



## **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 June 1, 2022 – 7pm**

**Location: Station 2 – 1690 Watertrough Rd. Sebastopol**

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

From your computer, tablet or smartphone: <https://meet.google.com/xuf-ocdn-brm>

You can also dial in using your phone: +1 330-887-2031 PIN: 763 380 531#

**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) May 4, 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) May 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) CONSOLIDATION AD-HOC
  - g) FIRE CHIEF'S REPORT
- 8) **OLD BUSINESS:** None
- 9) **NEW BUSINESS:**
- a) Board review and approval of the 2022/23 FY Preliminary Budget. (**Action Item**)
  - b) Board review and approval of updated Gold Ridge Paid Firefighters Association MOU term ending June 30, 2023 (**Action Item**)
  - c) A vacancy exists for the Board of Directors of the Gold Ridge Fire Protection District. This vacancy will be filled pursuant to California Government Code section 1780. The Board will conduct interviews for the open position and appoint a new board member. (**Action Item**)
- 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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*Fire Chief Shepley Schroth-Cary*

## **May 4, 2022 Regular Meeting Minutes**

1) **Call to Order:** The Regular Meeting of the Gold Ridge Fire Protection District was held at 4500 Hessel Rd. Station 1. The meeting was called to order at 7pm with Director Gloeckner leading the Pledge of Allegiance.

2) **Roll Call of Directors:**

Robert Gloeckner	Dominic Carinalli
Steve Petrucci	Joe Petersen
Charlie Lachman	Christopher Tachouet

**Directors Absent:** Ionia Bello

3) **Public Input:** John Moise and Dan Fein spoke during public comment.

4) **PUBLIC HEARING FOR CONSIDERATION AND DETERMINATION OF THE SPECIAL TAX TO BE LEVIED ON EACH PARCEL OF REAL PROPERTY IN THE DISTRICT DURING FISCAL YEAR 2022/2023 PURSUANT TO VOTER-APPROVED DISTRICT ORDINANCE 2019/2020-01.** The public hearing was opened at 7:10pm. There was no comment from the public. Director Carinalli made a motion that no change be made to the amount levied on the special tax for fiscal year 2022/2023. The motion was seconded by Director Petersen and passed unanimously 6 ayes /1 absent /0 noes.

5) **The Public Hearing was closed, and the Regular Meeting resumed at 7:12pm.**

6) **Approval of the Minutes from Previous Meeting(s):** The minutes from the April 6, 2022 regular meeting were reviewed. A motion was made by Director Petrucci to approve the minutes. The motion was seconded by Director Tachouet and passed unanimously.

7) **Correspondence:** A letter of resignation was received from Director Bello. The board directed admin to proceed with the process of looking for a replacement to be appointed by the board. Time sensitive financing information and the Lease Purchase Agreement for the type 3 engine was received, admin requested to have it added to new business. Director Petersen made a motion to have the Lease Purchase Agreement for the Type 3 Engine added to New Business. The motion was seconded by Director Petrucci and passed unanimously.

8) **Approval of the Financial Reports:** The revenues and expenses for the month of April 2022 were reviewed and discussed. Director Petersen made a motion to approve the April 2022 Bank Accounts Register Report. The motion was seconded by Director Petrucci and passed unanimously.

9) **Reports:**

a) **Operations Report:**

- i) **Equipment Maintenance:** See attached report Assistant Chief Pforsich.
- ii) **Building Maintenance:** See attached report Assistant Chief George.
- iii) **Personnel:** Fire Chief Schroth-Cary reported that we have 3.0 staffing 90% of the time. He also reported that we expect to lose 3 paid staff in the coming month.

b) **Training:** See attached report from Battalion Chief DeGraffenreid.

c) **Fire Marshal's Report:** See attached report from Battalion Chief DeCarli.

d) **Firefighters Associations:** Tom Warren was present from the Gold Ridge Volunteer FF Assoc. He announced that they will be hosting their pancake breakfast on June 5<sup>th</sup> at station 2, it will be no cost, donation only this year. He also thanked BC DeGraffenreid for organizing the training they had at Cream's

e) **Explorer Post:** Tom Warren reported that the explorers were currently working on wildland training and that there are usually about 9 explorers in attendance.

f) **Consolidation Ad-Hoc:** Fire Chief Schroth-Cary reported that the Sonoma County Fire District's Association will be sending a letter of endorsement to LAFCO.

g) **Fire Chief's Report:** Fire Chief Schroth-Cary reported that FSWG isn't meeting regularly and that he is continuing with the LAFCO process.

10) **OLD BUSINESS: None**

11) **NEW BUSINESS:**

- a) **Resolution 21/22-03 Lease Purchase Agreement for a Type 3 Engine (*Action Item*)**  
Director Petersen made a motion to approve the Lease Purchase Agreement. The motion was seconded by Director Lachman and passed unanimously 6 ayes /1 absent / 0 noes.

12) **Good of the Order: None**

13) **Adjournment:** There being no further business, Director Lachman made a motion to adjourn the meeting at 8:01 PM. The motion was seconded by Director Tachouet and passed unanimously.

*Minutes respectfully submitted by Leslie McCormick*

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

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Steve Petrucci, Director

\_\_\_\_\_  
Charles Lachman, Director

\_\_\_\_\_  
Domenic Carinalli, Director

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

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

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

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

## May Board Meeting – Reports

### **Equipment Maintenance Report Submitted by Assistant Chief Andy Pforsich**

8181 went to Twin Oaks to have its failed inverter removed for diagnosis. It was deemed irreparable, and a replacement has been ordered for \$1,300. Its air dryer was replaced, it had a brake inspection, tie rod ends and steering drag link were replaced and it was aligned. 8182 went to Pete's for an oil change and service. Ten oil samples were returned and all were clean. There were no smog tests due in this calendar year.

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

All documents have been submitted to the county for the AMR building permit. The new ¾ ton pickups have been ordered, the ½ will be delivered and go to Lehr next week.

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

- Auto Extrication hands-on drills at Cream's Auto Dismantling.
- Members completed 492 hours of training
  - Multi Agency trainings with Sebastopol, Sonoma County and North Bay Fire Station 55, 86, 87, 94, 96, 97 and North Bay Incident Management team/Guardian Exercise
- We had members complete Rescue Systems 1, Confined Space Technician
- Driver's Training/ Engineer Development

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

Hazard reduction burn season has concluded as of April 30<sup>th</sup>. We are currently working on completing licensed care facility inspections within the district. Defensible space inspections will start up as soon as we get inspection information (web access and new forms). Engineer Garrett heading up this program. Defensible space consults are starting to pick up.

Percentage of total call for March 2022:

Fires: 3.1%

Medical/TC: 62.25%

Hazardous Conditions: 3%

Public Assist and Good Intent: 31.7%

Total Calls YTD 2022: 447

Total Calls for the month of Apr 2022: 98

Total Calls for the month of Apr 2021: 65

Structure fire occurred last night on Hessel Ave. Structure was approximately 75% involved when units arrived at scene. Investigation currently underway with no determination made yet.

The Structure Fire that occurred in January where two victims were pulled from the building will be acknowledged at the Survivor's Reunion on the 19<sup>th</sup> of May in Sonoma. Mrs. Scott will be attending the event along with her son, Josh.



## SEBASTOPOL FIREFIGHTERS FOUNDATION

708 Gravenstein Hwy N. #423.  
SEBASTOPOL, CA 95472  
(707) 823-8061

Re: Agenda Item 7 at the May 17th City Council Meeting

The Sebastopol Volunteers are reaching out to you to clarify our position on Agenda Item 7 of the May 17th Sebastopol City Council Meeting. The Volunteers are not in disagreement that consolidation is a potential solution and are open to discussing what that would look like with Gold Ridge. What we are opposed to is the lack of inclusion demonstrated by the Ad Hoc committee leading up to this meeting. The Volunteers would like to work as a team with the Ad Hoc committee in defining the future of the Sebastopol Volunteer Fire Department.

We appreciate our long time working relationship with Gold Ridge and look forward to collaborating with you through this process. It is also our intent to appear before the Board during the open public comment period of the scheduled June 1st meeting, to reinforce our position in person.

The public comment letter sent to the council is attached for your review. We would have liked to have shared this letter with you before the meeting, but were unable to because of the short time frame between meeting with the Ad Hoc committee and the Council meeting.

