental Revenue	1,500.00		261,761.88
Check	02/28/2022	7384	Meyers Nave	188985	6610 · Legal Services		1,291.50	260,470.38
Check	02/28/2022	7385	Cal Chamber of Commerce	CID 507899 Inv 11621156 2022	6400 · Office Expense		142.19	260,328.19
Check	02/28/2022	7386	Kalamba's Tire Service	Inv 1003472 U8141	6140 · Fleet Maintenance		100.00	260,228.19
Check	02/28/2022	7387	Peterson Trucks	253086R	6140 · Fleet Maintenance		38.74	260,189.45
Check	02/28/2022	7388	Bauer Compressors	Invoice #289413	6145 · Maintenance Equipment		91.61	260,097.84

**Gold Ridge Fire Protection District  
Bank Accounts Register as of February 28, 2022**

Type	Date	Num	Name	Memo	Split	Debit	Credit	Balance
Check	02/28/2022	7389	Sonoma Co Public Works	456 Bohemian Hwy Acct# 26	7320 · Utilities		76.84	260,021.00
Check	02/28/2022	7390	PG&E	0631728992-1	7320 · Utilities		55.29	259,965.71
Check	02/28/2022	7391	PG&E	4997833296-0	7320 · Utilities		582.51	259,383.20
Deposit	02/28/2022			Deposit	1701 · Interest Earned	674.55		260,057.75
<b>Total 1120 · Summit</b>						<b>56,692.99</b>	<b>49,616.96</b>	<b>260,057.75</b>
<b>1122 · Summit Payroll</b>								<b>120,478.25</b>
Check	02/04/2022	EFT	Innovative Business Solutions,	02/04/22 Payroll	-SPLIT-		85,292.40	35,185.85
Check	02/04/2022	50104	Bills, Joseph	02/04/22 Payroll	5910 · Payroll Expenses		138.52	35,047.33
Check	02/04/2022	50105	Smimov, Jake	02/04/22 Payroll	5910 · Payroll Expenses		155.07	34,892.26
Transfer	02/04/2022			Funds Transfer	1126 · Summit ICS	200,000.00		234,892.26
Check	02/17/2022	EFT	PERS	01/21/22 Payroll	-SPLIT-		20,544.33	214,347.93
Check	02/17/2022	50107	Cal PERS 457 Plan	01/21/22 Payroll	5923 · PERS		1,550.00	212,797.93
Check	02/18/2022	EFT	Innovative Business Solutions,	02/18/22 Payroll	-SPLIT-		75,094.53	137,703.40
Check	02/18/2022	50106	Bills, Joseph	02/18/22 Payroll	5910 · Payroll Expenses		46.17	137,657.23
Check	02/28/2022	EFT	PERS	02/04/22 Payroll	-SPLIT-		20,344.33	117,312.90
Check	02/28/2022	EFT	Cal PERS 457 Plan	02/04/22 Payroll	5923 · PERS		1,550.00	115,762.90
<b>Total 1122 · Summit Payroll</b>						<b>200,000.00</b>	<b>204,715.35</b>	<b>115,762.90</b>
<b>1126 · Summit ICS</b>								<b>4,177,796.90</b>
Transfer	02/04/2022			Funds Transfer	1122 · Summit Payroll		200,000.00	3,977,796.90
<b>Total 1126 · Summit ICS</b>							<b>200,000.00</b>	<b>3,977,796.90</b>

**TOTAL** 256,692.99 454,332.31 4,353,995.14

Charles Lachman
Joe Petersen
Steve Petrucci
Robert Gloeckner
Domenic Carinalli
Tonia Bello
Christopher Tachouet
Shepley Schroth-Cary, Fire Chief
Date Approved



**Gold Ridge Fire Protection District**  
**Cal Card Report**  
 October 2021

Num	Name	Memo	Paid Amount
<b>60 · Services/Supplies</b>			
<b>6020 · Clothing/Personal</b>			
	Columbia		-69.94
	Amazon.com		54.22
	Distinctive Recognition		115.89
Total 6020 · Clothing/Personal			100.17
<b>6040 · Communications</b>			
	Verizon Wireless		910.71
	Comcast	Station 1	197.86
	Comcast	Station 2	423.19
	Comcast	Station 3	73.65
	Sonic Net	Internet/email services	12.00
	apple.com	storage plan	0.99
	apple.com	storage plan	4.99
	Verizon Wireless	adam's ipad	1,314.49
	apple.com	storage plan	0.99
Total 6040 · Communications			2,938.87
<b>6060 · Food</b>			
	Safeway	food	43.65
	Fircrest Market	food meeting	73.40
Total 6060 · Food			117.05
<b>6080 · Household Expense</b>			
	Amazon.com		203.08
Total 6080 · Household Expense			203.08
<b>6149 · Radio Maintenance</b>			
	Complete Wireless Technolog...	radio repair	140.00
Total 6149 · Radio Maintenance			140.00
<b>6180 · Building Maintenance</b>			
	Lowe's	blinds station 1 and 2	649.07
	Amazon.com	fire extinguishers	713.91
	Rock Solid Drains	sewer drain station 1	395.00
Total 6180 · Building Maintenance			1,757.98
<b>6400 · Office Expense</b>			
	Amazon.com		122.54
Total 6400 · Office Expense			122.54

