

# Rancho Adobe Fire Protection District

11000 Main Street  
P. O. Box 1029  
Penngrove, California 94951

Telephone: (707) 795-6011  
Fax: (707) 795-5177  
www.rafd.org

**NOTICE & AGENDA OF THE REGULAR BOARD MEETING  
JANUARY 15, 2025 — 7:00 P.M.  
COTATI FIRE STATION - #1 EAST COTATI AVE.  
COTATI, CALIFORNIA**

**Assistance for the Disabled:** If you are disabled in any way and need accommodation to participate in the meeting, please call Jennifer Bechtold, Board Clerk, at 707-795-6011 for assistance so the necessary arrangements can be made.

The Board meeting agenda and all supporting documents are available for public review at 11000 Main Street, Penngrove, CA 94951, 72 hours in advance of a scheduled board meeting. Materials related to an item on this agenda submitted to the Board after distribution of the agenda packet, and not otherwise exempt from disclosure, will be made available for public inspection at the District Office at 11000 Main Street, Penngrove, during normal business hours, Tuesday through Friday, 9:00 a.m. – 5:00 p.m. Copies of supplemental materials distributed at the Board meeting will be available for public inspection at the meeting location.

**I. CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE**

*To speak on any item under discussion by the Board on this agenda, you may do so upon receiving recognition from the Chair. Time limitations on public testimony may be imposed at the discretion of the Chair in conformity with Board Meeting Policy Provisions 5010.100-5010.103 and 5010.110.*

**II. ORAL AND WRITTEN COMMUNICATIONS**

A. Citizen Business/Public Comments on Items not appearing on Agenda — *Public is advised to limit discussion to one presentation per individual and observe the time limit of 4 minutes. Please state your name and address for the record before making your presentation.*

**NOTE:** *Any item raised by a member of the public which does not appear on the agenda but which may require Board action shall be referred to District staff for investigation and disposition unless the item requires action to be taken by the Board at the meeting during which it was raised and constitutes an emergency, or the need to take such action arose after the posting of the agenda within the meaning of Government Code Section 54954.2(b).*

B. Correspondence and/or Presentations

C. Oath of Office Administered to Brian Proteau

**III. APPROVAL OF MINUTES**

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

A. Regular Board Meeting of December 18, 2024

**IV. CONSENT CALENDAR**

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

A. Ratification of Checks Issued

**V. ADMINISTRATIVE COMMUNICATIONS**

*An opportunity to report on individual activities related to District Business.*

A. Firefighter's Union Report

B. Firefighters' Association Report

C. Chief's Report

D. Director Reports

E. Committee Reports

a. Finance/Budget

b. Ad Hoc Capital Improvements



**NOTICE & AGENDA OF THE REGULAR BOARD MEETING**  
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**COTATI, CALIFORNIA**

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**VI. UNFINISHED BUSINESS**

- A. Discussion on Consolidation with Sonoma County Fire Protection District  
*Chief Veliquette will provide an update on the status of consolidation with SCFD*
- B. Approval of Update to Chart A in Purchasing and Procurement Policy 218  
*The Board will review revisions of Chart A that was incomplete at December Board meeting*

**VII. NEW BUSINESS**

- A. Discussion and Approval of Quotations for Electrical Work for LED Sign Installation  
*The Board will review quotations received for electrical work required for installation of LED signs at Stations 2 and 3*
- B. Discussion and Possible Approval to Purchase Type 3 Fire Engine  
*The Board will consider approving the purchase of a new Type 3 fire engine for an amount not to exceed \$700,000*

**VIII. DIRECTION ON FUTURE AGENDA ITEMS**

**IX. ADJOURNMENT**

Certificate of Posting of the Agenda: I declare under penalty of perjury under the laws of the State of California that I am employed by the Rancho Adobe Fire District and that I caused this agenda to be posted on the bulletin boards at Station 1 (Cotati), Station 2 (Penngrove), Station 3 (Liberty), Cotati City Hall and the Penngrove U.S. Post Office on January 10, 2025.



Jennifer Bechtold, Clerk of the Board





# Rancho Adobe Fire Protection District

## Board of Directors Meeting

January 15, 2025

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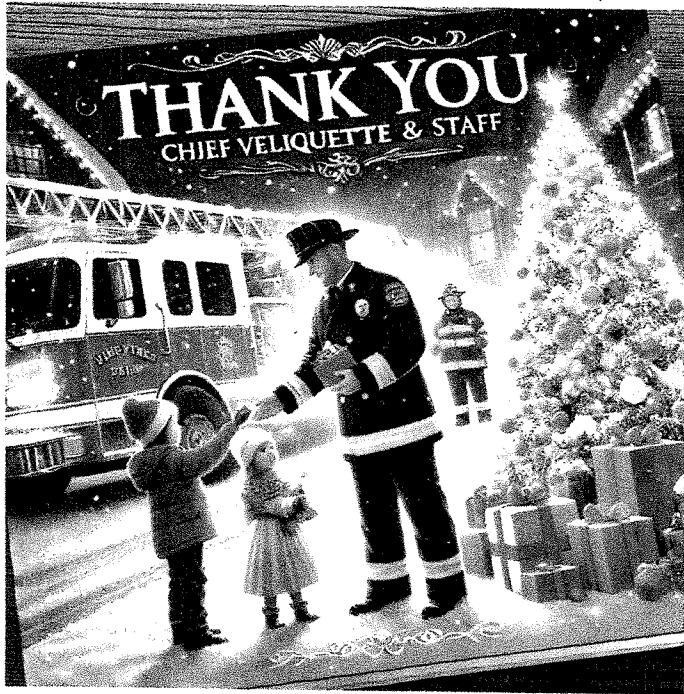
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# **ORAL AND WRITTEN COMMUNICATIONS**







Dear Chief Veliquette and Staff,

Your team's participation in this year's Christmas Toy Drive has been truly inspiring. Through your kindness and festive spirit, you've brought smiles and joy to countless children and families during this special season.

Together, we've been able to support 311 children from 115 families, creating cherished memories and spreading the true spirit of giving and community.

A special note of gratitude goes to Captain Mike Porter for coordinating this program and to Scott Campbell, Jimmy Bernal, and their crews for making Santa's visits magical. To all who wrapped, delivered, and supported, you've made this season brighter for so many.

May your holidays be filled with the same warmth and happiness you've shared with others. Wishing you a wonderful New Year ahead!

With heartfelt thanks,

Bob Stewart  
Community Service Co-Director  
Rohnert Park - Cotati Rotary Club







# **APPROVAL OF MINUTES**



# Rancho Adobe Fire Protection District

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11000 Main Street  
P. O. Box 1029  
Penngrove, California 94951

Telephone: (707) 795-6011  
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## DRAFT

**MINUTES OF THE REGULAR BOARD MEETING  
DECEMBER 18, 2024 — 7:00 P.M.  
COTATI FIRE STATION - #1 EAST COTATI AVE.  
COTATI, CALIFORNIA**

### **I. CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE**

President Mark Hemmendinger, called the Regular Board Meeting to order at 7:00 p.m. The agenda for this meeting was posted on December 13, 2024.

Directors Present: Mark Hemmendinger, Bob Moretti, Sage Howell, Bret Herman, Michael Gadoua, Ray Peterson

Directors Absent: Brian Proteau

Minutes Conducted by: Jennifer Bechtold

### **II. ORAL AND WRITTEN COMMUNICATIONS**

#### **A. Citizen Business/Public Comments on Items not appearing on Agenda**

There was no comment from the public.

#### **B. Correspondence and/or Presentations**

A letter from Generation Housing was included in Board packets addressing the proposed fire impact fees.

The Board of Directors presented a plaque to outgoing Board member, Sage Howell, and thanked him for his years of service to the District.

#### **C. Oaths of Office Administered to Mark Hemmendinger, Brian Proteau, Bret Herman and Pete Albini**

Board Clerk, Jennifer Bechtold administered the Oaths of Office to Directors Hemmendinger, Herman and Albini.

### **III. BOARD REORGANIZATION**

#### **A. Election of Chairman and Vice-Chairman, and Passing of Gavel to New Chair**

**Chairman: Bob Moretti**

Motion moved by Mr. Herman and seconded by Mr. Gadoua.

Motion Carried: Aye 6 No 0 Abstain 0 Absent 1

**Vice Chairman: Ray Peterson**

Motion moved by Mr. Herman and seconded by Mr. Hemmendinger.  
Motion Carried: Aye   6   No   0   Abstain   0   Absent   1  

B. Appointment of Board Secretary/Clerk

**Board Secretary/Clerk: Jennifer Bechtold**

C. Appointment of Fiscal Officer

**Fiscal Officer: Chief Veliquette**

D. Appointments to Committees and Charges to Meet Regularly:

1. Budget/Finance Committee: Chief and 3 Directors

Mr. Hemmendinger (Chair), Mr. Moretti, Mr. Peterson

E. Confirmation of Board Meeting Dates for 2025: Third Wednesday of Every Month:  
January 15, February 19, March 19, April 16, May 21, June 18, July 16, August 20,  
September 17, October 15, November 19, December 17

**IV. APPROVAL OF MINUTES**

A. Regular Board Meeting of November 20, 2024

Motion moved by Mr. Gadoua to approve the minutes of November 20, 2024 and seconded by Mr. Herman.

Motion Carried: Aye   6   No   0   Abstain   0   Absent   1  

B. Special Board Meeting of December 9, 2024

Motion moved by Mr. Hemmendinger to approve the minutes of December 9, 2024 and seconded by Mr. Herman.

Motion Carried: Aye   5   No   0   Abstain   1  (Mr. Gadoua) Absent   1  

**V. CONSENT CALENDAR**

A. Ratification of Checks Issued

Motion moved by Mr. Gadoua to approve the consent calendar and seconded by Mr. Peterson.

Motion Carried: Aye   6   No   0   Abstain   0   Absent   1  

**VI. ADMINISTRATIVE COMMUNICATIONS**

A. Firefighter’s Union Report

There was no report filed.

B. Firefighters’ Association Report

Captain Ikalani noted crab feed tickets are on sale and the event will be held on February 1<sup>st</sup>. Tickets cost \$75/each.



C. Chief's Report

Chief Veliquette reported the following information:

- 1.) District activities: significant responses to rain and wind events, toy drive wrapping was held last weekend with deliveries occurring Saturday 12/21, Association holiday dinner held 12/14, labor management meeting on 12/3, impact fee presentation to the Cotati City Council, meeting with SSU President Cutrer, mechanic recruitment yielded one job offer, but candidate turned this down, new hire fire academy, on boarded 2 full-time firefighter/EMTs and 3 part-time firefighters, academy concludes Friday 12/27 with live burn evolutions.
- 2.) November calls for service: 116 good intent, 114 EMS, 17 service calls, 15 hazardous conditions, 12 false alarms, 7 fire, 1 severe weather and 1 overpressure.
- 3.) Proposed development at 120 E. Cotati Ave. (across from station 1) – 3 story complex with retail and affordable housing.
- 4.) Upcoming events: Crab Feed February 1, FDAC Conference in Napa, April 2025.

D. Director Reports

Mr. Peterson gave an update on his efforts to pursue sales tax funds from the Barnes and Noble bookstore at SSU. There have been past lawsuits in California regarding tax exemption for bookstores like this which is referred to as a possessory interest. This may also pertain to the Green Music Center. Mr. Peterson will be seeking further information from the State Board of Equalization.

E. Committee Reports

a. Finance/Budget

Mr. Hemmendinger noted there have not been any finance meetings. The budget is on target with supplies and services slightly over budget though this tends to go up and down based on need and when we are purchasing items.

b. Ad Hoc Capital Improvements

Chief Veliquette spoke with Van Pelt who continues to work on the facility assessment report. They believe the report will be ready for presentation to the Capital Improvement committee sometime in January, and to the Board by February.

**VII. NEW BUSINESS**

A. Discussion on Consolidation Process with SCFD

Chief Veliquette reported that the fiscal analysis is now complete and shows a \$1M deficit required for consolidation. SCFD is in the “drivers’ seat” and working with the CAO’s office for this ongoing funding. They will need a commitment by mid-January. The press/outreach will not occur until the funding is identified. LAFCO has confirmed they support the timeline for consolidation of July 1, 2024 and documents requested by them have been turned in. The application must be completed no later than March 1, 2025. Should the funding request be approved, an ad-hoc consolidation committee will be established.

Mr. Peterson would like to see SCFD’s financial situation to verify it is viable long-term and feels this information should also be shared with the community. Future goals are to keep communication open with the Board and staff, meet requests in a timely fashion, work on a “delayed” consolidation (dual path) plan and continue to meet RAFD obligations.

B. Discussion on Section 115 Pension Trust

Chief Veliquette commented that PARS said there is no harm in establishing the trust as this would move forward to the successor agency should we consolidate. Weist Law Firm said it may be prudent to delay funding of the Section 115 Trust, though funding the account would still generate a reasonable and safe return for the District.

Mr. Peterson feels it makes most sense not to move forward with funding the trust until we find out more about consolidation. If we don't consolidate, then we can continue this discussion after March 1.

Motion moved by Mr. Peterson to pause funding of the Section 115 Trust and seconded by Mr. Herman.

Motion Carried: Aye 6 No 0 Abstain 0 Absent 1

C. Discussion and Approval of Procurement Policies

Chief Veliquette noted that the District does not have a solid set of purchasing policies in place. The policies before the Board this evening came from samples from other agencies and then vetted through the finance committee and our legal team.

Mr. Hemmendinger noted the chart in Policy 218, section 218.8.2 seems to be missing some information. Chief Veliquette replied that we will amend this and bring the policy back to the Board in January.

Motion moved by Mr. Gadoua to accept the Procurement Policies, with clarification on Purchasing and Procurement Policy in Section 218.8.2, and seconded by Mr. Herman.

Motion Carried: Aye 6 No 0 Abstain 0 Absent 1

D. Discussion and Possible Approval of Measure H Funding Agreement between Rancho Adobe Fire District and the County of Sonoma

Chief Veliquette commented that we are required to have an agreement with the County of Sonoma in order to transfer Measure H tax funds quarterly. This agreement was developed by the Fire Chiefs Association, administrative group and county counsel. All Districts and cities will be adopting the same agreement. Our legal counsel has also vetted this, and their only comment was that indemnity agreement is very favorable to the County. County counsel said this language is similar to what we have in our other collection agreements, and they are not willing to change the language. Exhibit A provides a summary of the items that will be incorporated into the oversights committee's yearly audit of Measure H funds.

Motion moved by Mr. Herman to approve the Measure H Funding Agreement with the County of Sonoma and seconded by Mr. Albini.

Motion Carried: Aye 6 No 0 Abstain 0 Absent 1

E. Consideration of Employment Agreement between the District and the Fire Chief for December 1, 2024 – November 30, 2025

Mr. Hemmendinger, Mr. Peterson and Mr. Howell negotiated with Chief Veliquette and then met with the Board, who have agreed to a 10% increase in base pay starting January 1, 2025.

Motion moved by Mr. Herman to approve the Fire Chief's Employment Agreement for 2024-2025 and seconded by Mr. Peterson.

Motion Carried: Aye 6 No 0 Abstain 0 Absent 1

F. Discussion and Review of FY 2023/2024 Financial Audit

Syed Bukhari from Blomberg & Griffin Accountancy presented the financial audit and found no deficiencies in any of the District's financial statements.

Motion moved by Mr. Hemmendinger to accept the FY 2023/2024 Financial Audit and seconded by Mr. Gadoua.

Motion Carried: Aye   6   No   0   Abstain   0   Absent   1  

**VIII. DIRECTION ON FUTURE AGENDA ITEMS**

- **Revise Chart A in Purchasing and Procurement Policy 218**
- **Oath of Office for Director Proteau**

**IX. ADJOURNMENT**

With no further business to discuss, the Regular Board meeting was adjourned at 9:01 p.m.

Motion moved by Mr. Hemmendinger and seconded by Mr. Herman.

Motion Carried: Aye   6   No   0   Abstain   0   Absent   1  

Respectfully submitted,

  
Jennifer Bechtold, Board Clerk



# CONSENT CALENDAR





# Rancho Adobe Fire Protection District

11000 Main Street  
P.O. Box 1029  
Penngrove, California 94951

Phone: (707) 795-6011  
Fax: (707) 795-5177  
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## RATIFICATION OF WARRANTS AND PAYROLL

FOR THE REGULAR MEETING OF January 15, 2025

In accordance with Government Code Section 37208, ratification of the following warrant amounts are presented to the Fire District Board:

Regular Payable Checks:	\$259,865.76
Payroll Checks:	\$ 84,422.00
Total All Disbursements:	\$344,287.76

All individual warrants and warrant registers are available for review by the board members or the public upon request. Payroll registers are confidential and not available for individual review in accordance with State Law.

The necessary internal controls are in place to safeguard the District's in conformance with Generally Accepted Accounting Principles, sound business practices and prudent budgetary principles. Payroll documents and invoices have been reviewed and approved by the appropriate Department Head, Fire Chief and Administrative Manager before payment.

*Jennifer Bechtold*

Clerk of the Board

1-10-25

Date





Rancho Adobe Fire Protection District  
 Check Detail  
 December 26, 2024

12:12 PM  
 12/26/24

Type	Num	Date	Name	Account	Paid Amount
ACH	ACH	12/26/2024	CalPERS FISCAL SERVICES DIVISION	1035 · Summit State Bank - Operating	
			5923 · CalPERS		-2,233.16
					-2,233.16
ACH	ACH	12/26/2024	CalPERS FISCAL SERVICES DIVISION	1035 · Summit State Bank - Operating	
			5923 · CalPERS		-39,955.36
					-39,955.36
ACH	ACH	12/26/2024	CalPERS FISCAL SERVICES DIVISION	1035 · Summit State Bank - Operating	
			5923 · CalPERS		-32,244.48
					-32,244.48
ACH	ACH	12/26/2024	CALPERS SUPPLEMENTAL INCOME PLANS	1035 · Summit State Bank - Operating	
			5923 · CalPERS		-6,194.00
					-6,194.00
Bill Pmt -Check	6465	12/26/2024	RANCHO ADOBE PAID FIREFIGHTERS	1035 · Summit State Bank - Operating	
Bill	December 2024	12/26/2024	5910 · Full-Time Personnel		-3,795.00
					-3,795.00
<b>TOTAL CHECKS ISSUED:</b>					<b>84,422.00</b>

Rancho Adobe Fire Protection District

Check Detail

December 26, 2024

Authorized By:

*John Veronique*

Print Name

*TIM CARROLL*

Print Name

*[Signature]*

Sign

*[Signature]*

Sign

*Fra Christ*

Title

*Butterfly Christ*

Title

Check Detail

January 7, 2025

01/07/25

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	6487	01/07/2025	ALLSTAR FIRE EQUIPMENT	1035 · Summit State Bank - Operating	
Bill	Inv# 261110	01/07/2025		6022 · Safety Clothing	-13,748.38
					-13,748.38
Bill Pmt -Check	6488	01/07/2025	dmi NETWORKING	1035 · Summit State Bank - Operating	
Bill	Inv# 62308	01/07/2025		6889 · Computer Software and Equipment	-1,310.00
					-1,310.00
Bill Pmt -Check	6489	01/07/2025	ERIC HENNEBERQUE	1035 · Summit State Bank - Operating	
Bill	Reimburse Boots	01/07/2025		6022 · Safety Clothing	-300.00
					-300.00
Bill Pmt -Check	6490	01/07/2025	INTERSTATE ALL BATTERY CENTER	1035 · Summit State Bank - Operating	
Bill	Inv#779478/20002689	01/07/2025		6155 · Apparatus Maintenance	-80.52
					-80.52
Bill Pmt -Check	6491	01/07/2025	LIZ JONES PHOTOGRAPHY	1035 · Summit State Bank - Operating	
Bill	Photos	01/07/2025		6461 · Operational Expense	-1,200.00
					-1,200.00
Bill Pmt -Check	6492	01/07/2025	PENNGROVE WATER CO	1035 · Summit State Bank - Operating	
Bill	Acct#P-549/P-554	01/07/2025		7320 · Utilities	-256.30
					-256.30
Bill Pmt -Check	6493	01/07/2025	PG&E	1035 · Summit State Bank - Operating	

# Check Detail

January 7, 2025

Bill	Mult Accts	01/07/2025	7320 · Utilities	-5,772.86
				-5,772.86
Bill Pmt -Check	6494	01/07/2025	1035 · Summit State Bank - Operating	
Bill	Inv# 5604	01/07/2025	6155 · Apparatus Maintenance	-596.00
				-596.00
Bill Pmt -Check	6495	01/07/2025	1035 · Summit State Bank - Operating	
Bill	Inv# 61642882	01/07/2025	6180 · Building Maintenance	-736.56
				-736.56
Bill Pmt -Check	6496	01/07/2025	1035 · Summit State Bank - Operating	
Bill	Inv# SBS11516	01/07/2025	6501 · Professional Services	-3,630.00
				-3,630.00
Bill Pmt -Check	6497	01/07/2025	1035 · Summit State Bank - Operating	
Bill	Inv# 677-03	01/07/2025	9510 · Building Improvements	-8,650.00
				-8,650.00

**TOTAL CHECKS ISSUED: 36,280.62**

Authorized By:

Jeff Veronique  
Print Name

[Signature]  
Sign

Fire Chief  
Title

James Devcloo  
Print Name

[Signature]  
Sign

Battalion Chief  
Title

**Rancho Adobe Fire Protection District**  
**Check Detail**  
January 2 - 3, 2025

Type	Num	Date	Name	Account	Paid Amount
ACH	ACH	01/03/2025	RAY PAULA	1035 · Summit State Bank - Operating	
Bill Pmt -Check	6482	01/02/2025	ANDY TAYLOR	5936 · Retiree Insurance	-900.00
Bill	Jan-March 2025	01/01/2025		5936 · Retiree Insurance	-900.00
Bill Pmt -Check	6483	01/02/2025	BILL ADAMS	1035 · Summit State Bank - Operating	
Bill	Jan-March 2025	01/01/2025		5936 · Retiree Insurance	-900.00
Bill Pmt -Check	6484	01/02/2025	MIKE WEIHMAN	1035 · Summit State Bank - Operating	
Bill	Jan-March 2025	01/01/2025		5936 · Retiree Insurance	-900.00
Bill Pmt -Check	6485	01/02/2025	PATELCO CREDIT UNION	1035 · Summit State Bank - Operating	
Bill	HSA Deposits	01/01/2025		5930 · Health Insurance	-83,425.00
					-83,425.00