Respectfully,

Mike Simpson

President, Sebastopol Firefighters Foundation

**Gold Ridge Fire Protection District  
Bank Accounts Register as of May 31, 2022**

Type	Date	Num	Name	Memo	Split	Debit	Credit	Balance
<b>Petty Cash</b>								
Total Petty Cash								312.11
<b>1120 - Summit</b>								
Check	05/03/2022	7460	Benedetti Tire	Inv 627085	6140 · Fleet Maintenance		106.83	218,090.99
Check	05/03/2022	7461	Jeff's Twin Oaks Garage, Inc	Inv# 22524 8181	6140 · Fleet Maintenance		1,537.38	216,553.61
Check	05/03/2022	7462	Johnston Thomas	Inv. 44502 LAFCO application	6610 · Legal Services		3,197.25	213,356.36
Check	05/03/2022	7463	TRU-SCAN Fingerprints	Miller 29014	6654 · Medical Exams		58.00	213,298.36
Check	05/03/2022	7464	FDAC EBA	May 2022	5930 · Health Insurance		32,860.07	180,438.29
Check	05/03/2022	7465	Leete Generators, Inc.	48060	6145 · Maintenance Equipment		4,292.88	176,145.41
Check	05/03/2022	7466	Truck Tops USA	VOID: 462169 BC truck	8560 · Equipment			176,145.41
Check	05/03/2022	7467	Life Assist Inc	1202453, 1200227	6261 · Medical Supplies		32.49	176,112.92
Check	05/03/2022	7468	Burton's Fire Apparatus	S 56583 8193	6140 · Fleet Maintenance		279.82	175,833.10
Deposit	05/10/2022			Deposit	1801 · Rent o' Real Estate	1,750.00		177,583.10
Check	05/15/2022	EFT	US Bank Equipment Finance	May 2022 copy machine	6820 · Equipment Lease		322.33	177,260.77
Check	05/16/2022	7469	Winner Chevrolet Inc.	0004979	8560 · Equipment		33,910.12	143,350.65
Check	05/16/2022	7470	Sonoma County Fire Chiefs Assoc	2022	6280 · Memberships		400.00	142,950.65
Check	05/16/2022	7471	Benedetti Tire	Inv 628507	6140 · Fleet Maintenance		122.35	142,828.30
Check	05/16/2022	7472	Peter, Virgil	High Weed Mowing	6180 · Building Maintenance		400.00	142,428.30
Check	05/16/2022	7473	Scott's PPE Recon Inc.	37750, 37920	6145 · Maintenance Equipment		169.01	142,259.29
Check	05/16/2022	7474	American Medical Response West	April 2022	6640 · ALS Professional Services		21,666.67	120,592.62
Check	05/16/2022	7475	PG&E	5726858972-8	7320 · Utilities		287.82	120,304.80
Deposit	05/16/2022			Deposit	-SPLIT-	1,733.00		122,037.80
Check	05/16/2022	7476	American Medical Response West	February 2022	6640 · ALS Professional Services		20,833.33	101,204.47
Check	05/16/2022	7477	Lake Parts, Inc.	Acct: 11963 April 2022	6140 · Fleet Maintenance		804.89	100,399.58
Check	05/22/2022	7478	Benedetti Tire	Inv 628857 oil change	6140 · Fleet Maintenance		122.35	100,277.23
Check	05/22/2022	7479	North Bay Petroleum		-SPLIT-		6,287.13	93,990.10
Check	05/22/2022	7480	PG&E	0631728992-1	7320 · Utilities		66.70	93,923.40
Check	05/22/2022	7481	Sonoma Co Public Works	456 Bohemian Hwy Acct# 26	7320 · Utilities		77.00	93,846.40
Check	05/22/2022	7482	Jeff's Twin Oaks Garage, Inc	Inv# 22617	6140 · Fleet Maintenance		1,266.53	92,579.87



# Gold Ridge Fire Protection District Bank Accounts Register as of May 31, 2022

Type	Date	Num	Name	Memo	Split	Debit	Credit	Balance
Check	05/22/2022	7483	FDAC EBA	June 2022	5930 · Health Insurance		32,860.07	59,719.80
Check	05/22/2022	7484	Recology Sonoma Marin	Acct: 1810286203 - April 2022	6080 · Household Expense		58.59	59,661.21
Check	05/22/2022	7485	Burton's Fire Apparatus	56582	6140 · Fleet Maintenance		48.83	59,612.38
Check	05/22/2022	7486	Occu-Med, Ltd.	VOID: DOT Dustin Wilson	6654 · Medical Exams			59,612.38
Check	05/22/2022	7487	Bay Area Air Quality	T138912 B100329F100389	7970 · Taxes/Assessments		255.00	59,357.38
Check	05/23/2022	7488	U.S. Bank	Acct 4246 0445 5565 3785 thru 05. Cal Card			12,854.65	46,502.73
Transfer	05/30/2022			Funds Transfer	1126 · Summit ICS	150,000.00		196,502.73
Check	05/30/2022	7489	Santa Rosa Uniform & Equipment	Rush	6020 · Clothing/Personal		222.76	196,279.97
Check	05/30/2022	7490	PG&E	4997833296-0	7320 · Utilities		210.18	196,069.79
Check	05/30/2022	7491	Burton's Fire Apparatus	56865, 56872	6140 · Fleet Maintenance		125.04	195,944.75
Check	05/30/2022	7492	Life Assist Inc	1209084	6261 · Medical Supplies		23.87	195,920.88
Check	05/30/2022	7493	Sebastopol Hardware	Acct 1084 May 2022	6461 · Operatng Supplies		107.95	195,812.93
Deposit	05/31/2022			Deposit	6290 · Other Dept. Expense	920.00		196,732.93
Deposit	05/31/2022			Deposit	1701 · Interest Earned	671.61		197,404.54
<b>Total 1120 · Summit</b>						<b>155,074.61</b>	<b>175,867.89</b>	<b>197,404.54</b>
<b>1122 · Summit Payroll</b>								
Check	05/02/2022	EFT	PERS	04/15/22 Payroll	-SPLIT-		20,344.33	171,437.97
Check	05/02/2022	EFT	Cal PERS 457 Plan	04/15/22 Payroll	5923 · PERS		1,900.00	151,093.64
Check	05/13/2022	EFT	Innovative Business Solutions, Inc.	05/13/22 Payroll	-SPLIT-		76,800.47	149,193.64
Check	05/13/2022	50115	Smith, Barrett A	05/13/22 Payroll	5910 · Payroll Expenses		233.12	72,393.17
Check	05/13/2022	50116	Bills, Joseph	05/13/22 Payroll	5910 · Payroll Expenses		46.17	72,160.05
Check	05/13/2022	50117	Smirnov, Jake	05/13/22 Payroll	5910 · Payroll Expenses		263.78	72,113.88
Transfer	05/13/2022			Funds Transfer	1126 · Summit ICS	200,000.00		71,850.10
Check	05/14/2022	EFT	PERS	04/29/22 Payroll	-SPLIT-		20,344.33	271,850.10
Check	05/14/2022	EFT	Cal PERS 457 Plan	04/29/22 Payroll	5923 · PERS		1,900.00	251,505.77
Check	05/14/2022	EFT	PERS	05/13/22 Payroll	-SPLIT-		20,332.69	249,605.77
Check	05/14/2022	EFT	Cal PERS 457 Plan	05/14/22 Payroll	5923 · PERS		1,900.00	229,273.08
Check	05/27/2022	EFT	Innovative Business Solutions, Inc.	05/27/22 Payroll	-SPLIT-		89,325.51	227,373.08
Check	05/27/2022	50118	Kangas, Isaac	vacation payout	5910 · Payroll Expenses		1,626.76	138,047.57
								136,420.81

**Gold Ridge Fire Protection District  
Bank Accounts Register as of May 31, 2022**

Type	Date	Num	Name	Memo	Spit	Debit	Credit	Balance
Check	05/27/2022	50119	Kangas, Isaac	final check	5910 · Payroll Expenses		3,577.34	132,843.47
Check	05/27/2022	50120	Smirnov, Jake	05/27/22 Payroll	5910 · Payroll Expenses		263.78	132,579.69
<b>Total 1122 · Summit Payroll</b>						<b>200,000.00</b>	<b>238,858.28</b>	<b>132,579.69</b>
<b>1126 · Summit ICS</b>								<b>4,629,282.62</b>
Transfer	05/13/2022			Funds Transfer	1122 · Summit Payroll		200,000.00	4,429,282.62
Transfer	05/30/2022			Funds Transfer	1120 · Summit		150,000.00	4,279,282.62
<b>Total 1126 · Summit ICS</b>							<b>350,000.00</b>	<b>4,279,282.62</b>
<b>TOTAL</b>						<b>355,074.61</b>	<b>764,726.17</b>	<b>4,609,578.96</b>

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

**Gold Ridge Fire Protection District**  
**Cal Card Report**  
 May 2022

Num	Name	Memo	Paid Amount
<b>60 · Services/Supplies</b>			
<b>6020 · Clothing/Personal</b>			
	Distinctive Recognition	sweatshirts x3	176.31
Total 6020 · Clothing/Personal			176.31
<b>6040 · Communications</b>			
	Verizon Wireless	April 2022 +DG new iphone	1,968.84
	Comcast	Station 1	197.86
	Comcast	Station 2	435.93
	Comcast	Station 3	73.65
	Sonic Net	Internet/email services	12.00
	apple.com	storage plan	4.99
	apple.com	storage plan	0.99
	apple.com	storage plan	0.99
Total 6040 · Communications			2,695.25
<b>6060 · Food</b>			
	Costco	misc.	46.95
	Round Table Pizza	dinner for cover crew	100.47
	Food Strike Team	food - strike team DG	90.00
	Fandees Restaurant	Meeting - training	54.61
	Costco	station staples	166.50
Total 6060 · Food			458.53
<b>6080 · Household Expense</b>			
	Costco	misc.	97.05
	Lowe's	cords etc	188.78
	Amazon.com		70.56
	Hendrix Chainsaw	blades for mower	73.85
	Amazon.com	car wash detail supplies	165.18
Total 6080 · Household Expense			595.42
<b>6140 · Fleet Maintenance</b>			
	Auto Repair	repair ST DG	75.70
	Amazon.com	xantrex inverter	1,487.43
Total 6140 · Fleet Maintenance			1,563.13
<b>6180 · Building Maintenance</b>			
	redwood Lock	repair door at station 2	265.35
	Rock Solid Drains	sewer drain station 1	295.00
Total 6180 · Building Maintenance			560.35

**Gold Ridge Fire Protection District**  
**Cal Card Report**  
 May 2022

Num	Name	Memo	Paid Amount
<b>6261 · Medical Supplies</b>	Amazon.com	mini metronomes	35.76
Total 6261 · Medical Supplies			35.76
<b>6280 · Memberships</b>	GoDaddy.com	Annual renewal GRFD.org	21.17
Total 6280 · Memberships			21.17
<b>6290 · Other Dept. Expense</b>	Washoe House	hosted meeting	1,091.93
Total 6290 · Other Dept. Expense			1,091.93
<b>6400 · Office Expense</b>	Amazon.com	frames	130.16
Total 6400 · Office Expense			130.16
<b>6405 · Computer Expenses</b>	Adobe Software	Subscription PDF	23.88
Total 6405 · Computer Expenses			23.88
<b>6410 · Postage</b>	AIM Mail Center #10	postage	104.12
	USPS	postage	124.95
Total 6410 · Postage			229.07
<b>6880 · Small Tools</b>	Gardener's Aid	bar oil	11.96
	Fire Hose Direct	fittings for 8181 8182	456.44
	Fire Safety USA	brackets for extraction equip	1,782.54
	First Due		-1,716.50
	Lowe's	fuel for small tools	172.11
	L.N. Curtis & Sons	wrench	217.50
Total 6880 · Small Tools			924.05
<b>7201 · Gas/Oil</b>	Gas	ST fuel - DG	118.25
Total 7201 · Gas/Oil			118.25