**Gold Ridge Fire Protection District**  
**Cal Card Report**  
 October 2021

Num	Name	Memo	Paid Amount
<b>6405 · Computer Expenses</b>			
	Costco	shep laptop	877.87
Total 6405 · Computer Expenses			877.87
<b>6410 · Postage</b>			
	AIM Mail Center #10	priority mail	9.67
	USPS	postage	9.25
Total 6410 · Postage			18.92
<b>6461 · Operating Supplies</b>			
	Alpha Card		-323.34
	Lowe's	5 gallon buckets	10.91
	Lowe's	washer for station 1	929.51
Total 6461 · Operating Supplies			617.08
<b>6880 · Small Tools</b>			
	RTIC		131.19
Total 6880 · Small Tools			131.19
<b>6881 · Safety Equipment</b>			
	The Firestore.com		77.59
Total 6881 · Safety Equipment			77.59
<b>7120 · Training</b>			
	Honey Bucket	training burn	426.36
	Amazon.com		457.95
	International Assoc Water Res...		434.00
Total 7120 · Training			1,318.31
<b>7300 · Transportation/Travel</b>			
	Fastrak	Bridge Toll	6.00
Total 7300 · Transportation/Travel			6.00
Total 60 · Services/Supplies			8,426.65
<b>90 · Appropriations</b>			
<b>9000 · Contingencies</b>			
	PPE	covid tests	2,880.00
Total 9000 · Contingencies			2,880.00
Total 90 · Appropriations			2,880.00
<b>TOTAL</b>			<b>11,306.65</b>

**Gold Ridge Fire Protection District  
Split Detail - Payroll Account**

February 2022

Num	Date	Name	Memo	Account	Paid Amount
EFT	02/04/2022	Innovative Business S...	02/04/22 Payroll	1122 · Summit Payroll	
			Direct Deposits	5910 · Payroll Expenses	-67,425.15
			02/04/22 Payroll	5922 · FICA Retirement	-551.80
			02/04/22 Payroll	5924 · Medicare	-2,689.76
			02/04/22 Payroll	5910 · Payroll Expenses	-14,227.19
			02/04/22 Payroll	6540 · Payroll Services	-398.50
TOTAL					-85,292.40
EFT	02/17/2022	PERS	01/21/22 Payroll	1122 · Summit Payroll	
			01/21/22 Payroll	5910 · Payroll Expenses	-7,411.43
			01/21/22 Payroll	5923 · PERS	-13,132.90
TOTAL					-20,544.33
EFT	02/18/2022	Innovative Business S...	02/18/22 Payroll	1122 · Summit Payroll	
			Direct Deposits	5910 · Payroll Expenses	-60,947.82
			02/18/22 Payroll	5922 · FICA Retirement	-508.40
			02/18/22 Payroll	5924 · Medicare	-2,415.74
			02/18/22 Payroll	5910 · Payroll Expenses	-11,079.07
			02/18/22 Payroll	6540 · Payroll Services	-143.50
TOTAL					-75,094.53
EFT	02/28/2022	PERS	02/04/22 Payroll	1122 · Summit Payroll	
			02/04/22 Payroll	5910 · Payroll Expenses	-7,411.43
			02/04/22 Payroll	5923 · PERS	-12,932.90
TOTAL					-20,344.33
EFT	02/28/2022	Cal PERS 457 Plan	02/04/22 Payroll	1122 · Summit Payroll	
			02/04/22 Payroll	5923 · PERS	-1,550.00
TOTAL					-1,550.00
50104	02/04/2022	Bills, Joseph	02/04/22 Payroll	1122 · Summit Payroll	
			02/04/22 Payroll	5910 · Payroll Expenses	-138.52
TOTAL					-138.52
50105	02/04/2022	Smirnov, Jake	02/04/22 Payroll	1122 · Summit Payroll	
			02/04/22 Payroll	5910 · Payroll Expenses	-155.07
TOTAL					-155.07

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
50106	02/18/2022	Bills, Joseph	02/18/22 Payroll	1122 · Summit Payroll	
			02/18/22 Payroll	5910 · Payroll Expenses	-46.17
TOTAL					-46.17
50107	02/17/2022	Cal PERS 457 Plan	01/21/22 Payroll	1122 · Summit Payroll	
			01/21/22 Payroll	5923 · PERS	-1,550.00
TOTAL					-1,550.00