# Rancho Adobe Fire Protection District Check Detail January 2 - 3, 2025

Bill Pmt -Check	6486	01/02/2025	PETE ALBINI	1035 - Summit State Bank - Operating	
Bill	Jan-March 2025	01/01/2025		5936 - Retiree Insurance	-900.00
					-900.00

**TOTAL CHECKS ISSUED: 87,925.00**

**Authorized By:**

*Jeff Valiquette*  
\_\_\_\_\_  
Print Name

*TIM CALDWELL*  
\_\_\_\_\_  
Print Name

*Jan*  
\_\_\_\_\_  
Sign

*Tim Caldwell*  
\_\_\_\_\_  
Sign

*Fire Chief*  
\_\_\_\_\_  
Title

*Business Office*  
\_\_\_\_\_  
Title

КАНОН АГОДЕ FIRE PROTECTION DISTRICT  
**Check Detail**  
 December 26, 2024

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	6466	12/26/2024	ATKINSON, ANDELSON, LOYA, RUUD & ROMI 1035	Summit State Bank - Operating	
Bill	Inv# 733536	12/26/2024		6610 · Legal Services	-178.50
Bill Pmt -Check	6467	12/26/2024	BEAR FLAG TOWING	1035 · Summit State Bank - Operating	
Bill	Inv# training	12/26/2024		7120 · Training Expense	-400.00
Bill Pmt -Check	6468	12/26/2024	BLOMBERG & GRIFFIN	1035 · Summit State Bank - Operating	
Bill	Inv# 11489	12/26/2024		6630 · Annual Audit Charges	-7,950.00
Bill Pmt -Check	6469	12/26/2024	CATHY DOOYES	1035 · Summit State Bank - Operating	
Bill	Classes Nov/Dec	12/26/2024		6596 · CQI Expense	-1,700.00
Bill Pmt -Check	6470	12/26/2024	GONE FOR GOOD	1035 · Summit State Bank - Operating	
Bill	Inv#RAFP 122624	12/26/2024		6461 · Operational Expense	-80.00

# Rancho Adobe Fire Protection District Check Detail December 26, 2024

Bill Pmt -Check	6471	12/26/2024	KAISER (OCCUPATIONAL HEALTH)	1035 · Summit State Bank - Operating	
Bill	Inv# 1000733799	12/26/2024		6650 · Health Services	-115.00
				6605 · Hiring Expense	-584.00
					<u>-699.00</u>
Bill Pmt -Check	6472	12/26/2024	KYOCERA DOCUMENT SOLUTIONS 2	1035 · Summit State Bank - Operating	
Bill	Inv# 55E1810454	12/26/2024		6820 · Rent/Lease Equipment	-24.70
					<u>-24.70</u>
Bill Pmt -Check	6473	12/26/2024	KYOCERA DOCUMENT SOLUTIONS NOR	1035 · Summit State Bank - Operating	
Bill	Inv# 5032494961	12/26/2024		6820 · Rent/Lease Equipment	-196.72
					<u>-196.72</u>
Bill Pmt -Check	6474	12/26/2024	MATHESON TRI-GAS INC.	1035 · Summit State Bank - Operating	
Bill	Mult Inv's	12/26/2024		6260 · Medical Supplies	-695.76
					<u>-695.76</u>
Bill Pmt -Check	6475	12/26/2024	NICK BARBIERI TRUCKING INC.	1035 · Summit State Bank - Operating	
Bill	Inv# 1178170	12/26/2024		7201 · Fuel	-2,321.13
					<u>-2,321.13</u>



**Rancho Adobe Fire Protection District**  
**Check Detail**  
 December 26, 2024

2:21 PM  
 12/26/24

Bill Pmt -Check	6476	12/26/2024	PCD	1035 · Summit State Bank - Operating	-926.00
Bill	Inv# 9281	12/26/2024		6040 · Communications	-926.00
Bill Pmt -Check	6477	12/26/2024	REDCOM	1035 · Summit State Bank - Operating	
Bill	Inv# Q1 24/25	12/26/2024		6526 · Dispatch Service-Redcom	-59,854.83
Bill Pmt -Check	6478	12/26/2024	SILVERADO AVIONICS	1035 · Summit State Bank - Operating	
Bill	Inv# 2729	09/27/2024		6045 · Pagers & Radios	-264.64
Bill	Inv# 2763	11/15/2024		6045 · Pagers & Radios	-340.87
Bill	Inv#2775/2763/2729	12/26/2024		6045 · Pagers & Radios	-879.83
Bill Pmt -Check	6479	12/26/2024	STANDARD INSURANCE COMPANY	1035 · Summit State Bank - Operating	
Bill	January 2025	12/26/2024		5931 · Disability Insurance	-841.00
Bill Pmt -Check	6480	12/26/2024	TK ELEVATOR	1035 · Summit State Bank - Operating	
Bill	Inv# 3008289445	12/26/2024		6180 · Building Maintenance	-434.04
					-841.00
					-434.04

### Check Detail December 26, 2024

Bill Pmt -Check	6481	1035 - Summit State Bank - Operating	12/26/2024	VISION SERVICE PLAN	12/26/2024	5934 - Vision Insurance	-437.44
Bill	Jan. 2025						-437.44

**TOTAL CHECKS ISSUED: 78,224.46**

**Authorized By:**

*Jeff Velizquez*

Print Name

*Tina Caldwell*

Print Name

*[Signature]*

Sign

*[Signature]*

Sign

*[Signature]*

Title

*[Signature]*

Title

KANON ADOPE FIRE PROTECTION DISTRICT

Check Detail

December 17, 2024

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	6450	12/17/2024	AMERIPRINTS LIV	1035 · Summit State Bank - Operating	
Bill	Inv# 24-1354	12/17/2024		6605 · Hiring Expense	-100.00
Bill Pmt -Check	6451	12/17/2024	AT&T	1035 · Summit State Bank - Operating	
Bill	9391035607/5608	12/17/2024		6040 · Communications	-240.27
Bill Pmt -Check	6452	12/17/2024	CYPRESS DENTAL ADMINISTRATORS	1035 · Summit State Bank - Operating	
Bill	Jan. 2025	12/17/2024		5932 · Dental Insurance	-2,855.40
Bill Pmt -Check	6453	12/17/2024	DOMINIC AYERS	1035 · Summit State Bank - Operating	
Bill	Reimburse Conference	12/17/2024		7120 · Training Expense	-1,275.00
Bill Pmt -Check	6454	12/17/2024	GONE FOR GOOD	1035 · Summit State Bank - Operating	
Bill	RAFP 120924	12/17/2024		6461 · Operational Expense	-80.00
Bill Pmt -Check	6455	12/17/2024	GRAINGER	1035 · Summit State Bank - Operating	
Bill	Inv# 9328054953	12/17/2024		6155 · Apparatus Maintenance	-128.43

KANONADO FIRE PROTECTION DISTRICT

Check Detail

December 17, 2024

Check Type	Check #	Date	Payee	Account	Amount
Bill Pmt -Check	6456	12/17/2024	IT HUB	1035 - Summit State Bank - Operating	
Bill	Inv# 6104	12/17/2024		6889 - Computer Software and Equipment	-875.00
Bill Pmt -Check	6457	12/17/2024	KAISER PERMANENTE	1035 - Summit State Bank - Operating	
Bill	Jan. 2025	12/17/2024		5930 - Health Insurance	-29,496.00
Bill Pmt -Check	6458	12/17/2024	LIFE ASSIST	1035 - Summit State Bank - Operating	
Bill	Inv# 1535052/1535533	12/17/2024		6260 - Medical Supplies	-1,020.74
Bill Pmt -Check	6459	12/17/2024	NAPA AUTO	1035 - Summit State Bank - Operating	
Bill	Inv# 281535	12/17/2024		6155 - Apparatus Maintenance	-24.08
Bill Pmt -Check	6460	12/17/2024	NICK BARBIERI TRUCKING INC.	1035 - Summit State Bank - Operating	
Bill	Inv# 1173457	12/17/2024		7201 - Fuel	-1,605.87
Bill Pmt -Check	6461	12/17/2024	PATELCO CREDIT UNION	1035 - Summit State Bank - Operating	
Bill	Waner/Kadoch Dec. 24	12/17/2024		5930 - Health Insurance	-591.66

KANCANO AGADE FIRE PROTECTION DISTRICT  
Check Detail  
December 17, 2024

Bill Pmt -Check	6462	12/17/2024	ROBERTS MECHANICAL & ELECTRICAL, INC 1035 - Summit State Bank - Operating	-627.01
Bill	Inv# 42355	12/17/2024	6180 - Building Maintenance	-627.01
Bill Pmt -Check	6463	12/17/2024	1035 - Summit State Bank - Operating	-14,416.22
Bill	Nov. Visa	12/17/2024	Umpqua Bank Credit Card	-14,416.22
Bill Pmt -Check	6464	12/17/2024	1035 - Summit State Bank - Operating	-4,100.00
Bill	Inv# 677-02	12/17/2024	9510 - Building Improvements	-4,100.00

TOTAL CHECKS ISSUED: 57,435.68

Authorized By:

*Jeff Valiquette*  
\_\_\_\_\_  
Print Name

*Tim Cardwell*  
\_\_\_\_\_  
Print Name

*[Signature]*  
\_\_\_\_\_  
Sign

*Tim Caldwell*  
\_\_\_\_\_  
Sign

*Fixa Chief*  
\_\_\_\_\_  
Title

*Battalion Chief*  
\_\_\_\_\_  
Title



**Account Summary**

Billing Cycle		12/31/2024
Days In Billing Cycle		32
Previous Balance		\$14,416.22
Purchases	+	\$27,947.50
Cash	+	\$0.00
Balance Transfers	+	\$0.00
Special	+	\$0.00
Credits	-	\$1,493.98-
Payments	-	\$14,416.22-
Other Charges	+	\$0.00
Finance Charges	+	\$229.64

**NEW BALANCE \$26,683.16**

**Credit Summary**

Total Credit Line	\$250,000.00
Available Credit Line	\$223,316.84
Available Cash	\$0.00
Amount Over Credit Line	\$0.00
Amount Past Due	\$0.00
Disputed Amount	\$0.00

**Account Inquiries**

- Call us at: (866) 777-9013  
Lost or Stolen Card: (866) 839-3485
- Go to [www.umpquabank.com](http://www.umpquabank.com)
- Write us at PO BOX 35142 - LB1181, SEATTLE, WA 98124-5142

**Payment Summary**

<b>NEW BALANCE</b>	<b>\$26,683.16</b>
<b>MINIMUM PAYMENT</b>	<b>\$26,683.16</b>
<b>PAYMENT DUE DATE</b>	<b>01/25/2025</b>

*NOTE: Grace period to avoid a finance charge on purchases, pay entire new balance by payment due date. Finance charge accrues on cash advances until paid and will be billed on your next statement.*

**Corporate Activity**

TOTAL CORPORATE ACTIVITY				\$14,186.58-
Trans Date	Post Date	Reference Number	Transaction Description	Amount
12/27	12/27	0000000LBX2412270418002	PAYMENT - THANK YOU	\$14,416.22-
12/31	12/31	74807254366291366264006	FINANCE CHARGE PURCHASE	\$229.64

**Cardholder Account Summary**

VIRTUAL ACCT BECHTOLD #### ## 6806	Payments & Other Credits	Purchases & Other Charges	Cash Advances	Total Activity
	\$0.00	\$4,291.93	\$0.00	\$4,291.93

**Cardholder Account Detail**

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
11/30	12/01	PPLN01	24692164335106114894882	COMCAST CALIFORNIA 800-COMCAST CA	\$280.27
12/01	12/02	PPLN01	24755424336263362283671	WATER COFFEE DELIVERY 800-7285508 FL	\$43.95
12/01	12/03	PPLN01	24071054337939127028839	SP147 PENNGROVE STATIO 707-2290555 CA	\$293.00

PLEASE DETACH COUPON AND RETURN PAYMENT USING THE ENCLOSED ENVELOPE - ALLOW UP TO 7 DAYS FOR RECEIPT

UMPQUA BANK  
 PO BOX 35142 - LB1181  
 SEATTLE WA 98124-5142



**Account Number**  
 #####-####-6068

Check box to indicate name/address change on back of this coupon

AMOUNT OF PAYMENT ENCLOSED

Closing Date	New Balance	Total Minimum Payment Due	Payment Due Date
12/31/24	\$26,683.16	\$26,683.16	01/25/25

\$

BL ACCT 00002716-10000000  
 RANCHO ADOBE FIRE DIST  
 PO BOX 1029  
 PENNGROVE CA 94951

e-Statement



MAKE CHECK PAYABLE TO:

UMPQUA BANK COMMERCIAL CARD OPS  
 PO BOX 35142 - LB1181  
 SEATTLE WA 98124-5142

IMPORTANT INFORMATION

Finance Charge Calculation Methods and Computation of Average Daily Balance Subject to Finance Charge: The Finance Charge Calculation Method applicable to your account for Cash Advances and Credit Purchases of goods and services that you obtain through the use of your card is specified on the front side of this statement and explained below:

Method A - Average Daily Balance (including current transactions): The Finance Charge on purchases begins on the date the transaction posted to your account. The Finance Charge on Cash Advances begins on the date you obtained the cash advance, or the first day of the billing cycle within which it is posted to your account, whichever is later. There is no grace period.

The Finance Charges for a billing cycle are computed by applying the Periodic Rate to the "average daily balance" of your account. To get the average daily balance, we take the beginning balance of your account each day, add any new purchases or cash advances, and subtract any payments, credits, non-accruing fees, and unpaid finance charges. This gives us the daily balance. Then we add up all the daily balances for the billing cycle and divide the total by the number of days in the billing cycle.

Method E - Average Daily Balance (excluding current transactions): To avoid incurring an additional Finance Charge on the balance of purchases (and cash advances if Method E is specified as applicable to cash advances) reflected on your monthly statement, you must pay the New Balance shown on your monthly statement on or before the Payment Due Date. The grace period for the New Balance of purchases extends to the Payment Due Date.

The Finance Charges for a billing cycle are computed by applying the Periodic Rate to the "average daily balance" of purchases (and if applicable, cash advances). To get the average daily balance, we take the beginning balance of your account each day and subtract any payments, credits, non-accruing fees, and unpaid finance charges. We do not add in any new purchases or cash advances. This gives us the daily balance. Then we add up all the daily balances for the billing cycle and divide the total by the number of days in the billing cycle.

Method G - Average Daily Balance (including current transactions): To avoid incurring an additional Finance Charge on the balance of purchases (and cash advances, if Method G is specified as applicable to cash advances) reflected on your monthly statement and, on any new purchases (and if applicable, cash advances) appearing on your next monthly statement, you must pay the New Balance, shown on your monthly statement, on or before the Payment Due Date. The grace period for the New Balance of purchases extends to the Payment Due Date.

The Finance Charges for a billing cycle are computed by applying the Periodic Rate to the "average daily balance" of purchases (and if applicable, cash advances). To get the average daily balance, we take the beginning balance of your account each day, add any new purchases or cash advances, and subtract any payments, credits, non-accruing fees, and unpaid finance charges. This gives us the daily balance. Then we add up all the daily balances for the billing cycle and divide the total by the number of days in the billing cycle.

Payment Crediting and Credit Balance: Payments received at the location specified on the front of the statement after the phrase "MAKE CHECK PAYABLE TO" will be credited to the account specified on the payment coupon as of the date of receipt. Payments received at a different location or payments that do not conform to the requirements set forth on or with the periodic statement (e.g. missing payment stub, payment envelope other than as provided with your statement, multiple checks or multiple coupons in the same envelope) may be subject to delay in crediting, but shall be credited within five days of receipt. If there is a credit balance due on your account, you may request in writing, a full refund. Submit your request to the Account Inquiries address on the front of this statement.

By sending your check, you are authorizing the use of the information on your check to make a one-time electronic debit from the account on which the check is drawn. This electronic debit, which may be posted to your account as early as the date your check is received, will be only for the amount of your check. The original check will be destroyed and we will retain the image in our records. If you have questions please call the customer service number on the front of this billing statement.

Closing Date: The closing date is the last day of the billing cycle; all transactions received after the closing date will appear on your next statement.

Annual Fee: If your account has been assessed an annual fee, you may avoid paying this annual fee by sending written notification of termination within 30 days following the mailing date of this bill. Submit your request to the Account Inquiries address on the front of this statement. You may use your card(s) during this 30 day period but immediately thereafter must send your card(s), which you have cut in half, to this same address.

Negative Credit Reports: You are hereby notified that a negative credit report reflecting on your credit record may be submitted to a credit reporting agency if you fail to fulfill the terms of your credit obligations.

BILLING RIGHTS SUMMARY

In Case of Errors or Inquiries About Your Bill: If you suspect there is an error on your account or you need information about a transaction on your bill, send your written inquiry to the Account Inquiries address on the front of this statement within 60 days of the date of the statement containing the transaction in question. You may telephone us, however a written request is required to preserve your rights.

In your letter, give us the following information:

- Your name and account number.
The dollar amount of the suspected error.
Describe the error and explain, if you can, why you believe there is an error. If you need more information, describe the item you are unsure about.

You do not have to pay any amount in question while we are investigating, but you are still obligated to pay the parts of your bill that are not in question. While we investigate your question, we cannot report you as delinquent or take any action to collect the amount you question.

Please provide a legal document evidencing your name change, such as a court document. Please use blue or black ink to complete form

NAME CHANGE

Last
First Middle

ADDRESS CHANGE

Street

City State ZIP Code

Home Phone ( ) - Business Phone ( ) -

Cell Phone ( ) - E-mail Address

SIGNATURE REQUIRED TO AUTHORIZE CHANGES

Signature



Cardholder Account Detail Continued					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
12/01	12/03	PPLN01	24071054337939123915799	CITY OF COTATI ONLINE 707-6653631 CA	\$614.18
12/04	12/05	PPLN01	24492154340059258126825	MISSION LINEN 805-963-1841 CA	\$110.23
12/11	12/12	PPLN01	24692164346104224665455	COMCAST CALIFORNIA 800-COMCAST CA	\$250.87
12/12	12/13	PPLN01	24755424347273474069071	WATER COFFEE DELIVERY 800-7285508 FL	\$5.99
12/14	12/15	PPLN01	24755424349283490736320	WATER COFFEE DELIVERY 800-7285508 FL	\$51.44
12/13	12/15	PPLN01	24906414348216664094746	TMX*Terminix Intl 800-8376464 TN	\$124.00
12/15	12/16	PPLN01	24692164350108367223439	VZWRLLS*APOCC VISB 800-922-0204 FL	\$442.26
12/15	12/16	PPLN01	24275394350900017134497	LANGUAGE LINE, INC. 800-7526096 CA	\$51.35
12/17	12/18	PPLN01	24941664352080623014348	RECOLOGY SONOMA MARIN 415-875-1000 CA	\$118.07
12/17	12/18	PPLN01	24941664352080623016186	RECOLOGY SONOMA MARIN 415-875-1000 CA	\$278.54
12/17	12/18	PPLN01	24941664352080623016194	RECOLOGY SONOMA MARIN 415-875-1000 CA	\$233.72
12/20	12/22	PPLN01	24692164355103155284482	GOOGLE *YouTube TV g.co/helppay# CA	\$102.98
12/23	12/24	PPLN01	24055234359191447647309	ATT* BILL PAYMENT 800-331-0500 TX	\$428.67
12/28	12/29	PPLN01	24692164363100046477226	COMCAST CALIFORNIA 800-COMCAST CA	\$275.60
12/28	12/29	PPLN01	24755424363263636357125	WATER COFFEE DELIVERY 800-7285508 FL	\$43.95
12/30	12/30	PPLN01	24692164365101741088605	COMCAST CALIFORNIA 800-COMCAST CA	\$280.27
12/29	12/30	PPLN01	24492154365067566006985	BAY ALARM COMPANY 510-808-4457 CA	\$262.59

Cardholder Account Summary					
<b>JAMES DEURLOO</b> ##### 6118		<b>Payments &amp; Other Credits</b> \$0.00	<b>Purchases &amp; Other Charges</b> \$12,539.48	<b>Cash Advances</b> \$0.00	<b>Total Activity</b> \$12,539.48