**Gold Ridge Fire Protection District**  
**Cal Card Report**  
 May 2022

Num	Name	Memo	Paid Amount
<b>7300 · Transportation/Travel</b>			
	Hotel	ST Hotel DG	304.08
	Fastrak	Bridge Toll	6.00
Total 7300 · Transportation/Travel			310.08
Total 60 · Services/Supplies			8,933.34
<b>85 · Assets</b>			
<b>8560 · Equipment</b>			
	Campways Truck Acces Wrld	Truck boxes new B81	3,837.92
Total 8560 · Equipment			3,837.92
Total 85 · Assets			3,837.92
<b>90 · Appropriations</b>			
<b>9000 · Contingencies</b>			
	Lighthouse Uniform	hat - 8100	83.39
Total 9000 · Contingencies			83.39
Total 90 · Appropriations			83.39
<b>TOTAL</b>			<b>12,854.65</b>

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

Num	Date	Name	Memo	Account	Paid Amount
EFT	05/15/2022	US Bank Equipment Fi...	May 2022 copy machine	1120 · Summit	
			May 2022 copy machine	6820 · Equipment Lease	-322.33
TOTAL					-322.33
7460	05/03/2022	Benedetti Tire	Inv 627085	1120 · Summit	
			Inv 627085	6140 · Fleet Maintenance	-106.83
TOTAL					-106.83
7461	05/03/2022	Jeff's Twin Oaks Gara...	Inv# 22524 8181	1120 · Summit	
			Inv# 22524 8181	6140 · Fleet Maintenance	-1,537.38
TOTAL					-1,537.38
7462	05/03/2022	Johnston Thomas	Inv. 44502 LAFCO application	1120 · Summit	
			Inv. 44502 LAFCO application	6610 · Legal Services	-3,197.25
TOTAL					-3,197.25
7463	05/03/2022	TRU-SCAN Fingerprints	Miller 29014	1120 · Summit	
			Miller 29014	6654 · Medical Exams	-58.00
TOTAL					-58.00
7464	05/03/2022	FDAC EBA	May 2022	1120 · Summit	
			May 2022	5930 · Health Insurance	-32,860.07
TOTAL					-32,860.07
7465	05/03/2022	Leete Generators, Inc.	48060	1120 · Summit	
			48060	6145 · Maintenance Eq...	-4,292.88
TOTAL					-4,292.88
7466	05/03/2022	Truck Tops USA	VOID: 462169 BC truck	1120 · Summit	
TOTAL					0.00
7467	05/03/2022	Life Assist Inc	1202453, 1200227	1120 · Summit	
			1202453, 1200227	6261 · Medical Supplies	-32.49
TOTAL					-32.49

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
7468	05/03/2022	Burton's Fire Apparatus	S 56583 8193	1120 · Summit	
			S 56583 8193	6140 · Fleet Maintenance	-279.82
TOTAL					-279.82
7469	05/16/2022	Winner Cheverolet Inc.	0004979	1120 · Summit	
			2022 1/2 ton pickup	8560 · Equipment	-33,910.12
TOTAL					-33,910.12
7470	05/16/2022	Sonoma County Fire C...	2022	1120 · Summit	
			2022	6280 · Memberships	-400.00
TOTAL					-400.00
7471	05/16/2022	Benedetti Tire	Inv 628507	1120 · Summit	
			Inv 628507	6140 · Fleet Maintenance	-122.35
TOTAL					-122.35
7472	05/16/2022	Peter, Virgil	High Weed Mowing	1120 · Summit	
			High Weed Mowing	6180 · Building Mainten...	-400.00
TOTAL					-400.00
7473	05/16/2022	Scott's PPE Recon Inc.	37750, 37920	1120 · Summit	
			37750, 37920	6145 · Maintenance Eq...	-169.01
TOTAL					-169.01
7474	05/16/2022	American Medical Res...	April 2022	1120 · Summit	
			April 2022	6640 · ALS Professiona...	-21,666.67
TOTAL					-21,666.67
7475	05/16/2022	PG&E	5726858972-8	1120 · Summit	
			5726858972-8	7320 · Utilities	-287.82
TOTAL					-287.82
7476	05/16/2022	American Medical Res...	February 2022	1120 · Summit	
			February 2022	6640 · ALS Professiona...	-20,833.33
TOTAL					-20,833.33

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
7477	05/16/2022	Lake Parts, Inc.	Acct: 11963 April 2022	1120 · Summit	
			Acct: 11963 April 2022	6140 · Fleet Maintenance	-804.89
TOTAL					-804.89
7478	05/22/2022	Benedetti Tire	Inv 628857 oil change	1120 · Summit	
			Inv 628857 oil change	6140 · Fleet Maintenance	-122.35
TOTAL					-122.35
7479	05/22/2022	North Bay Petroleum		1120 · Summit	
			Station 1 fuel	7201 · Gas/Oil	-2,285.16
			Station 2 fuel	7201 · Gas/Oil	-4,001.97
TOTAL					-6,287.13
7480	05/22/2022	PG&E	0631728992-1	1120 · Summit	
			0631728992-1	7320 · Utilities	-66.70
TOTAL					-66.70
7481	05/22/2022	Sonoma Co Public Wo...	456 Bohemian Hwy Acct# 26	1120 · Summit	
			456 Bohemian Hwy Acct# 26	7320 · Utilities	-77.00
TOTAL					-77.00
7482	05/22/2022	Jeff's Twin Oaks Gara...	Inv# 22617	1120 · Summit	
			Inv# 22617	6140 · Fleet Maintenance	-1,266.53
TOTAL					-1,266.53
7483	05/22/2022	FDAC EBA	June 2022	1120 · Summit	
			June 2022	5930 · Health Insurance	-32,860.07
TOTAL					-32,860.07
7484	05/22/2022	Recology Sonoma Marin	Acct: 1810286203 - April 2022	1120 · Summit	
			Acct: 1810286203 - April 2022	6080 · Household Expe...	-58.59
TOTAL					-58.59
7485	05/22/2022	Burton's Fire Apparatus	56582	1120 · Summit	
			56582	6140 · Fleet Maintenance	-48.83
TOTAL					-48.83



Num	Date	Name	Memo	Account	Paid Amount
7486	05/22/2022	Occu-Med, Ltd.	VOID: DOT Dustin Wilson	1120 · Summit	
TOTAL					0.00
7487	05/22/2022	Bay Area Air Quality	T138912 B100329F100389	1120 · Summit	
			T138912 B100329F100389	7970 · Taxes/Assessm...	-255.00
TOTAL					-255.00
7488	05/23/2022	U.S. Bank	Acct 4246 0445 5565 3785 thru...	1120 · Summit	
			Acct 4246 0445 5565 3785 thru ...	Cal Card	-12,854.65
TOTAL					-12,854.65
7489	05/30/2022	Santa Rosa Uniform & ...	Rush	1120 · Summit	
			Rush	6020 · Clothing/Personal	-222.76
TOTAL					-222.76
7490	05/30/2022	PG&E	4997833296-0	1120 · Summit	
			4997833296-0	7320 · Utilities	-210.18
TOTAL					-210.18
7491	05/30/2022	Burton's Fire Apparatus	56865, 56872	1120 · Summit	
			56865, 56872	6140 · Fleet Maintenance	-125.04
TOTAL					-125.04
7492	05/30/2022	Life Assist Inc	1209084	1120 · Summit	
			1209084	6261 · Medical Supplies	-23.87
TOTAL					-23.87
7493	05/30/2022	Sebastopol Hardware	Acct 1084 May 2022	1120 · Summit	
			Acct 1084 May 2022	6461 · Operating Suppli...	-107.95
TOTAL					-107.95

**Gold Ridge Fire Protection District**  
**Split Detail - Payroll Account**  
 May 2022

Num	Date	Name	Memo	Account	Paid Amount
EFT	05/02/2022	PERS	04/15/22 Payroll	1122 · Summit Payroll	
			04/15/22 Payroll	5910 · Payroll Expenses	-7,411.43
			04/15/22 Payroll	5923 · PERS	-12,932.90
TOTAL					-20,344.33
EFT	05/02/2022	Cal PERS 457 Plan	04/15/22 Payroll	1122 · Summit Payroll	
			04/15/22 Payroll	5923 · PERS	-1,900.00
TOTAL					-1,900.00
EFT	05/13/2022	Innovative Business S...	05/13/22 Payroll	1122 · Summit Payroll	
			Direct Deposits	5910 · Payroll Expenses	-61,476.04
			05/13/22 Payroll	5922 · FICA Retirement	-477.40
			05/13/22 Payroll	5924 · Medicare	-2,458.26
			05/13/22 Payroll	5910 · Payroll Expenses	-11,972.17
			05/13/22 Payroll	6540 · Payroll Services	-416.60
TOTAL					-76,800.47
EFT	05/14/2022	PERS	04/29/22 Payroll	1122 · Summit Payroll	
			04/29/22 Payroll	5910 · Payroll Expenses	-7,411.43
			04/29/22 Payroll	5923 · PERS	-12,932.90
TOTAL					-20,344.33
EFT	05/14/2022	Cal PERS 457 Plan	04/29/22 Payroll	1122 · Summit Payroll	
			04/29/22 Payroll	5923 · PERS	-1,900.00
TOTAL					-1,900.00
EFT	05/14/2022	PERS	05/13/22 Payroll	1122 · Summit Payroll	
			05/13/22 Payroll	5910 · Payroll Expenses	-7,405.95
			05/13/22 Payroll	5923 · PERS	-12,926.74
TOTAL					-20,332.69
EFT	05/14/2022	Cal PERS 457 Plan	05/14/22 Payroll	1122 · Summit Payroll	
			05/14/22 Payroll	5923 · PERS	-1,900.00
TOTAL					-1,900.00