**Gold Ridge Fire Protection District**  
**Split Detail - Operating Account**  
February 2022

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
EFT	02/15/2022	US Bank Equipment Fi...	Feb 2022 copy machine	1120 · Summit	
			Feb 2022 copy machine	6820 · Equipment Lease	-300.81
TOTAL					-300.81
7363	02/02/2022	Pete's Automotive, Inc.	41644 E8182	1120 · Summit	
			41644 E8182	6140 · Fleet Maintenance	-136.83
TOTAL					-136.83
7364	02/02/2022	PG&E	4997833296-0	1120 · Summit	
			4997833296-0	7320 · Utilities	-952.90
TOTAL					-952.90
7365	02/02/2022	Blue Star Gas	1301292	1120 · Summit	
			1301292	7201 · Gas/Oil	-781.37
TOTAL					-781.37
7366	02/02/2022	Ron Blair Signs	13614 Pat Farrell Decal	1120 · Summit	
			13614 Pat Farrell Decal	6461 · Operating Suppli...	-143.08
TOTAL					-143.08
7367	02/02/2022	Gold Ridge Fire Explor...	donation	1120 · Summit	
			donation	4102 · Donations/Reim...	-100.00
TOTAL					-100.00
7368	02/02/2022	FDAC EBA	February 2022	1120 · Summit	
			February 2022	5930 · Health Insurance	-26,686.36
TOTAL					-26,686.36
7369	02/02/2022	Peterson Trucks	252472R 8193	1120 · Summit	
			252472R 8193	6140 · Fleet Maintenance	-226.06
TOTAL					-226.06
7370	02/02/2022	Sebastopol Hardware	Acct 1084 Jan 2022	1120 · Summit	
			Acct 1084 Jan 2022	6461 · Operating Suppli...	-215.24
TOTAL					-215.24

Num	Date	Name	Memo	Account	Paid Amount
7371	02/02/2022	Bauer Compressors	Invoice #288819	1120 · Summit	
			Invoice #288819	6145 · Maintenance Eq...	-98.64
TOTAL					-98.64
7372	02/14/2022	Benedetti Tire	Inv 623704, 623916	1120 · Summit	
			Inv 623704, 623916	6140 · Fleet Maintenance	-222.84
TOTAL					-222.84
7373	02/14/2022	Lake Parts, Inc.	Acct: 11963 September 2021	1120 · Summit	
			Acct: 11963 September 2021	6140 · Fleet Maintenance	-314.94
TOTAL					-314.94
7374	02/14/2022	Burton's Fire Apparatus	S 55670	1120 · Summit	
			S 55670	6140 · Fleet Maintenance	-52.60
TOTAL					-52.60
7375	02/14/2022	KS Kustom Signs	Inv. 3543 3 pick-ups	1120 · Summit	
			Inv. 3543 3 pick-ups	6140 · Fleet Maintenance	-732.32
TOTAL					-732.32
7376	02/14/2022	Recology Sonoma Marin	Acct: 1810286203 - January 20...	1120 · Summit	
			Acct: 1810286203 - January 2021	6080 · Household Expe...	-55.31
TOTAL					-55.31
7377	02/14/2022	Press Democrat	12 mo subscription	1120 · Summit	
			12 mo subscription	6080 · Household Expe...	-482.90
TOTAL					-482.90
7378	02/14/2022	L.N. Curtis & Sons	566340	1120 · Summit	
			566340	6880 · Small Tools	-126.95
TOTAL					-126.95
7379	02/14/2022	North Bay Petroleum	3234056, 3234057	1120 · Summit	
			Station 1 fuel	7201 · Gas/Oil	-1,073.29
			Station 2 fuel	7201 · Gas/Oil	-2,246.48
TOTAL					-3,319.77

Num	Date	Name	Memo	Account	Paid Amount
7380	02/14/2022	Peterson Trucks	253086R 8162, 525472R 8193	1120 · Summit	
			253086R 8162, 525472R 8193	6140 · Fleet Maintenance	-264.80
TOTAL					-264.80
7381	02/14/2022	PG&E	5726858972-8	1120 · Summit	
			5726858972-8	7320 · Utilities	-525.95
TOTAL					-525.95
7382	02/14/2022	AT&T		1120 · Summit	
			56680	6040 · Communications	-22.28
			54006	6040 · Communications	169.68
TOTAL					-191.96
7383	02/22/2022	U.S. Bank	Acct 4246 0445 5565 3785 thru...	1120 · Summit	
			Acct 4246 0445 5565 3785 thru ...	Cal Card	-11,306.65
TOTAL					-11,306.65
7384	02/28/2022	Meyers Nave	188985	1120 · Summit	
			Station 3	6610 · Legal Services	-1,291.50
TOTAL					-1,291.50
7385	02/28/2022	Cal Chamber of Comm...	CID 507899 Inv 11621156 2022 ...	1120 · Summit	
			CID 507899 Inv 11621156 2022 ...	6400 · Office Expense	-142.19
TOTAL					-142.19
7386	02/28/2022	Kalemba's Tire Service	Inv 1003472 U8141	1120 · Summit	
			sensor repair	6140 · Fleet Maintenance	-100.00
TOTAL					-100.00
7387	02/28/2022	Peterson Trucks	253086R	1120 · Summit	
			253086R	6140 · Fleet Maintenance	-38.74
TOTAL					-38.74
7388	02/28/2022	Bauer Compressors	Invoice #289413	1120 · Summit	
			Invoice #289413	6145 · Maintenance Eq...	-91.61
TOTAL					-91.61