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
12/01	12/03	PPLN01	24427334337710001384789	ROTTEN ROBBIE #62 SEBASTOPOL CA	\$43.12
12/05	12/08	PPLN01	24326844341011810003783	FIRE PROTECTION PUB 405-744-5723 OK	\$1,200.00
12/07	12/09	PPLN01	24427334343710001541489	ROTTEN ROBBIE #62 SEBASTOPOL CA	\$44.64
12/08	12/09	PPLN01	24692164343101270199721	AMAZON MKTPL*ZR1TF4V10 Amzn.com/bill WA	\$28.32
12/07	12/09	PPLN01	24000974343809802272415	THE UPS STORE 2795 707-7951328 CA	\$106.21
12/11	12/12	PPLN01	24801974346178659836591	AED SUPERSTORE 8005440048 WI	\$33.31
12/11	12/12	PPLN01	24801974346178631763350	CPR SOURCE 614-760-5000 OH	\$7,228.07
12/13	12/15	PPLN01	24427334349710001770652	ROTTEN ROBBIE #62 SEBASTOPOL CA	\$50.00
12/18	12/20	PPLN01	24427334354710001720139	ROTTEN ROBBIE #62 SEBASTOPOL CA	\$110.63
12/21	12/22	PPLN01	24692164356104696785143	LOWES #01901* COTATI CA	\$487.99
12/21	12/23	PPLN01	24427334357710001695437	ROTTEN ROBBIE #62 SEBASTOPOL CA	\$28.37
12/23	12/24	PPLN01	24431054359083388360991	O'REILLY 2575 ROHNERT PARK CA	\$232.12
12/26	12/27	PPLN01	24240524362194257001901	JOHNSTONE SUPPLY 7000 SANTA ROSA CA	\$42.30
12/26	12/27	PPLN01	24692164361108475163698	AMZN Mktp US*Z92300231 Amzn.com/bill WA	\$475.20
12/27	12/27	PPLN01	24692164362108930886262	AMAZON MKTPL*Z90UH8UP1 Amzn.com/bill WA	\$500.42
12/27	12/27	PPLN01	24692164362109012567234	AMAZON MKTPL*ZE7OF2R12 Amzn.com/bill WA	\$1,342.38
12/27	12/27	PPLN01	24692164362109098780446	AMZN Mktp US*Z95RM6I91 Amzn.com/bill WA	\$129.48
12/26	12/29	PPLN01	24692164362109211047269	LOWES #01901* COTATI CA	\$109.96
12/29	12/29	PPLN01	24692164364100914747295	AMAZON MKTPL*ZE4YF3T21 Amzn.com/bill WA	\$346.96

Cardholder Account Summary					
<b>TIM CALDWELL</b> ##### 2629		<b>Payments &amp; Other Credits</b> \$0.00	<b>Purchases &amp; Other Charges</b> \$934.89	<b>Cash Advances</b> \$0.00	<b>Total Activity</b> \$934.89

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
12/10	12/11	PPLN01	24034544345002119043443	76 - ROCKET 5426 5426 COTATI CA	\$69.27
12/10	12/11	PPLN01	24755424345273454091535	NORTH BAY INDUSTRIES 707-5851991 CA	\$76.29
12/16	12/17	PPLN01	24692164351109644662042	LOWES #01901* COTATI CA	\$135.17
12/19	12/20	PPLN01	24692164354102754449380	CHEVRON 0212047 COTATI CA	\$90.05
12/19	12/20	PPLN01	24000974354879101593320	THE UPS STORE 2795 707-7951328 CA	\$405.56
12/20	12/22	PPLN01	24269794356501039061651	FRIZELLE ENOS FEEDS - PENNGROVE CA	\$27.80

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**Cardholder Account Detail Continued**

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
12/20	12/22	PPLN01	24445004355300698565702	FSP*AUTO PHOENIX COTATI CA	\$46.75
12/29	12/30	PPLN01	24034544364006085448409	76 - PETALUMA 88 INC PETALUMA CA	\$84.00

**Cardholder Account Summary**

Cardholder Name	Payments & Other Credits	Purchases & Other Charges	Cash Advances	Total Activity
STRIKE TEAM 4 #### #### #### 6800	\$0.00	\$212.51	\$0.00	\$212.51

**Cardholder Account Detail**

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
12/04	12/05	PPLN01	24692164340101005380672	CHEVRON 0098548 PETALUMA CA	\$44.00
12/12	12/13	PPLN01	24692164348105958112117	CHEVRON 0098548 PETALUMA CA	\$44.01
12/21	12/22	PPLN01	24692164356104831011942	CHEVRON 0212047 COTATI CA	\$52.50
12/24	12/25	PPLN01	24692164359107655365788	CHEVRON 0208481 COTATI CA	\$72.00

**Cardholder Account Summary**

Cardholder Name	Payments & Other Credits	Purchases & Other Charges	Cash Advances	Total Activity
MORGAN DEJONG #### #### #### 0982	\$0.00	\$28.51	\$0.00	\$28.51

**Cardholder Account Detail**

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
12/07	12/09	PPLN01	24692164343101099151416	LOWES #01901* COTATI CA	\$28.51

**Cardholder Account Summary**

Cardholder Name	Payments & Other Credits	Purchases & Other Charges	Cash Advances	Total Activity
ERIC GROMALA #### #### #### 1484	\$0.00	\$750.89	\$0.00	\$750.89

**Cardholder Account Detail**

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
11/29	12/01	PPLN01	24692164334105341400878	AMAZON MKTPL*Z309F0A51 Amzn.com/bill WA	\$56.58
12/04	12/05	PPLN01	24000774340500002795449	FIRE LINE EQUIPMENT, L FIRELINEEQUIP PA	\$58.19
12/05	12/06	PPLN01	24431064340106284214508	COASTAL VALLEYSEMSAGENCY 707-565-6508 CA	\$117.00
12/06	12/08	PPLN01	24692164341102594499427	AMAZON MKTPL*ZR7MO4VP2 Amzn.com/bill WA	\$168.87
12/10	12/10	PPLN01	24492164345000003441691	DINGESFIRE.COM DINGESFIRE.CO IL	\$19.90
12/09	12/10	PPLN01	24055234345177010169828	WILCO FARM STORE PETALUMA CA	\$92.90
12/17	12/18	PPLN01	24011344353000007233440	SP RAM MOUNTS HTTPSRAMMOUNT WA	\$237.45

**Cardholder Account Summary**

Cardholder Name	Payments & Other Credits	Purchases & Other Charges	Cash Advances	Total Activity
HERB WANDEL #### #### #### 4009	\$0.00	\$115.53	\$0.00	\$115.53

**Cardholder Account Detail**

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
12/16	12/17	PPLN01	24692164351109939723897	CHEVRON 0212047 COTATI CA	\$115.53

**Cardholder Account Summary**

Cardholder Name	Payments & Other Credits	Purchases & Other Charges	Cash Advances	Total Activity
JEFF VELIQUETTE #### #### #### 8935	\$0.00	\$525.20	\$0.00	\$525.20

**Cardholder Account Detail**

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
12/03	12/04	PPLN01	24692164338109628426032	SQ *RED BIRD BAKERY, LLC Cotati CA	\$27.25
12/13	12/15	PPLN01	24692164348106601431995	SQ *RED BIRD BAKERY, LLC Cotati CA	\$27.25
12/14	12/16	PPLN01	24692164350108512961685	TST*MAMA JS PIZZERIA Penngrove CA	\$91.34
12/18	12/20	PPLN01	24316054354186533743790	SHELL OIL 57444218606 ROHNERT PARK CA	\$141.59
12/26	12/29	PPLN01	24316054362194478349474	SHELL OIL 57444218606 ROHNERT PARK CA	\$107.10
12/27	12/29	PPLN01	24692164362109627029828	AMAZON MKTPL*ZP2JG6FQ2 Amzn.com/bill WA	\$32.67

Cardholder Account Detail Continued					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
12/28	12/29	PPLN01	24692164363100035064688	AMAZON MKTPL*ZE5MG14Q1 Amzn.com/bill WA	\$98.00

Cardholder Account Summary				
JIMMY BERNAL ##### 9391	Payments & Other Credits \$0.00	Purchases & Other Charges \$85.15	Cash Advances \$0.00	Total Activity \$85.15

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
12/14	12/15	PPLN01	24055234350182262542849	WILCO FARM STORE PETALUMA CA	\$26.38
12/19	12/20	PPLN01	24692164354102680512533	SQ *JELLY DONUTS Rohnert Park CA	\$38.98
12/20	12/22	PPLN01	24055234356188554784670	WILCO FARM STORE PETALUMA CA	\$19.79

Cardholder Account Summary				
MICHAEL PORTER ##### 2447	Payments & Other Credits \$1,275.00-	Purchases & Other Charges \$1,551.21	Cash Advances \$0.00	Total Activity \$276.21

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
12/01	12/01	PPLN01	24692164336107179637926	Amazon.com*ZL5360F62 Amzn.com/bill WA	\$28.98
12/02	12/03	PPLN01	24055234338169780525072	WILCO FARM STORE PETALUMA CA	\$25.72
12/09	12/10	PPLN01	24906414344216300360653	BLT*Mystery Ranch Backpac 406-5851428 MT	\$145.05
12/18	12/19	PPLN01	24692164353101854869787	AMAZON MKTPL*Z130D0HV1 Amzn.com/bill WA	\$26.34
12/19	12/19	PPLN01	24692164354101997601310	AMAZON MKTPL*Z10XZ1BF1 Amzn.com/bill WA	\$50.12
12/17	12/19	PPLN01	24121574353000352170014	CODE 3 RESCUE 530-7278550 CA	\$1,275.00
12/19	12/22		74121574355000354190013	CREDIT VOUCHER CODE 3 RESCUE 530-7278550 CA	\$1,275.00-

Cardholder Account Summary				
JACOB MCCLENDON ##### 0068	Payments & Other Credits \$0.00	Purchases & Other Charges \$2,668.33	Cash Advances \$0.00	Total Activity \$2,668.33

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
12/04	12/05	PPLN01	24692164339100792429620	LOWES #01901* COTATI CA	\$38.19
12/10	12/11	PPLN01	24692164346103827167471	LOWES #01901* COTATI CA	\$90.70
12/29	12/29	PPLN01	24011344364000039459192	AMAZON RETA* ZE82K5KM0 WWW.AMAZON.CO WA	\$71.84
12/28	12/29	PPLN01	24692164363100365155874	AMZN Mktp US*ZE7TF0LA1 Amzn.com/bill WA	\$46.31
12/29	12/30	PPLN01	24011344365500006931114	SP IEC TRAINING IECTRAINING.N CA	\$595.00
12/29	12/30	PPLN01	24692164364101594376488	SQ *MONTEREY COUNTY FIRE gosq.com CA	\$500.00
12/29	12/30	PPLN01	24011344365500006249327	ELITECOMMANDTRAINING.C WWW.ELITECOMM WA	\$450.00
12/29	12/30	PPLN01	24011344365500006427303	ELITECOMMANDTRAINING.C WWW.ELITECOMM WA	\$450.00
12/29	12/30	PPLN01	24011344365500007095489	ELITECOMMANDTRAINING.C WWW.ELITECOMM WA	\$350.00
12/30	12/31	PPLN01	24692164365101916185418	AMZN Mktp US*ZE4SR8G41 Amzn.com/bill WA	\$76.29

Cardholder Account Summary					
JENNIFER BECHTOLD #### #### #### 5900		Payments & Other Credits \$218.98-	Purchases & Other Charges \$2,410.50	Cash Advances \$0.00	Total Activity \$2,191.52
Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
12/11	12/12	PPLN01	24692164346104405149220	AMAZON MKTPL*ZX5Y262Z2 Amzn.com/bill WA	\$27.33
12/11	12/12	PPLN01	24692164347104960844644	AMZN Mktp US*ZR2ZQ7I31 Amzn.com/bill WA	\$490.08
12/12	12/13	PPLN01	24692164348105897514324	IN *CROWN TROPHY PETALUMA 707-7666820 CA	\$57.75
12/17	12/18	PPLN01	24692164352100882986978	IN *CROWN TROPHY PETALUMA 707-7666820 CA	\$97.08
12/20	12/22	PPLN01	24692164355103929001626	IN *WESTERN EXTRICATION S 805-6247475 CA	\$735.75
12/22	12/23	PPLN01	24692164357105766772597	Amazon.com*Z99HG5KV0 Amzn.com/bill WA	\$29.38
12/23	12/24		74692164358106265379359	CREDIT VOUCHER AMAZON MKTPLACE PMTS Amzn.com/bill WA	\$109.49-
12/23	12/24		74692164358106265926498	CREDIT VOUCHER AMAZON MKTPLACE PMTS Amzn.com/bill WA	\$109.49-
12/26	12/27	PPLN01	24036294361742509657836	ADOBE *ADOBE 408-536-6000 CA	\$19.99
12/27	12/29	PPLN01	24492164363000011017464	SP WILDLAND PRO HTTPSWILDLAND CA	\$245.14
12/27	12/29	PPLN01	24011344363500010029139	UPCODES UP.CODES TX	\$708.00

Cardholder Account Summary					
ROBERT NAPPI #### #### #### 7354		Payments & Other Credits \$0.00	Purchases & Other Charges \$7.91	Cash Advances \$0.00	Total Activity \$7.91
Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
12/29	12/30	PPLN01	24055234365197274947300	WILCO FARM STORE PETALUMA CA	\$7.91

Cardholder Account Summary					
DANIEL IKALANI #### #### #### 1531		Payments & Other Credits \$0.00	Purchases & Other Charges \$574.00	Cash Advances \$0.00	Total Activity \$574.00
Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
12/17	12/18	PPLN01	24793384352001107916075	25- New Year New Minds Walnut Creek CA	\$125.00
12/18	12/18	PPLN01	24011344353500005394201	ELITECOMMANDTRAINING.C WWW.ELITECOMM WA	\$350.00
12/29	12/30	PPLN01	24000774365000001440451	FLORES CHIC LLC WWW.FLORESCHI MO	\$99.00

Cardholder Account Summary					
RENE TORRES #### #### #### 4930		Payments & Other Credits \$0.00	Purchases & Other Charges \$1,251.46	Cash Advances \$0.00	Total Activity \$1,251.46
Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
11/30	12/01	PPLN01	24055234336167809319446	WILCO FARM STORE PETALUMA CA	\$98.96
12/05	12/06	PPLN01	24793384340000907647042	WP*DragonFireGloves.co Chesterfield WA	\$287.89
12/06	12/08	PPLN01	24270744341900016547163	WPSG, INC. 610-8578070 PA	\$354.54
12/06	12/08	PPLN01	24000974341804603397216	THE UPS STORE 2795 707-7951328 CA	\$46.61
12/13	12/15	PPLN01	24692164348106494299442	AMAZON MKTPL*Z158X7JQ2 Amzn.com/bill WA	\$98.09
12/13	12/15	PPLN01	24431064348111475198140	COASTAL VALLEYSEMSAGENCY 707-565-6508 CA	\$117.00
12/17	12/18	PPLN01	24055234353185300404275	WILCO FARM STORE PETALUMA CA	\$27.49
12/24	12/24	PPLN01	24204294359000032794059	eBay O*10-12496-10521 San Jose CA	\$17.63
12/27	12/29	PPLN01	24692164362109352298671	AMZN Mktp US*ZP3Y87CH2 Amzn.com/bill WA	\$68.18
12/31	12/31	PPLN01	24692164366102642461775	AMAZON MKTPL*ZP33M54B0 Amzn.com/bill WA	\$15.07
12/31	12/31	PPLN01	24000774366500004634249	CSFA.NET WWW.CSFA.NET CA	\$120.00

Finance Charge Summary / Plan Level Information									
Plan Name	Plan Description	FCM <sup>1</sup>	Average Daily Balance	Periodic Rate *	Corresponding APR	Finance Charges	Effective APR Fees **	Effective APR	Ending Balance
<b>Purchases</b>									
PPLN01 001	PURCHASE	E	\$11,943.93	0.06008%(D)	21.9900%	\$229.64	\$0.00	21.9903%	\$26,683.16
<b>Cash</b>									
CPLN01 001	CASH	A	\$0.00	0.06554%(D)	23.9900%	\$0.00	\$0.00	0.0000%	\$0.00
* Periodic Rate (M)=Monthly (D)=Daily							Days In Billing Cycle: 32		
** includes cash advance and foreign currency fees							APR = Annual Percentage Rate		
<sup>1</sup> FCM = Finance Charge Method									
(V) = Variable Rate If you have a variable rate account the periodic rate and Annual Percentage Rate (APR) may vary.									



# **ADMINISTRATIVE COMMUNICATIONS**





# **FINANCE/BUDGET COMMITTEE**



RANCHO ADOBE FIRE PROTECTION DISTRICT  
YEAR TO DATE BUDGET REPORT

EXPENDITURES - OPERATING BUDGET

SUB-OBJ.		BUDGETED FOR FY '24 - '25'	DECEMBER EXPENSE	FY EXPENSE TO 12/31/24	BALANCE REMAINING	BALANCE REMAINING (%)
5910	Perm. Positions	\$ 3,725,000.00	\$ 305,867.99	\$ 1,510,987.97	\$ 2,214,012.03	59.44%
5911	Extra help: part time employees, non-benefited. Paid hourly	\$ 312,500.00	\$ 13,788.36	\$ 115,766.82	\$ 196,733.18	62.95%
5912	Overtime	\$ 852,610.00	\$ 74,319.57	\$ 481,239.58	\$ 371,370.42	43.56%
5913	BC Extra Shift Compensation	\$ 150,000.00	\$ 124,051.23	\$ 124,051.23	\$ 25,948.77	17.30%
5914	FLSA	\$ 103,000.00	\$ 10,986.84	\$ 45,962.32	\$ 57,037.68	55.38%
5922	Social Security Taxes	\$ 6,671.00	\$ 335.25	\$ 1,246.56	\$ 5,424.44	81.31%
5923	PERS contributions, Employee + Employer paid contributions	\$ 680,000.00	\$ 36,945.54	\$ 276,316.98	\$ 403,683.02	59.37%
5924	Medicare	\$ 65,731.00	\$ 7,535.65	\$ 32,281.34	\$ 33,449.66	50.89%
5930	Health Insurance	\$ 606,650.00	\$ 30,087.66	\$ 293,666.66	\$ 312,983.34	51.59%
5931	Disability Insurance	\$ 11,174.00	\$ 841.00	\$ 5,742.00	\$ 5,432.00	48.61%
5932	Dental Insurance	\$ 36,071.00	\$ 2,758.32	\$ 19,026.50	\$ 17,044.50	47.25%
5933	Life Insurance	\$ 4,512.00	\$ -	\$ 2,036.32	\$ 2,475.68	54.87%
5934	Vision Insurance	\$ 5,182.00	\$ 423.50	\$ 2,757.82	\$ 2,424.18	46.78%
5935	Unemployment Insurance	\$ 7,325.00	\$ 182.37	\$ 427.68	\$ 6,897.32	94.16%
5936	Retiree Health Insurance	\$ 27,000.00	\$ -	\$ 10,800.00	\$ 16,200.00	60.00%
5940	Workers' Compensation	\$ 380,600.00	\$ -	\$ 342,240.36	\$ 38,359.64	10.08%
	<b>TOTAL WAGES/BENEFITS:</b>	<b>\$ 6,974,026.00</b>	<b>\$ 608,123.28</b>	<b>\$ 3,264,550.14</b>	<b>\$ 3,709,475.86</b>	<b>53.19%</b>
6020	Uniforms including paid and volunteers staff pants, shirts, station boots, badges, collar pins, name tags and business cards	\$ 28,500.00	\$ 973.76	\$ 26,552.73	\$ 1,947.27	6.83%
6022	Safety Clothing: turnouts, including boots	\$ 64,530.00	\$ 11,488.41	\$ 18,936.29	\$ 45,593.71	70.66%
6040	Communications including telephone, cable, internet, cell phones	\$ 26,780.00	\$ 2,798.66	\$ 10,654.81	\$ 16,125.19	60.21%
6045	Pagers and Radios	\$ 12,000.00	\$ 1,550.40	\$ 2,359.42	\$ 9,640.58	80.34%
6060	Food - at extended responses, approved meetings, examinations and trainings.	\$ 7,500.00	\$ 608.65	\$ (32.00)	\$ 7,532.00	100.43%
6080	Household expenses - Fishman Supply; detergent, towels etc.	\$ 11,884.64	\$ 1,021.99	\$ 4,575.35	\$ 7,309.29	61.50%
6100	Liability Insurance	\$ 299,000.00	\$ -	\$ 294,932.29	\$ 4,067.71	1.36%
6140	Equipment Maintenance: Office equipment and tool repair	\$ 10,000.00	\$ -	\$ 9,931.30	\$ 68.70	0.69%
6155	Apparatus Maintenance	\$ 60,000.00	\$ 3,062.10	\$ 19,436.60	\$ 40,563.40	67.61%
6165	SCBA Maintenance	\$ 7,600.00	\$ 960.87	\$ 1,547.67	\$ 6,052.33	79.64%
6180	Building Maintenance - routine facility & grounds maintenance including repairs to maintain buildings and grounds. New projects ie. Construction to be considered for possible fixed asset expense 8510	\$ 30,000.00	\$ 2,137.46	\$ 15,419.35	\$ 14,580.65	48.60%
6260	Medical / Lab supply - O2, latex gloves, etc.	\$ 20,000.00	\$ 1,836.40	\$ 9,449.30	\$ 10,550.70	52.75%
6261	ALS Medical Expense	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00	100.00%
6280	Memberships and Professional Assoc. Fees: FDAC, SCFDA, SCFCA, CCAI, Costco, Cotati Chamber of Commerce.	\$ 18,000.00	\$ 9,495.00	\$ 11,841.22	\$ 6,158.78	34.22%
6400	Office Supplies: regular supplies such as paper, printer cartridges etc.	\$ 3,360.00	\$ 263.65	\$ 1,232.08	\$ 2,127.92	63.33%
6401	Office Expense - Inventory such as desktop/laptop computer purchases, printers, etc.	\$ 9,000.00	\$ -	\$ -	\$ 9,000.00	100.00%
6410	Postage and shipping	\$ 2,000.00	\$ 146.00	\$ 425.11	\$ 1,574.89	78.74%
6430	Printing Services	\$ 1,100.00	\$ 51.85	\$ 82.19	\$ 1,017.81	92.53%
6461	Operational Expenses	\$ 8,000.00	\$ 447.54	\$ 5,897.57	\$ 2,102.43	26.28%
6463	FPO Expenses - public education materials	\$ 4,000.00	\$ -	\$ 1,245.46	\$ 2,754.54	68.86%
6500	Payroll Fees	\$ 6,000.00	\$ 321.60	\$ 2,344.00	\$ 3,656.00	60.93%
6501	Professional Services	\$ -	\$ -	\$ -	\$ -	#DIV/0!
6526	Dispatch Services - REDCOM	\$ 86,000.00	\$ 51,724.46	\$ 94,477.91	\$ (8,477.91)	-9.86%
6587	LAFCO	\$ 15,000.00	\$ -	\$ 13,593.00	\$ 1,407.00	9.38%
6590	Contracted FM Services	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	100.00%
6596	CQI Expense	\$ 14,000.00	\$ 1,700.00	\$ 5,921.00	\$ 8,079.00	57.71%
6605	Hiring Expenses	\$ 20,000.00	\$ 684.00	\$ 23,321.00	\$ (3,321.00)	-16.61%
6610	Legal Services	\$ 25,000.00	\$ 866.00	\$ 20,337.27	\$ 4,662.73	18.65%
6630	Annual Audit	\$ 10,000.00	\$ 7,950.00	\$ 7,950.00	\$ 2,050.00	20.50%
6635	Bank and Credit Card Fees	\$ 725.00	\$ 14.23	\$ 164.63	\$ 560.37	77.29%
6650	Health Services	\$ 6,240.00	\$ 115.00	\$ 920.00	\$ 5,320.00	85.26%
6654	Wellness Program	\$ 14,000.00	\$ -	\$ 800.00	\$ 13,200.00	94.29%
6800	Public Legal Notices - publishing fees (ordinances, budget/Prop IV limit, elections, etc.)	\$ 2,200.00	\$ -	\$ 715.00	\$ 1,485.00	67.50%
6820	Rent / Lease Equipment	\$ 6,000.00	\$ 514.42	\$ 2,960.51	\$ 3,039.49	50.66%