Num	Date	Name	Memo	Account	Paid Amount
EFT	05/27/2022	Innovative Business S...	05/27/22 Payroll	1122 · Summit Payroll	
			Direct Deposits	5910 · Payroll Expenses	-68,951.39
			05/27/22 Payroll	5922 · FICA Retirement	-353.40
			05/27/22 Payroll	5924 · Medicare	-2,967.88
			05/27/22 Payroll	5910 · Payroll Expenses	-16,915.24
			05/27/22 Payroll	6540 · Payroll Services	-137.60
TOTAL					-89,325.51
50115	05/13/2022	Smith, Barrett A	05/13/22 Payroll	1122 · Summit Payroll	
			05/13/22 Payroll	5910 · Payroll Expenses	-233.12
TOTAL					-233.12
50116	05/13/2022	Bills, Joseph	05/13/22 Payroll	1122 · Summit Payroll	
			05/13/22 Payroll	5910 · Payroll Expenses	-46.17
TOTAL					-46.17
50117	05/13/2022	Smirnov, Jake	05/13/22 Payroll	1122 · Summit Payroll	
			05/13/22 Payroll	5910 · Payroll Expenses	-263.78
TOTAL					-263.78
50118	05/27/2022	Kangas, Isaac	vacation payout	1122 · Summit Payroll	
			vacation payout	5910 · Payroll Expenses	-1,626.76
TOTAL					-1,626.76
50119	05/27/2022	Kangas, Isaac	final check	1122 · Summit Payroll	
			final check	5910 · Payroll Expenses	-3,577.34
TOTAL					-3,577.34
50120	05/27/2022	Smirnov, Jake	05/27/22 Payroll	1122 · Summit Payroll	
			05/27/22 Payroll	5910 · Payroll Expenses	-263.78
TOTAL					-263.78

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

July 2021 through May 2022

TOTAL

	May 22	Jul '21 - May 22	Budget	\$ Over Budget	% of Budget
<b>Income</b>					
<b>10 · Tax Rev</b>					
1000 · Prop Tax - CY secured	0.00	1,732,361.88	1,709,183.00	23,178.88	101.36%
1001 · Flat Charges - CY	0.00	1,401,320.31	1,438,950.00	-37,629.69	97.39%
1011 · SB 2557 Prop Tax Admin	0.00	-23,260.64	-18,718.00	-4,542.64	124.27%
1020 · Prop Tax CY sup	0.00	26,910.19	31,231.00	-4,320.81	86.17%
1040 · Prop Tax -CY unsc	0.00	52,023.25	52,693.00	-669.75	98.73%
1060 · Prop Tax PY sec	0.00	0.00	-30.00	30.00	0.0%
1061 · Flat Charges PY	0.00	10,121.28	5,138.00	4,983.28	196.99%
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>3,199,476.27</b>	<b>3,219,263.00</b>	<b>-19,786.73</b>	<b>99.39%</b>
<b>17 · Use of Money/Property</b>					
1701 · Interest Earned	671.61	6,595.24	6,506.00	89.24	101.37%
1801 · Rent of Real Estate	1,750.00	19,250.00	21,000.00	-1,750.00	91.67%
<b>Total 17 · Use of Money/Property</b>	<b>2,421.61</b>	<b>25,845.24</b>	<b>27,506.00</b>	<b>-1,660.76</b>	<b>93.96%</b>
<b>20 · Intergovernmental Revenues</b>					
2440 · ST-Homeowners Prop Tax Relief	0.00	4,929.96	10,000.00	-5,070.04	49.3%
2500 · ST -Other	0.00	640,864.98	100.00	640,764.98	640865%
2900 · So. Co. Enhanced Services	0.00	600,000.00	600,000.00	0.00	100.0%
2910 · Government Agency - MRFD	0.00	46,710.00	20,000.00	26,710.00	233.55%
2920 · Government Agency - NBF	0.00	506,375.77	675,000.00	-168,624.23	75.02%
2930 · So. Co. DSI	0.00	0.00	5,000.00	-5,000.00	0.0%
20 · Intergovernmental Revenues - Other	1,500.00	13,635.00			
<b>Total 20 · Intergovernmental Revenues</b>	<b>1,500.00</b>	<b>1,812,515.71</b>	<b>1,310,100.00</b>	<b>502,415.71</b>	<b>138.35%</b>
<b>30 · Charges for Services</b>					
3600 · Address Signs	233.00	1,073.00	550.00	523.00	195.09%
3700 · Copy Fees	0.00	15.00	10.00	5.00	150.0%
<b>Total 30 · Charges for Services</b>	<b>233.00</b>	<b>1,088.00</b>	<b>560.00</b>	<b>528.00</b>	<b>194.29%</b>
<b>40 · Miscellaneous Revenues</b>					
4040 · Cell Tower	0.00	17,270.00	18,840.00	-1,570.00	91.67%
4100 · Workers' comp Ins. Refund	0.00	32,100.72	0.00	32,100.72	100.0%
4101 · Miscellaneous Revenues	0.00	196.82	1,000.00	-803.18	19.68%
4102 · Donations/Reimbursements	0.00	36,388.55	1,000.00	35,388.55	3,638.86%
<b>Total 40 · Miscellaneous Revenues</b>	<b>0.00</b>	<b>85,956.09</b>	<b>20,840.00</b>	<b>65,116.09</b>	<b>412.46%</b>
45 · Carry over PY	0.00	0.00	500,000.00	-500,000.00	0.0%
<b>Total Income</b>	<b>4,154.61</b>	<b>5,124,881.31</b>	<b>5,078,269.00</b>	<b>46,612.31</b>	<b>100.92%</b>
<b>Gross Profit</b>	<b>4,154.61</b>	<b>5,124,881.31</b>	<b>5,078,269.00</b>	<b>46,612.31</b>	<b>100.92%</b>

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

July 2021 through May 2022

TOTAL

	May 22	Jul '21 - May 22	Budget	\$ Over Budget	% of Budget
<b>Expense</b>					
<b>50 · Salaries/Emp Benefits</b>					
5910 · Payroll Expenses	187,554.60	2,369,387.12	2,067,708.00	301,679.12	114.59%
5911 · Drill Pay	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	1,700.00	2,100.00	-400.00	80.95%
5915 · Overtime	0.00	0.00	60,000.00	-60,000.00	0.0%
5922 · FICA Retirement	830.80	36,509.34	12,500.00	24,009.34	292.08%
5923 · PERS	44,492.54	449,780.07	439,183.00	10,597.07	102.41%
5924 · Medicare	5,426.14	71,599.39	31,106.00	40,493.39	230.18%
5930 · Health Insurance	65,720.14	374,473.10	341,942.00	32,531.10	109.51%
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	219,542.00	162,504.00	57,038.00	135.1%
<b>Total 50 · Salaries/Emp Benefits</b>	<b>304,024.22</b>	<b>3,530,927.02</b>	<b>3,132,754.00</b>	<b>398,173.02</b>	<b>112.71%</b>
<b>60 · Services/Supplies</b>					
6020 · Clothing/Personal	399.07	13,263.87	12,000.00	1,263.87	110.53%
6040 · Communications	2,695.25	27,716.04	20,000.00	7,716.04	138.58%
6060 · Food	458.53	4,780.18	8,000.00	-3,219.82	59.75%
6080 · Household Expense	654.01	8,961.49	6,000.00	2,961.49	149.36%
6100 · Insurance	0.00	38,700.00	20,500.00	18,200.00	188.78%
6140 · Fleet Maintenance	5,977.15	59,946.95	55,000.00	4,946.95	108.99%
6145 · Maintenance Equipment	4,461.89	18,009.65	25,000.00	-6,990.35	72.04%
6149 · Radio Maintenance	0.00	5,300.06	5,000.00	300.06	106.0%
6180 · Building Maintenance	960.35	30,363.23	25,000.00	5,363.23	121.45%
6261 · Medical Supplies	92.12	7,636.60	7,000.00	636.60	109.09%
6280 · Memberships	421.17	23,225.31	35,000.00	-11,774.69	66.36%
6290 · Other Dept. Expense	171.93	10,638.73	6,000.00	4,638.73	177.31%
6400 · Office Expense	130.16	3,638.29	5,000.00	-1,361.71	72.77%
6405 · Computer Expenses	23.88	4,485.62	2,500.00	1,985.62	179.43%
6410 · Postage	229.07	770.67	900.00	-129.33	85.63%
6461 · Operating Supplies	107.95	6,345.68	10,000.00	-3,654.32	63.46%
6526 · Dispatch Services	0.00	7,739.16			
6540 · Payroll Services	554.20	6,891.40	6,500.00	391.40	106.02%
6587 · LAFCO Charges	0.00	3,777.00	3,900.00	-123.00	96.85%
6610 · Legal Services	3,197.25	28,270.13	6,000.00	22,270.13	471.17%
6630 · Audit Services	0.00	12,000.00	12,000.00	0.00	100.0%
6640 · ALS Professional Services	42,500.00	209,165.98	265,000.00	-55,834.02	78.93%
6654 · Medical Exams	58.00	796.25	5,500.00	-4,703.75	14.48%
6800 · Public/Legal Notices	0.00	446.00	600.00	-154.00	74.33%
6801 · Newsletter	0.00	0.00	6,000.00	-6,000.00	0.0%
6820 · Equipment Lease	322.33	3,351.95	3,384.00	-32.05	99.05%
6880 · Small Tools	924.05	16,745.65	30,000.00	-13,254.35	55.82%