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
7389	02/28/2022	Sonoma Co Public Wo...	456 Bohemian Hwy Acct# 26	1120 · Summit	
			456 Bohemian Hwy Acct# 26	7320 · Utilities	-76.84
TOTAL					-76.84
7390	02/28/2022	PG&E	0631728992-1	1120 · Summit	
			0631728992-1	7320 · Utilities	-55.29
TOTAL					-55.29
7391	02/28/2022	PG&E	4997833296-0	1120 · Summit	
			4997833296-0	7320 · Utilities	-582.51
TOTAL					-582.51



**Gold Ridge Fire Protection District  
Profit & Loss Budget vs. Actual**

July 2021 through February 2022

	TOTAL				
	Feb 22	Jul '21 - Feb 22	Budget	\$ Over Budget	% of Budget
<b>Income</b>					
<b>10 · Tax Rev</b>					
1000 · Prop Tax - CY secured	0.00	979,488.39	1,709,183.00	-729,694.61	57.31%
1001 · Flat Charges - CY	0.00	840,261.39	1,438,950.00	-598,688.61	58.39%
1011 · SB 2557 Prop Tax Admin	0.00	0.00	-18,718.00	18,718.00	0.0%
1020 · Prop Tax CY sup	0.00	11,986.72	31,231.00	-19,244.28	38.38%
1040 · Prop Tax -CY unsce	0.00	52,023.25	52,693.00	-669.75	98.73%
1042 · Cost Reimb-Coll Del CY Uns	0.00	0.00	0.00	0.00	0.0%
1060 · Prop Tax PY sec	0.00	0.00	-30.00	30.00	0.0%
1061 · Flat Charges PY	0.00	7,380.88	5,138.00	2,242.88	143.65%
1070 · 1100 Prop Tx PY unsec	0.00	0.00	846.00	-846.00	0.0%
1080 · Property Taxes-PY Supp	0.00	0.00	-30.00	30.00	0.0%
<b>Total 10 · Tax Rev</b>	<b>0.00</b>	<b>1,891,140.63</b>	<b>3,219,263.00</b>	<b>-1,328,122.37</b>	<b>58.75%</b>
<b>17 · Use of Money/Property</b>					
1700 · Interest on Pooled Cash	0.00	720.43			
1701 · Interest Earned	674.55	3,647.43	6,506.00	-2,858.57	56.06%
1801 · Rent of Real Estate	1,750.00	14,000.00	21,000.00	-7,000.00	66.67%
<b>Total 17 · Use of Money/Property</b>	<b>2,424.55</b>	<b>18,367.86</b>	<b>27,506.00</b>	<b>-9,138.14</b>	<b>66.78%</b>
<b>20 · Intergovernmental Revenues</b>					
2440 · ST-Homeowners Prop Tax Relief	0.00	1,505.15	10,000.00	-8,494.85	15.05%
2500 · ST -Other	25,554.62	436,280.41	100.00	436,180.41	436,280.41%
2900 · So. Co. Enhanced Services	0.00	600,000.00	600,000.00	0.00	100.0%
2910 · Government Agency - MRFD	5,010.00	36,450.00	20,000.00	16,450.00	182.25%
2920 · Government Agency - NBF	0.00	337,643.86	675,000.00	-337,356.14	50.02%
2930 · So. Co. DSI	0.00	0.00	5,000.00	-5,000.00	0.0%
20 · Intergovernmental Revenues - Other	1,500.00	9,135.00			
<b>Total 20 · Intergovernmental Revenues</b>	<b>32,064.62</b>	<b>1,421,014.42</b>	<b>1,310,100.00</b>	<b>110,914.42</b>	<b>108.47%</b>
<b>30 · Charges for Services</b>					
3600 · Address Signs	0.00	840.00	550.00	290.00	152.73%
3661 · Fire Control Services	0.00	0.00	0.00	0.00	0.0%
3700 · Copy Fees	0.00	15.00	10.00	5.00	150.0%
<b>Total 30 · Charges for Services</b>	<b>0.00</b>	<b>855.00</b>	<b>560.00</b>	<b>295.00</b>	<b>152.68%</b>
<b>40 · Miscellaneous Revenues</b>					
4040 · Cell Tower	1,570.00	12,560.00	18,840.00	-6,280.00	66.67%
4100 · Workers' comp Ins. Refund	0.00	31,001.44	0.00	31,001.44	100.0%
4101 · Miscellaneous Revenues	196.82	196.82	1,000.00	-803.18	19.68%
4102 · Donations/Reimbursements	19,900.00	36,388.55	1,000.00	35,388.55	3,638.86%
<b>Total 40 · Miscellaneous Revenues</b>	<b>21,666.82</b>	<b>80,146.81</b>	<b>20,840.00</b>	<b>59,306.81</b>	<b>384.58%</b>
<b>45 · Carry over PY</b>	<b>0.00</b>	<b>0.00</b>	<b>500,000.00</b>	<b>-500,000.00</b>	<b>0.0%</b>
<b>Total Income</b>	<b>56,155.99</b>	<b>3,411,524.72</b>	<b>5,078,269.00</b>	<b>-1,666,744.28</b>	<b>67.18%</b>
<b>Gross Profit</b>	<b>56,155.99</b>	<b>3,411,524.72</b>	<b>5,078,269.00</b>	<b>-1,666,744.28</b>	<b>67.18%</b>