**RANCHO ADOBE FIRE PROTECTION DISTRICT**  
**YEAR TO DATE BUDGET REPORT**  
 December 31, 2024

**REVENUES - OPERATING BUDGET**

SUB-OBJ.	DESCRIPTION	BUDGETED FOR FY '24 - 25'	DECEMBER REVENUES	FY REVENUE TO 12/31/24	BALANCE REMAINING	BALANCE REMAINING (%)
1000	Property Taxes	\$ 4,694,673.11	\$ 2,528,251.95	\$ 2,528,251.95	\$ 2,166,421.16	46.15%
1001	CY Direct Charges	\$ 2,307,964.47	\$ 1,297,973.59	\$ 1,297,973.59	\$ 1,009,990.88	43.76%
1007	CY Direct Charges-July	\$ -	\$ -	\$ -	\$ -	
1008	RDA Increment - Credited amount of ad valorem taxes to Petaluma and Cotati redevelopment districts	\$ 175,000.00	\$ (421,001.91)	\$ (421,001.91)	\$ 596,001.91	340.57%
1011	Property Tax Administration Fee	\$ (41,000.00)	\$ -	\$ -	\$ (41,000.00)	100.00%
1014	RDA Increment	\$ -	\$ 2,833.45	\$ 2,833.45	\$ (2,833.45)	
1015	RDA Pass-Through	\$ -	\$ 277,638.71	\$ 277,638.71	\$ (277,638.71)	
1016	RDA Allocation	\$ -	\$ 36,455.00	\$ 36,455.00	\$ (36,455.00)	
1017	Residual Property Tax (RDA Escrow Acct)	\$ -	\$ 247,500.65	\$ 247,500.65	\$ (247,500.65)	
1018	Property Tax - RDA Asset Distribution	\$ -	\$ -	\$ -	\$ -	
1020	CY Supplemental Tax	\$ 90,000.00	\$ 42,313.56	\$ 42,313.56	\$ 47,686.44	52.98%
1040	Unsecured Property Taxes	\$ 140,000.00	\$ 138,224.59	\$ 138,224.59	\$ 1,775.41	1.27%
1042	Cost Reimbursement - Collect	\$ -	\$ -	\$ -	\$ -	
1044	Unsecured Property Taxes - July	\$ -	\$ -	\$ -	\$ -	
1060	Property Taxes - PY Secured	\$ -	\$ -	\$ -	\$ -	
1061	PY Direct Charges	\$ 28,500.00	\$ 15,076.41	\$ 15,076.41	\$ 13,423.59	47.10%
1080	Property Taxes	\$ -	\$ -	\$ -	\$ -	
1100	Property Taxes - PY Unsecured	\$ -	\$ -	\$ -	\$ -	
1120	Property Tax Receivable	\$ -	\$ -	\$ -	\$ -	
	<b>TOTAL PROPERTY TAXES</b>	<b>\$ 7,395,137.58</b>	<b>\$ 4,165,266.00</b>	<b>\$ 4,165,266.00</b>	<b>\$ 3,229,871.58</b>	<b>43.68%</b>
1700	Interest on Pooled Cash	\$ 120,000.00	\$ 1,120.75	\$ 51,998.24	\$ 68,001.76	56.67%
1701	Interest Earned (on early payments of Prop. Taxes)	\$ -	\$ -	\$ -	\$ -	
	<b>TOTAL USE OF PROPERTY</b>	<b>\$ 120,000.00</b>	<b>\$ 1,120.75</b>	<b>\$ 51,998.24</b>	<b>\$ 68,001.76</b>	<b>56.67%</b>
2081	State - Highway Rentals	\$ -	\$ -	\$ -	\$ -	
2404	State Reimbursements	\$ -	\$ 81.35	\$ 81.35	\$ (81.35)	
2440	HOPTR	\$ 20,000.00	\$ 2,949.65	\$ 2,949.65	\$ 17,050.35	85.25%
2500	State - Other (Grant Revenue)	\$ -	\$ -	\$ -	\$ -	#DIV/0!
2550	Sales Tax Revenue - Measure H	\$ 804,706.00	\$ -	\$ -	\$ 804,706.00	100.00%
2589	State Refunds - Strike Teams	\$ -	\$ 10,275.57	\$ 338,441.94	\$ (338,441.94)	#DIV/0!
	<b>TOTAL INTERGOV. REVENUES</b>	<b>\$ 824,706.00</b>	<b>\$ 13,306.57</b>	<b>\$ 341,472.94</b>	<b>\$ 483,233.06</b>	<b>58.59%</b>
3600	Misc. charges for Services - Fire Marshal Services	\$ 50,000.00	\$ 4,591.75	\$ 23,490.75	\$ 26,509.25	53.02%
3601	Finance Charges/Late Fees	\$ 1,000.00	\$ 154.15	\$ 1,075.71	\$ (75.71)	-7.57%
3641	Fire Services - Casino Contract	\$ 100,000.00	\$ -	\$ 57,512.00	\$ 42,488.00	42.49%
3661	Fire Control Services - Cost Recovery	\$ 28,500.00	\$ -	\$ 16,563.33	\$ 11,936.67	41.88%
3670	Weed Abatement	\$ 55,000.00	\$ -	\$ 22,631.25	\$ 32,368.75	58.85%
3700	Copy file fee	\$ 255.00	\$ -	\$ 228.00	\$ 27.00	10.59%
3710	First Responder BLS Agreement - SCFD	\$ 62,500.00	\$ -	\$ -	\$ 62,500.00	100.00%
3720	Fleet Maintenance Revenue	\$ 50,000.00	\$ -	\$ -	\$ 50,000.00	100.00%
	<b>TOTAL CHARGES FOR SERVICES</b>	<b>\$ 347,255.00</b>	<b>\$ 4,745.90</b>	<b>\$ 121,501.04</b>	<b>\$ 225,753.96</b>	<b>65.01%</b>
4040	Misc. Revenue	\$ 30,000.00	\$ 2,496.96	\$ 174,589.96	\$ (144,589.96)	-481.97%
4100	Workers' compensation reimbursement	\$ 60,000.00	\$ 13,686.57	\$ 44,425.63	\$ 15,574.37	25.96%
4102	Donations or reimbursements	\$ -	\$ -	\$ -	\$ -	
4109	Refunded Checks, outdated warrants	\$ -	\$ -	\$ -	\$ -	
4600	Sale of Fixed Assets (Surplus)	\$ 25,000.00	\$ -	\$ -	\$ -	0.00%
	<b>TOTAL MISC. REVENUES</b>	<b>\$ 115,000.00</b>	<b>\$ 16,183.53</b>	<b>\$ 219,015.59</b>	<b>\$ (104,015.59)</b>	<b>-90.45%</b>
	<b>REVENUE TOTAL:</b>	<b>\$ 8,802,098.58</b>	<b>\$ 4,200,622.75</b>	<b>\$ 4,899,253.81</b>	<b>\$ 3,902,844.77</b>	<b>44.34%</b>

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**RANCHO ADOBE FIRE PROTECTION DISTRICT  
YEAR TO DATE BUDGET REPORT**

SUB-OBJ.	DESCRIPTION	BUDGETED FOR FY '24 - 25'	DECEMBER EXPENSE	FY EXPENSE TO 12/31/24	BALANCE REMAINING	BALANCE REMAINING (%)
6823	Rental hydrants/Water - hydrant use within Sonoma County Water Agency jurisdiction	\$ 750.00	\$ -	\$ -	\$ 750.00	100.00%
6880	Small tools: maintenance tools, hardware etc.	\$ 20,000.00	\$ 314.22	\$ 679.33	\$ 19,320.67	96.60%
6881	Safety Equipment: SCBA's, hose, nozzles etc.	\$ 39,000.00	\$ (9,764.16)	\$ 4,327.96	\$ 34,672.04	88.90%
6889	Computer Software	\$ 65,000.00	\$ 10,315.37	\$ 36,554.14	\$ 28,445.86	43.76%
7000	Any Board related expense not otherwise accounted for (I.e., Special District Dinners)	\$ 750.00	\$ -	\$ 90.00	\$ 660.00	88.00%
7005	Election Expense - as determined by the County Elections Office	\$ 20,000.00	\$ -	\$ -	\$ 20,000.00	0.00%
7120	In-Service Training - required and continuing education for all personnel and Directors	\$ 45,000.00	\$ 2,875.00	\$ 9,484.04	\$ 35,515.96	78.92%
7201	Gas and Oil	\$ 73,500.00	\$ 5,698.86	\$ 27,229.36	\$ 46,270.64	62.95%
7300	Transportation and Travel to training out of County, use of personal vehicle for District errands.	\$ 7,276.00	\$ 234.28	\$ 2,736.91	\$ 4,539.09	62.38%
7320	Utilities - PG&E, garbage, water, sewage	\$ 72,500.00	\$ 4,468.98	\$ 31,050.06	\$ 41,449.94	57.17%
	<b>TOTAL SUPPLIES AND SERVICES:</b>	<b>\$ 1,192,195.64</b>	<b>\$ 114,875.00</b>	<b>\$ 720,142.86</b>	<b>\$ 472,052.78</b>	<b>39.60%</b>
7910	Long Term Loan - Princ. (2016 Ferrara)	\$ 59,292.75	\$ -	\$ 29,416.56	\$ 29,876.19	50.39%
7911	Long Term Loan Princ. (2023 Stat. 2)	\$ 46,672.00	\$ -	\$ 46,672.57	\$ (0.57)	0.00%
7930	Long Term Loan - Interest (2016 Ferrara)	\$ 4,424.05	\$ -	\$ 2,441.84	\$ 1,982.21	44.81%
7931	Long Term Loan Interest (2023 Stat. 2)	\$ 35,140.00	\$ -	\$ 23,899.43	\$ 11,240.57	31.99%
7940	Pension Obligation Bond - Principal	\$ 255,000.00	\$ -	\$ 255,000.00	\$ -	0.00%
7945	Pension Obligation Bond - Interest	\$ 128,003.00	\$ -	\$ 64,524.25	\$ 63,478.75	49.59%
	<b>TOTAL LONG TERM DEBT:</b>	<b>\$ 528,531.80</b>	<b>\$ -</b>	<b>\$ 421,954.65</b>	<b>\$ 106,577.15</b>	<b>20.16%</b>
8510	Buildings Improvements	\$ -	\$ -	\$ -	\$ -	#DIV/0!
8511	New Capital Equipment	\$ -	\$ -	\$ -	\$ -	#DIV/0!
8540	Durable Medical Equipment	\$ -	\$ -	\$ -	\$ -	#DIV/0!
8560	New Equipment - Apparatus	\$ -	\$ -	\$ -	\$ -	#DIV/0!
8561	Equipment New - Office	\$ -	\$ -	\$ -	\$ -	#DIV/0!
	<b>TOTAL EQUIPMENT:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>#DIV/0!</b>

Recap Report	BUDGETED FOR FY '24 - 25'	DECEMBER TOTAL	FY TO 12/31/24	BALANCE REMAINING	BALANCE REMAINING (%)
<b>OPERATING REVENUES</b>	<b>\$ 8,802,098.58</b>	<b>\$ 4,200,622.75</b>	<b>\$ 4,899,253.81</b>	<b>\$ 3,902,844.77</b>	<b>44.34%</b>
<b>OPERATING EXPENDITURES</b>					
Wages/Benefits	\$ 6,974,026.00	\$ 608,123.28	\$ 3,264,550.14	\$ 3,709,475.86	53.19%
Supplies and Services	\$ 1,192,195.64	\$ 114,875.00	\$ 720,142.86	\$ 472,052.78	39.60%
Long Term Debt	\$ 528,531.80	\$ -	\$ 421,954.65	\$ 106,577.15	20.16%
Equipment	\$ -	\$ -	\$ -	\$ -	#DIV/0!
<b>Totals</b>	<b>\$ 8,694,753.44</b>	<b>\$ 722,998.28</b>	<b>\$ 4,406,647.65</b>	<b>\$ 4,288,105.79</b>	<b>49.32%</b>
<b>Revenues Less Expenditures</b>			<b>\$ 492,606.16</b>		

**RANCHO ADOBE FIRE PROTECTION DISTRICT  
YEAR TO DATE BUDGET REPORT**

**CAPITAL IMPROVEMENTS BUDGET**

SUB-OBJ.		BUDGETED FOR FY '24 - 25'	DECEMBER EXPENSE	FY EXPENSE TO 12/31/24	BALANCE REMAINING	BALANCE REMAINING (%)
9510	Buildings Improvements	\$ 115,000.00	4,100.00	\$ 79,572.50	\$ 35,427.50	30.81%
9511	New Capital Equipment	\$ -	0.00	\$ 9,147.03	\$ (9,147.03)	#DIV/0!
9540	Durable Medical Equipment	\$ -	0.00	\$ -	\$ -	#DIV/0!
9560	New Equipment - Apparatus	\$ 780,000.00	0.00	\$ 97,251.35	\$ 682,748.65	87.53%
9561	Equipment New - Office	\$ -	0.00	\$ -	\$ -	#DIV/0!
9570	CalPERS UAL	\$ 91,361.00	0.00	\$ 91,361.00	\$ -	0.00%
	<b>TOTAL EQUIPMENT:</b>	<b>\$ 986,361.00</b>	<b>\$ 4,100.00</b>	<b>\$ 277,331.88</b>	<b>\$ 709,029.12</b>	<b>71.88%</b>

<b>CURRENT ASSETS</b>	
Summit State Bank Operating Account:	\$ 94,999.48
Summit State Bank ICS Account:	\$ 4,671,166.40
Summit State Bank Payroll Account:	\$ 6,070.70
CDARS:	\$ -
Petty Cash:	\$ 200.00
<b>Total:</b>	<b>\$ 4,772,436.58</b>
Designated Capital Reserve Accounts:	\$ 1,724,050.32
Interest Earned on Capital Reserves:	\$ 29,386.38
321 Future Liabilities - PERS UAL:	\$ 408,639.00
322 Fire & EMS Equip. Replacement:	\$ 72,000.00
331 Apparatus Reserves:	\$ 682,748.65
332 Emergency Reserves:	\$ 24,079.31
334 Buildings/Facility Reserves:	\$ 507,196.98

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# Rancho Adobe Fire Protection District

## Trial Balance

As of December 31, 2024

01/07/25

Cash Basis

	Dec 31, 24	
	Debit	Credit
1010 · County of Sonoma	0.00	
1030 · Wells Fargo Checking Account	0.00	
1035 · Summit State Bank - Operating	94,999.48	
1036 · Summit State Bank - ICS	4,671,166.40	
1037 · Summit State Bank - Payroll	6,070.70	
1038 · CDARS	0.00	
1041 · Capital Reserves-ICS	1,724,050.32	
1090 · Petty Cash	200.00	
107 · Accounts Receivable		3,749.01
12000 · Undeposited Funds	0.00	
170 · Land	74,634.00	
171 · Buildings and Improvements	1,185,360.97	
172 · Equipment	4,565,635.75	
178 · Accum. Depreciation - Building		603,437.69
179 · Accum. Depreciation - Equipment		2,056,611.53
195 · Due From Operating Fund	1,916,890.00	
325 · Deferred Outflows	8,457,066.00	
99999 · Prior Period Adjustment	0.00	
200 · Accounts Payable	0.00	
Chase Visa	0.00	
Umpqua Bank Credit Card	0.00	
2710 · Deferred Revenue		86,879.18
327 · Deferred Outflows-Liability Acc	0.00	
336 · Capital One Loan	0.00	
337 · Accrued Interest Payable		2,129.35
338 · Capital Lease - Current		4.62
339 · Accrued Vacation - Current	0.00	
350 · Accrued Payroll	0.00	
145 · Deferred Inflow		5,637,113.00
300 · Compensated Absences		565,321.48
310 · Westamerica Bank Loan		550,218.21
340 · Bonds Payable - Current		0.10
342 · Notes Payable - Long Term		224,985.96
345 · Bonds Payable - Noncurrent		5,357,109.00
355 · Due To Capital Improvement Fund		1,916,890.00
744 · Net Pension Liability		4,196,252.00
30000 · Opening Balance Equity	1,566,111.26	
320 · Unreserved-Undesignated FD Bal		1,151,545.53
321 · Future Liabilities - PERS UAL		408,639.00
322 · Fire & EMS Equipment Repl.		72,000.00
330 · Operational Reserves	0.00	
331 · Apparatus Reserves		682,748.65
332 · Emergency Reserves		24,079.31
333 · PPE Reserves	0.00	
334 · Cap Buildings/Facility Reserves		507,196.98
10 · Taxes:1000 · Property Taxes		2,528,251.95
10 · Taxes:1001 · CY Direct Charges		1,297,973.59
10 · Taxes:1008 · RDA Increment	421,001.91	
10 · Taxes:1014 · Property Taxes - RDA Increment		2,833.45
10 · Taxes:1015 · RDA Pass-Through		277,638.71
10 · Taxes:1016 · RDA Allocation		36,455.00
10 · Taxes:1017 · Residual Property Tax - RDA		247,500.65
10 · Taxes:1020 · CY Supplemental Tax		42,313.56
10 · Taxes:1040 · Unsecured Property Taxes		138,224.59
10 · Taxes:1061 · PY Direct Charges		15,076.41
17 · Use of Money/Property:1700 · Interest on Cash		51,998.24
20 · Intergovernmental Revenues:2404 · State Reimbursements		81.35
20 · Intergovernmental Revenues:2440 · HOPTR		2,949.65
20 · Intergovernmental Revenues:2589 · State Refunds-Strike Team		338,441.94
30 · Charges/Fees for Services:3600 · Fire Marshal Services		23,490.75
30 · Charges/Fees for Services:3601 · Finance Charge/Late Fee		1,075.71
30 · Charges/Fees for Services:3641 · Fire Services - Casino Contract		57,512.00
30 · Charges/Fees for Services:3661 · Cost Recovery		16,563.33
30 · Charges/Fees for Services:3670 · Weed Abatement		22,631.25
30 · Charges/Fees for Services:3700 · Copy Fee		228.00