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

July 2021 through May 2022

TOTAL

	May 22	Jul '21 - May 22	Budget	\$ Over Budget	% of Budget
6881 · Safety Equipment	0.00	14,348.14	38,000.00	-23,651.86	37.76%
7005 · Election Expense	0.00	0.00	10,500.00	-10,500.00	0.0%
7120 · Training	0.00	12,771.85	14,000.00	-1,228.15	91.23%
7121 · Fire Prevention	0.00	26.69	2,500.00	-2,473.31	1.07%
7201 · Gas/Oil	6,405.38	42,359.50	30,000.00	12,359.50	141.2%
7202 · Water/Sewer Expense	0.00	0.00	850.00	-850.00	0.0%
7300 · Transportation/Travel	310.08	3,981.29	5,000.00	-1,018.71	79.63%
7320 · Utilities	641.70	9,354.87	7,700.00	1,654.87	121.49%
<b>Total 60 · Services/Supplies</b>	<b>71,695.52</b>	<b>635,808.23</b>	<b>690,334.00</b>	<b>-54,525.77</b>	<b>92.1%</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	255.00	2,612.00	2,714.00	-102.00	96.24%
<b>Total 75 · Other Charges</b>	<b>255.00</b>	<b>61,001.46</b>	<b>69,422.00</b>	<b>-8,420.54</b>	<b>87.87%</b>
<b>85 · Assets</b>					
8510 · Building	0.00	36,619.29	55,000.00	-18,380.71	66.58%
8560 · Equipment	37,748.04	44,231.36	200,000.00	-155,768.64	22.12%
<b>Total 85 · Assets</b>	<b>37,748.04</b>	<b>80,850.65</b>	<b>255,000.00</b>	<b>-174,149.35</b>	<b>31.71%</b>
<b>90 · Appropriations</b>					
9000 · Contingencies	83.39	270,981.53	440,759.00	-169,777.47	61.48%
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>83.39</b>	<b>270,981.53</b>	<b>930,759.00</b>	<b>-659,777.47</b>	<b>29.11%</b>
<b>Total Expense</b>	<b>413,806.17</b>	<b>4,579,568.89</b>	<b>5,078,269.00</b>	<b>-498,700.11</b>	<b>90.18%</b>
<b>Net Income</b>	<b>-409,651.56</b>	<b>545,312.42</b>	<b>0.00</b>	<b>545,312.42</b>	<b>100.0%</b>

FY 2022-23 Preliminary Budget Summary  
Gold Ridge Fire Protection District  
4500 Hessel Road  
Sebastopol, CA 95472

(1) Estimated Beginning Fund Balance as of 6/1/22 (Balance Sheet as of 6/1/22)	\$4,602,520
(2) Plus: Budgeted FY 2022/23 Revenues: (total from attached worksheet)	5,107,300
(3) Less: Budgeted FY 2022/23 Expenditures: (total from attached worksheet)	5,107,300
(4) Estimated Ending Fund Balance ending 7/31/22	\$4,602,520
(5) Preliminary Budget Approval Date:	_____

\_\_\_\_\_  
Board Member  
Joe Petersen

\_\_\_\_\_  
Board Member

\_\_\_\_\_  
Board Member  
Charles Lachman

\_\_\_\_\_  
Board Member  
Steve Petrucci

\_\_\_\_\_  
Board Member  
Chris Tachouet

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Board Member  
Domenic Carinalli

\_\_\_\_\_  
Board Chair  
Robert Gloeckner

**Gold Ridge Fire Protection District  
FY 2022/2023 Preliminary Budget**

<b>Account and Description</b>	<b>FY 2022/23</b>
10 · Tax Rev	
1000 · Prop Tax - CY secured	1,870,215
1001 · Flat Charges - CY	1,438,950
1011 · SB 2557 Prop Tax Admin	(18,718)
1020 · Prop Tax CY sup	31,231
1040 · Prop Tax -CY unscce	52,692
1042 · Cost Reimb-Coll Del CY Uns	0
1060 · Prop Tax PY sec	(30)
1061 · Flat Charges PY	5,138
1070 · 1100 Prop Tx PY unsec	846
1080 · Property Taxes-PY Supp	(30)
<b>Total 10 · Tax Rev</b>	<b>3,380,294</b>
17 · Use of Money/Property	
1701 · Interest Earned	6,506
1801 · Rent of Real Estate	21,000
<b>Total 17 · Use of Money/Property</b>	<b>27,506</b>
20 · Intergovernmental Revenues	
2440 · ST-Homeowners Prop Tax Relief	10,000
2500 · ST Strike Team	100
2900 · So.Co. Enhanced Services	600,000
2910 · Government Agency - MRFD	20,000
2920 · Government Agency - NBF	675,000
2930 · Government Agency - OCC	18,000
2930 · So.Co. DSI	5,000
<b>Total 20 · Intergovernmental Revenues</b>	<b>1,328,100</b>
30 · Charges for Services	
3600 · Address Signs	550
3661 · Fire Control Services	0
3700 · Copy Fees	10
<b>Total 30 · Charges for Services</b>	<b>560</b>
40 · Miscellaneous Revenues	
4040 · Cell Tower	18,840
4100 · Workers' comp Ins. Refund	0
4101 · Miscellaneous Revenues	1,000
4102 · Donations/Reimbursements	1,000
40 · Miscellaneous Revenues - Other	0
<b>Total 40 · Miscellaneous Revenues</b>	<b>20,840</b>
45 · Carry over revenue from prior year(s)	350,000
<b>Total 45 · Carry Over from prior year(s)</b>	<b>350,000</b>
<b>Grand Total Revenues</b>	<b>5,107,300</b>



**Gold Ridge Fire Protection District  
FY 2022/2023 Preliminary Budget**

<b>Account and Description</b>	<b>FY 2022/23</b>
50 · Salaries/Emp Benefits	
5910 · Payroll Expenses	2,193,715
5911 · Extra Help	20,000
5912 · Strike Team Payroll Expenses	100
5913 · Boards	2,100
5915 · Overtime	100,000
5922 · FICA Retirement	42,063
5923 · PERS	490,000
5924 · Medicare	31,508
5930 · Health Insurance	431,514
5931 · Disability Insurance	6,000
5935 · Unemployment	5,000
5940 · Workers' Comp	230,000
<b>Total 50 · Salaries/Emp Benefits</b>	<b>3,552,000</b>
60 · Services/Supplies	
6020 · Clothing/Personal	7,000
6040 · Communications	20,000
6060 · Food	8,000
6080 · Household Expense	6,500
6100 · Insurance	40,000
6140 · Fleet Maintenance	55,000
6145 · Equipment Maintenance	25,000
6149 · Radio Maintenance	5,000
6180 · Building Maintenance	25,000
6261 · Medical Supplies	8,000
6280 · Memberships/Subscriptions	35,000
6290 · Other Dept. Expense	8,000
6400 · Office Expense	5,000
6405 · Computer Expenses	2,500
6410 · Postage	900
6461 · Operating Supplies	7,000
6526 · Dispatch Fees	7,500
6540 · Payroll Services	6,500
6587 · LAFCO Charges	13,900
6610 · Legal Services	12,000
6630 · Audit Services	8,000
6640 · ALS Professional Services	265,000
6654 · Medical Exams	5,500
6800 · Public/Legal Notices	600
6801 · Newsletter	6,000
6820 · Equipment Lease	3,384
6880 · Small Tools	30,000

**Gold Ridge Fire Protection District  
FY 2022/2023 Preliminary Budget**

<b>Account and Description</b>	<b>FY 2022/23</b>
6881 · Safety Equipment	38,000
7005 · Election Expense	10,500
7120 · Training	17,000
7121 · Fire Prevention	2,500
7201 · Fuel	45,000
7202 · Water/Sewer Expense	850
7300 · Transportation/Travel	5,000
7320 · Utilities	9,000
<b>Total 60 · Services/Supplies</b>	<b>744,134</b>
75 · Other Charges	
7910 · L.T. Debt Principal	72,722
7930 · L.T. Debt Interest	13,557
7970 · Taxes/Assessments	2,714
<b>Total 75 · Other Charges</b>	<b>88,993</b>
85 · Assets	
8510 · Building	75,000
8560 · Equipment	342,000
<b>Total 85 · Assets</b>	<b>417,000</b>
90 · Appropriations	
9000 · Contingencies	295,173
9010 · AED Purchase	
9020 · UAL Prefund	
9030 · Wellness Program	10,000
<b>Total 90 · Appropriations</b>	<b>305,173</b>
<b>Grand Total Expenditures</b>	<b>5,107,300</b>

**Increase/Decrease to Fund Balance** **0**

Gold Ridge Fire Protection District  
**Balance Sheet**  
As of June 1, 2022

	<u>Jun 1, 22</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Petty Cash	312.11
1120 · Summit	195,812.93
1122 · Summit Payroll	127,111.81
1126 · Summit ICS	<u>4,279,282.62</u>
Total Checking/Savings	<u>4,602,519.47</u>
Total Current Assets	<u>4,602,519.47</u>
<b>TOTAL ASSETS</b>	<b><u>4,602,519.47</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 · Payroll Liabilities	<u>-503.58</u>
Total Other Current Liabilities	<u>-503.58</u>
Total Current Liabilities	<u>-503.58</u>
Total Liabilities	-503.58
Equity	
Opening Balance Equity	-100,000.00
Reserve	100,000.00
3000 · Opening Bal Equity	68,341.00
3900 · Retained Earnings	3,996,429.12
Net Income	<u>538,252.93</u>
Total Equity	<u>4,603,023.05</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>4,602,519.47</u></b>

**MEMORANDUM OF UNDERSTANDING**

Between the  
Gold Ridge Fire Protection District  
And the  
Gold Ridge Paid Firefighters Association

Term Expiring June 30, 2023

## **SECTION 1 EMPLOYEE REPRESENTATION**

1.1 The District recognizes the Association as exclusive representatives of employees in classifications covered by the Memorandum. This Memorandum shall apply to all permanent employees working in classifications listed below and to any other classifications, which may be established within the scope of the duties now included within these classifications:

1. CAPTAIN
2. LIEUTENANT
3. ENGINEER
4. FIREFIGHTER
5. FIREFIGHTER Driver

1.2 The following rules and regulations, as they exist now or as they may be amended through the meet and confer process, shall be applicable unless superseded by any provision of the Agreement:

- Personnel rules and Regulations;
- Employer-Association Member Relations Rules and Regulations;
- Fire District Standard Operating Procedures/Guidelines (“SOP” or “SOG”).

The District shall not change the rules and regulations listed in this section without first providing the Association with notice and an opportunity to meet and confer about matters within the scope of the representation under the Meyers-Milias-Brown Act.

## **SECTION 2 OBJECTIVES**

2.1 The purpose of the Memorandum of Understanding is to promote an orderly and equitable policy for labor-management relations.

2.2 The District and the Association agree not to discriminate for or against any employee regardless of membership in the Association or because of reasonable activities on behalf of the Association.

2.3 Both parties recognize their mutual obligation to cooperate with each other to assure maximum service of the highest quality and efficiency to the citizens of the Gold Ridge Fire Protection District.