**Gold Ridge Fire Protection District  
Profit & Loss Budget vs. Actual**

July 2021 through February 2022

Expense	TOTAL				
	Feb 22	Jul '21 - Feb 22	Budget	\$ Over Budget	% of Budget
<b>50 · Salaries/Emp Benefits</b>					
5910 · Payroll Expenses	168,841.85	1,884,571.99	2,067,708.00	-183,136.01	91.14%
5911 · Extra Help	0.00	0.00	8,500.00	-8,500.00	0.0%
5912 · Strike Team Payroll Expenses	0.00	0.00	100.00	-100.00	0.0%
5913 · Boards	0.00	0.00	2,100.00	-2,100.00	0.0%
5915 · Overtime	0.00	0.00	60,000.00	-60,000.00	0.0%
5922 · FICA Retirement	1,060.20	33,049.48	12,500.00	20,549.48	264.4%
5923 · PERS	29,165.80	224,960.47	439,183.00	-214,222.53	51.22%
5924 · Medicare	5,105.50	53,365.97	31,106.00	22,259.97	171.56%
5930 · Health Insurance	26,686.36	241,147.46	341,942.00	-100,794.54	70.52%
5931 · Disability Insurance	0.00	5,208.00	5,111.00	97.00	101.9%
5935 · Unemployment	0.00	2,728.00	2,000.00	728.00	136.4%
5940 · Workers' Comp	0.00	105,039.00	162,504.00	-57,465.00	64.64%
<b>Total 50 · Salaries/Emp Benefits</b>	<b>230,859.71</b>	<b>2,550,070.37</b>	<b>3,132,754.00</b>	<b>-582,683.63</b>	<b>81.4%</b>
<b>60 · Services/Supplies</b>					
6020 · Clothing/Personal	100.17	10,859.24	12,000.00	-1,140.76	90.49%
6040 · Communications	3,130.83	21,007.36	20,000.00	1,007.36	105.04%
6060 · Food	117.05	2,909.01	8,000.00	-5,090.99	36.36%
6080 · Household Expense	741.29	5,362.22	6,000.00	-637.78	89.37%
6100 · Insurance	0.00	38,700.00	20,500.00	18,200.00	188.78%
6140 · Fleet Maintenance	2,089.13	51,405.37	55,000.00	-3,594.63	93.46%
6145 · Maintenance Equipment	190.25	8,098.42	25,000.00	-16,901.58	32.39%
6149 · Radio Maintenance	140.00	3,439.32	5,000.00	-1,560.68	68.79%
6180 · Building Maintenance	1,757.98	27,866.01	25,000.00	2,866.01	111.46%
6261 · Medical Supplies	0.00	5,660.26	7,000.00	-1,339.74	80.86%
6280 · Memberships	0.00	15,786.79	35,000.00	-19,213.21	45.11%
6290 · Other Dept. Expense	0.00	10,466.80	6,000.00	4,466.80	174.45%
6400 · Office Expense	264.73	3,098.17	5,000.00	-1,901.83	61.96%
6405 · Computer Expenses	877.87	3,823.40	2,500.00	1,323.40	152.94%
6410 · Postage	18.92	487.15	900.00	-412.85	54.13%
6461 · Operating Supplies	975.40	5,550.12	10,000.00	-4,449.88	55.5%
6540 · Payroll Services	542.00	5,036.20	6,500.00	-1,463.80	77.48%
6587 · LAFCO Charges	0.00	3,777.00	3,900.00	-123.00	96.85%
6610 · Legal Services	1,291.50	19,247.48	6,000.00	13,247.48	320.79%
6630 · Audit Services	0.00	12,000.00	12,000.00	0.00	100.0%
6640 · ALS Professional Services	0.00	145,832.65	265,000.00	-119,167.35	55.03%
6654 · Medical Exams	0.00	592.85	5,500.00	-4,907.15	10.78%
6800 · Public/Legal Notices	0.00	0.00	600.00	-600.00	0.0%
6801 · Newsletter	0.00	0.00	6,000.00	-6,000.00	0.0%
6820 · Equipment Lease	300.81	2,406.48	3,384.00	-977.52	71.11%
6880 · Small Tools	258.14	10,577.26	30,000.00	-19,422.74	35.26%