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01/07/25

Cash Basis

# Rancho Adobe Fire Protection District

## Trial Balance

As of December 31, 2024

	Dec 31, 24	
	Debit	Credit
40 · Miscellaneous Revenues:4040 · Misc. Revenue		174,589.96
40 · Miscellaneous Revenues:4100 · Workers Comp. Reimbursement		44,425.63
50 · Salaries and Benefits:5910 · Full-Time Personnel	1,510,987.97	
50 · Salaries and Benefits:5911 · Part-Time Staffing	115,766.82	
50 · Salaries and Benefits:5912 · Overtime	481,239.58	
50 · Salaries and Benefits:5913 · BC Extra Shift Compensation	124,051.23	
50 · Salaries and Benefits:5914 · FLSA	45,962.32	
50 · Salaries and Benefits:5922 · Social Security Payroll Taxes	1,246.56	
50 · Salaries and Benefits:5923 · CalPERS	276,316.98	
50 · Salaries and Benefits:5924 · Medicare	32,281.34	
50 · Salaries and Benefits:5930 · Health Insurance	293,666.66	
50 · Salaries and Benefits:5931 · Disability Insurance	5,742.00	
50 · Salaries and Benefits:5932 · Dental Insurance	19,026.50	
50 · Salaries and Benefits:5933 · Life Insurance	2,036.32	
50 · Salaries and Benefits:5934 · Vision Insurance	2,757.82	
50 · Salaries and Benefits:5935 · Unemployment Insurance	427.68	
50 · Salaries and Benefits:5936 · Retiree Insurance	10,800.00	
50 · Salaries and Benefits:5940 · Workers Compensation	342,240.36	
60 · Supplies & Services:6020 · Uniforms	26,552.73	
60 · Supplies & Services:6022 · Safety Clothing	18,936.29	
60 · Supplies & Services:6040 · Communications	10,654.81	
60 · Supplies & Services:6045 · Pagers & Radios	2,359.42	
60 · Supplies & Services:6060 · Food		32.00
60 · Supplies & Services:6080 · Household Expense	4,575.35	
60 · Supplies & Services:6100 · Property & Liability Insurance	294,932.29	
60 · Supplies & Services:6140 · Equipment Maintenance	9,931.30	
60 · Supplies & Services:6155 · Apparatus Maintenance	19,436.60	
60 · Supplies & Services:6165 · SCBA Maintenance	1,547.67	
60 · Supplies & Services:6180 · Building Maintenance	15,419.35	
60 · Supplies & Services:6260 · Medical Supplies	9,449.30	
60 · Supplies & Services:6280 · Memberships	11,841.22	
60 · Supplies & Services:6400 · Office Supplies	1,232.08	
60 · Supplies & Services:6410 · Postage and Shipping	425.11	
60 · Supplies & Services:6430 · Printing Services	82.19	
60 · Supplies & Services:6461 · Operational Expense	5,897.57	
60 · Supplies & Services:6463 · FPO Expense	1,245.46	
60 · Supplies & Services:6500 · Payroll Fees	2,344.00	
60 · Supplies & Services:6526 · Dispatch Service-Redcom	94,477.91	
60 · Supplies & Services:6587 · LAFCO	13,593.00	
60 · Supplies & Services:6596 · CQI Expense	5,921.00	
60 · Supplies & Services:6605 · Hiring Expense	23,321.00	
60 · Supplies & Services:6610 · Legal Services	20,337.27	
60 · Supplies & Services:6630 · Annual Audit Charges	7,950.00	
60 · Supplies & Services:6635 · Bank Fees	164.63	
60 · Supplies & Services:6650 · Health Services	920.00	
60 · Supplies & Services:6654 · Wellness Program	800.00	
60 · Supplies & Services:6800 · Public Legal Notices	715.00	
60 · Supplies & Services:6820 · Rent/Lease Equipment	2,960.51	
60 · Supplies & Services:6880 · Small Tools Expense	679.33	
60 · Supplies & Services:6881 · Safety Equipment	4,327.96	
60 · Supplies & Services:6889 · Computer Software and Equipment	36,554.14	
60 · Supplies & Services:7000 · Board Expense	90.00	
60 · Supplies & Services:7120 · Training Expense	9,484.04	
60 · Supplies & Services:7201 · Fuel	27,229.36	
60 · Supplies & Services:7300 · Transportation & Travel	2,736.91	
60 · Supplies & Services:7320 · Utilities	31,050.06	
75 · Other Charges:7910 · Long Term Loan-Principal	29,416.56	
75 · Other Charges:7911 · Long Term Loan-Prin. (St. 2)	46,672.57	
75 · Other Charges:7930 · Long Term Loan-Interest	2,441.84	
75 · Other Charges:7931 · Long Term Loan- Int. (St. 2)	23,899.43	
75 · Other Charges:7940 · Pension Obligation Bond - Prin.	255,000.00	
75 · Other Charges:7945 · Pension Obligation Bond - Int.	64,524.25	
95 · Capital Improvements - Assets:9510 · Building Improvements	79,572.50	
95 · Capital Improvements - Assets:9511 · New Capital Equipment	9,147.03	
95 · Capital Improvements - Assets:9560 · New Equipment - Apparatus	97,251.35	



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01/07/25  
Cash Basis

**Rancho Adobe Fire Protection District**  
**Trial Balance**  
**As of December 31, 2024**

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	Dec 31, 24	
	Debit	Credit
95 · Capital Improvements - Assets:9570 · CalPERS UAL	91,361.00	
<b>TOTAL</b>	<b><u>29,367,198.32</u></b>	<b><u>29,367,198.32</u></b>



**Rancho Adobe Fire Protection District**  
**Balance Sheet Prev Year Comparison**  
**As of December 31, 2024**

	Dec 31, 24	Dec 31, 23	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
1035 · Summit State Bank - Operating	94,999.48	174,723.22	-79,723.74	-45.6%
1036 · Summit State Bank - ICS	4,671,166.40	5,306,172.78	-635,006.38	-12.0%
1037 · Summit State Bank - Payroll	6,070.70	2,392.32	3,678.38	153.8%
1041 · Capital Reserves-ICS	1,724,050.32	0.00	1,724,050.32	100.0%
1090 · Petty Cash	200.00	200.00	0.00	0.0%
<b>Total Checking/Savings</b>	<b>6,496,486.90</b>	<b>5,483,488.32</b>	<b>1,012,998.58</b>	<b>18.5%</b>
<b>Accounts Receivable</b>				
107 · Accounts Receivable	-3,749.01	-3,214.01	-535.00	-16.7%
<b>Total Accounts Receivable</b>	<b>-3,749.01</b>	<b>-3,214.01</b>	<b>-535.00</b>	<b>-16.7%</b>
<b>Total Current Assets</b>	<b>6,492,737.89</b>	<b>5,480,274.31</b>	<b>1,012,463.58</b>	<b>18.5%</b>
<b>Fixed Assets</b>				
170 · Land	74,634.00	74,634.00	0.00	0.0%
171 · Buildings and Improvements	1,185,360.97	1,185,360.97	0.00	0.0%
172 · Equipment	4,565,635.75	4,565,635.75	0.00	0.0%
178 · Accum. Depreciation - Building	-603,437.69	-603,437.69	0.00	0.0%
179 · Accum. Depreciation - Equipment	-2,056,611.53	-2,056,611.53	0.00	0.0%
<b>Total Fixed Assets</b>	<b>3,165,581.50</b>	<b>3,165,581.50</b>	<b>0.00</b>	<b>0.0%</b>
<b>Other Assets</b>				
195 · Due From Operating Fund	1,916,890.00	1,916,890.00	0.00	0.0%
325 · Deferred Outflows	8,457,066.00	8,457,066.00	0.00	0.0%
<b>Total Other Assets</b>	<b>10,373,956.00</b>	<b>10,373,956.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>TOTAL ASSETS</b>	<b><u>20,032,275.39</u></b>	<b><u>19,019,811.81</u></b>	<b><u>1,012,463.58</u></b>	<b><u>5.3%</u></b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Other Current Liabilities</b>				
2710 · Deferred Revenue	86,879.18	86,879.18	0.00	0.0%
337 · Accrued Interest Payable	2,129.35	2,129.35	0.00	0.0%
338 · Capital Lease - Current	4.62	4.62	0.00	0.0%
<b>Total Other Current Liabilities</b>	<b>89,013.15</b>	<b>89,013.15</b>	<b>0.00</b>	<b>0.0%</b>
<b>Total Current Liabilities</b>	<b>89,013.15</b>	<b>89,013.15</b>	<b>0.00</b>	<b>0.0%</b>
<b>Long Term Liabilities</b>				
145 · Deferred Inflow	5,637,113.00	5,637,113.00	0.00	0.0%
300 · Compensated Absences	565,321.48	565,321.48	0.00	0.0%
310 · Westamerica Bank Loan	550,218.21	0.00	550,218.21	100.0%
340 · Bonds Payable - Current	0.10	0.10	0.00	0.0%
342 · Notes Payable - Long Term	224,985.96	224,985.96	0.00	0.0%
345 · Bonds Payable - Noncurrent	5,357,109.00	5,357,109.00	0.00	0.0%
355 · Due To Capital Improvement Fund	1,916,890.00	1,916,890.00	0.00	0.0%
744 · Net Pension Liability	4,196,252.00	4,196,252.00	0.00	0.0%
<b>Total Long Term Liabilities</b>	<b>18,447,889.75</b>	<b>17,897,671.54</b>	<b>550,218.21</b>	<b>3.1%</b>
<b>Total Liabilities</b>	<b>18,536,902.90</b>	<b>17,986,684.69</b>	<b>550,218.21</b>	<b>3.1%</b>
<b>Equity</b>				
30000 · Opening Balance Equity	-1,566,111.26	-1,566,111.26	0.00	0.0%
320 · Unreserved-Undesignated FD Bal	1,151,545.53	2,452,517.00	-1,300,971.47	-53.1%
321 · Future Liabilities - PERS UAL	408,639.00	300,000.00	108,639.00	36.2%
322 · Fire & EMS Equipment Repl.	72,000.00	0.00	72,000.00	100.0%
331 · Apparatus Reserves	682,748.65	405,000.00	277,748.65	68.6%
332 · Emergency Reserves	24,079.31	11,938.79	12,140.52	101.7%
334 · Cap Buildings/Facility Reserves	507,196.98	21,545.80	485,651.18	2,254.0%
Net Income	215,274.28	-591,763.21	807,037.49	136.4%

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01/07/25

Cash Basis

**Rancho Adobe Fire Protection District**  
**Balance Sheet Prev Year Comparison**  
**As of December 31, 2024**

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	<u>Dec 31, 24</u>	<u>Dec 31, 23</u>	<u>\$ Change</u>	<u>% Change</u>
Total Equity	1,495,372.49	1,033,127.12	462,245.37	44.7%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>20,032,275.39</u></b>	<b><u>19,019,811.81</u></b>	<b><u>1,012,463.58</u></b>	<b><u>5.3%</u></b>

**Rancho Adobe Fire Protection District**  
**Profit & Loss by Class**  
**December 2024**

2:49 PM  
01/07/25  
Cash Basis

	Capital Improvements	Operating	TOTAL
Ordinary Income/Expense			
Income			
10 · Taxes			
1000 · Property Taxes	0.00	2,528,251.95	2,528,251.95
1001 · CY Direct Charges	0.00	1,297,973.59	1,297,973.59
1008 · RDA Increment	0.00	-421,001.91	-421,001.91
1014 · Property Taxes - RDA Increment	0.00	2,833.45	2,833.45
1015 · RDA Pass-Through	0.00	277,638.71	277,638.71
1016 · RDA Allocation	0.00	36,455.00	36,455.00
1017 · Residual Property Tax - RDA	0.00	247,500.65	247,500.65
1020 · CY Supplemental Tax	0.00	42,313.56	42,313.56
1040 · Unsecured Property Taxes	0.00	138,224.59	138,224.59
1061 · PY Direct Charges	0.00	15,076.41	15,076.41
Total 10 · Taxes	0.00	4,165,266.00	4,165,266.00
17 · Use of Money/Property			
1700 · Interest on Cash	0.00	1,120.75	1,120.75
Total 17 · Use of Money/Property	0.00	1,120.75	1,120.75
20 · Intergovernmental Revenues			
2404 · State Reimbursements	0.00	81.35	81.35
2440 · HOPTR	0.00	2,949.65	2,949.65
2589 · State Refunds-Strike Team	0.00	10,275.57	10,275.57
Total 20 · Intergovernmental Revenues	0.00	13,306.57	13,306.57
30 · Charges/Fees for Services			
3600 · Fire Marshal Services	0.00	4,591.75	4,591.75
3601 · Finance Charge/Late Fee	0.00	154.15	154.15
3661 · Cost Recovery	0.00	0.00	0.00
Total 30 · Charges/Fees for Services	0.00	4,745.90	4,745.90
40 · Miscellaneous Revenues			
4040 · Misc. Revenue	0.00	2,496.96	2,496.96
4100 · Workers Comp. Reimbursement	0.00	13,686.57	13,686.57
Total 40 · Miscellaneous Revenues	0.00	16,183.53	16,183.53
Total Income	0.00	4,200,622.75	4,200,622.75
Gross Profit	0.00	4,200,622.75	4,200,622.75
Expense			
50 · Salaries and Benefits	0.00	305,867.99	305,867.99
5910 · Full-Time Personnel	0.00	13,788.36	13,788.36
5911 · Part-Time Staffing	0.00	74,319.57	74,319.57
5912 · Overtime	0.00	124,051.23	124,051.23
5913 · BC Extra Shift Compensation	0.00		

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Rancho Adobe Fire Protection District  
Profit & Loss by Class  
December 2024

	Capital Improvements	Operating	TOTAL
5914 · FLSA	0.00	10,986.84	10,986.84
5922 · Social Security Payroll Taxes	0.00	335.25	335.25
5923 · CalPERS	0.00	36,945.54	36,945.54
5924 · Medicare	0.00	7,535.65	7,535.65
5930 · Health Insurance	0.00	30,087.66	30,087.66
5931 · Disability Insurance	0.00	841.00	841.00
5932 · Dental Insurance	0.00	2,758.32	2,758.32
5934 · Vision Insurance	0.00	423.50	423.50
5935 · Unemployment Insurance	0.00	182.37	182.37
<b>Total 50 · Salaries and Benefits</b>	<b>0.00</b>	<b>608,123.28</b>	<b>608,123.28</b>
<b>60 · Supplies &amp; Services</b>			
6020 · Uniforms	0.00	973.76	973.76
6022 · Safety Clothing	0.00	11,488.41	11,488.41
6040 · Communications	0.00	2,798.66	2,798.66
6045 · Pagers & Radios	0.00	1,550.40	1,550.40
6060 · Food	0.00	608.65	608.65
6080 · Household Expense	0.00	1,021.99	1,021.99
6155 · Apparatus Maintenance	0.00	3,062.10	3,062.10
6165 · SCBA Maintenance	0.00	960.87	960.87
6180 · Building Maintenance	0.00	2,137.46	2,137.46
6260 · Medical Supplies	0.00	1,836.40	1,836.40
6280 · Memberships	0.00	9,495.00	9,495.00
6400 · Office Supplies	0.00	263.65	263.65
6410 · Postage and Shipping	0.00	146.00	146.00
6430 · Printing Services	0.00	51.85	51.85
6461 · Operational Expense	0.00	447.54	447.54
6500 · Payroll Fees	0.00	321.60	321.60
6526 · Dispatch Service-Redcom	0.00	51,724.46	51,724.46
6596 · CQI Expense	0.00	1,700.00	1,700.00
6605 · Hiring Expense	0.00	684.00	684.00
6610 · Legal Services	0.00	866.00	866.00
6630 · Annual Audit Charges	0.00	7,950.00	7,950.00
6635 · Bank Fees	0.00	14.23	14.23
6650 · Health Services	0.00	115.00	115.00
6820 · Rent/Lease Equipment	0.00	514.42	514.42
6880 · Small Tools Expense	0.00	314.22	314.22
6881 · Safety Equipment	0.00	-9,764.16	-9,764.16
6889 · Computer Software and Equipment	0.00	10,315.37	10,315.37
7120 · Training Expense	0.00	2,875.00	2,875.00
7201 · Fuel	0.00	5,698.86	5,698.86
7300 · Transportation & Travel	0.00	234.28	234.28
7320 · Utilities	0.00	4,468.98	4,468.98
<b>Total 60 · Supplies &amp; Services</b>	<b>0.00</b>	<b>114,875.00</b>	<b>114,875.00</b>
<b>95 · Capital Improvements - Assets</b>			

**Rancho Adobe Fire Protection District**  
**Profit & Loss by Class**  
**December 2024**

2:49 PM  
 01/07/25  
 Cash Basis

	Capital Improvements	Operating	TOTAL
9510 · Building Improvements	4,100.00	0.00	4,100.00
Total 95 · Capital Improvements - Assets	4,100.00	0.00	4,100.00
Total Expense	4,100.00	722,998.28	727,098.28
Net Ordinary Income	-4,100.00	3,477,624.47	3,473,524.47
Net Income	-4,100.00	3,477,624.47	3,473,524.47





# Rancho Adobe Fire Protection District Profit & Loss Prev Year Comparison December 2024

	Dec 24	Dec 23	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
10 - Taxes				
1000 - Property Taxes	2,528,251.95	2,409,158.73	119,093.22	4.9%
1001 - CY Direct Charges	1,297,973.59	1,260,651.20	37,322.39	3.0%
1008 - RDA Increment	-421,001.91	-402,176.04	-18,825.87	-4.7%
1014 - Property Taxes - RDA Increment	2,833.45	2,828.93	4.52	0.2%
1015 - RDA Pass-Through	277,638.71	269,205.17	8,433.54	3.1%
1016 - RDA Allocation	36,455.00	34,989.50	1,465.50	4.2%
1017 - Residual Property Tax - RDA	247,500.65	250,738.31	-3,237.66	-1.3%
1020 - CY Supplemental Tax	42,313.56	37,716.57	4,596.99	12.2%
1040 - Unsecured Property Taxes	138,224.59	138,938.62	-714.03	-0.5%
1061 - PY Direct Charges	15,076.41	18,875.07	-3,798.66	-20.1%
<b>Total 10 - Taxes</b>	<b>4,165,266.00</b>	<b>4,020,926.06</b>	<b>144,339.94</b>	<b>3.6%</b>
17 - Use of Money/Property				
1700 - Interest on Cash	1,120.75	4,213.73	-3,092.98	-73.4%
<b>Total 17 - Use of Money/Property</b>	<b>1,120.75</b>	<b>4,213.73</b>	<b>-3,092.98</b>	<b>-73.4%</b>
20 - Intergovernmental Revenues				
2404 - State Reimbursements	81.35	82.36	-1.01	-1.2%
2440 - HOPTR	2,949.65	3,063.02	-113.37	-3.7%
2589 - State Refunds-Strike Team	10,275.57	114,806.68	-104,531.11	-91.1%
<b>Total 20 - Intergovernmental Revenues</b>	<b>13,306.57</b>	<b>117,952.06</b>	<b>-104,645.49</b>	<b>-88.7%</b>
30 - Charges/Fees for Services				
3600 - Fire Marshal Services	4,591.75	2,012.50	2,579.25	128.2%
3601 - Finance Charge/Late Fee	154.15	0.00	154.15	100.0%
3661 - Cost Recovery	0.00	1,955.52	-1,955.52	-100.0%
3700 - Copy Fee	0.00	45.00	-45.00	-100.0%
<b>Total 30 - Charges/Fees for Services</b>	<b>4,745.90</b>	<b>4,013.02</b>	<b>732.88</b>	<b>18.3%</b>
40 - Miscellaneous Revenues				
4040 - Misc. Revenue	2,496.96	4,896.00	-2,399.04	-49.0%
4100 - Workers Comp. Reimbursement	13,686.57	23,501.54	-9,814.97	-41.8%
<b>Total 40 - Miscellaneous Revenues</b>	<b>16,183.53</b>	<b>28,397.54</b>	<b>-12,214.01</b>	<b>-43.0%</b>
<b>Total Income</b>	<b>4,200,622.75</b>	<b>4,175,502.41</b>	<b>25,120.34</b>	<b>0.6%</b>
<b>Gross Profit</b>	<b>4,200,622.75</b>	<b>4,175,502.41</b>	<b>25,120.34</b>	<b>0.6%</b>
<b>Expense</b>				
50 - Salaries and Benefits				
5910 - Full-Time Personnel	305,867.99	329,307.26	-23,439.27	-7.1%
5911 - Part-Time Staffing	13,788.36	18,114.24	-4,325.88	-23.9%
5912 - Overtime	74,319.57	60,940.86	13,378.71	22.0%

# Rancho Adobe Fire Protection District Profit & Loss Prev Year Comparison December 2024

	Dec 24	Dec 23	\$ Change	% Change
5913 · BC Extra Shift Compensation	124,051.23	84,270.46	39,780.77	47.2%
5914 · FLSA	10,986.84	5,664.15	5,322.69	94.0%
5922 · Social Security Payroll Taxes	335.25	828.35	-493.10	-59.5%
5923 · CalPERS	36,945.54	43,901.92	-6,956.38	-15.9%
5924 · Medicare	7,535.65	6,745.41	790.24	11.7%
5930 · Health Insurance	30,087.66	30,782.00	-694.34	-2.3%
5931 · Disability Insurance	841.00	0.00	841.00	100.0%
5932 · Dental Insurance	2,758.32	2,628.85	129.47	4.9%
5933 · Life Insurance	0.00	347.10	-347.10	-100.0%
5934 · Vision Insurance	423.50	0.00	423.50	100.0%
5935 · Unemployment Insurance	182.37	10.52	171.85	1,633.6%
<b>Total 50 · Salaries and Benefits</b>	<b>608,123.28</b>	<b>583,541.12</b>	<b>24,582.16</b>	<b>4.2%</b>
<b>60 · Supplies &amp; Services</b>				
6020 · Uniforms	973.76	0.00	973.76	100.0%
6022 · Safety Clothing	11,488.41	592.48	10,895.93	1,839.0%
6040 · Communications	2,798.66	1,753.01	1,045.65	59.7%
6045 · Pagers & Radios	1,550.40	0.00	1,550.40	100.0%
6060 · Food	608.65	-309.53	918.18	296.6%
6080 · Household Expense	1,021.99	224.42	797.57	355.4%
6140 · Equipment Maintenance	0.00	253.34	-253.34	-100.0%
6155 · Apparatus Maintenance	3,062.10	1,799.95	1,262.15	70.1%
6165 · SCBA Maintenance	960.87	464.86	496.01	106.7%
6180 · Building Maintenance	2,137.46	908.96	1,228.50	135.2%
6181 · Station Maintenance for Remodel	0.00	1,829.30	-1,829.30	-100.0%
6260 · Medical Supplies	1,836.40	634.20	1,202.20	189.6%
6280 · Memberships	9,495.00	9,000.00	495.00	5.5%
6400 · Office Supplies	263.65	109.48	154.17	140.8%
6410 · Postage and Shipping	146.00	646.86	-500.86	-77.4%
6430 · Printing Services	51.85	0.00	51.85	100.0%
6461 · Operational Expense	447.54	-65.70	513.24	781.2%
6463 · FPO Expense	0.00	71.96	-71.96	-100.0%
6500 · Payroll Fees	321.60	533.60	-212.00	-39.7%
6526 · Dispatch Service-Redcom	51,724.46	0.00	51,724.46	100.0%
6590 · Contracted FM Services	0.00	1,400.00	-1,400.00	-100.0%
6596 · CQI Expense	1,700.00	0.00	1,700.00	100.0%
6605 · Hiring Expense	684.00	0.00	684.00	100.0%
6610 · Legal Services	866.00	0.00	866.00	100.0%
6630 · Annual Audit Charges	7,950.00	0.00	7,950.00	100.0%
6635 · Bank Fees	14.23	64.75	-50.52	-78.0%
6650 · Health Services	115.00	185.00	-70.00	-37.8%
6820 · Rent/Lease Equipment	514.42	255.00	259.42	101.7%
6880 · Small Tools Expense	314.22	1,938.16	-1,623.94	-83.8%
6881 · Safety Equipment	-9,764.16	593.81	-10,357.97	-1,744.3%
6889 · Computer Software and Equipment	10,315.37	3,825.00	6,490.37	169.7%
7120 · Training Expense	2,875.00	2.90	2,872.10	99,037.9%
7201 · Fuel	5,698.86	4,079.54	1,619.32	39.7%

**Rancho Adobe Fire Protection District**  
**Profit & Loss Prev Year Comparison**  
**December 2024**

2:49 PM  
 01/07/25  
 Cash Basis

	Dec 24	Dec 23	\$ Change	% Change
7300 · Transportation & Travel	234.28	-48.37	282.65	584.4%
7320 · Utilities	4,468.98	5,004.02	-535.04	-10.7%
<b>Total 60 · Supplies &amp; Services</b>	<b>114,875.00</b>	<b>35,747.00</b>	<b>79,128.00</b>	<b>221.4%</b>
95 · Capital Improvements - Assets	4,100.00	60,992.34	-56,892.34	-93.3%
9510 · Building Improvements	4,100.00	60,992.34	-56,892.34	-93.3%
<b>Total 95 · Capital Improvements - Assets</b>	<b>4,100.00</b>	<b>60,992.34</b>	<b>-56,892.34</b>	<b>-93.3%</b>
<b>Total Expense</b>	<b>727,098.28</b>	<b>680,280.46</b>	<b>46,817.82</b>	<b>6.9%</b>
<b>Net Ordinary Income</b>	<b>3,473,524.47</b>	<b>3,495,221.95</b>	<b>-21,697.48</b>	<b>-0.6%</b>
<b>Net Income</b>	<b>3,473,524.47</b>	<b>3,495,221.95</b>	<b>-21,697.48</b>	<b>-0.6%</b>

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# **UNFINISHED BUSINESS**



**APPROVAL OF  
CHART A -  
PURCHASING  
POLICY 218**





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## Purchasing and Procurement

### 218.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that the Rancho Adobe Fire Protection District uses ethical, efficient and accountable sourcing and procurement practices that align with governmental accounting best practices. This policy applies to all goods and services purchased by the District.