2.4 Term of this Memorandum of Understanding expires on June 30, 2023

## **SECTION 3 WAGES & HOURS**

### **3.1 Salaries**

Effective July 1, 2022 the salaries of all employees covered in this Memorandum of Understanding shall be as stated in Appendix A. The basis of these computations shall be as follows:

3.1.1 Hourly rates for 56-hour employees shall be calculated by dividing an employee's annual salary by 2920.

3.1.2 Hourly rates for 40-hour employees shall be calculated by dividing an employee's annual salary by 2080.

### **3.2 FLSA Work Period**

3.2.1 The Gold Ridge Fire Protection District establishes a regular recurring work period of twenty-eight (28) consecutive days for its fire protection personnel, pursuant to 29 U.S.C. 207(k) of the Fair Labor Standards Act (FLSA).

The District's 28-day, 207(k) work period begins at 0800 on July 1, 2017, ends twenty-eight days later on July 28, 2017 and recurs regularly thereafter.

The FLSA overtime threshold for the District's 28-day, 207(k) work period is 212 hours. FLSA overtime is based on actual, physical hours worked in excess of the applicable FLSA threshold. For personnel subject to the 28-day, 207(k) work period, the FLSA overtime threshold is exceeded when an employee's actual, physical hours worked during the 28-day period exceed 212.

Vacation and Sick Leave usage shall not reduce an employee's entitlement to this additional compensation.

### **3.3 Overtime**

Employees shall be paid overtime in accordance with Section 207(k) of the Fair Labor Standards Act. Recall assignments shall be determined based on a list that will be maintained to track recall of full time staff. The purpose of the list will be to assure that staff receive equal overtime opportunities. Employees may cover either 56hr or 40hr station assignments if approved by the district to staff the station needing coverage. The rate of pay for overtime shall be one and one-half times the employee's hourly rate of pay inclusive of all applicable incentives. If an employee is working for a different hour schedule than their normal assignment, their base pay will be converted to the appropriate pay scale for which they are working.

### **3.4 Recall Pay**

The District may recall off-duty personnel due to significant emergency incidents (fire, rescue, disasters) and to provide additional on-duty staffing during periods of elevated

community risk (storms, Red Flag Warnings). Members recalled to duty on regularly scheduled day(s) off shall be paid at their overtime rate. The minimum compensated period for recalled staff will be 2 hours for incidents where the on-duty Battalion Chief has requested staffing.

### **3.5 Jury Duty**

No deductions shall be made from the salary of any employee while the employee is on jury duty, provided the employee shall reimburse the District and compensation received, less mileage and expenses, received as a juror.

### **3.6 Salary Steps**

Salary step increases shall be in one-year increments on the employee's anniversary date.

In the case of promotions, the employee will receive salary step increases on the anniversary date of promotion.

This step increase will automatically be applied on the appropriate anniversary or promotional date and will not be dependent on pending performance reviews except in the case where the employee has been subjected to disciplinary action that explicitly delays or cancels the step increase.

### **3.7 Out of Class Pay**

Employees who are approved by the fire chief to work out of classification will be paid at the first step rate of the higher class position they are temporarily assigned to fill. For example a Firefighter temporarily assigned to the Engineer position will be paid at the Engineer step 1 rate for all time worked in that role. Strike team out of class pay is defined in SOP 1050.

### **3.8 Light Duty and Alternate Duty Assignments**

Employees unable to perform their normal work duties may be assigned Light Duty if requested by the employee and authorized by the Fire Chief.

Employees may be assigned Alternate Duty to meet the needs of the department for district projects requiring resources beyond the on-duty staff. All alternate duty assignments are voluntary and must be authorized by the Fire Chief.

Light Duty and Alternate Duty assignments shall be treated as regular hours worked and subject to overtime in accordance with Section 207(k).

## **SECTION 4 STAFFING LEVELS**

### **4.1 First Right of Refusal**

All employees shall have “First Right of Refusal” within classification for all available shifts.

### **4.2 Shift Trades**

The members of the association shall have the right to work shift trades with other qualified members at no disservice to the district.

The District is not responsible for ensuring trades are paid back; this responsibility solely rests upon the individuals who are engaged in this practice. Full Shift trade policy is outlined in SOP 2-05.

### **4.3 Minimum Staffing**

4.3.1 The minimum staffing level shall be the following for each staffed station:

- One (1) Company officer: (Captain/Lieutenant/Engineer)
- One (1) Driver/Operator: (Engineer/Firefighter)
  - Staffing may be covered by volunteers for short durations until employees are recalled to fill vacancies that occur during immediate need engine deployments or.

4.3.2 The District will to the best of its ability arrange following additional staffing when possible for each staffed station:

- One (1) Firefighter (stipend volunteer, or intern)

### **4.4 40 Hour Assignments**

Employees hired or promoted on or after September 1<sup>st</sup>, 2019 may be assigned to a 40 hour work week as operationally necessary.

Employees hired or promoted before September 1<sup>st</sup>, 2019 may only be assigned to a 40 hour work week if said employee agrees to do so.

### **4.5 Out of County Assignment**

When on out of county assignment, the district will pay the cost of hotel accommodations if requested by all other engines of the strike team.



## SECTION 5 GENERAL BENEFITS

The District agrees to provide the following general benefits to employees covered by this Memorandum of Understanding, subject to the rights and limitations imposed by the California Public Employees' Pension reform Act:

### 5.1 Health Insurance

5.1.1 Represented employees of the District and their legal dependents, as defined by the State of California and the Internal Revenue Service, are eligible to participate in a group medical plan provided by the District.

5.1.2 Regardless of the plan chosen by the individual employee, the District shall pay the actual premium charged by the approved health care provider for providing the coverage to the employees and their dependents under the terms of the plan up to the following monthly maximum amounts:

Employee with no dependents	\$723/month
Employee plus 1 dependent	\$1,437/month
Employee plus 2 or more dependents	\$1,866/month

5.1.3 The employee may choose any plan made available to the District. The employee shall be responsible for paying the difference between the amounts listed in 5.1.2 and the actual cost of the plan selected unless the District agrees to cover any or all of that cost for all employees. Any difference shall be deducted from the employee's pay.

5.1.4 For employees that receive health insurance from another source and decline health insurance for themselves and any dependents, the district will provide a \$250/month payment to assist with outside insurance costs. Eligibility for this health insurance payment is defined in SOP XXXX

### 5.2 Dental & Vision Insurance

#### 5.2.1 Dental

Full-time employees and their legal dependents, as defined by the State of California and the Internal Revenue Service, are eligible to participate in a group dental plan selected by the District. The District shall pay the actual premium charged by the approved dental insurance provider for providing coverage to the employees and their dependents under the terms of the plan.

#### 5.2.2 Vision

Full-time employees and their legal dependents, as defined by the State of California and the Internal Revenue Service, are eligible to participate in a group vision plan selected by the District. The District shall pay the actual premium

charged by the approved vision insurance provider for providing coverage to the employees and their dependents under the terms of the plan.

### 5.3 **Deferred Compensation**

The District shall offer the employees a deferred compensation plan under IRS Regulation 457. The district shall make no contribution to said plan.

### 5.4 **Retirement**

5.4.1 The District shall provide Classic employees with 3% @ 55 plan, formula (Classic PERS). Classic employees shall pay 9% employee contribution of applicable compensation.

5.4.2 The District shall provide PEPRA employees, hired after January 1, 2013 with 2.7% @ 57 plan, formula (PEPRA Members). PEPRA employees shall pay 12.75% employee contribution of applicable compensation.

5.4.3 Retirement benefits for all employees covered in this Memorandum of Understanding shall be stated in the California Public Employee's Retirement System Benefit Summary for each of the above plans.

### 5.5 **Holidays**

All employees will be paid 24 hours overtime if their regularly scheduled day worked falls on one of the following holidays:

1. New Years Day
2. Martin Luther King's Birthday
3. Lincoln's Birthday (February 12<sup>th</sup>)
4. Washington's Birthday (February 22<sup>nd</sup>)
5. Easter
6. Memorial Day
7. July 4<sup>th</sup>
8. Labor Day
9. Veteran's Day
10. Thanksgiving
11. Christmas

### 5.6 **Uniforms**

Uniforms will be provided to all Association members per Gold Ridge SOP 2-09.

### 5.7 **Leave of Absence**

5.7.1 Personal Leave

5.7.1.1 Alternative Leave

Employees shall receive twenty-four (24) hours of Alternative Leave per calendar year. The Alternative Leave hours may be used at the employee's

discretion, subject to scheduling considerations of the District. Alternative Leave will not accumulate and can only be used within the calendar year it was received. Alternative Leave must be used in a whole twenty-four (24) hour block.

Alternate leave shall be paid by salary and not drawn from vacation or sick hours

#### 5.7.1.2 Bereavement Leave

Bereavement Leave is intended for use after the death of immediate family member, live-in or domestic partner, grandparent, grandchild, or in-law.

An employee shall advise the on duty-chief officer as soon as possible, but no later than one (1) hour prior to the beginning of shift.

The employee will be allowed up to two (2) shifts (for 24-hour shift employees) or three (3) days (for 40-hour employees) per event; for example the employee may choose to use 24 hours immediately after the death and an additional 24 hours when services are held or any combination thereof.

Bereavement leave shall be paid by salary and not drawn from vacation or sick hours.

#### 5.7.2 Sick Leave

5.7.2.1 Sick leave is an absence from work due to non-industrial illness or injury to an employee.

Sick leave may also include absence due to the birth of an employee's child, or illness or injury to a family member. Family members are the employee's child, mother, father, mother-in-law, father-in-law, brother, sister, grandparents, step parents, foster parents or any close relative residing in the employee's household.

Non-industrial illness or injury does not include injury or illness suffered in the course and scope of employment for the District or any other person or entity.

#### 5.7.2.2 Accrual

All personnel assigned to 56-hour schedule shall accrue twelve (12) hours per month of sick leave. All personnel assigned to 40-hour schedule shall accrue twelve (8) hours per month of sick leave.

#### 5.7.2.3 Use

Personnel shall use sick leave at the rate of one hour for each hour off

Employees must report sick leave absences at least one (1) hour in advance of the start of their shift to Company Officer at the staffing station or on-duty Battalion Chief.