**Gold Ridge Fire Protection District  
Profit & Loss Budget vs. Actual**

July 2021 through February 2022

	TOTAL				
	Feb 22	Jul '21 - Feb 22	Budget	\$ Over Budget	% of Budget
6881 · Safety Equipment	77.59	13,218.82	38,000.00	-24,781.18	34.79%
7005 · Election Expense	0.00	0.00	10,500.00	-10,500.00	0.0%
7120 · Training	1,318.31	10,971.39	14,000.00	-3,028.61	78.37%
7121 · Fire Prevention	0.00	0.00	2,500.00	-2,500.00	0.0%
7201 · Gas/Oil	4,101.14	30,596.01	30,000.00	596.01	101.99%
7202 · Water/Sewer Expense	0.00	0.00	850.00	-850.00	0.0%
7300 · Transportation/Travel	6.00	3,257.98	5,000.00	-1,742.02	65.16%
7320 · Utilities	2,193.49	6,553.07	7,700.00	-1,146.93	85.11%
<b>Total 60 · Services/Supplies</b>	<b>20,492.60</b>	<b>478,586.83</b>	<b>690,334.00</b>	<b>-211,747.17</b>	<b>69.33%</b>
<b>75 · Other Charges</b>					
7910 · L.T. Debt Principal	0.00	50,071.14	58,390.00	-8,318.86	85.75%
7930 · L.T. Debt Interest	0.00	8,318.32	8,318.00	0.32	100.0%
7970 · Taxes/Assessments	0.00	255.00	2,714.00	-2,459.00	9.4%
<b>Total 75 · Other Charges</b>	<b>0.00</b>	<b>58,644.46</b>	<b>69,422.00</b>	<b>-10,777.54</b>	<b>84.48%</b>
<b>85 · Assets</b>					
8510 · Building	0.00	20,947.91	55,000.00	-34,052.09	38.09%
8560 · Equipment	0.00	0.00	200,000.00	-200,000.00	0.0%
<b>Total 85 · Assets</b>	<b>0.00</b>	<b>20,947.91</b>	<b>255,000.00</b>	<b>-234,052.09</b>	<b>8.22%</b>
<b>90 · Appropriations</b>					
9000 · Contingencies	2,443.00	13,546.55	440,759.00	-427,212.45	3.07%
9010.1 · AED Purchase	0.00	0.00	15,000.00	-15,000.00	0.0%
9020 · UAL Prefund	0.00	0.00	475,000.00	-475,000.00	0.0%
<b>Total 90 · Appropriations</b>	<b>2,443.00</b>	<b>13,546.55</b>	<b>930,759.00</b>	<b>-917,212.45</b>	<b>1.46%</b>
<b>Total Expense</b>	<b>253,795.31</b>	<b>3,121,796.12</b>	<b>5,078,269.00</b>	<b>-1,956,472.88</b>	<b>61.47%</b>
<b>Net Income</b>	<b>-197,639.32</b>	<b>289,728.60</b>	<b>0.00</b>	<b>289,728.60</b>	<b>100.0%</b>

**JOHNSTON | THOMAS**  
**ATTORNEYS AT LAW, PC**

**CLIENT SERVICES AGREEMENT**

This Client Services Agreement (“Agreement”) is the written fee contract that California law requires lawyers to have with their clients. It is made this 24<sup>th</sup> day of February 2022, in Santa Rosa, California, and provides that we, JOHNSTON | THOMAS, Attorneys at Law, PC, will provide legal services to you, Gold Ridge Fire Protection District, on the terms set forth below.

1. **CONDITIONS.** This Agreement will not take effect, and we will have no obligation to provide legal services, until a) you sign and return this Agreement; b) you pay any required initial deposit; and, c) we perform a conflict check and if a conflict is discovered, all affected parties have been notified and consent in writing to waive the conflict of interest.
2. **SCOPE OF SERVICES.** You are hiring us to represent you in connection with general public agency business matters. We do not represent you on any other independent or related matter even if arising out of the same facts or circumstances, without an express mutual agreement between us. If we perform legal services in another matter, the terms of this Agreement will apply until an agreement is reached in the other matter.
3. **CLIENT'S DUTIES.** You agree to be truthful and to cooperate with us, to appear at all legal proceedings as required, to keep us informed of developments, to abide by this Agreement, to pay our bills on time, and to keep us informed of your current physical address, mailing address, and telephone number.
4. **DEPOSIT.** You agree to pay us an initial deposit of \$ N/A to be held in a non-interest-bearing trust account. This deposit shall be maintained throughout the duration of the case. Legal fees under this Agreement shall be paid pursuant to the payment terms set forth in paragraph 5 of this Agreement. **Should you not pay your invoice within 10 days of receipt, we reserve the right to cease performing non-essential work and immediately withdraw from representing you.**

You authorize us to use that deposit to pay the fees, costs, and other expenses incurred under this Agreement. Any unused and unearned deposit at the conclusion of our services will be refunded to you.