### 218.2 POLICY

Depending upon the type of purchase, different procurement methodologies are to be used. These methods are described in the purchasing category and purchasing methods section.

#### 218.2.1 POLICY REVIEW

This policy is subject to review at least every three years.

### 218.3 DEFINITIONS

**Approval Authority** - District personnel designated to authorize payments for expenditures or indebtedness for Fire District funds in their given area. Refer to chart A for Purchaser and Approval Authority. Approval authority positions may sign contracts as long as the contract dollar amounts are within the authorized monetary authority.

**Capital Asset** - significant tangible property that costs \$5000 or greater and that is expected to generate value over a long period of time.

**Direct Buy** - Process utilized for purchases less than \$500 where purchases can be made by petty cash, credit card, or on vendor account (within the established guidelines for each method).

**Finance Division** - District personnel responsible for controlling District finances, planning, organizing, auditing, financial statements, accounting, purchasing and contracts.

**Administrative Manager** - job position responsible for daily management of the District's finances.

**Formal Compensative Bid** - A bid that is administered by the finance department and advertised publicly. Sealed bids are received by the District and opened publicly. Bid request methods are either an Invitation for Bid ("IFB") or Request for Proposal ("RFP").

**Goods and Equipment** - Tangible consumable items such as equipment without a service contract. (Example: Purchase of office supplies or machinery with or without a warranty - but with no service contract).

# Rancho Adobe Fire Protection District

## Policy Manual

### *Purchasing and Procurement*

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**Goods and Services** - A combination of tangible consumable items and intangible items provided by other people. (Example: Purchase of equipment and a service contract for preventive maintenance and repairs). Software with the renewable support services contract falls under this category.

**Government Bid** - Procurement of an item that has gone through a government bid process to obtain the best price. This includes, but is not limited to, GSA (Government Services Administration) CMAS (California Multiple Award Schedule) Fire-GPO (Government Purchase Organization). The District may skip the formal competitive bid process and proceed with the purchase as long as the item meets most favorable price for the District.

**Informal Competitive Bid** - Process used to obtain competitive bid pricing. At least three (3) written vendor quotes shall be obtained.

**Invitation for Bid (IFB)** - and IFB is an informal competitive bid and award process and should be used when the "what" and the "how" is known, but if the "how" is not known or the "how" varies from one vendor to another, then a Request for Proposal ("RFP") should be used. See definition for RFP. An IFB is used when the statement of work ("SOW") is clearly stated and bidders are generally told what, how and where the services are to be done. The contract need not be awarded to the lowest bidder. The District must however justify any award other than the lowest bidder.

**Invoice** – Legible, vendor generated, written detail of the purpose and cost to purchase. Must include business name address and contact information.

**Original Receipt** – Legible, vendor generated record of the purpose and cost of a purchase. Must include business name, address, and contact information.

**Piggyback Bid Contract** - Procurement of an item that has gone through the formal bidding process by another government agency. The District and vendor may make changes to the specifications of the contract and still receive the preponderance of the government agency's price.

**Prevailing Wages** - Per the California Division of Labor Standards Enforcement (DLSE): "The general prevailing rate of per diem wages (basic hourly rate, overtime, holiday pay rates and employment payments) for particular craft, classification, or type of worker.

**Prevailing Wage Threshold** - the DIR small project exemption applies for all public works projects that do not exceed \$15,000 for maintenance and \$25,000 for new construction, alteration, installation, demolition, or repairs.

# Rancho Adobe Fire Protection District

## Policy Manual

### *Purchasing and Procurement*

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**Professional Services** - Services provided by a person or organization trained and/or licensed or certified in their profession. These services typically cannot be performed by a District employee.

**Public Works** - Per the DIR, "Public Works" refers to construction, alteration, demolition, installation, or repair work (including maintenance) done under contract and paid by public funds. Public works projects do not include those done by a public agency with its own employees.

**PWC-100** - the DIR's online registration form which is required to be completed and submitted for every public works project which has been awarded a contract.

**Real property** - fixed property as opposed to personal property. Principally land and buildings.

**Request for proposal (RFP)** - an RFP is a formal competitive bid and award process and should be used when the "what" is known but not the "how" or the "how" may vary from one vendor to another. There are two types of RFP's.

- **Primary RFP:** Used when certain standards are required. The proposal that both meets the standards and has the lowest cost is awarded to the contract period.
- **Secondary RFP:** Used when seeking a unique solution to a problem or situation that cannot be resolved by the lowest bidder. Unique methods, approaches, and procedures used in performing the work are of primary importance. Only the goals and objectives are stated in the RFP, and bidders offer detailed work plans, approaches and methods. The contract need not be awarded to the lowest bidder. The District must, however, justify any award other than the lowest bidder.

**SB-854** - the California Senate bill (No. 854) containing language which defies the new and/or revised statutory obligations for awarding bodies regarding monitoring and compliance with the prevailing wage laws and the registration of contractor / subcontractors.

**Sole or Single Source** – "Sole Source" means only one individual/company can provide the goods and/or equipment needed, and that any attempt to obtain bids would only result in that same individual/company being able to meet the need. "Single Source" means the District actively selects one supplier although others are available and is used when there is strong justification for the unique qualities of one supplier opposed to other suppliers.

#### **218.4 ROLES AND RESPONSIBILITIES**

District officers and employees are responsible for ensuring that they:

- Abide by and use the correct purchasing category, purchasing methods and complete the required documentation for all goods and services purchased for District business.
- Involve the finance department for planning and execution of all purchases over \$5000 and all professional service contracts regardless of dollar amount. Note: All purchases

# Rancho Adobe Fire Protection District

## Policy Manual

### *Purchasing and Procurement*

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commitments of funds and/or expenditures are subject to internal and external audit review.

#### **218.5 PROCEDURE**

When called for in the purchasing procedure, competitive bid shall be obtained from qualified vendors to meet the needs of the District and to achieve the greatest possible value to support the goals of the District.

Purchases are to be made only by District employees authorized to purchase on behalf of the District. See chart A for approval Authority Schedule.

District officers, employees and agents shall neither solicit nor accept gratuities favors, or anything of monetary value from a vendor, contractor, consultant or potential vendor, contractor or consultant;

Purchases shall not be split in order to avoid compliance with monetary approval threshold.

Emergency procurement shall not be subject to the provisions of the purchasing policy. Instead, see the District's Emergency Procurement policy. The Emergency Procurement policy applies to the following types of emergencies: state of war, state emergency, local emergency, hazardous materials emergency response, sudden and severe energy shortage, mutual aid region and operational area.

Refer to the Credit Card Purchases policy for the use of District credit cards;

#### **218.6 PURCHASING PROCEDURE**

This procedure describes how to purchase goods and/or services on behalf of the District. The District has specific policies and procedures in place to ensure the District abides by the State of California's Public Contract Code, whose objective is "to ensure compliance with the competitive bidding statutes as a means of protecting the public from misuse of public funds, to provide all qualified bidders the fair opportunity to enter the bidding process" and "to eliminate favoritism, fraud and corruption in the awarding of public contracts." The District's Purchasing Policy emphasizes the importance of sound management of public funds through competitive bids and transactions that are fair, open and transparent.

#### **218.7 PURCHASING CATEGORIES AND PURCHASING METHODS**

Identify the category of procurement and the purchasing method to be used.

Follow the steps identified in the appropriate Purchasing Methods unless Procurement Exceptions or a Sole Source exemption is defined.

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### Purchasing and Procurement

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#### 218.7.1 CATEGORY- GOODS AND EQUIPMENT (G & E)

G&E are tangible, consumable items such as equipment without a surface contract.

- Method: Direct Buy. Purchases \$0 - \$10,000
  - Process: With proper monetary authority, (see Chart A), purchase goods directly with supplier with credit card or store/vendor credit.
  - Documentation: Invoice or Receipt.
- Method: Informal Competitive Bid. Purchases \$10,001 - \$50,000
  - Process:
    - Obtain three (3) informal competitive bids.
    - Submit AD59a with Fire Chief signature to Administrative Manager.
  - If Master Purchasing Agreement (MPA) is used.
    - Process:
      - Obtain three (3) informal competitive bids.
      - Submit Requisition form to Administrative Manager
      - Administrative Manger to execute MPA.

Purchasing Category	Purchasing Method/Requirements
G&E Purchase \$0 - \$10,000	Method: Direct Buy
G&E Purchase \$10,001 - \$50,000	Informal Competitive Bid – (Min. 3 Quotes)
G&E Purchase >\$50,001	Formal Competitive Bid and Board Approval

#### 218.7.2 CATEGORY - GOODS AND SERVICES (G & S)

G&S are a combination of tangible, consumable items and a professional service. An example is a piece of equipment with a service contract for preventative maintenance. Software with renewable support services contract falls under this category.

- Method: Direct Buy. Renewals or New Purchases \$0 - \$10,000.
  - Process:
    - Request the terms and conditions of the services portion of the purchase and submit to Administrative Manager for review.
    - Once approved, the Administrative Manager will execute the contract.
    - Create a Requisition for the equipment (non-services) portion only if
      - the service contract does not include the goods portion of the purchase or
      - if the vendor requires a PO for the goods portion. Have PO signed by Authorized Purchaser (see Chart A).

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### *Purchasing and Procurement*

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- Documentation: Executed service contract, certificate of insurance and Requisition.
- Method: Informal Competitive Bid. Purchases \$10,001 - \$50,000.
  - Renewals
    - Process:
      - If renewal is less than or at three years with the same vendor, then obtain a quote for renewal and forward to Administrative Manager to execute the renewal contract.
      - If the renewal is past the third year, obtain informal competitive bids and follow the purchasing method for "Net New".
      - Create a Requisition for the equipment (non-services) portion only if the service contract does not include the goods portion of the purchase.
      - Have Requisition signed by Fire Chief.

Purchasing Category	Purchasing Method/Requirements
G&S Purchase \$0 - \$10,000	Method: Direct Buy
G&S Purchase \$10,001 - \$50,000	Informal Competitive Bid – (Min. 3 Quotes)
G&S Purchase >\$50,001	Formal Competitive Bid and Board Approval

#### 218.7.3 CATEGORY -PROFESSIONAL SERVICES (PS)

Contracts associated with procurement of professional services.

- Method: Direct Buy: Purchases \$0 - \$10,000.
  - Process:
    - For Non-Public Works and Public Works Projects Less than \$1,000 follow the Direct Buy Method for G&S.
- Method: Informal Competitive Bid: Purchases \$10,001 - \$50,000.
  - Follow the Informal Competitive Bid Process for G&S

Purchasing Category	Purchasing Method/Requirements
PS Purchase \$0 - \$10,000	Method: Direct Buy
PS Purchase \$10,001 - \$50,000	Informal Competitive Bid – (Min. 3 Quotes)
PS Purchase >\$50,001	Formal Competitive Bid and Board Approval

#### Insurance Requirements

Vendor/contractor shall provide the district with minimum insurance identified in Attachment A.

#### 218.7.4 CATEGORY – PUBLIC WORKS (PW)

The District participates in the California Uniform Public Construction Cost Accounting Act (CUPCCAA) for bidding Public Works projects.

# Rancho Adobe Fire Protection District

## Policy Manual

### *Purchasing and Procurement*

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#### Public Works Project Definitions:

The application of the California Uniform Public Construction Accounting Act (CUPCAA) applies to the following construction and maintenance services as defined in the Public Contract Code:

- Public Project (PCC 22002)
  - New Construction, reconstruction, erection, alteration, renovation, improvement, demolition, and repair work involving any publicly owned, leased, or operated facility.
  - Painting or repainting of any publicly owned, leased, or operated facility

Public Works refers to construction and alteration, demolition, installation, or repair work (excluding maintenance) done under contract and paid for by public funds. Public works projects do not include those done by a public agency with its own employees or "maintenance work" as defined in PCC 22002(d). There are laws identified under Senate Bill 854 that define specific statutory requirements. See California Public Contracts Code 22160 regarding Design-Build contracts.

Purchasing Category	Purchasing Method/Requirements(Unless Exempt)
PW Project \$0 - \$75,000	Negotiated Contract/PO, PW DIR Requirements*, and Insurance Requirements
PW Project <\$75,001 - \$220,000	Informal Bid, PW DIR Requirements and Insurance Requirements
PW Purchase >\$220,000	Formal Competitive Bid, PW DIR Requirements*, Insurance Requirements and Board Approval

#### **Public Works - DIR requirements\***

All contractors performing services for the District must be registered with California Department of Industrial Relations (DIR). All workers employed on a public works project must be paid prevailing wage determined by the Director of the DIR according to the type and location of the project. PWC-100 form must be filed online with the DIR for all projects unless they're within the small project exemption projects that do not exceed:

- \$25,000 for new construction, alteration, installation, demolition or repair
- \$15,000 for maintenance

Insurance requirements Vendor/Contractor shall provide the District with the minimum insurance identified in Attachment A.

### **218.8 PURCHASING METHOD PROCEDURES**

#### **Direct Buy**

##### Process:

- With proper Monetary Authority (see chart A), purchase goods directly with supplier with cash (refer the Districts Petty Cash Policy), credit card (refer to the Districts Credit Card Policy), Purchase Order on the store/vendor account followed by an invoice.
- For G&S and PS purchases, review contract terms before signing contract.

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## Policy Manual

### *Purchasing and Procurement*

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- Documentation Requirement: Invoice or Receipt, Contract for G&S or PS purchase.

#### **Method: Informal Competitive Bid**

##### Process:

- Identify funding within the Board approved budget.
- Obtain a minimum of three (3) informal competitive quotes.
- Submit quotes and Requisition to Administrative Manager and have signed by an appropriate approval authority (see Chart A).
- If G&S purchase, request terms and conditions of the service portion of the purchase and submit to the Administrative Manager for review.
- Documentation requirement: Quotes, Requisition, and Invoice. If G&S or PS, include a fully executed service contract including terms and conditions, scope of services, pricing schedule, Certificates of Insurance.
- If purchase includes a Capital Asset valued over \$5,000 at time of purchase, item must be marked with the District inventory tag and follow the information shall be sent to the Administrative Manager:
  - Vendor name
  - Item description
  - Serial, VIN, or model number
  - Inventory Tag #
  - Purchase Price
  - Expected years of use

#### **Method: Formal Bid Process**

ALL purchases over \$50,000 and public works projects greater than \$220,000 require a formal competitive bid. Follow these ten (10) steps prior to engaging a vendor to ensure that ethical, efficient, accountable sourcing and procurement practices are used.

- Identify funding within the Board approved budget and obtain approval from an Approval Authority (Chart A) in writing. E-mail is acceptable.
- Planning is essential to allow for the proper project management formal competitive bids. Contact the Administrative Manager to structure the Invitation for Bid ("IFB") or Request for Proposal ("RFP").
- Identify the scope of work requirements or product specifications.
- Determine if one supplier is to be awarded or a pool of pre-qualified suppliers is your preferred option. This will ensure the competitive bid process provides you with the document that will meet your future requirements.
- The Administrative Manager will work closely with you to create a bid timeline.



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## Policy Manual

### *Purchasing and Procurement*

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- Release and advertise the IFB or RFP (Competitive bids are required to be advertised in the newspaper online).
- Evaluate submission and select vendor to recommend.
- If over \$50,000, complete and submit a Staff Report to the Fire Chief with your recommendation to select the chosen vendor's proposal.
- The Administrative Manager will send a formal notice of award to all bidders.
- Execute a services agreement and schedule of work. Allow time for this step as terms and conditions will likely need to be negotiated.

#### 218.8.1 EXCEPTIONS TO THE COMPETITIVE BID PROCESS

Notwithstanding any other provision of the law, competitive bidding is not required for the categories listed below:

- Expert and professional services that involve extended analysis, the exercise of discretion and independent judgment in their performance, and in advanced specialized type of knowledge, expertise, or training customarily acquired either by a prolonged course of study or equivalent experience such as accounts, IT consultants, physicians, social service consultants, labor consultants, investigators, attorneys, architects, landscape architects, surveyors, engineers, construction management services and environmental services (California Government Code 4526 et seq., 53060).
- Insurance.
- Appraiser services.
- Public Utility services including telephone and paging services.
- Ordinary travel expenses.
- Boarding for service animals.
- Books, publications, subscriptions, recordings, films, and annual book and periodical contracts.
- Services available from another governmental agency and owned or provided by such other governmental agency.
- Services from another governmental agency that has a contract with the supplier that allows for such other governmental agencies to acquire such property or services and resell them to other governmental agencies (i.e. Cooperative Purchasing Agreements).
- Where law fixes the price of property or services.
- Automotive and heavy equipment repairs including body shop repairs, lights and siren packages and installation of decals and striping.
- Uniforms.
- Proprietary drugs and pharmaceuticals, medical supplies and equipment.

# Rancho Adobe Fire Protection District

## Policy Manual

### *Purchasing and Procurement*

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- Catering for meetings and for fire crews during an active fire (Catering for celebrations is not an exception).
- Pilot or trial to test new equipment or service.
- When the Fire Chief and Administrative Manager (with concurrence of the Board when the amount exceeds \$50,000), determines that it is in the District's best interest to renew a contract award from the previous contract period, based on satisfactory service and reasonable prices, to avoid the interruption of District business and/or based on good business sense if pursuant to the terms and conditions of the contract.
- When the product/service is needed by the District pending a bid award and until a new contract has been awarded. Such interim period contracts shall not exceed six months.
- A Piggyback Bid Contract or when services from any private supplier that has a contract with another public agency and such private supplier produces satisfactory documentation that:
  - such other contract is currently in effect, and
  - such contract originated through a competitive bid process, and
  - such items to be acquired by the District are comparable description, and
  - the prices of such items to be acquired by the District are not greater than the specified in other governmental contract.
  - A Sole or Single Source Master Contract is in place for services or product.

#### 218.8.2 CATEGORY – SINGLE OR SOLE SOURCE

The District requires detailed and comprehensive documentation to justify Single or Sole Source purchases. The Sole or Single Source justification form is used to document justification.

The use of Sole Source is generally discouraged; however, reasons for the use of a Sole Source contract include:

- Only one individual/company has product or services that meet the projects needs; or
- Product standardization, specifications, and/or compatibility with existing equipment; or
- the existence of an unusual and compelling urgency

#### **218.9 ATTACHMENT A - RANCHO ADOBE FIRE DISTRICT INSURANCE REQUIREMENTS**

Consultant shall procure and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property, which may arise from, or in connection with, the performance of the work completed by the consultant, his agents, representatives, employees or subcontractors.

##### **Minimum Scope of Insurance**

Coverage shall be at least as broad as:

# Rancho Adobe Fire Protection District

## Policy Manual

### *Purchasing and Procurement*

---

- Insurance Services Office Commercial General Liability coverage (occurrence form CG 001)
- Insurance Services Office form covering the Automotive Liability, code 1 (any auto).
- Worker Compensation insurance as required by the State of California and Employers Liability Insurance.
- Errors and Omissions liability insurance appropriate to the consultant's profession.
- Architects and Engineers' coverage is to be endorsed to include contractual liability.

#### **Minimum Limits of Insurance**

- General Liability: \$2,000,000 per occurrence for bodily injury, personal injury and property damage including operations, products, and completed operations. If Commercial General Liability Insurance or other form with the general aggregate limit is used, either the general aggregate limit shall apply separately to this project/ location or the general aggregate limit shall be twice the required occurrence limit.
- Automotive Liability: \$2,000,000 per accident for bodily injury and property damage.
- Workers Compensation statutory limit and Employers Liability: \$1 million per accident for bodily injury or disease.
- Errors and Omissions Liability: \$1,000,000 per occurrence.

#### **Other Insurance Provisions**

The Commercial General Liability and Automobile Liability policies are to contain, or be endorsed to contain, the following provisions:

- Rancho Adobe Fire District (District), its officers, officials, employees and volunteers are to be covered as insured's as respects: liability arising out of work or operations as performed by or on behalf of the consultant; or automobiles owned, leased, hired or borrowed by the consultant.
- For any claims related to this project, the consultant's insurance coverage shall be primary insurance as respect to the Rancho Adobe Fire District, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the District, its officers, employees or volunteers shall be in excess of the consultant's insurance and shall not contribute to? it.