#### 5.7.2.4 Sick Leave Payout Due to Death

Survivor(s) of each employee separated from the District service by death shall be entitled to payment at such employee's hourly rate of pay for one-half (1/2) of any accumulated but unused sick leave up to a maximum of (720) hours. The rate of pay shall be the regular hourly rate of pay at the time the position is vacated.

### 5.7.3 NEW PARENT LEAVE ACT

State Eligible employees may take parental leave up to 12 weeks to bond with a new child within one year of the child's birth, adoption, or foster care placement.

The employee shall be able to utilize accrued vacation pay, paid sick time, other accrued paid time off, or other paid or unpaid time off negotiated with the District during the period of parental leave. Paid leave will be taken at the employee's discretion from sick or vacation leave.

If both parents are employed by the District and both qualify for the requested leave, the leave is limited to 12 weeks combined.

Employees eligible for both FMLA and CFRA are not eligible for parental leave (Government Code § 12945.6).

#### 5.7.4 Leave-of-Absence Without Pay

Under exceptional circumstances, the Fire Chief may, on written request, authorize a leave-of-absence without pay or benefits in accordance with federal law.

## 5.8 **Vacation**

5.8.1 Vacation Accrual shall occur at the rates below. If an employee separates from the district but returns within 18 months, then the cumulative time worked before and after the separation will be applied to Years of Service.

<u>Years of Service</u>	<u>Hours Accrued per Month</u>	
	<u>56-hour employees</u>	<u>40-hour employees</u>
0-5	12	9
6-10	18	14
11-15	22	17
16 or more	26	20

5.8.2 Vacation Rate

5.8.2.1 56-Hour Personnel

Twenty-four (24) hours equals one (1) shift.

5.8.2.2 40-Hour Personnel

One (1) hour off will be charged at one (1) hour of vacation.

5.8.3 Vacation Use

All personnel shall use vacation leave at a rate of one hour for each hour off.

5.8.4 Payout Upon Separation

For purposes of remuneration, at time of separation, employees will be credited at their hourly rate of pay for accrued hours of vacation.

Employees shall be compensated for unused vacation at the time of separation from the District either as monetary remuneration or as compensatory time off upon the agreement of both parties.

5.8.5 Anniversary Date

An Employee's anniversary date will be considered as the first (1<sup>st</sup>) of the month in which the employee became a full-time permanent employee. Date of promotion (Captain, Lieutenants, and Engineers) will establish a new anniversary date at the time of promotion.

5.8.6 Maximum Allowable Accumulated Vacation

Vacation accrual shall be capped at two years at the maximum rate of accrual (624 Hours)

5.8.7 Vacation may be donated by employees to each other for the purpose of trades or assistance to a coworker experiencing prolonged illness or injury.

## **SECTION 6 QUALIFICATIONS & CERTIFICATIONS**

### **6.1 EMT Requirement**

All members must possess and maintain a valid EMT certification at all times and as a condition of employment. If the member fails to maintain certification, the member will be placed on unpaid leave (or allowed to use any accrued vacation time) until such time as they can regain their EMT certification for a period not to exceed six (6) months. If the EMT certification has not been regained after six (6) months, the District reserves the right to administratively disqualify and release the member from employment in accordance with procedures established in the firefighter Procedural Bill of Rights.

As a courtesy, the District will track the employee's expiration of certification and provide a reminder to the employee three (3) months in advance of the expiration date and reasonable accommodation for recertification. Maintaining this certification remains the responsibility of the employee.

### **6.2 Drivers License**

All members are required to possess DMV licensure (as appropriate for the employee's position), at all times during employment as a condition of employment. If the member fails to maintain licensure, the member will be placed on unpaid leave (or allowed to use any accrued vacation time) until such time they can regain their license for a period not to exceed six (6) months. If the license has not been regained after six (6) months, the District reserves the right to administratively disqualify and release the member from employment in accordance with procedures established in the firefighter Procedural Bill of Rights.

As a courtesy the District will track the employee's expiration of certification and provide a reminder to the employee three (3) months in advance of the expiration date and reasonable accommodation for recertification. Maintaining this license remains the responsibility of the employee.

### **6.3 Position Continuity in the Event of Merger**

In a case of a merger or annexation, employees will retain current positions while assigned to Gold Ridge stations. Employees may be posted to new district stations and will retain their position but if additional training, classes, etc. are required to meet new district requirements, then the cost of this training or overtime will be covered by the fire district.

## **SECTION 7 SENIORITY**

### **7.1 Seniority**

Seniority for competitive purposes (e.g. vacation selections, layoffs, etc) is defined as the total length of full-time continuous service with the Gold Ridge Fire Protection District. In a case of a merger or annexation, the full-time hire date of the predecessor agency.

7.1.1 In the event of identical promotional/hire dates, testing rank for employees evaluated in the same hiring test will be utilized for determining seniority.

### **7.2 Continuity of Service**

Continuity of service will not be broken and seniority will accrue where an employee:

- Is inducted, enlists, or is called to active duty in the Armed Forces of the United States or service in the Merchant Marines, under any Act of Congress which provides that the employee is entitled to re employment rights.
- Is on duty with the National Guard.
- Is absent due to lay-off for a period of less than 2 years.

### **7.3 Layoff**

In case of personnel reduction, the employee with the least seniority will be laid off first. If an eliminated position is reestablished within 24 months from the date of layoff, the laid-off employee shall have a right to reinstatement with only pre-employment fit for duty exam pursuant to NFPA 1582.

## **SECTION 8 GRIEVANCE PROCEDURES**

### **8.1 PURPOSE AND SCOPE**

This policy establishes processes for resolving disputes or concerns regarding conditions of employment, unethical, wasteful or other inappropriate conduct.

This policy does not apply to complaints related to alleged acts of discrimination or harassment or complaints of discrimination on the basis of other protected categories subject to the Discriminatory Harassment Policy. This policy also does not apply to complaints consisting of any alleged misconduct or improper job performance by any member that, if true, would constitute a violation of federal, state or local law, or a violation of department policy or the standards established in the Personnel Complaints Policy.

This policy does not prohibit adverse administrative action taken for legitimate non-discriminatory or non-retaliatory reasons, including for-cause discipline.

The procedures set forth herein are intended to supplement and not limit a member's access to other applicable remedies. Nothing in this policy shall diminish the rights or remedies of a member pursuant to any applicable federal law, provision of the U.S. Constitution, state law, local ordinance or collective bargaining agreement.

#### 8.1.1 GRIEVANCE DEFINED

A grievance is any difference of opinion concerning terms or conditions of employment or the dispute involving the interpretation or application of any of the following documents:

- A collective bargaining agreement
- Department Policy and Procedures Manual
- Rules and regulations covering personnel practices or working conditions of members

A grievance includes any claim of waste, abuse of authority, gross mismanagement and any practice within the Department which may pose a threat to health, safety or security.

Grievances may be brought by an individual member or by a group representative.

#### 8.2 POLICY

It is the policy of this department that all grievances be handled quickly and fairly without retaliation against a member who files a grievance, whether or not there is a basis for the grievance. It is the philosophy of this department to promote free verbal communication between members and supervisors.

#### 8.3 RETALIATION PROHIBITED

No member may retaliate against any person for reporting or making a complaint under this policy or for opposing a practice believed to be improper, unethical, wasteful, retaliatory or participating in any investigation pursuant to this policy or any other policy in this policy manual.

Employees found to be in violation of this policy are subject to discipline. Supervisors who condone or ignore violations of this policy or otherwise fail to take appropriate action to enforce this policy are also subject to discipline.

#### 8.4 PROCEDURE

Except as otherwise required under a collective bargaining agreement, grievances as defined above, should be resolved using the following procedure.

##### 8.4.1 COMMUNICATING GRIEVANCES

Members are encouraged to communicate with command personnel regarding any workplace problem or issue they feel



needs immediate attention. Generally, any concern about a workplace situation should be first raised with the member's immediate supervisor unless that supervisor is part of the member's concern. It is recognized, however, that there may be occasions where the use of the normal chain of command may not be appropriate.

Any member who feels threatened in any manner or is otherwise concerned about reporting to his/ her immediate supervisor may report this information directly to the Fire Chief or Administration without first reporting the information to their immediate supervisor or following the chain of command.

This alternate process shall not be used to circumvent or avoid addressing issues through the normal chain of command.

#### 8.4.2 GRIEVANCE RECEIPT

Upon receipt of an oral or written grievance, the receiving supervisor will promptly document the grievance, initiate the investigative process and ensure that the appropriate supervisor and the Administration are notified.

Investigations are generally more effective when the identity of the grieving member is known, thereby allowing investigators to obtain additional information from the reporting member. However, a grievance may be made anonymously.

All reasonable efforts should be made to protect the reporting member's identity. However, confidential information may be disclosed to the extent required by law or to the degree necessary to conduct an adequate investigation and make a determination regarding a grievance. In some situations, the investigative process may not be complete unless the source of the information and a statement by the member is produced as part of the process.

The supervisor receiving the grievance should explain to the grieving member how the matter will be handled.

#### 8.4.3 RESOLVING GRIEVANCES

(a) Supervisors receiving grievances should attempt to resolve the issue through informal discussion with member.

(b) If after a reasonable amount of time, generally seven days, the grievance cannot be settled by the immediate supervisor, the member may request a meeting with the Battalion Chief.

(c) If a successful resolution is not found with the Battalion Chief, the member may request a meeting with the Fire Chief.

(d) If the member and the Fire Chief are unable to arrive at a mutual solution, then the member shall proceed as follows:

1. Submit in writing a written statement of the grievance and deliver one copy to the Fire Chief and another copy to the immediate supervisor and include the following information:

(a) The basis for the grievance

(b) What remedy or goal is being sought by this grievance

(e) The Fire Chief will receive the grievance in writing. The Fire Chief and the District executive will review and analyze the facts or allegations and respond to the member within 14 calendar days. The response shall identify any corrective measures or other remedies as appropriate. The decision of the District executive is considered final.

## 8.5 RESPONSIBILITIES

### 8.5.1 MEMBER RESPONSIBILITIES

This policy is intended to support efforts to identify and remediate when appropriate, workplace issues. Members are encouraged to identify workplace issues to bring about positive change in the Department. Members shall act in good faith and not file trivial grievances or grievances intended to harass or deflect scrutiny or blame to another.