5. **LEGAL FEES.** You agree to pay for legal services at the following rates: Attorneys at \$350.00 per hour, law clerks at \$195.00 per hour, paralegals at \$185.00 per hour, and clerical at \$95.00 per hour. The legal personnel assigned to this matter may confer among themselves about the matter as required and appropriate. When they do confer, each person will charge for the time expended, as long as the work done is reasonably necessary and not duplicative. If more than one legal personnel attends a meeting or legal proceeding, each will charge for the time spent, so long as their attendance is reasonably necessary and not duplicative. Reasonable periodic increases may occur without advanced notice. The minimum unit charge is 0.1 hour.

6. **COSTS AND EXPENSES.** You authorize us to incur all reasonable costs and to hire any investigators, consultants or expert witnesses reasonably necessary in our judgment. A standard administrative charge shall be paid monthly at the rate of 5% of the total fees charged, and includes in-house copies up to 25 copies per print job, postage, faxes, telephone, long-distance charges, and computerized legal research. Costs that are not part of the standard administrative charge and are payable separately include but are not limited to, court fees, service of process charges, photocopy services, in-house copies of 25 copies or more per print job at \$.12 per copy, notary fees, regulatory agency search or status fees, messenger or personal delivery fees, overnight delivery fees, certified or registered mail, parking, bridge tolls, mileage at \$.50 per mile, deposition costs, investigation expenses, consultant fees, expert witness fees, mediator fees, arbitrator fees, and other similar items. We may advance such costs and expenses or, at our option, require that you pay for them directly. If a deposit is not required in Paragraph 4, you will reimburse us for such advanced costs and expenses as billed. Reasonable periodic increases may occur without advanced notice. Items that are not to be considered costs, and that must be paid by you without being either advanced or contributed to by us, include but are not limited to, other parties’ costs and fees that you may be ordered to pay by an arbitrator or judge.

7. **INVOICES.** Your invoice will be sent to you by email unless you specify first class mail. Each invoice is to be paid in full upon receipt. We accept cash, check, credit, and debit cards. **If you opt to pay with a credit or debit card, there will be a 1.95% convenience fee applied to the payment transaction.**

\_\_\_\_\_ (Client Initial Here)      \_\_\_\_\_ (Client Initial Here)

**Should you not pay your invoice within 10 days of receipt, we reserve the right to cease performing non-essential work and immediately withdraw from representing you.** Upon issuing the invoice, we will apply any amount on deposit you have provided under Paragraph 4 to the amount due on your invoice. A late charge of 1% per month will be charged to you on any balance owed to us for more than 30 days, which includes all previously-charged late fees. You agree that, whether or not attorneys' fees or costs are awarded by the court in this action, you remain responsible for the payment, in full, of all attorneys' fees and costs in connection with this matter. You will be charged \$25 for each returned check.

8. **ASSOCIATION OF OTHER ATTORNEYS.** We may at our sole discretion associate any other attorney in our representation of you in this matter, so long as the costs incurred thereby do not exceed our normal billing rates. We will obtain your permission for any costs that exceed our normal billing rates.

9. **DISCLAIMER OF GUARANTEE.** Nothing in this Agreement and nothing in our statements to you will be construed as a promise or guarantee about the outcome of your matter. There can be no assurance that you will recover any sum in this matter. Our comments about the outcome of your matter are expressions of opinion only. Any estimate of fees given by us shall not be a guarantee. Actual fees may vary from estimates given.

10. **DISCHARGE AND WITHDRAWAL.** You may discharge us at any time by providing written notice to us. Upon receipt of such notice, we will immediately cease to render any further services. Such a discharge does not, however, relieve you of the obligation to pay any costs incurred prior to such termination, and we have the right to recover from you the reasonable value of our legal services rendered from the effective date of this Agreement, as defined in Paragraph 16, through the date of discharge.

We may withdraw from representation of you a) with your consent, b) upon court approval if a court action has been filed, or 3) if no court action has been filed, upon reasonable notice to you. We agree that 14 days notice from mailing date is reasonable notice. You agree to pay all costs and our attorney's fees to file a motion to be relieved as counsel and any related motions or applications.