# Rancho Adobe Fire Protection District

## Policy Manual

### *Purchasing and Procurement*

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Each insurance policy required by this clause shall be endorsed to the state that coverage shall not be cancelled by either party, unless thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the District.

**Coverage shall not extend to any indemnity coverage for the active negligence of the additional insured in any case where an agreement to indemnify the additional insured would be invalid under subdivision (b) of Section 2782 of the Civil Code.**

#### **Waiver of Subrogation**

The Worker's Compensation policy is to be endorsed with a waiver of subrogation. The insurance company, in its endorsement, agrees to waive all rights of subrogation against the District, its officers, officials, employees and volunteers for losses paid under the terms of this policy which arises from the work performed by the named insured for the District.

#### **Deductibles and Self- Insurance Retentions**

Any deductibles or self-insurance retentions must be declared to and approved by the District. At the option of the District, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the District, its officers, officials, employees and volunteers, or the consultant shall provide the financial guarantee satisfactory to the District guaranteeing payment of losses and related investigations, claim administration and defense expenses.

#### **Acceptability of Insurers.**

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the District

#### **Verification of Coverage**

Consultant shall furnish the District with original certificates and amendatory endorsements effecting coverage required by this clause. The endorsement should be on forms provided by the District or on other than the District's forms provided those endorsements conform to the District's requirements. All certificates and endorsements are to be received and approved by the District before work commences. The District reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specific specifications at any time.

#### **Subcontractors**

Consultant shall include subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

# Rancho Adobe Fire Protection District

## Policy Manual

### Purchasing and Procurement

#### 218.9 CHART A – PURCHASING APPROVAL AUTHORITY AND DOCUMENTATION REQUIREMENTS

<b>Table 1</b>		
<b>Approval Authority Schedule for Goods and Equipment (G&amp;E) and Goods and Services (G&amp;S)</b>		
<b>Procurement Value \$</b>	<b>Procurement Method</b>	<b>Approval Authority</b>
\$0 - \$10,000	Direct Buy • Credit Card (for goods portion): and if G&S then: • Executed service agreement or contract	Chief Officer Captains Administrative Manager Mechanics Supplies Buyer EMS/Station Supplies Buyer
\$10,001 - \$50,000	Informal Competitive Bid • 3 quotes required(use Requisition form); or if for G&S then: • Executed service agreement or contract	Fire Chief or Designee in absentia
>\$50,000	Formal Competitive Bid • IFB or RFP; and • Executed purchasing contract or purchasing and services contract	Board of Directors
<b>Table 2</b>		
<b>Approval Authority Schedule Professional Services (PS)</b>		
<b>Procurement Value \$</b>	<b>Procurement Method</b>	<b>Approval Authority</b>
\$0 - \$10,000	Direct Buy • Executed service agreement or contract	Chief Officer Captains Administrative Manager Mechanics Supplies Buyer EMS/Station Supplies Buyer
\$10,001 - \$50,000	Informal Competitive Bid • 3 quotes required(use Requisition form); or if for G&S then: • Executed service agreement	Fire Chief or Designee in absentia
>\$50,000	Formal Competitive Bid • IFB or RFP; and • Executed Services Agreement	Board of Directors



# **NEW BUSINESS**





**DISCUSSION ON  
QUOTATIONS FOR  
LED SIGN  
ELECTRICAL WORK**





# Rancho Adobe Fire District

## Staff Report

**Date:** January 15, 2025

**Topic:** Electrical Service for LED signs

**Recommendation:**

Board approval is requested to enter into an agreement with REYFF ELECTRIC Inc. in an amount not to exceed \$21,750 to complete electrical infrastructure work required at the Penngrove and Liberty stations.

**Background:**

The District received funding from the County of Sonoma to purchase and install electronic LED sign boards at the Penngrove and Liberty Fire Stations. The funding did not include the electrical work that is required to power the signs.

In accordance with the Districts purchasing policy, 3 quotes were obtained and broken down by site. This project is a "Public Works" project and requires that electrical contractors follow requirements for prevailing wages.

Vendor	Penngrove	Liberty	Total	Notes
Core Electric	\$4946.48	\$21,423.09	\$26,369.57	Bore at Liberty
Reyff Electric	\$3,360.00	\$18,390.00	\$21,750.00	Trench at Liberty
Mike Brown Electric	\$4,000.00	\$30,000.00	\$34,000	Trench at Liebrty

This expense was not budgeted for in the 2024/25 budget and it is recommended to be funded from the Building/Facility Reserve account -334.

**Financial Impact:**

Funding is identified in the Building/Facility Reserve account 334.

**Options:**

1. Approve the purchase
2. Direct staff to completed additional analysis.

**Approved by:**

Jeff Veliquette  
Fire Chief

**Attachments:** Bid Proposals from, 1) Reyff Electric Inc., 2) Core Electrical Services Inc., 3)Mike Brown Electric Co.





ELECTRICAL CONTRACTOR Lic. No. 387874

PO Box 1196 Rohnert Park, CA 94927  
www.reyffelectric.com

Corporate Office

Sonoma/Marin County Solano/Napa County  
Phone: (707) 585-2481 Phone: (707) 421-2481  
Fax (707) 586-0130 Fax: (707) 428-0197



Date: 1/2/2025 Page No 1 of 1 Pages

PROPOSAL 0228701

Customer ID 10-RANCH10

Job Name

Job Location

Submitted To: Rancho Adobe Fire District  
11000 Main St  
Penngrove, CA 94951

For credit card payments  
3% non cash transaction fee

Terms  
Due Upon Receipt

Rep  
RRJ

We hereby submit specification and estimates for:

Electrical required for the new Fire Station street sign. 3,360.00

New sign requires (2) 120v circuits, (1) switched, (1) 24hr circuit. Reuse existing conduit run that feeds (1) 120v switched power for an existing sign being removed. Dig up the conduit run. Install (7) N9 christy boxes. Trench 20' + or - to the new sign location. Install (1) 3/4" pvc conduit run (work with the sign vendor for the final location). Reuse / rework (1) existing photo cell 120v circuit. Pull in (1) new 24hr 120v circuit through the conduit run into the building. Route MC cable to the panel location. Drop M/C into the sub panel. Add (1) GE 20amp breaker. Label circuits, clean up trenching and backfill. All above scopes of work include all labor as prevailing wages, all material and all equipment to complete all scopes of work.  
\$3,360.00

Proposal provided by Ray Reyff 707 585-2481/email: rreyff@reyffelectric.com

\*\*\*Disclaimer\*\*\* Prior to our arrival, please remove any valuable items away from the workspace to prevent any accidental damage. Reyff Electric and or/ its employees will not be held liable for any damage or loss to personal property due to work being performed over, on, or around any obstructions that would interfere with the work being done at said location.

Proposal is valid for 30 days from the date of the proposal.

Proposal Total: 3,360.00

Contractors are required by law to be licensed and regulated by the Contractors' State License Board which has jurisdiction to investigate complaints against contractors if a complaint regarding a patent act or omission is filed within four years of the date of the alleged violation. A complaint regarding a latent act or omission pertaining to structural defects must be filed within 10 years of the date of the alleged violation. Any questions concerning a contractor may be referred to the Registrar, Contractors' State License Board, P.O. Box 26000, Sacramento, CA 95826. STATE LAW REQUIRES ANYONE WHO CONTRACTS TO DO CONSTRUCTION WORK TO BE LICENSED BY THE CONTRACTORS' STATE LICENSE BOARD IN THE LICENSED CATEGORY IN WHICH THE CONTRACTOR IS GOING TO BE WORKING - IF THE TOTAL PRICE OF THE JOB IS \$500 OR MORE (INCLUDING LABOR AND MATERIALS). LICENSED CONTRACTORS ARE REGULATED BY LAWS DESIGNED TO PROTECT THE PUBLIC. IF YOU CONTRACT WITH SOMEONE WHO DOES NOT HAVE A LICENSE, THE CONTRACTORS' STATE LICENSE BOARD MAY BE UNABLE TO ASSIST YOU WITH A COMPLAINT. YOUR ONLY REMEDY AGAINST AN UNLICENSED CONTRACTOR MAY BE

IN CIVIL COURT, AND YOU MAY BE LIABLE FOR DAMAGES ARISING OUT OF ANY INJURIES TO THE CONTRACTOR OR HIS OR HER EMPLOYEES. YOU MAY CONTACT THE CONTRACTORS' STATE LICENSE BOARD TO FIND OUT IF THIS CONTRACTOR HAS A VALID LICENSE. THE BOARD HAS COMPLETE INFORMATION ON THE HISTORY OF LICENSED CONTRACTORS, INCLUDING ANY POSSIBLE SUSPENSIONS, REVOCATIONS, JUDGMENTS, AND CITATIONS. THE BOARD HAS OFFICES THROUGHOUT CALIFORNIA. PLEASE CHECK WITH THE GOVERNMENT PAGES OF THE WHITE PAGES FOR THE OFFICE NEAREST YOU OR CALL 1-800-321-CSLB FOR MORE INFORMATION.

We Propose to perform the above work in accordance with the drawings and specifications submitted, and to complete it in a workmanlike manner according to standard practices for the sum of:

Down Payment of:

Signature \_\_\_\_\_ Date \_\_\_\_\_

Acceptance \_\_\_\_\_ Date \_\_\_\_\_

(OWNER'S SIGNATURE)

You, the Buyer, may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction. PROPERTY LINES: Owner shall locate and point out property lines to contractor. Contractor may, at his option, require owner to provide a licensed land surveyor's map of property.



# REYFF ELECTRIC INC.

ELECTRICAL CONTRACTOR Lic. No. 387874

PO Box 1196 Rohnert Park, CA 94927  
www.reyffelectric.com

**Corporate Office**

Sonoma/Marin County Solano/Napa County  
Phone: (707) 585-2481 Phone: (707) 421-2481  
Fax (707) 586-0130 Fax: (707) 428-0197



Date: 1/2/2025 Page No 1 of 2 Pages

## PROPOSAL 0228699

Customer ID 10-RANCH08

Job Name \_\_\_\_\_

Job Location \_\_\_\_\_

Submitted To: Rancho Adobe Fire District  
99 Liberty Rd  
Petaluma, CA 94952

For credit card payments  
3% non cash transaction fee

Terms	Rep
Due Upon Receipt	RRJ

We hereby submit specification and estimates for:

Electrical requirements for the new Fire Station street sign with adding (1) flood fixture for the flag 18,390.00

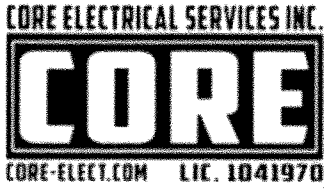
(2) circuits needed (1) switched power, (1) 24hr power both circuits 120v run conduit through the fire station warehouse into the office area (above the ceiling) to the exterior of the building. Pull (2) 120v 20amp circuits through the conduit to the exterior using #10 thhn wire. Set (2) 20amp breakers and label both circuits. Exterior set (1) 2 gang WP box, set photo cell for switched power. Trench to the flag pole location 15'. Install conduit PVC to EMT mounted to the side of the flag pole. Provide and install (1) LED dark bronze flood light to light the flag. Use the photo cell controlled circuit for the flag light control. Continue trenching 260' + or - to the new sign location. There is one section of asphalt 35' saw cutting removal. Install (1) 1" PVC conduit from the 2 gang WP box to a N9 christy box by the sign location. Backfill and clean up all trench area and patch back the asphalt location. Pull (2) sets of #10 thhn wire, (1) 24hr power, (1) photo cell controlled power. Mark each circuit, working with the sign vendor for all final layouts. All above scopes of work includes all labor as prevailing wages, all material and all equipment to complete all scopes of work.  
\$18,390.00

Proposal provided by Ray Reyff 707 585-2481/email: rreyff@reyffelectric.com

\*\*\*Disclaimer\*\*\* Prior to our arrival, please remove any valuable items away from the workspace to prevent any accidental damage. Reyff Electric and or/ its employees will not be held liable for any damage or loss to personal property due to work being performed over, on, or around any obstructions that would interfere with the work being done at said location.







**CORE Electrical Services, Inc.**  
 3250 Dutton Ave Suite B Santa Rosa CA 95407  
 707.687.5083  
 Sonoma, Marin, Solano, Contra Costa, San Francisco, Napa Counties North Bay and Greater Bay Area

Your business is our business, and we will support you 24/7 for all your commercial and industrial needs.

## Capability Statement



CA C-10 Lic #1041970



DIR #100437263

**Company Snapshot : DBE/MBE/SBE**  
 As a full-service electrical contractor, CORE Electrical Services Inc. handles jobs as big as wiring multi-million dollar hotels, plant maintenance, wineries, and large-scale EV Charger projects. We have become a leading Commercial and Industrial Electrical Contractor in Northern Ca. When retaining the services of our experienced electricians you can be confident that you will get the quality work that you deserve.



### Core Competencies

#### Services

- Public Works/Public Services
- Commercial Industrial Services
- Equipment, Controls, Generator Installations
- Emergency on call services 24hr/7days
- EV Charging Design and Installations

### Past Performance

#### Preferred Electrical Contractors to Primes/GC/Owners

- Clark Construction Affiliate
- Arntz Builders
- CUPCAA Approved
- Napa, Calistoga, St.Helena Wineries
- Overaa Construction
- Greenberg Construction

#### DBE/MBE/SBE Certification Codes:

- DBE - # 51646
- MBE - #23000190
- SBE - # 2026399



### Differentiators

- Qualified CA C-10 Electrical Company
- Exceptional Safety Standards.
- Leadership with over 20 years' experience.
- Continuing education for our Electricians.
- Deeply experienced resource pool and recruiting.

### NAICS/EMR/SAM/STATE ID

- 238210 Commercial Electrical Contractors
- EMR 86%
- SAM CLPMSNGHGA33
- CA ID 099-7127-6
- 212230 Copper, Nickel, Lead, and Zinc Mining
- 212291 Uranium-Radium-Vanadium Ore Mining

### CORE Electrical Estimator Contact Info

Chris Perez- Owner/President/Lead Estimator  
 Chris@core-elect.com 707-235-3964



# Estimate

LIC. # 1041970  
DIR # 100437263

ESTIMATE # 240356  
DATE 12/12/2024

This estimate was done per a job walk on Date December 27, 2024, for the "Rancho Adobe Fire Station 3" project located at 99 Liberty Rd, Petaluma, CA 94952

This estimate was written for Core Electrical to assist in the installation of electrical components related to the "Rancho Adobe Fire Station 3" project based on the following.

#### Scope per:

- Information gathered during the job walk.

#### Scope includes:

- Provide and install new time clock and breaker.
- Provide and install new power through the fire house to the exterior Christy box.
- Provide underground horizontal directional drilling under the driveway.
- Provide and install new Christy box.
- Install new power to new LED sign.
- Hand trench from Christy box to flagpole.
- Provide and install new light on flagpole.

#### Clarifications:

- Core Electrical is not responsible for broken utilities that are not marked out prior to work beginning.
- Private locator will be provided.
- All work is bid for prevailing wages.
- This work will be done per direction from the client.
- No start up support is included for the sign.
- Flag light was selected by the client, RAB 13-Watt LED Bullet Flood Light - 5000K - 1,799 Lumens - 120-277V – Bronze.
- All landscaping and sprinkler repairs are to be done by others.
- The work to be performed is based exclusively on the scope of work listed in the proposal. Any additional work can be performed at additional cost, executed upon written authorization.
- All new work will be done to NEC standards. Core Electric is not responsible for repairing existing electrical work not done to meet the NEC standards. Furthermore, if something is found to be hazardous or life threatening, Core Electric holds the right to refuse energizing the equipment until the hazard is brought to code.
- This estimate is for all work to be completed during normal business hours between 6am-4:30pm.

- Should components from the specified manufacturer be unavailable, Core electrical may provide the option to use alternative components from another manufacturer in a good faith effort to maintain the schedule.
- Core Electrical is not responsible for special inspections.
- Core is not responsible for load calculations, power systems studies or any other required engineering for this scope of work.
- All Change order work will be performed at NECA End Column Unit.
- Core is not responsible for any equipment or power requirements outside of the scope.
- Separate line items are not included in the total price.
- Should a project be cancelled, all costs incurred by Core Electric up to the point of cancellation plus 15% GPM will be invoiced per the terms and conditions of this contract.
- Storage of any existing materials to be reused later is to be done by others.
- Additional breakers, wire or devices not noted on the drawings are not included in this estimate.
- Temporary power or lighting is NOT included in this cost.
- This estimate was done by electrical drawings. If the information was not provided on these drawings, it was NOT accounted for in this estimate.

**Exclusions:**

- Permits, special inspections, and fees. Permits may be obtained for the cost of the permit plus 10%.
- Performance or bid bonds.
- Work of other trades.
- Asphalt, striping, saw cutting, or concrete work of any kind.
- Fire watch, Radio Testing, and ERRC's.
- IT work of any kind.
- Painting, patching, fire caulking, fire stopping, roof penetrations, roof jacks or weatherproofing.
- Engineering, AutoCAD, or drawings of any kind.
- Any work outside of scope or clarifications.
- Waiver of subrogation.
- Landscaping or irrigation
- Custom supports or brackets.
- Ceiling tiles and/or seismic wires.
- Programming.
- Electrical components outside of scope.
- BMS Integration.
- Barriers and/or partitions.
- Temporary conduit supports for roofing.
- Temporary power and/or lighting.
- Title 24.
- Debris removal.

**NOTE:**

The recent raw materials shortages have caused concerns regarding cost increases. As a result of these raw materials shortages and potential cost increases, Core Electrical will need to recover these cost increases should they occur. Core Electrical will provide Estimated cost vs Actual cost for any items affected by the raw materials shortage and any increases will be passed on.

\*\*\*DELAY IN DELIVERY- Core Electrical is not accountable for delays in delivery occasioned by acts of God, failure of its suppliers to ship or deliver on time, or other circumstances beyond Core Electricals reasonable control, including, but not limited to sourcing, shipment or delivery issues caused by, related to, or resulting from COVID-19 or other similar national or global health situations. Factory ship dates are the best estimates of our suppliers, and in no case shall Core Electrical be liable for any consequential or special damages from any delay in shipment or delivery. \*\*\*

PAYMENT TERMS:	BASED ON A SCHEDULE OF VALUE
ELECTRICAL, LIGHTING-	\$ 7,360.57
PRIVATE LOCATOR-	\$ 1,587.00
LINE BORING-	\$ 12,475.52
<b>TOTAL COST-</b>	<b>\$ 21,423.09</b>

This proposal is good for 30 days as of December 12, 2024. The total cost for the above scope of work is TWENTY-ONE THOUSAND FOUR HUNDRED TWENTY-THREE DOLLARS AND 09/100.

ADDITIONAL LINE ITEMS:

Line items are not included in the above cost.

By signing below, you agree that the above prices, clarifications, and exclusions are satisfactory and hereby accepted. You agree to pay the above amount and any other on-site approved work per our payment terms. No work will be done, nor will any materials be ordered prior to this document being signed.

Signature: \_\_\_\_\_

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

If you have any questions regarding this estimate, please contact one of the following:

*President-*  
*Chris Perez*  
*[chris@core-elect.com](mailto:chris@core-elect.com)*  
*C: 707-235-3964*  
*O: 707-687-5083*

*Estimator-*  
*Jake Ortiz*  
*[Jakeo@core-elect.com](mailto:Jakeo@core-elect.com)*  
*C: 707-477-4334*

**TERMS AND CONDITIONS:**

**Accessibility:** For us to perform the required services for you in a cost-effective manner and for the price guaranteed in this Agreement, you agree to permit us free and timely access to areas, electrical system(s), circuit(s) and/or equipment, and allow us to energize and de-energize the electrical system and/or circuits and to start and stop the equipment as necessary. No equipment will be turned off without your prior approval. All planned work under this Agreement will be performed during our normal working hours unless otherwise stipulated elsewhere in this Agreement.

**Payment Terms:** You agree to promptly pay invoices within 15 days of receipt. Should a payment become 15 days or more delinquent, we may stop all work under this Agreement without notice and/or terminate this Agreement. If this happens, the entire Agreement Price (fewer prior payments) will become due and payable immediately upon demand.

In the event we must commence third party collection or arbitration to recover any amount payable under this Agreement, you agree to reimburse us for all costs and attorneys' fees when incurred by us.

**Extra Work:** Unless otherwise stated elsewhere in this Agreement, this Agreement does not include repairs to the system(s), the provision or installation of components or parts outside the Scope of Work, or service calls requested by you. If requested, these services will be charged for at our rates then in effect.

If you require any alteration to or deviation from this Agreement involving extra work, you agree that the cost of material and/or labor will be an extra charge (fixed-price amount to be negotiated or on a time-and-material basis at our preferred customer rates then in effect) over this Agreement price.

**Structures & Buildings:** Unless otherwise stated elsewhere in this Agreement, we will not be required to move, replace, or alter any part of the building or structures in the performance of this Agreement.

**Work Performed by Others:** Unless otherwise stated elsewhere in this Agreement, we will not be responsible for work that is performed by anyone other than our representatives. Therefore, you agree to permit only our personnel or agent(s) to perform the work included in the scope of this Agreement. Should anyone other than our representatives perform such work, we may, at our option, terminate this Agreement.

**Temporary Power:** Unless stated elsewhere in this Agreement, we do not include the provision of temporary power. If requested, these services will be provided and charged to you at the rate then in effect.

**Responsibility for Tools & Equipment:** If you request a multi-day power quality monitoring service, we may have to leave materials, tools, instruments, and/or equipment at your premises, and you agree to be responsible for any loss or damage to our materials, tools, instruments, and/or equipment while stored on your premises. You also agree to bear the risk of any loss or damage to the work that has been completed by us.