Members shall make reasonable efforts to verify facts before making a grievance. Members shall not report or threaten to report information or a grievance knowing it to be false, with willful or reckless regard for the truth or falsity of the information or otherwise made in bad faith.

When making a grievance, members should provide as much information as possible and should cooperate fully with all investigations. Members shall maintain the confidentiality of any statements made in conjunction with an active grievance pursuant to this policy. This provision is not intended to diminish a member's rights or remedies afforded by applicable federal law, constitutional provision or collective bargaining agreement.

Any employee who believes that he/she has been subjected to reprisal or retaliation should immediately report the matter to a supervisor in the member's chain of command or to the Administration.

### 8.5.2 SUPERVISORS

Supervisors should make reasonable efforts to identify and remediate workplace issues and bring about positive change in the Department before issues escalate to the grievance level. Once a member has made the decision to file a grievance, supervisors shall not attempt to discourage the member, shall accept grievances and shall ensure that reasonable efforts are made to reach a prompt and fair resolution.

Supervisory personnel will:

- (a) Document all grievances received and all steps taken to resolve the issue.
- (b) Forward the documentation to the Administration Division Chief through the chain of command.
- (c) Monitor the work environment to ensure that any member making a grievance is treated with respect and no differently than non-complaining employees.
- (d) Communicate to all members the obligation not to engage in retaliation and follow-up periodically with the grieving member to ensure that retaliation is not occurring.

### 8.5.3 COMMAND STAFF

Command staff should ensure prompt resolution of all grievances, including the following:

- (a) Timely grievance recognition and acceptance
- (b) Appropriate documentation of the process and investigation
- (c) Remediation of any inappropriate conduct or condition and the implementation of measures to minimize the likelihood of reoccurrence
- (d) Timely communication of the outcome to the grieving member

### 8.6 MEMBER REPRESENTATION

Members are entitled to have representation during the grievance process and may seek advice, counsel or the assistance of other employees or representatives in their presentation of a grievance.

### 8.7 GRIEVANCE RECORDS

At the conclusion of the grievance process, all documents pertaining to the process shall be forwarded to the Administration Division Chief.

### 8.8 GRIEVANCE AUDITS

The Administration Division Chief or the authorized designee should perform an annual audit of all grievances filed the previous calendar year to evaluate whether any policy, procedure or training changes may be appropriate. The Administration Division Chief shall record these findings in a confidential memorandum to the Fire Chief without including any identifying information from any individual grievance.

## **SECTION 9 PEACEFUL RESOLUTION OF DIFFERENCES**

Both parties recognize the desirability of continuous and uninterrupted operation of the District during the term of this contract and the avoidance of disputes which threaten to interfere with such operation. Since the parties are establishing a comprehensive grievance procedure under which unresolved disputes may be settled, the parties have removed the basic cause to work interruptions during the period of this Memorandum of Understanding.

The Association accordingly agrees that during the period this Memorandum of Understanding, no strikes of any kind shall be caused or sanctioned by the Association.

The District agrees that no lockouts of employees shall be instituted by the District during the term of this Memorandum of Understanding.

## **SECTION 10 MANAGEMENT RIGHTS**

10.1 The District, on its own behalf and on the behalf of the taxpayers of the District, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of California and of the United States, including but not without limiting the generality of the foregoing, the right:

- 10.1.1 To exercise executive management and administrative control of the District and its properties and facilities, and the duties of its employees during the hours of work.
- 10.1.2 To hire all employees and subjects to the provision of the law, to determine their qualifications and the conditions of their continued employment or their dismissal and/or assign and transfer such employees.
- 10.1.3 The exercise of the forgoing powers, rights, authority, duties and responsibilities by the District, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms hereof, and the Constitution and laws of the United States.

## **SECTION 11 SAVINGS CLAUSE**

If any provision of this Memorandum of Understanding is held invalid, illegal or unenforceable by operation of law or by any tribunal of competent jurisdiction, such provision shall be separable, the remainder of this agreement shall not be affected thereby.

## **SECTION 12 TERM OF AGREEMENT**

This Memorandum of Understanding shall be effective as of the date signed and shall remain in full force and effect until June 30 2023, unless the District and Association agree, in writing, sixty (60) days prior to the expiration date, to continue the Memorandum.

## **SECTION 13 FULL UNDERSTANDING CLAUSE**

This Memorandum of Understanding sets forth the full and entire understanding of the parties regarding the matters set forth herein; and any other prior or existing understanding or agreements by the parties, whether formal or informal, regarding any such matters are hereby suspended or terminated in their entirety, if they conflict with this Memorandum of Understanding.

It is agreed and understood that each party hereto voluntarily waives its right to negotiate and agrees that the other party shall not be required to negotiate, with respect to any matter covered herein during the term of this Memorandum of Understanding. However, in the event of a fiscal or operational crisis that could result in layoff of personnel and/or changes in statutory or decisional law, the District may implement change only after exhausting all obligations of meet and confer.

Nothing herein shall preclude or limit the District from making changes in matters not covered by the Memorandum but within the scope of representation. If the District intends to make such changes, it will give prior notice to the Association and an opportunity to meet and confer over said changes.

Nothing in this section shall preclude the parties from jointly agreeing to meet and confer on an issue(s) within the scope of representation during the term of this Memorandum of Understanding.

**Firefighter**

STEP	With FLSA	FLSA	Annual BASE	HOURLY	OT	Per Shift	Bi-weekly Regular	Bi-weekly FLSA	Bi-weekly TOTAL	Bi-weekly Classic PERS	Bi-weekly PEPRP PERS
1	\$ 64,906.70	\$ 1,688.70	\$ 63,218.00	\$ 21.65	\$32.48	\$533.11	\$2,431.46	64.95	2,496.41	224.68	343.26

**FF/Driver**

STEP	With FLSA	FLSA	Annual BASE	HOURLY	OT	Per Shift	Bi-weekly Regular	Bi-weekly FLSA	Bi-weekly TOTAL	Bi-weekly Classic PERS	Bi-weekly PEPRP PERS
1	\$ 71,483.11	\$ 1,859.80	\$ 69,623.31	\$ 23.84	35.77	\$587.13	\$2,677.82	71.53	\$2,749.35	247.44	378.04
2	\$ 75,245.38	\$ 1,957.68	\$ 73,287.69	\$ 25.10	37.65	\$618.03	\$2,818.76	75.30	\$2,894.05	260.46	397.93
3	\$ 79,205.66	\$ 2,060.72	\$ 77,144.94	\$ 26.42	39.63	\$650.56	\$2,967.11	79.26	\$3,046.37	274.17	418.88

**Engineer**

STEP	With FLSA	FLSA	Annual BASE	HOURLY	OT	Per Shift	Bi-weekly Regular	Bi-weekly FLSA	Bi-weekly TOTAL	Bi-weekly Classic PERS	Bi-weekly PEPRP PERS
1	\$ 83,374.38	\$ 2,169.18	\$ 81,205.20	\$ 27.81	41.72	\$684.80	\$3,123.28	83.43	\$3,206.71	288.60	440.92
2	\$ 87,541.60	\$ 2,277.60	\$ 85,264.00	\$ 29.20	43.80	\$719.03	\$3,279.38	87.60	\$3,366.98	303.03	462.96
3	\$ 91,918.68	\$ 2,391.48	\$ 89,527.20	\$ 30.66	45.99	\$754.98	\$3,443.35	91.98	\$3,535.33	318.18	486.11

**Engineer 40 Hour**

STEP	With FLSA	FLSA	Annual BASE	HOURLY	OT	Per Shift	Bi-weekly Regular	Bi-weekly FLSA	Bi-weekly TOTAL	Bi-weekly Classic PERS	Bi-weekly PEPRP PERS
1	\$ 83,374.38	\$ 2,169.18	\$ 81,205.20	\$ 39.04	58.56	\$684.80	\$3,123.28	83.43	\$3,206.71	288.60	440.92
2	\$ 87,541.60	\$ 2,277.60	\$ 85,264.00	\$ 40.99	61.49	\$719.03	\$3,279.38	87.60	\$3,366.98	303.03	462.96
3	\$ 91,918.68	\$ 2,391.48	\$ 89,527.20	\$ 43.04	64.56	\$754.98	\$3,443.35	91.98	\$3,535.33	318.18	486.11

**Captain**

STEP	With FLSA	FLSA	Annual BASE	HOURLY	OT	Per Shift	Bi-weekly Regular	Bi-weekly FLSA	Bi-weekly TOTAL	Bi-weekly Classic PERS	Bi-weekly PEPRP PERS
1	\$ 101,340.34	\$ 2,636.60	\$ 98,703.74	\$ 33.80	50.70	\$832.36	\$3,796.30	101.41	\$3,897.71	350.79	535.93
2	\$ 106,407.36	\$ 2,768.43	\$ 103,638.92	\$ 35.49	53.24	\$873.98	\$3,986.11	106.48	\$4,092.59	368.33	562.73
3	\$ 111,727.73	\$ 2,906.86	\$ 108,820.87	\$ 37.27	55.90	\$917.68	\$4,185.42	111.80	\$4,297.22	386.75	590.87

**Captain 40 Hour**

STEP	With FLSA	FLSA	Annual BASE	HOURLY	OT	Per Shift	Bi-weekly Regular	Bi-weekly FLSA	Bi-weekly TOTAL	Bi-weekly Classic PERS	Bi-weekly PEPRP PERS
1	\$ 101,340.34	\$ 2,636.60	\$ 98,703.74	\$ 47.45	71.18	\$832.36	\$3,796.30	101.41	\$3,897.71	350.79	535.93
2	\$ 106,407.36	\$ 2,768.43	\$ 103,638.92	\$ 49.83	74.74	\$873.98	\$3,986.11	106.48	\$4,092.59	368.33	562.73
3	\$ 111,727.73	\$ 2,906.86	\$ 108,820.87	\$ 52.32	78.48	\$917.68	\$4,185.42	111.80	\$4,297.22	386.75	590.87

FLSA Rate 0.02671230 Hrs./Year 2920 Hrs./Shift 121.75 Classic PERS 9% PEPRP PERS 13.75%