11. **CONCLUSION OF SERVICES.** Upon conclusion of our services, all unpaid charges will immediately become due and payable. You authorize us to use any funds held in our trust account as a deposit against costs to apply to such unpaid charges. After our services conclude, we will, upon your request and at your expense, deliver your file to you or your authorized agent, along with any funds or property of yours in our possession.

12. **LIEN.** You hereby grant us a lien for any unpaid costs or fees owing to us at the conclusion of our services on any and all claims or causes of action that are the subject of our representation under this Agreement. The lien will attach to any recovery you may obtain, whether by arbitration award, judgment, settlement, or otherwise. Any checks received from any other party shall be made out to "Johnston | Thomas Client Trust Account," and deposited into the firm's client trust account, and payments for unpaid costs, our attorney's fees, and your share of the proceeds shall be paid therefrom in accordance with the terms of this Agreement. The effect of such a lien is that we may be able to compel payment of fees and costs from any such funds recovered on your behalf even if we have been discharged before the end of the case. Because a lien may affect your property rights, you may seek the advice of an independent lawyer of your choice before agreeing to such a lien. By initialing this paragraph, you represent and agree that you have had a reasonable opportunity to consult such an independent lawyer and—whether or not you have chosen to consult such an independent lawyer—you agree that Attorney will have a lien as specified above.

\_\_\_\_\_ (Client Initial Here)      \_\_\_\_\_ (Client Initial Here)

13. **COSTS AND FEES TO ENFORCE AGREEMENT.** In any claim, action or proceeding, including any collection or bankruptcy proceedings, arising out of the enforcement of any provision of this Agreement, the prevailing party shall be entitled to its reasonable attorneys' fees and costs incurred in that claim, action or proceeding. Our fees include the time expended by us at our standard rates, as set forth in paragraph 5, and our costs, as set forth in paragraph 6, in enforcing this Agreement.

14. **ENTIRE AGREEMENT.** This Agreement contains the entire agreement of the parties. No other agreement, statement, or promise, whether oral or written, made on or before the effective date of this Agreement, as defined in paragraph 16 below, will be binding on the parties.

15. **SEVERABILITY IN EVENT OF PARTIAL INVALIDITY.** If any provision of this Agreement is held in whole or in part to be unenforceable for any reason, the remainder of that provision and the remainder of the entire Agreement will be severable and remain in effect.

16. **EFFECTIVE DATE.** This Agreement will take effect when the conditions stated in Paragraph 1 have been satisfied, but the effective date will be retroactive to the date we first performed services. The date at the beginning of this Agreement is for reference only. Even if this Agreement does not take effect, you will be obligated to pay us the reasonable value of any services we may have performed for you.

17. **EXECUTION IN COUNTERPARTS.** This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. This Agreement shall become effective upon the execution of a counterpart hereof by each of the parties hereto. It shall not be necessary to account for more than one counterpart in making proof of this Agreement.

18. **ENFORCEABILITY OF COPIES.** Photocopy, facsimile, or electronically transferred copy of this Agreement shall be as valid and binding as the original.

19. **JURISDICTION.** This Agreement shall be enforceable in the Superior Court of Sonoma County, California.

JOHNSTON | THOMAS, Attorneys at Law, PC

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
William L. Adams, Of Counsel

**CLIENT APPROVAL**

Each person signing below agrees to be jointly and severally liable for all obligations arising out of this Agreement. If the client is a business organization, each person signing below affirms that he or she has the authority to bind the organization, and further agrees to be personally liable for all obligations arising out of this Agreement. Each person acknowledges receipt of a fully executed duplicate of this Agreement.

**Communications and Invoices:**

I give permission to receive communications and invoices by email: \_\_\_\_\_ (Initial) \_\_\_\_\_ (Initial)

Email address(s): \_\_\_\_\_

I prefer to receive my communications and invoices by first class mail: \_\_\_\_\_ (Initial) \_\_\_\_\_ (Initial)

**Online Document Access:**

As a benefit to our clients, we can post the documents related to your case to a remote Internet site using Egnyte software. This would allow you to view and edit documents remotely from any of your devices. You may state your preference here:

I request that you post my documents on Egnyte for remote access: \_\_\_\_\_ (Initial) \_\_\_\_\_ (Initial)

I prefer not to utilize this feature: \_\_\_\_\_ (Initial) \_\_\_\_\_ (Initial)

**Updates and Events:**

As a benefit to our clients, we will occasionally send you information via email and/or surface mail that we think will be of interest to you. You may state your preference here:

I give permission to receive the updates at the above email address: \_\_\_\_\_ (Initial) \_\_\_\_\_ (Initial)

I prefer to receive any updates by regular mail: \_\_\_\_\_ (Initial) \_\_\_\_\_ (Initial)

Do not send me any updates: \_\_\_\_\_ (Initial) \_\_\_\_\_ (Initial)

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title