**Incorporated:** By accepting this proposal, it is understood and agreed between the parties that the proposal is incorporated in its entirety into any written contract entered between the parties. In the event of any conflict between the terms and conditions of this proposal and any subsequent contract between the parties, the terms of this proposal shall supersede. No provision in any subsequent contract that voids or waives prior agreements shall apply to this proposal.

**Hold Harmless:** In the unlikely event that there is a claim, damage, loss or expense that is caused in whole or in part by any active or passive act or omission by you, anyone directly or indirectly employed by you or for anyone for whose act you may be liable including any of your other subcontractors and their employees, then, to the fullest extent permitted by law, you will defend, indemnify and hold harmless our representatives and us from and against these claims, damages, losses and expenses including but not limited to attorneys' fees arising out of or resulting from the performance of our work under this Agreement.

**Hazardous Communications:** In order to comply with OSHA Hazard Communication Standard Regulations, you agree to make available to our personnel all pertinent Material Safety Data Sheets (MSDS) if required.

**Hazardous Substances:** Our obligations under this Agreement do not include the identification, abatement or removal of any asbestos products or other hazardous substances. In the event such products or substances are encountered, our sole obligation will be to notify you of the existence of such products and materials. We will have the right thereafter to suspend our work until such products or materials and resultant hazards are removed. The time for completion of the work under this Agreement shall be extended to the extent caused by the suspension of work, and the Agreement Price will be equitably adjusted.

**Delays Outside Our Control:** In the unlikely event that there is a delay, loss, damage or detention caused by unavailability of machinery, equipment or materials, delay of carriers, strikes (including those by our representatives), lockouts, civil or military authority, priority regulations, insurrection or riot, action of the elements, forces of nature, terrorism, or by any cause beyond our control, you agree that we will not be liable for this delay, loss, damage or detention.

**Loss of Profits and Consequential Damages:** Under no circumstances, whether arising in contract, tort (including negligence), equity or otherwise, will we be responsible for loss of use, loss of profit, increased operating, or maintenance expenses, claims of your tenants or clients, or any special, indirect, or consequential damages.

**Limits of Liability:** We guarantee that our performance of services under this Agreement will be in accordance with generally accepted trade practices for similar services. In no event will our liability exceed the total amount of compensation we receive for the services rendered. This guarantee is conditioned upon proper operation and maintenance by you and will not apply if the failure is caused or contributed to by accident, alteration, abuse, or misuse, and will not extend beyond the term of this Agreement.

**Dispute Resolution:** Should a dispute arise between you and us that remains unresolved, then either party may seek exclusive relief through the procedures of the American Arbitration Association (AAA), Commercial Arbitration and Mediation Center for the Americas (CAMCA), or any equivalent recognized independent arbitrating organization. A single arbitrator shall decide all disputes. The arbitrator shall render a decision no later than nine months after the demand for arbitration is filed, and the arbitrator shall state in writing the factual and legal basis for the award. Judgment may be entered upon the award in the highest state or federal court having jurisdiction over the matter. The prevailing party shall recover all costs, including attorney's fees, incurred because of the dispute. A prevailing party is a party that recovers at least 75% of its total claims or that is required to pay no more than 25% of the claims made against it. We both agree that any action through arbitration against either of us relating to any breach of this Agreement must be commenced within one (1) year from the date of the work.

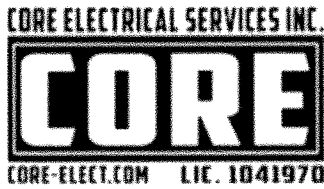
**Warranty:** We warrant that our workmanship on all installations and repairs shall be performed in a good and workmanlike manner and that parts repaired or replaced by us will be free from defects in workmanship and material until the end of this Agreement or for 30 days, whichever is earlier. **WE DISCLAIM ALL OTHER WARRANTIES ON THE EQUIPMENT FURNISHED UNDER THIS AGREEMENT, INCLUDING ALL IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.**

**Changes:** This Agreement shall not be subject to change or modification other than by a writing to which both parties are signatories.

**Termination:** In the event you terminate this Agreement for any reason other than our breach, you agree to pay CORE Electric all costs for the work performed as of the date of termination plus 15% for overhead and profit.

**Purchase Orders:** You acknowledge and agree that any purchase order issued by you, in accordance with this Agreement, is intended only to establish payment authority for your internal accounting purposes. No purchase order shall be a counteroffer, amendment, modification, or other revision to the terms of this Agreement. No term or condition included in the purchase order will have any force or effect.

**Severability.** Any provision of this Agreement that in any way contravenes the law of any state or country in which this Agreement is effective, will, to the extent the law is contravened, be considered separable and inapplicable and will not affect any other provision or provisions of this Agreement.



**CORE Electrical Services, Inc.**  
 3250 Dutton Ave Suite B Santa Rosa CA 95407  
 707.687.5083 [www.core-elect.com](http://www.core-elect.com)  
 Sonoma, Marin, Solano, Contra Costa, San Francisco, Napa Counties North Bay and Greater Bay Area

Your business is our business, and we will support you 24/7 for all your commercial and industrial needs.

## Capability Statement



CA C-10 Lic #1041970



DIR #100437263

**Company Snapshot : DBE/MBE/SBE**  
 As a full-service electrical contractor, CORE Electrical Services Inc. handles jobs as big as wiring multi-million dollar hotels, plant maintenance, wineries, and large-scale EV Charger projects. We have become a leading Commercial and Industrial Electrical Contractor in Northern Ca. When retaining the services of our experienced electricians you can be confident that you will get the quality work that you deserve.



### Core Competencies

- Services**
- Public Works/Public Services
  - Commercial Industrial Services
  - Equipment, Controls, Generator Installations
  - Emergency on call services 24hr/7days
  - EV Charging Design and Installations

### Past Performance

- Preferred Electrical Contractors to Primes/GC/Owners
- Clark Construction Affiliate
  - Arntz Builders
  - CUPCAA Approved
  - Napa, Calistoga, St.Helena Wineries
  - Overaa Construction
  - Greenberg Construction

**DBE/MBE/SBE Certification Codes:**

- DBE - # 51646
- MBE- #23000190
- SBE - # 2026399



### Differentiators

- Qualified CA C-10 Electrical Company
- Exceptional Safety Standards.
- Leadership with over 20 years' experience.
- Continuing education for our Electricians.
- Deeply experienced resource pool and recruiting.

### NAICS/EMR/SAM/STATE ID

- 238210 Commercial Electrical Contractors
- EMR 86%
- SAM CLPMSNGHGA33
- CA ID 099-7127-6
- 212230 Copper, Nickel, Lead, and Zinc Mining
- 212291 Uranium-Radium-Vanadium Ore Mining

### CORE Electrical Estimator Contact Info

Chris Perez- Owner/President/Lead Estimator  
[Chris.Perez@core-elect.com](mailto:Chris.Perez@core-elect.com) 707-235-3964



# Estimate

LIC. # 1041970  
DIR # 100437263

ESTIMATE # 240357  
DATE 12/12/2024

This estimate was done per a job walk on November 27, 2024, for the "Rancho Adobe Fire District" project located at 11000 Main St, Penngrove, CA 94951

This estimate was written for Core Electrical to assist in the installation of electrical components related to the "Rancho Adobe Fire District" project based on the following.

Scope per:

- Information gathered during the job walk.

Scope includes:

- Install new power from existing photocell on the exterior of the building to new LED sign.
- Hand trench approximately 30' to the new LED sign area.
- Backfill with sand and native soil.
- Provide and install new Christy box.

Clarifications:

- Core Electrical is not responsible for broken utilities that are not marked out prior to work beginning.
- All work is bid for prevailing wages.
- This work will be done per direction from the client.
- No start up support is included for the sign.
- All landscaping and sprinkler repairs are to be done by others.
- The work to be performed is based exclusively on the scope of work listed in the proposal. Any additional work can be performed at additional cost, executed upon written authorization.
- All new work will be done to NEC standards. Core Electric is not responsible for repairing existing electrical work not done to meet the NEC standards. Furthermore, if something is found to be hazardous or life threatening, Core Electric holds the right to refuse energizing the equipment until the hazard is brought to code.
- This estimate is for all work to be completed during normal business hours between 6am-4:30pm.
- Should components from the specified manufacturer be unavailable, Core electrical may provide the option to use alternative components from another manufacturer in a good faith effort to maintain the schedule.
- Core Electrical is not responsible for special inspections.
- Core is not responsible for load calculations, power systems studies or any other required engineering for this scope of work.
- All Change order work will be performed at NECA End Column Unit.
- Core is not responsible for any equipment or power requirements outside of the scope.



- Separate line items are not included in the total price.
- Should a project be cancelled, all costs incurred by Core Electric up to the point of cancellation plus 15% GPM will be invoiced per the terms and conditions of this contract.
- Storage of any existing materials to be reused later is to be done by others.
- Additional breakers, wire or devices not noted on the drawings are not included in this estimate.
- Temporary power or lighting is NOT included in this cost.
- This estimate was done by electrical drawings. If the information was not provided on these drawings, it was NOT accounted for in this estimate.

**Exclusions:**

- Permits, special inspections, and fees. Permits may be obtained for the cost of the permit plus 10%.
- Performance or bid bonds.
- Work of other trades.
- Fire watch, Radio Testing, and ERRC's.
- IT work of any kind.
- Painting, patching, fire caulking, fire stopping, roof penetrations, roof jacks or weatherproofing.
- Engineering, AutoCAD, or drawings of any kind.
- Any work outside of scope or clarifications.
- Waiver of subrogation.
- Landscaping or irrigation
- Custom supports or brackets.
- Ceiling tiles and/or seismic wires.
- Programming.
- Electrical components outside of scope.
- BMS Integration.
- Barriers and/or partitions.
- Temporary conduit supports for roofing.
- Temporary power and/or lighting.
- Title 24.
- Debris removal.

**NOTE:**

The recent raw materials shortages have caused concerns regarding cost increases. As a result of these raw materials shortages and potential cost increases, Core Electrical will need to recover these cost increases should they occur. Core Electrical will provide Estimated cost vs Actual cost for any items affected by the raw materials shortage and any increases will be passed on.

\*\*\*DELAY IN DELIVERY- Core Electrical is not accountable for delays in delivery occasioned by acts of God, failure of its suppliers to ship or deliver on time, or other circumstances beyond Core Electricals reasonable control, including, but not limited to sourcing, shipment or delivery issues caused by, related to, or resulting from COVID-19 or other similar national or global health situations. Factory ship dates are the best estimates of our suppliers, and in no case shall Core Electrical be liable for any consequential or special damages from any delay in shipment or delivery. \*\*\*

PAYMENT TERMS:

BASED ON A SCHEDULE OF VALUE

ELECTRICAL

**TOTAL COST-**

**\$ 4,946.48**

This proposal is good for 30 days as of December 12, 2024. The total cost for the above scope of work is FOUR THOUSAND NINE HUNDRED FORTY-SIX DOLLARS AND 48/100.

ADDITIONAL LINE ITEMS:

Line items are not included in the above cost.

By signing below, you agree that the above prices, clarifications, and exclusions are satisfactory and hereby accepted. You agree to pay the above amount and any other on-site approved work per our payment terms. No work will be done, nor will any materials be ordered prior to this document being signed.

Signature: \_\_\_\_\_

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

If you have any questions regarding this estimate, please contact one of the following:

*President-*  
*Chris Perez*  
*[chris@core-elect.com](mailto:chris@core-elect.com)*  
*C: 707-235-3964*  
*O: 707-687-5083*

*Estimator-*  
*Jake Ortiz*  
*[Jakeo@core-elect.com](mailto:Jakeo@core-elect.com)*  
*C: 707-477-4334*

## TERMS AND CONDITIONS:

**Accessibility:** For us to perform the required services for you in a cost-effective manner and for the price guaranteed in this Agreement, you agree to permit us free and timely access to areas, electrical system(s), circuit(s) and/or equipment, and allow us to energize and de-energize the electrical system and/or circuits and to start and stop the equipment as necessary. No equipment will be turned off without your prior approval. All planned work under this Agreement will be performed during our normal working hours unless otherwise stipulated elsewhere in this Agreement.

**Payment Terms:** You agree to promptly pay invoices within 15 days of receipt. Should a payment become 15 days or more delinquent, we may stop all work under this Agreement without notice and/or terminate this Agreement. If this happens, the entire Agreement Price (fewer prior payments) will become due and payable immediately upon demand.

In the event we must commence third party collection or arbitration to recover any amount payable under this Agreement, you agree to reimburse us for all costs and attorneys' fees when incurred by us.

**Extra Work:** Unless otherwise stated elsewhere in this Agreement, this Agreement does not include repairs to the system(s), the provision or installation of components or parts outside the Scope of Work, or service calls requested by you. If requested, these services will be charged for at our rates then in effect.

If you require any alteration to or deviation from this Agreement involving extra work, you agree that the cost of material and/or labor will be an extra charge (fixed-price amount to be negotiated or on a time-and-material basis at our preferred customer rates then in effect) over this Agreement price.

**Structures & Buildings:** Unless otherwise stated elsewhere in this Agreement, we will not be required to move, replace, or alter any part of the building or structures in the performance of this Agreement.

**Work Performed by Others:** Unless otherwise stated elsewhere in this Agreement, we will not be responsible for work that is performed by anyone other than our representatives. Therefore, you agree to permit only our personnel or agent(s) to perform the work included in the scope of this Agreement. Should anyone other than our representatives perform such work, we may, at our option, terminate this Agreement.

**Temporary Power:** Unless stated elsewhere in this Agreement, we do not include the provision of temporary power. If requested, these services will be provided and charged to you at the rate then in effect.

**Responsibility for Tools & Equipment:** If you request a multi-day power quality monitoring service, we may have to leave materials, tools, instruments, and/or equipment at your premises, and you agree to be responsible for any loss or damage to our materials, tools, instruments, and/or equipment while stored on your premises. You also agree to bear the risk of any loss or damage to the work that has been completed by us.

**Incorporated:** By accepting this proposal, it is understood and agreed between the parties that the proposal is incorporated in its entirety into any written contract entered between the parties. In the event of any conflict between the terms and conditions of this proposal and any subsequent contract between the parties, the terms of this proposal shall supersede. No provision in any subsequent contract that voids or waives prior agreements shall apply to this proposal.

**Hold Harmless:** In the unlikely event that there is a claim, damage, loss or expense that is caused in whole or in part by any active or passive act or omission by you, anyone directly or indirectly employed by you or for anyone for whose act you may be liable including any of your other subcontractors and their employees, then, to the fullest extent permitted by law, you will defend, indemnify and hold harmless our representatives and us from and against these claims, damages, losses and expenses including but not limited to attorneys' fees arising out of or resulting from the performance of our work under this Agreement.

**Hazardous Communications:** In order to comply with OSHA Hazard Communication Standard Regulations, you agree to make available to our personnel all pertinent Material Safety Data Sheets (MSDS) if required.

**Hazardous Substances:** Our obligations under this Agreement do not include the identification, abatement or removal of any asbestos products or other hazardous substances. In the event such products or substances are encountered, our sole obligation will be to notify you of the existence of such products and materials. We will have the right thereafter to suspend our work until such products or materials and resultant hazards are removed. The time for completion of the work under this Agreement shall be extended to the extent caused by the suspension of work, and the Agreement Price will be equitably adjusted.

**Delays Outside Our Control:** In the unlikely event that there is a delay, loss, damage or detention caused by unavailability of machinery, equipment or materials, delay of carriers, strikes (including those by our representatives), lockouts, civil or military authority, priority regulations, insurrection or riot, action of the elements, forces of nature, terrorism, or by any cause beyond our control, you agree that we will not be liable for this delay, loss, damage or detention.

**Loss of Profits and Consequential Damages:** Under no circumstances, whether arising in contract, tort (including negligence), equity or otherwise, will we be responsible for loss of use, loss of profit, increased operating, or maintenance expenses, claims of your tenants or clients, or any special, indirect, or consequential damages.

**Limits of Liability:** We guarantee that our performance of services under this Agreement will be in accordance with generally accepted trade practices for similar services. In no event will our liability exceed the total amount of compensation we receive for the services rendered. This guarantee is conditioned upon proper operation and maintenance by you and will not apply if the failure is caused or contributed to by accident, alteration, abuse, or misuse, and will not extend beyond the term of this Agreement.

**Dispute Resolution:** Should a dispute arise between you and us that remains unresolved, then either party may seek exclusive relief through the procedures of the American Arbitration Association (AAA), Commercial Arbitration and Mediation Center for the Americas (CAMCA), or any equivalent recognized independent arbitrating organization. A single arbitrator shall decide all disputes. The arbitrator shall render a decision no later than nine months after the demand for arbitration is filed, and the arbitrator shall state in writing the factual and legal basis for the award. Judgment may be entered upon the award in the highest state or federal court having jurisdiction over the matter. The prevailing party shall recover all costs, including attorney's fees, incurred because of the dispute. A prevailing party is a party that recovers at least 75% of its total claims or that is required to pay no more than 25% of the claims made against it. We both agree that any action through arbitration against either of us relating to any breach of this Agreement must be commenced within one (1) year from the date of the work.

**Warranty:** We warrant that our workmanship on all installations and repairs shall be performed in a good and workmanlike manner and that parts repaired or replaced by us will be free from defects in workmanship and material until the end of this Agreement or for 30 days, whichever is earlier. **WE DISCLAIM ALL OTHER WARRANTIES ON THE EQUIPMENT FURNISHED UNDER THIS AGREEMENT, INCLUDING ALL IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.**

**Changes:** This Agreement shall not be subject to change or modification other than by a writing to which both parties are signatories.

**Termination:** In the event you terminate this Agreement for any reason other than our breach, you agree to pay CORE Electric all costs for the work performed as of the date of termination plus 15% for overhead and profit.

**Purchase Orders:** You acknowledge and agree that any purchase order issued by you, in accordance with this Agreement, is intended only to establish payment authority for your internal accounting purposes. No purchase order shall be a counteroffer, amendment, modification, or other revision to the terms of this Agreement. No term or condition included in the purchase order will have any force or effect.

**Severability.** Any provision of this Agreement that in any way contravenes the law of any state or country in which this Agreement is effective, will, to the extent the law is contravened, be considered separable and inapplicable and will not affect any other provision or provisions of this Agreement.



Mike Brown Electric Co.

561-A Mercantile Drive  
Cotati, CA 94931-0059  
(707) 792-8100 • Fax (707) 792-8110  
Contractor's License #306767  
D.I.R. #1000000469

January 9, 2025

**Rancho Adobe Fire Protection District**

% Jeff Veliquette  
11000 Main Street  
Penngrove, CA 94951

**Subject: LED Sign Wiring**

Mike Brown Electric Co., a NECA/IBEW Contractor, is pleased to offer our services to provide necessary labor and materials for the following scope of work.

Penngrove Station

- Provide (2) 15A, 120V circuits to LED sign.
  - (1) circuit will provide constant power
  - (1) circuit will be controlled by a photocell.
- Installation includes trenching and backfill.
- Installation includes all required raceways, conductors, devices, and testing.

**Our proposed price for the above scope of work is: \$ 4,000.00**

Liberty Station

- Provide (2) 15A, 120V circuits to LED sign.
  - (1) circuit will provide constant power
  - (1) circuit will be controlled by a photocell.
- Installation includes trenching and backfill.
- Installation includes all required raceways, conductors, devices, and testing.

**Our proposed price for the above scope of work is: \$ 30,000.00**

Notations & Exclusions:

- Payment is due within 30 days of presentation of Invoice.
- Permit and Utility fees are excluded (MBE can obtain at cost plus 25%).
- No retention is to be withheld.
- Patching and painting of any kind is excluded.
- Work performed on premium time is excluded.

Please call if you have any questions. Thank you for this opportunity to be of service.

Sincerely,

Christopher P. Hart  
Service & Special Projects Manager

All material is guaranteed to be as specified. All work to be conducted in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Note: This proposal may be withdrawn by us if not accepted within 10 days.

PO Number \_\_\_\_\_

Acceptance of Proposal – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature \_\_\_\_\_

Date of Acceptance \_\_\_\_\_

Print Name \_\_\_\_\_



**DISCUSSION ON  
PURCHASE OF  
TYPE 3 FIRE ENGINE**







# Rancho Adobe Fire District

## Staff Report

**Date:** January 9, 2025

**Topic:** Type 3 Fire Engine Purchase

**Recommendation:**

Authorize the Fire Chief to enter into contract for purchase of a Type 3 fire apparatus in an amount not to exceed \$700,000.

**Background:**

The District responds to wildland fires with a Type 3, 4-wheel drive fire engine assigned at each station. Engine 9160, a 1999 International type 3 fire engine has seen frontline service for 25 years and has exceeded its useful life span and is due for replacement.

Purchase of Type 3 engines has become difficult in the last 5 years due to high demand from the State of California and other local government fire departments as well as supply chain deficiencies. Routinely, departments may spec and engine for build and wait 3-4 years for completion and delivery. This creates uncertainty and increased cost as annual increases are passed on to the agency. The District will focus on a CAL FIRE spec type 3 engine at the most appropriate cost by piggybacking on the State of California apparatus contract.

Apparatus builders routinely build a limited number of "stock" units that they sell on a first come first serve basis as they become available. These units are offered while in production and only minor changes can be made. Once listed for sale, these units generally enter into contract in less than a week – often a day or two.

Authorizing the fire chief to enter into contract as soon as a suitable apparatus becomes available will allow the District to secure the apparatus immediately without risking it being sold prior to obtaining Board approval at a monthly meeting. Once an agreement is entered into, staff will return to the Board with the specific financial details.

The District's apparatus specification committee supports this recommendation.

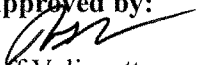
**Financial Impact:**

Partial funding of \$625,000 is identified in the Apparatus Reserve account 331 for replacement of this apparatus. Additional funding, if necessary can be identified by staff and the Board.

**Options:**

1. Approve the Chief to enter into contract for a type 3 stock unit
2. Direct staff to provide additional information.

**Approved by:**

  
Jeff Veliquette  
Fire Chief

